



Quality Division Use Only

Quality Tracking #:	<input type="text" value="2022-IA-11"/>	Classification:	<input type="text" value="Incident"/>
Non-Conformance Level:	<input type="text" value="N/A"/>	Section:	<input type="text" value="Crime Scene"/>
Date of Discovery:	<input type="text" value="05/27/22"/>	Date of Incident:	<input type="text" value="05/27/22"/>

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

Description of Non-conformance:
The Crime Scene Unit (CSU) SOP requires an annual inspection of the section's NIST traceable ruler. The ruler is inspected for damage when used but these inspections have never been documented.

Additional Information/Follow-Up:
The measurements included in CSU diagrams and case notes are approximations used to give a demonstration of the overall scene. These measurements are not considered as critical.

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



Houston Forensic Science Center Incident/Corrective Action Report

Actions Taken:

The Qualtrax CSU Critical Equipment Workflow was updated in June 2022 to capture the needed information regarding the annual inspection. The inspection of the ruler was documented for 2022 in Qualtrax. The procedure was updated in the CSU SOP version dated January 2023, to modify the procedure for documenting the review.

Section Manager: Carina Haynes

Date: 01/19/23

Division Director: Carina Haynes

Date: 01/19/23

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

Technical Leader: Nicole Teele

Date: 01/19/23

CODIS Administrator: N/A

Date: _____

Quality Director: Erika Ziemak

Date Closed: 01/19/23