

Incident / Corrective Action Plan Form Internal Audit: BCCL-23-0932

Incident/Corrective Action Number: 2024-14

Date of Discovery: June 17, 2024

Incident Date(s): August 8, 2023 - April 4, 2024

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 the extended timeframe in which the evidence from BCCL-23-0932 was in the analyst's custody.

CS-05-07 Systematic Examination of Seized Drugs

7.1 An analyst may retain evidence in their custody as long as analysis is being conducted. It must be a secure location that only they have access to. Evidence in the possession of the analyst should not exceed 90 days. The number of cases retained in an individual's custody shall not exceed 40 total cases at any given time.

7.1.1 For evidence in the possession of the analyst longer than 60 days, the reason must be documented in LIMS.

7.1.2 For evidence in the possession of the analyst longer than 90 days, a letter stating the reason must be recorded in the case file.

Root Cause Analysis: This case was part of the cases addressed in Incident 2024-04_CAP_Analyst Turn Around Time. The cases were addressed as part of the analyst's Performance Improvement Plan. There was one case that only needed a note made in LIMS and all other cases needed an additional letter in the case file. The analyst thought that the note they made in LIMS was sufficient.

Level of Non-Conformity: N/A

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

Casework was not completed in a timely manner, but the work product was not affected. This case is part of a group of cases addressed in a previous corrective action regarding extended time periods of evidence in the analyst's custody. Even with discussions of writing letters for most of the cases, the letter for this case was not completed.

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Preventive Action(s): N/A

Proposed Corrective Action(s):

1. The analyst write a letter relating to the time the evidence was in their custody and place it in the case folder.

Timeframe for Corrective Action(s): two weeks from signatures

S. J. Old
Applicable Analyst / Discipline

11/5/24
Date

Applicable Analyst / Discipline

Date

Alicia Wink
Lab Quality Manager

8 Nov. 2024
Date

Derek Ho
Laboratory Director

11/6/24
Date