



Houston Forensic Science Center

INTEROFFICE MEMO

To: Peter Stout, President/CEO

From: Erika Ziemak, Quality Director

cc: Amy Castillo, COO
Carina Haynes, Director of the Crime Scene Unit

Date: October 31, 2022

Re: Modification of Quality Manual Clause 8.2.4 related to OSAC Registry standards implementation timeframe

Quality Manual Clause 8.2.4 states:

“When applicable standards are published on the OSAC Registry, these will be implemented within a year of being published. Once an OSAC Registry standard has been implemented, conformance and clauses that cannot be followed in their totality will be documented in the HFSC OSAC Registry Compliance Form located in Qualtrax.”

The intent of this memo is to modify Quality Manual Clause 8.2.4, specifically the timeframe related to the implementation of standards published on the OSAC Registry. This clause requires interdisciplinary and technical standards to be implemented within a one-year timeframe after they are published on the OSAC Registry.

Since the implementation of this one-year timeframe requirement, HFSC has implemented 22 standards/guidelines from a variety of disciplines. A re-evaluation of this deadline period showed that while some standards have been effectively implemented within this one-year timeframe, some of the changes that resulted because of implementation have not been successfully executed, fully adopted into practice, or well understood by staff members.

While it is still HFSC’s intention to adopt standards published on the OSAC Registry, the one-year timeframe was re-evaluated in an effort to ensure effective and sustainable implementation of standards.

Effective on the date of this memo, the new implementation program will require that within one month of publication of a standard on the OSAC Registry, a representative from the Quality Division and a representative from the technical section will perform a brief overview of the standard to determine an appropriate timeline for the completion of a gap analysis. While the target timeline for completion of a gap analysis is 7 months from the date of publication, specific deadlines will be determined by considering several factors (i.e., the number of standards published withing the same timeframe, the number of standards published within the same discipline, the complexity of the standard). Upon conclusion of the gap assessment, a section will commit to an action plan timeline for compliance to the standard.