

Incident / Corrective Action Plan Form **Internal Audit: BCCL-23-1624**

Incident/Corrective Action Number: 2024-11

Date of Discovery: June 17, 2024

Incident Date(s): November 14, 2023

Section: Seized Drugs

Reported By: Quality Assurance Manager

Classification: Corrective Action

Incident Type: Procedural

Description of Non-Conformity: A number of nonconformances were found during the 2024 Internal Audit, one of which was BCCL-23-1624 not including both subjects on the laboratory report. BCCL-23-1624 is a Brazoria County Narcotics Task Force (BCNTF) case. Results are not usually provided to the office of the District Attorney (DA) unless specifically requested. In this case, the results were requested. BCNTF only listed one subject on their submission form so there was only one listed on the report. After receiving the laboratory report, the DA's office requested an additional subject be added to the submission form. BCNTF submitted a new submission form with the additional subject, but an amended report was never issued.

LOG-21-08 Laboratory Reports

3.4.3 Amendments or printing completely new test reports

3.4.3.1 When it is necessary to amend information to a test report after it has been issued and distributed, the new Laboratory report shall be identified as a second printing by stating, "AMENDED REPORT," or similar wording.

3.4.3.1.1 Amended reports shall contain a reference to the original report, as well as the reason for reprinting/replacement. Example1: "This is an AMENDED REPORT (original report issued 10/1/2018) to reflect additional subject(s) added on 2/17/2019," or similar wording. Example2: "This is an AMENDED REPORT. Results for Exhibit 001, contained in the original report issued on 10/1/2018, have been modified from compound 1 to compound 2 in accordance with findings from additional analysis by GC/MS on 2/17/2019," or similar wording.

3.4.3.1.2 In LIMS, a new 'Request' shall be created to record results of reanalysis or additional analysis of evidence.

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Root Cause Analysis: The newly submitted submission form to include both subjects was received by the laboratory over one month after the laboratory report was issued. The Evidence Technician typically pulls the case file and lets the analyst know an amended report is needed when something like this happens. The Evidence Technician put a note in LIMS but not does remember notifying the analyst.

Level of Non-Conformity: I

Level of Non-Conformity Determination and its Impact on Casework: There was no impact on casework as the results did not change.

Preventive Action(s): N/A

Proposed Corrective Action(s):

1. The analyst issues an amended report to include both subjects.

Timeframe for Corrective Action(s): two weeks from when signed

S.H. Ild
Applicable Analyst / Discipline

11/5/24
Date

Alicia Winters
Lab Quality Manager

8 Nov. 2024
Date

Derek Starz
Laboratory Director

11/6/2024
Date