



Quality Division Use Only

Quality Tracking #:	<input type="text" value="2022-IA-02"/>	Classification:	<input type="text" value="Incident"/>
Non-Conformance Level:	<input type="text" value="N/A"/>	Section:	<input type="text" value="Latent Print Section"/>
Date of Discovery:	<input type="text" value="04/11/22"/>	Date of Incident:	<input type="text" value="12/31/21"/>

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

Description of Non-conformance:
The secondary weights used to performance check the Latent Print Processing balances were not verified in 2021.

Additional Information/Follow-Up:
The missed performance check of the weights was discovered in the 2022 Internal Audit. It was the responsibility of the former lead latent print processor to perform this check, however, this employee departed from HFSC in March 2022, prior to the internal audit. Therefore, this former staff member is not available for interview regarding this nonconformance. Balances are used to weigh chemicals when mixing reagents. The reagents are quality control checked prior to use; therefore, it would be apparent before use on casework if the reagent was not performing as expected.



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 Latent Print Training Coordinator performed the weight checked on 5/24/2022 and the weights were in tolerance. The latent print reagent log was reviewed for this timeframe and no reagents had failed the quality control check. Therefore, there is no evidence to support that the missed performance check had a technical impact on casework. The responsibility of performing future weight performance checks has been reassigned to the Logistics and Equipment Manager. An annual reminder to perform the weight check was added into the Chemical Inventory function of Porter Lee LIMS.

Section Manager: Rebecca Green Date: 09/06/22
Division Director: Amy Castillo Date: 09/06/22

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

Technical Leader: Jeniffer Molina Date: 09/06/2022
CODIS Administrator: N/A Date: N/A

Quality Director: Erika Ziemak Date Closed: 09/08/22