



Quality Division Use Only

Quality Tracking #:	2018-044	Classification:	Incident
Non-Conformance Level:	N/A	Section:	Client Services & Case Management
Date of Discovery:	06/13/18	Date of Incident:	06/05/18

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
2018-07690	064095318

Description of Non-conformance:
A toxicology kit with an administrative discrepancy on the Specimen ID form should have been rejected per Client Services/Case Management (CS/CM) SOP clause 3.2. and Toxicology Analytical Manual v 3.1 clause 3.8. However, it was sent on to analysis after it was accessioned.

Actions Taken:
The Toxicology analyst notified CS/CM and Toxicology management upon discovery of this nonconformance on 6/13/2018. This nonconformance was discovered after analysis but prior to the issuance of the analytical report. On 6/18/2018, the following comment was added to the report, "HFSC accepted the evidence for analysis on June 5, 2018 even though it does not meet the current section policy criteria for accepting evidence for analysis. The date of birth listed on Item 1.3 is "06/08/19" which was interpreted to be in the future (2019) and therefore should have been rejected. Please see Quality Report 2018-044 pending as of June 14, 2018 for further details." The accessioning report was amended with the following comment "The date of birth on the submission form reads as "06/08/19". Since the date of birth is interpreted as being in the future, the case should have been rejected but was inadvertently sent on to analysis. For more information refer to Quality Incident report 2018-044." Quality met with the CS/CM specialist involved on 6/14/2018 to discuss this incident. To prevent this from recurring, Quality suggested that CS/CM put kits that should be rejected in a separate, colored bin as a way to remind the accessioner that the kit is not yet ready for analysis.



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:

This was a departure from administrative policy that did not impact the technical results of analysis. The subject's correct date of birth was listed in the Laboratory Information Management System (LIMS). The suspect's date of birth was listed as 06/08/19 on the Toxicology kit Specimen ID. It is CS/CM procedure to write a rejection report for cases that have discrepancies in case information and to return the kit to the Property Room to be corrected by the submitting agency. During accessioning, the CS/CM specialist realized the date of birth was incorrect and intended to write a rejection report after he completed accessioning the remainder of the cases he needed to complete that day. However, he put the kit back into the plastic bin with other Toxicology cases that were then transferred to the Toxicology section for analysis. Once the kit was put into the bin with the other cases, the CS/CM specialist forgot that a rejection report was needed and the evidence moved on to analysis. To prevent a recurrence, on June 28, 2018, CS/CM implemented the colored bin process to separate rejected kits from those that will move on to analysis after accessioning is completed.

Section Manager: Ashley Henry _____

Date: 07/03/18 _____

Division Director: Peter Stout _____

Date: 07/03/18 _____

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: 07/03/18 _____



Houston Forensic Science Center
Incident/Corrective Action Report
Quality Division
