



**Quality Division Use Only**

Quality Tracking #:	<input type="text" value="2020-088"/>	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="10/29/20"/>	Date of Incident:	<input type="text" value="10/29/20"/>

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
2020-12982	125280120

**Description of Non-conformance:**

An analyst began a quantification run before manually populating the respective sample information into the 7500 instrument software. The analyst aborted the run to populate the sample information in the instrument software; however, because the run had already been started, the samples could no longer be used for quantification data interpretation.

**Additional Information/Follow-Up:**

There are two options by which an analyst is able to populate sample information into the 7500 instrument software: manually or by importing a file. The process of the manual set-up consists of placing the quantification plate in the instrument, typing in the run name, setting the position of the samples in the software as it is on the quantification plate, and clicking the "start run" button. The process of importing a file into the instrument software consists of placing the quantification plate in the instrument, importing the file which then automatically populates the sample information into the software and clicking the "start run" button. In this incident, the analyst was conducting a manual quantification run and needed to populate the sample information manually. While attempting to manually populate the sample information the analyst was having trouble doing so and requested assistance of the technician production lead who was in the laboratory at the time. The production lead noticed the analyst was having trouble because the instrument had already been running for five minutes. The analyst decided to abort the run with the intention of salvaging the data and restarting the quantification process again. The analyst then contacted the DNA technician supervisor for assistance, and it was decided to dispose of the original plate and set-up a new plate in order to conduct the quantification process again. When interviewed, the analyst mentioned that he mostly performs automated quantification runs, and seldom performs manual runs. Once the software is opened you must first select the type of assay to be conducted. After this, a manual run or a file import can be conducted. In both instances the "start run" button is always present on the top right corner of the screen. At this point the analyst may have inadvertently pressed the "start run" button before populating the wells.



Houston Forensic Science Center  
Incident/Corrective Action Report  
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**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

**Actions Taken:**

A new plate was set-up and the quantification process was completed with no further complications. The quantification data from the second plate was used for interpretation. The analyst will be more conscientious of which procedure he is performing and assure himself of no distractions while in the laboratory. In addition, the Operations Coordinator performed a series of tests where errors were introduced into the sample information within the instrument's software, such as typos and the omission of a sample. Under all the series of tests performed, the data was recovered and usable for analysis. This topic was discussed in a technician meeting and analysts were made aware to not abort a run if this were to occur again, as data can still be obtained and used. The report for this case was issued with the following report statement: A processing incident occurred. Please see quality report 2020-088 for additional information.

Section Manager: Courtney Head

Date: 02/03/21

Division Director: Amy Castillo

Date: 02/11/21

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

Technical Leader: Cheron Maxwell

Date: 01/29/2021

CODIS Administrator: Jennifer Clay

Date: 01/30/2021

Quality Director: Erika Ziemak

Date Closed: 02/12/21