

Incident / Corrective Action Plan Form Evidence Seal Missing Initials and Date

Incident/Corrective Action Number: 2024-09

Date of Discovery: July 31, 2024

Incident Date(s): January 31, 2024

Section: Seized Drugs

Reported By: Case Assigned Analyst

Classification: Incident

Incident Type: Procedural

Description of Non-Conformity: The person receiving the evidence did not initial or date the evidence tape on the outer envelope containing the evidence for Seized Drugs case BCCL-24-0215.

LOG-25-07 Evidence Control

4.3.1.1 A proper seal may be achieved by:

4.3.1.1.1 Placing a piece of evidence tape in such a manner as to completely seal the evidence. The tape shall be initialed by the person making the seal and the date should also be noted.

Root Cause Analysis: The Evidence Technician usually logs in cases. However, the Lead Toxicologist has been selected as their primary backup in the event they are not present or otherwise occupied. The Lead Toxicologist logged in BCCL-24-0215. After interviewing the Toxicologist, it appears that they just forgot to initial and date the evidence tape.

Level of Non-Conformity: Incident

Level of Non-Conformity Determination and its Impact on Casework: There was no impact on casework since the evidence seal was present even though the initials and date were missing on the seal for BCCL-24-0215. The case assigned analyst remarked how they found the evidence envelope and that all evidence was sealed. There did not appear to be any tampering with the seal.

Preventive Action(s):

1. Ensure all laboratory personnel authorized to receive evidence are thoroughly trained.

Incident / Corrective Action Plan Form Evidence Seal Missing Initials and Date

Proposed Corrective Action(s): N/A

Timeframe for Corrective Action(s): N/A

Rayna M. Bayne / Seized Drugs
Applicable Analyst / Discipline

8/28/2024
Date

Melvin Henry / Toxicology
Applicable Analyst / Discipline

8/28/2024
Date

Allie Winters
Lab Quality Manager

29 Aug. 2024
Date

Dee D. Jones
Laboratory Director

29 Aug. 2024
Date