



Quality Division Use Only

Quality Tracking #:	<input type="text" value="2022-014"/>	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="01/12/22"/>	Date of Incident:	<input type="text" value="01/12/22"/>

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

Description of Non-conformance:

The annual refresher training pertaining to the case record review process for DNA analysts did not occur in 2021.

Additional Information/Follow-Up:

The Quality Manual requires section management to ensure that staff who perform case work and/or case record reviews to receive annual refresher training pertaining to their case record review process.

While reviewing the Annual Review Refresher document in December 2021, the Technical Leader asked the supervisors to ensure the refreshers would be completed for the upcoming year. It was later noted that the DNA interpretation checklists were not reviewed with the DNA analysts for 2021. The DNA Interpretation Supervisor indicated that she overlooked the task of conducting the annual review refresher training.

The last refresher training for the DNA interpretation checklists occurred on August 4, 2020. Although the refresher training did not occur in 2021, DNA analysts hold bi-weekly recorded meetings where any topic can be discussed, including changes to checklists. The changes made to the STR report checklist in January 2022 were discussed at the March 31, 2022 refresher training.

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 expiration date of the Annual Review Refresher document has now been updated to every November 1st to prompt the Technical Leader to check that the reviews have been completed. This update also allows two months for the supervisors to complete this task before the end of each year.

The DNA Interpretation Supervisor conducted an STR Report checklist, Non-STR Report checklist, and STRmix checklist refresher for DNA analysts on March 31, 2022. The training was recorded, and it is available for review. In addition to the STR Report checklist, four DNA analysts (contract workers) utilize the Ownership Review checklist and the No Ownership Review checklist when conducting ownership reviews on data obtained from outsourced casework. Forensic Biology management has decided to not hold an Ownership Review checklist nor a No Ownership Review checklist refresher training since these checklists are only utilized by four analysts. If any other analyst, other than these four analysts, will be conducting ownership reviews, they will be instructed by Forensic Biology management to contact the DNA production lead to receive an ownership review refresher before conducting an ownership review.

Section Manager: Courtney Head Date: 08/01/22
Division Director: Amy Castillo Date: 08/02/22

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

Technical Leader: Cheron Maxwell Date: 07/25/2022
CODIS Administrator: Jennifer Clay Date: 08/01/2022
Quality Director: Erika Ziemak Date Closed: 08/02/22