



# HOUSTON FORENSIC SCIENCE CENTER QUALITY DIVISION INCIDENT TRACKING REPORT

## Quality Division use only

Quality Tracking #

Date Submitted:

Date Closed:

Date of this Report:

Division:

FCN:

(If applicable)

Date of Incident:

Section:

**In this space, record details of the incident, include dates. Do not include analysts names unless otherwise instructed by the Section Manager or Division Director(s):**

The Trace Laboratory Weekly Refrigerator Temperature Log was issued on 03/01/2016. The Trace analysts had been using a non-controlled sheet to record the refrigerator temperatures until the new form was approved. The non-controlled form was used to record temperatures after the new form was issued. The trace analyst realized on 03/25/2016 that the new form was not being used to record the temperatures. The Quality Division was notified as soon as the discrepancy was realized. The controlled form was first used to record temperatures on 03/28/2016 and has been used since.

### Quality Division Use Only

#### Additional Information/ Follow Up (If applicable):

Quality division personnel ensured that the current, controlled form was being used to record temperatures for both the refrigerator and oven in the Trace laboratory. The Quality Division did not see any other uncontrolled forms in use in the laboratory. The Trace analysts were reminded to immediately replace obsolete worksheets when a new version is issued.

Technical Personnel: Debrah C. White

Date: 05/06/2016

Section Manager: NA

Date: NA

Division Director: Anna Rios

Date: 5-9-16

Quality Director: S. Williams

Date: 5/9/2016

Incident Tracking Report  
Issued by: Quality Director

HFSC-QDiv-INCR  
Issue Date: March 02, 2015  
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*released for signatures  
5/6/16 xrc*