



**Quality Division Use Only**

Quality Tracking #:	2020-063	Classification:	Incident
Non-Conformance Level:	N/A	Section:	Firearms
Date of Discovery:	07/15/20	Date of Incident:	06/15/20

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
2020-08270	079482020

**Description of Non-conformance:**  
A NIBIN technician placed the label for item 003 (magazine) on item 008 (cartridges).

**Additional Information/Follow-Up:**  
A NIBIN technician took possession of case 2020-08270 item 008 but thought he had taken possession of item 003. The technician placed the label for item 003 on item 008. The evidence description listed item 003 as a magazine. The item was not opened nor inventoried by the technician. He proceeded with processing believing that he had taken possession of item 003 (magazine) when he actually had taken physical possession of item 008 (cartridges). This issue was not discovered until after the NIBIN Notification was issued.  
  
The magazine, which was brought to HFSC from the Crime Scene Unit, has an associated paper chain of custody. HFSC item numbers are not listed on the paper chain of custody. The electronic chain of custody in JusticeTrax LIMS for the magazine was not started until after the issue was discovered and resolved.



**Actions Taken:**

The barcode on the item 003 label was used for tracking the electronic chain of custody in JusticeTrax LIMS, but it was item 008 that was physically being transferred. Once this issue was identified, the item descriptions in JusticeTrax LIMS were swapped; item 003 became the cartridges and item 008 became the magazine. This allowed the electronic chain of custody transfers of the cartridges to match their physical transfers.

The NIBIN Notification was amended on 08/13/2020 with the following statement: This report has been issued to amend Laboratory Report #0005 issued on 6/19/2020. The original report listed the incorrect description for Item 003. The description for Item 003 has been corrected. The original report is available at the Houston Forensic Science Center upon request. There is a nonconformance associated with this amended report. Please see Incident Report #2020-063 for more information.

**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: Donna Eudaley

Date: 08/17/20

Division Director: Amy Castillo

Date: 08/27/20

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: Erika Ziemak

Date Closed: 08/30/20