



Quality Division Use Only

Quality Tracking #:	<input type="text" value="2018-043"/>	Classification:	<input type="text" value="Incident"/>
Non-Conformance Level:	<input type="text" value="N/A"/>	Section:	<input type="text" value="Seized Drugs"/>
Date of Discovery:	<input type="text" value="06/07/18"/>	Date of Incident:	<input type="text" value="06/07/18"/>

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
2018-08250	069049618

Description of Non-conformance:

While performing a technical review on case 2018-08250 in JusticeTrax LIMS, the reviewer inadvertently performed both the technical and administrative reviews.

Actions Taken:

The section manager was notified. The section manager then performed a second administrative review that was documented in the Correspondence Log in JusticeTrax. The report did not require any amendments.



Summary of Root Cause Analysis:

Note: Incidents are documented for tracking purposes and trend analysis. Root Cause Analysis is not required for incidents.

N/A

Additional Information/Follow-Up:

The Quality Division categorized this as an incident because the nonconformance was administrative in nature. The nonconformance resulted from using a new LIMS (JusticeTrax) that does not prevent a technical reviewer from also clicking the administrative review option for the same case. Therefore, the report was released before another individual performed the administrative review. This incident is a violation of Quality Manual clause 5.9.5. which states "Unless approved in advance by the appropriate division director or his/her designee, the technical review and administrative review will not be conducted by the same individual." It also violates Section 4.4.1. of the Controlled Substances SOP which states that "Unless approved in advance by the Forensic Analysis Division Director or designee, the technical and administrative review will not be conducted by the same individual."

Section Manager: James Miller

Date: 06/13/18

Division Director: Amy Castillo

Date: 06/19/18

Incidents or Corrective Actions that involve the Biology/DNA section are reviewed by the Technical Leader and CODIS Administrator.

Technical Leader: N/A

Date: N/A

CODIS Administrator: N/A

Date: N/A

Quality Director: Lori Wilson

Date Closed: 06/19/18