



Quality Division Use Only

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|------------------------|---------------------------------------|-------------------|---------------------------------------|
| Quality Tracking #: | <input type="text" value="2018-096"/> | Classification: | <input type="text" value="Incident"/> |
| Non-Conformance Level: | <input type="text" value="N/A"/> | Section: | <input type="text" value="Firearms"/> |
| Date of Discovery: | <input type="text" value="10/01/18"/> | Date of Incident: | <input type="text" value="09/28/18"/> |

| Forensic Case Number(s), if applicable: | Agency Case Number(s), if applicable: |
|---|---------------------------------------|
| n/a | n/a |

Description of Non-conformance:
The monthly performance check of the Firearms balance was not completed in September 2018 as required by the Firearms sectional SOP.

Actions Taken:
The section manager completed the performance check on 10/1/2018. The balance passed this performance check. The balance was also within specifications during the monthly check performed in August. Since the balance was performing appropriately in August and in October, there is no reason to believe the balance was out of specification in September. Since performance checks are recorded electronically in Qualtrax, to visually assist staff members with verifying the monthly checks have been performed, a monthly calendar was posted in front of the balance. When the monthly checks are performed, this will be noted on the calendar as well as in Qualtrax.

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 balance performance check was also missed in June 2018. Please refer to incident report 2018-049 for more information. The assigned NIBIN Technician set calendar reminders for these performance checks and stated they were effective at reminding him to complete the tasks. However, in September he had to train new personnel and had other tasks which were prioritized over checking the balance. The balance is used to record the weight of projectiles when an item is "logged in". The weight of a projectile, along with its shape and style, can assist an examiner in rendering an opinion on the specific caliber of a projectile. The weight of a fragment may also help to verify its identity in the event the item itself cannot be marked and it gets separated from its packaging. The weight of a projectile is not considered a critical measurement.

Section Manager: Donna Eudaley

Date: 10/25/18

Division Director: Amy Castillo

Date: 10/31/18

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: 10/31/18