



**Quality Division Use Only**

Quality Tracking #:	<input type="text" value="2018-073"/>	Classification:	<input type="text" value="Incident"/>
Non-Conformance Level:	<input type="text" value="N/A"/>	Section:	<input type="text" value="Biology/DNA"/>
Date of Discovery:	<input type="text" value="08/01/18"/>	Date of Incident:	<input type="text" value="08/01/18"/>

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
2017-20719 2018-00706 2018-02921 2018-01381 2018-08045 2018-08597 2018-08695 2018-08699 2018-06485 2018-07854 2018-08747 2018-08777 2018-08822 2018-08834 2018-08898 2018-08926 2018-09829 2018-09828 2018-09831 2018-09864 2018-09038 2018-09042 2018-09063 2018-09128 2018-09139 2018-09235 2018-09237 2018-09290 2018-09340 2018-09431 2018-09586 2018-09866 2018-09933 2018-09984 2018-10095 2018-10251 2018-10553 2018-09596 2018-09653 2018-09656 2018-09826	135409417 003572318 021467318 108706816 064464918 073979518 074299918 074038518 047538218 065866918 144470816 064650918 075307418 074538118 073147618 076048118 081182918 081380618 084097418 084351318 076506918 077499018 077427518 075691518 073432718 078783918 066016418 079427318 080668818 054687218 082113618 085017318 083121918 086282918 064571618 087766618 018027718 081983818 080598018 083114018 084412318

**Description of Non-conformance:**  
When an item/container is too large to fit on a shelf in the room-temperature storage room, it is laboratory practice to place the item/container on the floor in front of a specific shelf and record the shelf that the item/container is in front of as the custody location. Container SHIP2018-00019 was physically transferred from a Forensic Biology staff member's custody to the floor in front of shelf 4 in the room-temperature storage room on 8/1/2018 at approximately 3:15pm. On 8/6/18 the staff member noted that container SHIP2018-00019 had been moved from in front of shelf 4 to in front of shelf 3. This movement was not recorded on the chain of custody.

**Actions Taken:**



The laboratory has interviewed staff but has been unable to account for the movement of container SHIP2018-00019. The laboratory recognizes that the practice of using a shelf designation for an large item/container that must be stored on the floor is not best practice. Moving forward, the laboratory has communicated to staff that the "Forensic Room Temp Storage" custody designation should be used when placing items on the floor in the room-temperature storage room.

**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:**

Access to the room-temperature storage room is restricted to authorized personnel only and the integrity of the evidence was not affected. While the container was moved from in front of one custody designation to in front of another, these custody designations are adjacent and span a total distance of approximately two feet.

Section Manager: Courtney Head

Date: 08/27/18

Division Director: Amy Castillo

Date: 08/27/18

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



**Houston Forensic Science Center**  
**Incident/Corrective Action Report**  
Quality Division

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**Technical Leader:** Robin Guidry

**Date:** 08/23/2018

**CODIS Administrator:** Jennifer Clay

**Date:** 08/27/2018

**Quality Director:** Lori Wilson

**Date Closed:** 08/28/18