



**Quality Division Use Only**

Quality Tracking #:	<input type="text" value="2018-012"/>	Date Quality Division Notified:	<input type="text" value="2/6/2018"/>
Date Submitted to Management for Review:	<input type="text" value="2/23/2018"/>	Date Submitted to Quality for Review:	<input type="text" value="2/28/2018"/>

Date of Discovery:	<input type="text" value="1/31/2018"/>	Division:	<input type="text" value="Client Services &amp; Case Management Division"/>
Date of Incident:	<input type="text" value="6/24/2016"/>	Section:	<input type="text" value="Client Services &amp; Case Management"/>

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
N/A	014743101 098367101

**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):**

In 2016, old pre-HFSC Latent Print cases were transferred to a long-term storage location. During an evidence audit, per an inquiry of this location from Porter Lee LIMS, 100 items were randomly selected for the review. The CS/CM Specialist was able to locate 98 of the 100 items/cases. Case #014743101 item 0 and case #098367101 item 0 were unable to be located.

**Immediate Actions Taken:**

The CS/CM Specialists who originally transferred the items in 2016 searched the following boxes inside this long term storage location: -All 2001 boxes that contained barcoded items -Multiple 2001 boxes that contained non-barcoded items (items not tracked in LIMS) in which the range of case numbers would include these two cases -Multiple 2010 boxes (barcoded and non-barcoded) – The two missing items were transferred to the location at the same time as some miscellaneous 2010 cases. Therefore, it was thought the items may have been misfiled with these cases. After searching all of the above mentioned boxes within the storage location, the two items still could not be located. An extensive search has not been completed since there are more than 20,000 items stored in this long-term storage location. However, an inventory of all contents of that location will be conducted. The inventory will include cataloguing the contents of each storage box and ensuring that all chains of custody are updated and accurate. If possible, the contents of each box will be tracked as a container in LIMS to ease transferring of evidence in the future. All non-evidence items in the storage location will be catalogued as well. These items may be removed from the evidence storage location and placed in a more appropriate storage space, such as an offsite location.

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



**Houston Forensic Science Center**  
**Incident Report Form**  
Quality Division

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Until the inventory of all contents of the storage location is completed, the Quality Division will temporarily close this workflow. This was categorized as an incident for the purposes of documentation. This nonconformance will be re-addressed if the items are not located during the inventory. If the items are located, this Incident report will be amended with this information and re-uploaded to the HFSC e-discovery website.

**Section Manager:** Ashley Henry

**Date:** 2/26/2018

**Division Director:** Amy Castillo

**Date:** 2/27/2018

**Quality Director:** Lori Wilson

**Date Closed:** 2/28/2018