



Quality Division Use Only

Quality Tracking #:	2021-IA-06	Classification:	Incident
Non-Conformance Level:	N/A	Section:	Biology/DNA
Date of Discovery:	05/28/21	Date of Incident:	05/28/21

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

Description of Non-conformance:
During the 2021 Forensic Biology internal audit it was noted that there is no mechanism to accurately document DNA analyst meeting minutes are reviewed by contract workers.

Additional Information/Follow-Up:
Forensic biology has a robust system established for documenting meeting minutes for screening, technician and DNA analyst meetings. There are detailed PowerPoints presentations and/or recordings of the meetings available in the section's SharePoint site. In addition, supervisors keep attendance records of these meetings. Although this system has proven to be effective for regular full-time analysts, attendance records for contract analysts could not be provided during the internal audit. Due to the nature of contract employment work is not performed on a regular basis by some contractors and there was no established mechanism by which contract workers are made aware of the information shared in the DNA analysts meetings that are relevant to the case work duties they perform. Contract workers only perform technical reviews of DNA interpretation for cases that have been outsourced to a vendor laboratory. In addition, as part of the investigation into this nonconformance, section management realized attendance was not being taken in section-wide meetings and therefore there was no documentation that staff not in attendance at the section-wide meetings later received the information discussed.



Actions Taken:

To ensure compliance with 5.7a of the quality manual, the responsibility of tracking DNA analyst meeting minutes has been delegated to the DNA interpretation supervisor. The forensic biology manager has informed all contract workers that in order to ensure meeting minutes are reviewed in a timely manner, contract workers are now required to review meeting minutes on a monthly basis and documentation of this review must be sent via email to the DNA interpretation supervisor. Section-wide meeting attendance will be taken by the CODIS administrator or designee and staff will be responsible for documenting their review of the meeting minutes if they are unable to attend.

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: Courtney Head

Date: 10/26/21

Division Director: Amy Castillo

Date: 10/29/21

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

Technical Leader: Cheron Maxwell

Date: 10/06/2021

CODIS Administrator: Jennifer Clay

Date: 10/14/2021

Quality Director: Erika Ziemak

Date Closed: 10/29/21