



**Quality Division Use Only**

<b>Quality Tracking #</b>	2020-PAR1	<b>Date Quality Division Notified:</b>	2/7/2020
<b>Date Submitted to Management for Review:</b>	6/25/2020	<b>Date Submitted to Quality for Review:</b>	7/14/2020

<b>Division:</b>	Comparative & Analytical Division	<b>Section:</b>	Client Services & Case Management, Seized Drugs, Latent Print Section
------------------	-----------------------------------	-----------------	---

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
N/A	N/A

**Identified Through:** Daily Operations

**If other, state source:** \_\_\_\_\_

<b>Description of proposed preventive action:</b>
THIS DOCUMENT IS CONFIDENTIAL PURSUANT TO TEXAS GOVERNMENT CODE 552.139 AND 552.101 (IN CONJUNCTION WITH GOVERNMENT CODE 418.177, 418.182). TO REQUEST THIS DOCUMENT, PLEASE CONTACT HFSC GENERAL COUNSEL AT LEGAL@HOUSTONFORENSICSCIENCE.ORG

<b>Documents and/or Procedures Requiring Update (if applicable):</b>
N/A

<b>Staff Member:</b>	Ashley Henry, James Miller, Tim Schmahl	<b>Date:</b>	6/25/2020
<b>Immediate Supervisor:</b>	Ashley Henry	<b>Date:</b>	6/30/2020
<b>Division Director:</b>	Amy Castillo	<b>Date:</b>	7/14/2020
<b>Quality Director:</b>	Erika Ziemak	<b>Date Closed:</b>	7/14/2020