



Quality Division Use Only

Quality Tracking #:	2020-027	Classification:	Incident
Non-Conformance Level:	N/A	Section:	Biology/DNA
Date of Discovery:	04/02/20	Date of Incident:	03/09/20

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
2017-22144	148763217

Description of Non-conformance:

A footer statement that read "Testing associated with the results and interpretations described in this report was conducted by the Forensic Biology Division located at 1200 Travis Street, Houston, TX 77002." was mistakenly included on a report that was issued on April 2, 2020. The footer statement was not applicable to this specific case and should have been removed prior to the report being issued.

Additional Information/Follow-Up:

The Forensic Biology section relocated from 1200 Travis Street to 500 Jefferson Street on October 4, 2019. At the time of relocation, some of reports that had not yet been finalized encompassed laboratory activities that occurred at the 1200 Travis Street location.

Once the relocation to 500 Jefferson Street was finalized, report writing resumed. The footer on the report template which read "Testing associated with the results and interpretations described in this report was conducted by the Forensic Biology Division located at 1200 Travis Street, Houston, TX 77002." was not removed. Analysts were responsible for assessing if the footer statement was applicable according to which location the laboratory activities had been conducted and removing the statement if it was not.

On April 2, 2020 an analyst conducting an administrative review approved a report for issuance in the PorterLee laboratory information management system (LIMS) and immediately noticed the footer statement was contained in the report but was not applicable. The analyst promptly brought this to the attention of the Forensic Biology Manager.



Actions Taken:

On April 2, 2020 the Forensic Biology Manager contacted the Information Technology (IT) Division and requested that the footer statement be removed from the report template; the footer statement was subsequently removed that day.

In addition, the notes section of the Forensic Biology reports was updated prior to this incident to include the statement, "Laboratory activities described in this report that were conducted by the Forensic Biology Division prior to October 4, 2019 were conducted at 1200 Travis Street, Houston, TX 77002."

The report for case 2017-22144 was amended with the following report statement: THE REPORT DATED APRIL 02, 2020 HAS BEEN AMENDED WITH CORRECTIONS AND/OR ADDITIONS.THE FOOTER WAS REMOVED FROM THE REPORT. THE ORIGINAL REPORT IS AVAILABLE AT THE HOUSTON FORENSIC SCIENCE CENTER UPON REQUEST.

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

Section Manager: Courtney Head

Date: 08/13/20

Division Director: Amy Castillo

Date: 08/14/20

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

Technical Leader: Courtney Head

Date: 07/28/2020

CODIS Administrator: Jennifer Clay

Date: 08/13/2020

Quality Director: Erika Ziemak

Date Closed: 08/16/20