

Incident / Corrective Action Plan Form Toxicology SOPs and Worksheet

Incident/Corrective Action Number: 2022-10

Date of Discovery: Initial – September 9, 2022/Updated – October 2, 2023

Incident Date(s): September 9, 2022

Section: Toxicology

Reported By: Quality Manager

Classification: Incident

Incident Type: Clerical

Description of Non-Conformity:

The Laboratory decided to voluntarily reduce our scope of accreditation through ANAB for all Toxicology services in March 2022. The Quality Manger archived all Toxicology standard operating procedures (SOPs) and related documents. However, the Laboratory was still performing urine analysis for employment and incidental Sheriff Office departmental purposes. The Crime Laboratory was not and is not currently accredited in urine analysis.

Root Cause Analysis:

All SOPs and forms involving toxicology services were archived once accreditation was withdrawn in March 2022. Not taking into consideration that urinalysis was still being performed under departmental guidelines, not ANAB guidelines, all documents needed reinstatement to continue this process.

Level of Non-Conformity: N/A

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

This incident has no bearing on casework owing to the Laboratory has never been accredited by ANAB in urine analysis.

Preventive Action(s):

1. All Toxicology standard operating procedures (SOPs) relevant to urine analysis were reinstated.
 - a. LAB-TOX-03 Toxicology Worksheet (v2.0)

- b. TOX-A-01-02 EMIT Analysis using Syva Viva Jr
 - c. TOX-A-03-01 Screening of Urine Specimens by EMIT
2. The list of the following cases have LAB-TOX-03 included in the case file. These cases were completed from the time of our voluntary withdrawal of Toxicological services from our scope of accreditation and our SOPs unarchived.

BCCL-22-0441	BCCL-22-0472	BCCL-22-1485
BCCL-22-0442	BCCL-22-0491	BCCL-22-1486
BCCL-22-0443	BCCL-22-0492	BCCL-22-1487
BCCL-22-0444	BCCL-22-0525	BCCL-22-1488
BCCL-22-0445	BCCL-22-0526	BCCL-22-1489
BCCL-22-0446	BCCL22--0543(CTS)	BCCL-22-1490
BCCL-22-0447	BCCL-22-0597	BCCL-22-1492
BCCL-22-0448	BCCL-22-0598	BCCL-22-1493
BCCL-22-0449	BCCL-22-0776	BCCL-22-1494
BCCL-22-0450	BCCL-22-0789	BCCL-22-1495
BCCL-22-0451	BCCL-22-1072	BCCL-22-1496
BCCL-22-0452	BCCL-22-1247	BCCL-22-1497
BCCL-22-0453	BCCL-22-1284	BCCL-22-1498
BCCL-22-0454	BCCL-22-1305	BCCL-22-1499
BCCL-22-0455	BCCL-22-1316	BCCL-22-1500
BCCL-22-0456	BCCL-22-1438	BCCL-22-1501
BCCL-22-0457	BCCL-22-1462	BCCL-22-1507
BCCL-22-0458	BCCL-22-1484	BCCL-22-1611

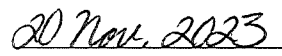
3. Due to this nonconformance being reclassified as an incident from a corrective action, the CAR generated during the original documentation will be withdrawn. This CAR will however remain a part of the history of the Laboratory's response and be included in requests for information concerning this nonconformance. This revised CAP reflects the use of the new CAP form that was updated after the Laboratory's 2023 ANAB assessment. The new CAP form better highlights the root cause analysis and impact on casework of the nonconformance. Additionally, on the revision of this nonconformance, analyst Dr. Samuel Wyllie is no longer with the Laboratory. The absence of his signature on the revised corrective action forms reflects this fact.

Proposed Corrective Action(s): N/A

Timeframe for Corrective Action(s): N/A



Lab Quality Manager



Date



Laboratory Director



Date