



**Quality Division Use Only**

Quality Tracking #:	<input type="text" value="2023-001"/>	Classification:	<input type="text" value="Incident"/>
Non-Conformance Level:	<input type="text" value="N/A"/>	Section:	<input type="text" value="Firearms"/>
Date of Discovery:	<input type="text" value="11/01/22"/>	Date of Incident:	<input type="text" value="10/21/22"/>

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

**Description of Non-conformance:**  
A portion of a former NIBIN Technician's original training documentation was not retained. However, the original records had been scanned and were retrievable.

**Additional Information/Follow-Up:**  
The Firearms Manager discovered the missing training documentation while verifying that all the NIBIN technician training records were uploaded to Qualtrax.  
  
Firearms staff are responsible for retaining their original training records per HFSC's Records Retention Policy. Firearms staff also upload a scanned copy of their training records to their Qualtrax training folder.

**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 section manager performed an extensive search of the Firearms area to try and locate the missing training documents but was unable to find them.

The NIBIN technician is no longer employed at HFSC and unavailable for interview. However, his training instructor has reviewed the scanned training documents and verified that they appeared to be accurate and complete. The memo was uploaded to the NIBIN technicians training folder in Qualtrax.

The section manager reviewed the need to retain all original training records with staff during a section meeting on January 24, 2023. The Firearms manager will incorporate wording into the next Firearms and NIBIN training manuals instructing trainees to retain all original training records.

Section Manager: Donna Eudaley

Date: 04/14/23

Division Director: Amy Castillo

Date: 04/20/23

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