

Incident / Corrective Action Plan Form

LIMS Case Establishment

Incident/Corrective Action Number: 2024-05

Date of Discovery: April 22, 2024

Incident Date(s): March 14, 2024

Section: Evidence Receiving

Reported By: Evidence Technician

Classification: Incident

Incident Type: Clerical

Description of Non-Conformity:

The Evidence Technician and an additional user, the Laboratory Director, were both accepting evidence at the same time. It appears that the Laboratory Director entered the case three times, with only agency case and agency case number for the first two, BCCL-24-0513 and -0514, and all case information for the last one, BCCL-24-0515. The Evidence Technician did not notice the LIMS cases lacking information until going in to attach the submission form to the neighboring cases.

Root Cause Analysis:

The cause is unknown. There could have been an issue with LIMS. There is the possibility that the user had multiple windows open or created the same case multiple times. However, none of this can be proven.

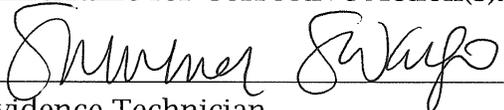
Level of Non-Conformity: Incident

Level of Non-Conformity Determination and its Impact on Casework: N/A

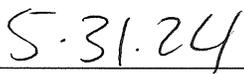
Preventive Action(s): Ensure all laboratory personnel have appropriate LIMS training to receive evidence.

Proposed Corrective Action(s): N/A

Timeframe for Corrective Action(s): N/A



Evidence Technician



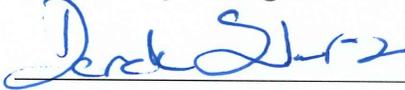
Date

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Lab Quality Manager



Laboratory Director



Date



Date