

## **Incident / Corrective Action Plan Form** **Internal Audit Findings: BCCL-21-2220**

**Incident/Corrective Action Number:** 2023-06

**Date of Discovery:** May 18, 2023

**Incident Date(s):** June 14, 2022

**Section:** Seized Drugs

**Reported By:** Quality Assurance Manager

**Classification:** Corrective Action

**Incident Type:** Clerical

**Description of Non-Conformity:**

Multiple findings regarding BCCL-21-2220 were identified during the 2023 Internal Audit. During the recent ANAB assessment in early August, it was brought to the attention of the Quality Manager that internal audit findings needed to be addressed as any other nonconformance, regardless of when the nonconformance occurred.

**Root Cause Analysis:**

The root cause was found to be that the analyst was working a large case and miswrote the date and case number for certain items, as well as overlooked some details between the paper and electronic case files.

**Level of Non-Conformity:** II

**Level of Non-Conformity Determination and its Impact on Casework:**

This particular case was closed out in June of 2022. Some errors identified are similar to items identified in a corrective action that took place later in 2022 concerning the analyst. Based on these issues being identified in the internal audit and being similar in nature to a prior corrective action, this nonconformity stands at a level II.

**Preventive Action(s):**

Not applicable

**Proposed Corrective Action(s):**

Approval Date: September 25, 2023  
Effective Date: October 2, 2023

Issuing Authority: Upper Management  
Authorized for Distribution by Laboratory Director

1. Have the analyst correct each identified mistake during the 2023 Internal Audit.
  - a. Exhibit 2.2: Wrong BCCL number listed
  - b. Exhibit 3.5: Description (color) of exhibit was in JusticeTrax but not on the inventory page
  - c. Exhibit 5.3A: Outer container did not match analyst's description

**Timeframe for Corrective Action(s):** Immediate

<u>Slli Illd</u> Applicable Analyst / Discipline	<u>Seized Drug</u>	<u>10/11/23</u> Date
<u>Alia Hunter</u> Lab Quality Manager		<u>22 Dec. 2023</u> Date
<u>Derek S. J. Jr.</u> Laboratory Director		<u>11 Oct 2023</u> Date