

## Corrective Action Plan Documentation of Standards Verification

**Incident Date:** Multiple. Identified February 15, 2022.

**Incident Type:** Procedural

**Incident Description:**

Currently, drug reference materials are verified upon their first use. However, documentation of proof of verification has not been kept with the appropriate form (LAB-LOG-35). Instead, verification has been filed as the same document used to verify the retention time of the standard against samples from cases.

LOG-16-04 Standards, Controls, and Reagents

*"3.1.3 All drug reference materials shall be verified before being put into use. If acceptable verification is not achieved the reference material may not be used in casework.*

*3.1.3.1 Proof of verification shall be maintained with the date of verification and the reference material number."*

**Proposed Corrective Action(s):**

1. Create a cohesive document where verification of standards can be easily recorded.
2. Establish the verification of which reference materials were not recorded in 2021.

**Timeframe for Corrective Action(s):** one week


**Comment(s):** This form was used in the interim while our Standard Operating Procedures (SOPs) are being revised. Under the proposed SOPs going forward, this would be considered an incident and an incident form completed.

 Seized Drugs  
Applicable Analyst / Discipline

03/15/22  
Date

 Seized Drugs  
Applicable Analyst / Discipline

03/28/22  
Date

  
Lab Quality Manager

28 March 2022  
Date

  
Laboratory Director

22 March 2022  
Date