



Quality Division Use Only

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

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

Description of Non-conformance:

Upon an interview during the 2022 security and safety internal audit, a Latent Print examiner explained that he was not clean shaven when the Houston Forensic Science Center's (HFSC) vendor conducted respirator fit testing. This is a violation of HFSC's Health and Safety Manual which requires all staff being fit tested to be clean shaven.

Additional Information/Follow-Up:

The Quality Division and the Human Resources Director interviewed the Latent Print examiner about his respirator fit testing that occurred in October 2022. He mentioned that at the time he was fit tested he had a full beard and was curious about why the Occucare technician did not mention anything about his beard. The Latent Print examiner stated that although he has never been trained on the requirements of respirator fit testing, he was aware about facial hair being an impediment to proper respirator fit testing due to previous job interviews with other agencies throughout the United States that made it clear throughout the interview process that in order to be properly fit tested he needed to be clean shaven. The examiner added that when the technician did not mention his facial hair, he didn't either. In addition, the Latent Print examiner stated he was not aware of HFSC's Respirator Fit Test waiver option.

The Human Resources Director contacted the vendor to inquire about their procedures to determine if this is something that could occur again. The vendor stated that all technicians that are trained to perform respirator fit testing are trained to not conduct fit testing on anyone with facial hair. Unfortunately, according to the vendor, the technician that performed the respirator fit testing on the Latent Print examiner was no longer employed at the vendor, so he could not be questioned about the incident. Although, the vendor informed HFSC that the technician assigned to conduct respirator fit testing in October 2022 was no longer employed with the vendor as of December 2022, a Quality Specialist noticed that the technician that was conducting audiometric testing at HFSC in February 2023, was the same technician that conducted respirator fit testing in October of 2022. The Safety and Steering Committee decided to not pursue this further with the vendor, and the Human Resources Director will document this for future evaluation when contracting with this vendor.



In addition, HFSC was advised the morning of the testing in October 2022 that one technician could not attend as planned and respirator fit testing would be conducted by one technician instead of two, as it had been done in previous years. HFSC is unable to determine with certainty if this was a contributing factor in this incident.

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:

Since the respirator fit testing that was conducted on the Latent Print examiner in October 2022 is not valid the Latent Print examiner was given the option to be retested with no facial hair, or to sign the Respirator Fit Test waiver. The examiner opted to sign the waiver after discussing the situation with the Human Resources Director. The analyst was reminded that if he were to have any concerns or questions about the respirator fit testing to contact the Human Resources Director and the Quality Specialist that coordinate the respirator fit testing.

Moving forward the instructions on how to be fit tested that are emailed by the Human Resources Director to staff members will include information on what to do and who to contact if a staff member has questions or concerns regarding fit testing.

In addition, the HR - Manager On-Boarding Checklist for New Employees workflow has been modified to include a task for section management to inform staff members on applicable personal protective equipment and procedures.

For future respirator fit testing, HFSC will request the vendor to bring two technicians to perform respirator fit testing.



Section Manager: Caresse Young

Date: 03/22/23

Division Director: Caresse Young

Date: 03/22/23

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

Technical Leader: N/A

Date: _____

CODIS Administrator: N/A

Date: _____

Quality Director: Jackeline Moral

Date Closed: 04/21/23