



Quality Division Use Only

Quality Tracking #:	<input type="text" value="2018-107"/>	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="11/09/18"/>	Date of Incident:	<input type="text" value="11/09/18"/>

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

Description of Non-conformance:

A Forensic Biology staff member indicated that, while examining evidence, it is her practice to document original observations on non-traditional media and then subsequently discard that media. This is a violation of the Quality Manual and the Biology SOP. She indicated that she has also trained other staff members to utilize this practice.

Actions Taken:

An email was sent on November 13, 2018, to all staff who are authorized to examine evidence notifying staff to discontinue this practice and reminded them that original observations on non-traditional media or an electronic equivalent thereof must be retained in the case record. This information was also reiterated at the screeners' meeting on November 15, 2018.

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:

N/A

Section Manager: Courtney Head

Date: 11/19/18

Division Director: Amy Castillo

Date: 11/20/18

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

Technical Leader: Robin Guidry

Date: 11/19/2018

CODIS Administrator: Jennifer Clay

Date: 11/19/2018

Quality Director: Lori Wilson

Date Closed: 11/21/18