



Quality Division Use Only	
Quality Tracking # <input style="width: 90%;" type="text" value="2022-PAR16"/>	Date Quality Division Notified: <input style="width: 90%;" type="text" value="10/18/2022"/>

Division:	<input style="width: 95%;" type="text" value="Client Services & Case Management Division"/>	Section:	<input style="width: 95%;" type="text" value="Client Services & Case Management"/>
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Identified Through: Daily Operations

If other, state source: _____

Description of Original Process:
<p>Client Services/Case Management (CS/CM) does not currently have a cleaning schedule. CS/CM handles and transfers various types of evidence including biological and controlled substances throughout the laboratory. These items are placed on several different surfaces during the transferring processes.</p>

Description of Improved Process:
<p>As of September 2022, the CS/CM Evidence Team has implemented a cleaning schedule to ensure a safe, clean and sanitized workstation. A cleaning checklist was created for each location with weekly and monthly duties to help maintain these workspaces. These checklists are posted in each location and the Evidence Team will perform the weekly cleaning on Fridays at the end of their rotational duty, if possible. The monthly cleaning duties and restocking of supplies will be done the last week of the month.</p>

Staff Member: <u>Kelsey Hartzheim</u>	Date: <u>11/8/2022</u>
Immediate Supervisor: <u>Marissa Noel, Jeffrey Frye</u>	Date: <u>11/16/2022</u>
Division Director: <u>Amy Castillo</u>	Date: <u>12/27/2022</u>
Quality Director: <u>Erika Ziemak</u>	Date Closed: <u>12/27/2022</u>