



Quality Division Use Only			
Quality Tracking #:	2020-098	Classification:	Incident
Non-Conformance Level:	N/A	Section:	Research and Development, Toxicology
Date of Discovery:	11/23/20	Date of Incident:	11/20/20

Forensic Case Number	Agency Case Number	Forensic Case Number	Agency Case Number
2020-10259	099398720	2020-10299	099796020
2020-10260	099757420	2020-10304	100033520
2020-10262	099713020	2020-10296	099812320
2020-10265	099409320	2020-11574	112705120
2020-10266	099665420	2020-11584	113617720
2020-10267	099418020	2020-11589	113518720
2020-10268	099378220	2020-11594	113590820
2020-10269	099691220	2020-11604	113601920
2020-10295	100318620	2020-11605	113583520
2020-10300	100331620	2020-11611	111947820
2020-10302	100263520	2020-11680	114060220
2020-10308	100296320	2020-11682	114620720
2020-10312	100320920	2020-11684	114579920
2020-10315	100283520	2020-11687	114840920
2020-10895	105120520	2020-11688	114021520
2020-10987	106920620	2020-11691	115001520
2020-10988	106795520	2020-11693	114528220
2020-10991	106955420	2020-11694	113816620
2020-11000	106937020	2020-11695	114970220
2020-11001	106942820	2020-11698	114282120
2020-11090	108187920	2020-11705	114610620
2020-11099	107885620	2020-11733	113888520
2020-11105	107952620	2020-11734	114099920
2020-11108	107939020	2020-11735	114472720
2020-11110	107965620	2020-11736	114631220
2020-11147	107950720	2020-11740	114130920
2020-09466	092044120	2020-11741	114515020
2020-10038	095763020	2020-11747	114101420
2020-10027	096572520	2020-11749	114626620
2020-10163	098079120	2020-11752	114087920
2020-10216	098538520	2020-11760	114108820
2020-10263	099793820	2020-12757	125064320
2020-10294	099826920	2020-13489	131180520



2020-10296	099812320	2020-10758	104471420
2020-09900	096376420		

Description of Non-conformance:

Incorrect electronic notary stamps were included on seventy Toxicology alcohol reports.

Additional Information/Follow-Up:

HFSC Toxicology section's alcohol reports include the notary stamp and signature of the analyst performing the administrative review. Notary stamps for toxicology analysts newly authorized to perform administrative reviews are electronically added to alcohol reports by the JusticeTrax (JT) Laboratory Information Management System (LIMS) Administrator. The JT LIMS Administrator completed such request on November 20, 2020.

On November 23, 2020, a toxicology analyst noticed that the incorrect notary stamp appeared next to her name after she completed an administrative review. The section immediately investigated the issue and determined that it involved reports administratively reviewed by 5 different analysts. The 5 analysts had administratively reviewed 70 reports where the incorrect notary stamp appeared by their signature on the reports. This nonconformance involves 69 cases and 70 reports; forensic case number 2020-10296 had two alcohol reports affected by this issue. The JT LIMS Administrator determined that an incorrect report template was uploaded to LIMS when completing the November 20, 2020 request, which resulted in reports being generated with incorrect notary stamps.

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:

The analyst who discovered the issue notified the section supervisor. The supervisor announced a halt to all administrative reviews and submitted a Qualtrax ticket to the JT LIMS Administrator requesting that the issue be corrected.

The JT LIMS administrator corrected the issue on November 24, 2020 and the Toxicology section then verified that the correct notary stamps were populating on reports in JT LIMS. After verifying that the issue was resolved, administrative reviews were resumed on November 24, 2020.

The 70 reports involved in the nonconformance were amended with the following comment in the report header:

"This report supersedes blood alcohol report 000X dated November XX, 2020. HFSC amended this report because it was released with an incorrect notary stamp. The data used to generate this report are identical to the data used to generate the November XX, 2020 report, and the results are the same. This case is associated with quality report 2020-098 pending as of November XX, 2020. Please refer to the quality report for more information regarding the notary stamp error."

The Toxicology section completed amending all affected reports on December 15, 2020.

Section Manager: Dayong Lee

Date: 12/23/20

Division Director: Amy Castillo

Date: 01/04/21

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: 01/05/21