

## Deviation from Documented Procedures for Signatures Acknowledging Revisions to the Laboratory Toxicology Forms Section (LAB-TOX)

**Dates of Deviation:** TBD

**Type of Deviation:** Signature Requirements for LAB-TOX-01-00 (BAC Excel Summary Worksheet)

**Describe the Deviation:**

The Crime Laboratory normally uses a digital document management system (PowerDMS) to acknowledge additions to the Laboratory Toxicology Forms Section (LAB-TOX) by Laboratory staff. Due to Laboratory Director not having access to this system, this deviation will be used to record the signatures of the Laboratory staff. The Quality Manager is on leave and cannot acknowledge additions to the Laboratory Toxicology Forms Section (LAB-TOX). This new form, LAB-TOX-01-00 will go into effect once all staff have signed this deviation to exclude the Quality Manager. The Quality Manager shall acknowledge the revision on their return from leave. Once all signatures have been recorded, this deviation shall be digitized and included within the controlled document files.

LOG-17-04 Document Management

*"4.6 All laboratory personnel shall be responsible for:*

*4.6.1 Reading and acknowledging the existence of new/ revised policies and procedures"*

BCCL Quality Manual 8.3.2 Document Issuance and Maintenance

*"8.3.2.4 CHANGES TO ELECTRONICALLY STORED DOCUMENTS... Staff shall be notified when revised and updated documents become available.... Personnel shall be responsible for verifying that they are using and following current policies...."*

**Reason for Deviation:** Due to leave on the part of the Quality Manager, access to the digital document management system has been disrupted until their return.

**Laboratory Number(s) (if applicable):** Not applicable.

Summer Swango  
Evidence Technician

10.19.23  
Date

Seiti Old      Seized Drug  
Analyst

10/17/23  
Date

Kayla M. Bayle  
Analyst

10/17/2023  
Date

Melina Henry  
Analyst

10/17/2023  
Date

David Lopez  
Laboratory Director

17 Oct 2023  
Date

Ann White  
Quality Assurance Manager

20 Nov. 2023  
Date

Approval Date: November 30, 2021  
Effective Date: November 30, 2021

Issuing Authority: Upper Management  
Authorized for Distribution by Laboratory Director

BAC Summary Worksheet

Batch Name:	
Instrument:	
Analyst:	
UM%:	
Units:	g/100 mL (unless otherwise stated)



		FID1	FID2
Average Calibrator IS Area Counts			
Acceptance Range	Min		
	Max		

Calibrators	Ethanol Obtained Value		Ethanol Average	% Difference			IS Area Counts	
	FID1	FID2		Average & Target	FID1 & Average	FID2 & Average	FID1	FID2
0.010 g/100mL Calibrator								
0.025 g/100mL Calibrator								
0.050 g/100mL Calibrator								
0.100 g/100mL Calibrator								
0.200 g/100mL Calibrator								
0.400 g/100mL Calibrator								
0.500 g/100mL Calibrator								

Calibrators	Level	Target	Acceptance Range	
			Min	Max
Level 1	0.0100	0.0090	0.0110	
Level 2	0.0250	0.0225	0.0275	
Level 3	0.0500	0.0450	0.0550	
Level 4	0.1000	0.0950	0.1050	
Level 5	0.2000	0.1900	0.2100	
Level 6	0.4000	0.3800	0.4200	
Level 7	0.5000	0.4750	0.5250	

Controls	Ethanol Obtained Value		Ethanol Average	% Difference			IS Area Counts	
	FID1	FID2		Average & Target	FID1 & Average	FID2 & Average	FID1	FID2
Negative								
High QC								
Low QC								
Blood QC A								
Blood QC B								
Blood QC A								
Blood QC B								
Blood QC A								
Blood QC B								
Blood QC A								
Blood QC B								
Blood QC A								
High QC								
Low QC								
DI Water								

Controls	Control	Target	Acceptance Range	
			Min	Max
High QC	0.4000	0.3800	0.4200	
Low QC	0.0800	0.0760	0.0840	
Blood QC A				
Blood QC B				

Lab Number (bar code number)	Alq1	Ethanol Obtained Value		Result	UM	% Difference FID & Average				IS Area Counts Alq1		IS Area Counts Alq2	
		Alq1				Alq2		Alq1		Alq2			
		FID1	FID2			FID1	FID2	FID1	FID2	FID1	FID2		
1	Alq 1 Sample 1												
2	Alq 1 Sample 2												
3	Alq 1 Sample 3												
4	Alq 1 Sample 4												
5	Alq 1 Sample 5												
6	Alq 1 Sample 6												
7	Alq 1 Sample 7												
8	Alq 1 Sample 8												
9	Alq 1 Sample 9												
10	Alq 1 Sample 10												
11	Alq 1 Sample 11												
12	Alq 1 Sample 12												
13	Alq 1 Sample 13												
14	Alq 1 Sample 14												
15	Alq 1 Sample 15												
16	Alq 1 Sample 16												
17	Alq 1 Sample 17												
18	Alq 1 Sample 18												
19	Alq 1 Sample 19												
20	Alq 1 Sample 20												
21	Alq 1 Sample 21												
22	Alq 1 Sample 22												
23	Alq 1 Sample 23												
24	Alq 1 Sample 24												
25	Alq 1 Sample 25												
26	Alq 1 Sample 26												
27	Alq 1 Sample 27												
28	Alq 1 Sample 28												
29	Alq 1 Sample 29												
30	Alq 1 Sample 30												



## Brazoria County Crime Laboratory

Toxicology

### Ethanol Confirmation Worksheet

Lab Number (bar code number):

Alq 1 Sample 1

Batch Name:

Instrument:

Analyst:

Specimen type:



Blood



Liquid



Other: \_\_\_\_\_

Results:

Ethanol

FID1

FID2

Aliquot 1:

\_\_\_\_\_

Aliquot 1:

\_\_\_\_\_

Aliquot 2:

\_\_\_\_\_

Aliquot 2:

\_\_\_\_\_

Reported Result: \_\_\_\_\_ g/100 mL

Reported UM: \_\_\_\_\_

Comments:

Total Number of Printed Examination Pages: 0

Approval Date: October 18, 2023  
Effective Date: October 20, 2023

Issuing Authority: Upper Management  
Authorized for Distribution by Laboratory Director