



Quality Division Use Only

Quality Tracking #:	2020-109	Classification:	Incident
Non-Conformance Level:	N/A	Section:	Client Services & Case Management
Date of Discovery:	12/21/20	Date of Incident:	12/21/20

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
2020-17479 2020-17542	169019520 169013420

Description of Non-conformance:

A CS/CM Specialist switched the JusticeTrax laboratory information management system (LIMS) labels on two DWI kits. The incorrect labels were identified during the accessioning process and prior to the evidence being opened for Toxicology analysis.

Additional Information/Follow-Up:

The incorrect JusticeTrax labels were placed on the Toxicology kits on 12/21/2020 when the evidence was received from the Houston Police Department Property Room. The CS/CM Specialist then transferred both kits to a refrigerator inside the secure Toxicology laboratory at HFSC. A second CS/CM Specialist, who is responsible for accessioning toxicology kits, noted the error when she transferred one of the kits into her custody. She did not transfer the second kit. After notifying her supervisor of the issue, the CS/CM Specialist transferred the first kit back to the refrigerator.



Actions Taken:

A CS/CM Supervisor photographed the kits as received to document the switched labels. She then placed corrected labels on each kit and again photographed the kits to document that they now bore the correct JusticeTrax LIMS labels. Comments were added to the chain of custody report and the accessioning report documenting the incident. Accessioning was completed on 12/31/2020. This was an isolated occurrence that was identified and corrected while the original evidence seals were still intact. The risk this nonconformance posed to the technical work was mitigated prior to the evidence being accessed for Toxicology analysis.

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: Ashley Henry

Date: 01/29/21

Division Director: Amy Castillo

Date: 02/01/21

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: 02/11/21