



**Quality Division Use Only**

Quality Tracking #:	2017-038	Date Quality Division Notified:	6/5/2017
Date Submitted to Management for Review:	6/13/2017	Date Submitted to Quality for Review:	6/16/2017

Date of Discovery:	6/1/2017	Division:	Client Services & Case Management Division
Date of Incident:	5/24/2017	Section:	Client Services & Case Management

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
2017-09860	063518317

**In this space, record details of the incident, include dates. Do not include analysts' names unless otherwise instructed by the Section Manager or Division Director(s):**

The agency case number written on the submission form did not match the agency case number under which the evidence item was submitted. According to Toxicology Standard Operating Procedure, if there is a discrepancy between case numbers on any piece of evidence, the evidence must be rejected. However, the difference in ACNs (Correct: 063518317; Incorrect: 063531817) was not noticed during the screening phase of accessioning nor during the accessioning process. The ACN was noted as "Consistent" on the Record of Evidence Accessioning Form (Lab-90) but it should have read "063531817". This would have resulted in the case being rejected. Because the discrepancy in case numbers was not caught, the evidence moved on to analysis. The alcohol analyst noticed the discrepancy in case numbers and notified the Toxicology supervisor on 06/01/2017. This is an administrative error that did not impact the technical results of analysis.

**Immediate Actions Taken:**

The alcohol analyst notified the Toxicology supervisor on 06/01/17 when she observed the discrepancy. The Toxicology supervisor informed the CS/CM Accessioner and CS/CM Supervisor of the discrepancy. The CS/CM Accessioner updated the Record of Evidence Accessioning form (Lab-90) with the following comment, "Updating accessioning form to change the agency case number for child item 1.3 from "Consistent" to "063531817". -BM." The changes were made on the Record of Evidence Accessioning form under child item 1.3 and the updated form was uploaded into LIMS. The Toxicology alcohol report included the following comment to disclose the discrepancy: "The agency case number on the submission form is "063531817" while the agency case number on Item 1 and in the HFSC laboratory information management system is "063518317." The SOP requires consistent agency case numbers on all evidence pieces. Please see Incident Report 2017-038 for further details."

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**Additional Information/ Follow Up (If applicable):**



**Section Manager:** Gary Powers  
**Division Director:** Gary Powers  
**Quality Director:** Lori Wilson

**Date:** 6/16/2017  
**Date:** 6/16/2017  
**Date Closed:** 6/16/2017