

## Incident / Corrective Action Plan Form

**Incident/Corrective Action Number:** 2024-07

**Date of Discovery:** July 22, 2024

**Incident Date(s):** July 6, 2023 – July 22, 2024

**Section:** Seized Drugs

**Reported By:** Toxicologist

**Classification:** Incident

**Incident Type:** Procedural

**Description of Non-Conformity:** Both Toxicologists were inventorying laboratory waste to determine what needed to be repackaged in order to send to the waste disposal company. Two cases, BCCL-15-0741 and BCCL-15-0743, were found in the bottom of one of the waste receptacles. Both cases were still sealed in their respective envelopes. The last recorded chain of custody occurred on July 6, 2023 to Evidence Tote 22. It is assumed that during the bulk transfer of cases to the tote, these two cases fell off of the counter into the waste receptacle below. The evidence was removed from the receptacle and placed in Evidence Tote 22 for storage. Prior to being placed in the tote, both evidence envelopes were opened by the analyst who found them to ensure their contents.

### LOG-25-07 Evidence Control

*4.5.8 Evidence shall be stored until it is no longer of evidentiary value, is taken to court or is returned to the submitting agency.*

*4.7.3 When there is a change in custody or location of evidence, it shall be recorded in JusticeTrax utilizing the evidence transfer tool. It is not necessary to note on the chain of custody when the outermost container is being observed for an immediate purpose.*

*4.7.4 When evidence is moved between defined evidence storage areas or locations (location to location transfers) by individuals who have access to those locations, it is not considered a change of custody; however, JusticeTrax requires an individual to be in the chain of custody with all evidence transfers.*

*4.7.5 All chain of custody information is electronically logged in JusticeTrax.*

**Root Cause Analysis:** The evidence envelopes found were assumed to have fallen off the counter during a bulk transfer of cases. The cases were scanned in

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LIMS for the transfer and thought to have been included in the physical transfer. The receptacle in which they are found is directly underneath one of the counter ledges which was used when conducting transfers.

**Level of Non-Conformity:** Incident

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

**Preventive Action(s):**

1. Attempt to find an alternative location for the waste receptacle.

**Proposed Corrective Action(s):** N/A

**Timeframe for Corrective Action(s):** N/A

Kayla M. Baylor / Toxicology  
Applicable Analyst / Discipline

9/23/2024  
Date

Melina Henry Toxicology  
Applicable Analyst / Discipline

9/23/2024  
Date

Allin White  
Lab Quality Manager

27 Sept. 2024  
Date

Dave Seib  
Laboratory Director

27 Sept 2024  
Date