



Quality Division Use Only

Quality Tracking #:	<input type="text" value="2022-IA-13"/>	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:

The safety showers in the Latent Print section and Crime Scene Unit did not have a documented monthly safety check for every month in 2022 as required per the Health and Safety manual.

Additional Information/Follow-Up:

During the 2022 Security and Safety internal audit it was noted that the Crime Scene unit safety shower located in the basement had not been checked since August 2022 (months of March and June of 2022 were also not completed) and that the Latent Prints laboratory safety shower had not been checked since March 2022. In April 2022, the Business Development Director retired from the Houston Forensic Science Center (HFSC) and his safety responsibilities were tasked to the Human Resources Director. One of the delegated responsibilities was to ensure that all safety showers and eye wash stations were inspected monthly by a section safety representative, as specified in section 7 of the Health and Safety Manual. The Human Resources Director had been learning the safety tasks that need to be completed however, during this process the aforementioned safety shower checks were not completed. In February 2023, it was noted that the Latent Print section laboratory safety showers and eye wash station inspection had not been completed. The responsible parties were contacted, and the inspections were done the same day.



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 Human Resources Director agreed with the Crime Scene Director that the Crime Scene Unit Support Specialists will be responsible for conducting the Crime Scene Unit safety shower and eye wash station monthly inspections. A confirmation email will be sent to the Human Resources Director when the safety shower and eye wash stations are completed each month. For the Latent Print laboratory safety showers and eye wash stations a latent print staff member has been assigned to conduct the monthly inspections.

Section Manager: Caresse Young

Date: 02/24/23

Division Director: Caresse Young

Date: 02/27/23

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: 02/28/23