

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-03-00 (BAC Batch Review Checklist)

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-03-00 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 Swargo
Evidence Technician

10.19.23
Date

S. Ili Ild Seized Drug
Analyst

10/17/23
Date

Kayla M. Bayle
Analyst

10/17/2023
Date

Melina Henry
Analyst

10/17/2023
Date

Derek S. Serr
Laboratory Director

17 Oct 2022
Date

Airi Hurt
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



Brazoria County Crime Laboratory BAC Batch Review Checklist

Batch Name:	Analyst Review	Technical Review
BAC Summary	Verify batch name, instrument, analyst, UM%, and QC targets	
	Verify Cal 1 obtained values and IS area counts	
	Verify IS of all QCs and samples fall within acceptable area count range	
BAC Batch Information	IS/calibrators/QCs lot numbers, expiration dates, and inventory numbers listed	
	Confirm standards and/or reagents made in-house are verified	
	Pipette(s) listed	
Sequence(s)	Verify date is consistent with batch date	
	Verify method used for all samples is correct, and all pages accounted for	
	Reviewer verified, initialed, and dated sequence	
Method	Verify correct method is included, and all pages accounted for	
Performance Check	Verify air blank and PC are acceptable	
Calibration Table & Curve	Verify date is consistent with calibration date, and all pages accounted for	
	Verify R ² values are acceptable for ethanol	
Data	Verify calibrator area counts listed in the calibration table for ethanol	
	Verify chromatography, retention time, and symmetry values are acceptable for ethanol	
	Verify calibrators and QCs are within acceptable range for ethanol	
	Verify all cases listed on BAC summary have data	
	Verify barcodes match	
Ethanol Confirmation Worksheet(s)	Verify aliquot values against data for all case samples	
	Verify Reported Result and UM for all case samples	
JTrax	Verify Reported Result and Reported UM against BAC Confirmation Worksheet(s) for all case samples	
Verify QCs were added to QC log		
All comments and/or strikethroughs, if any, initialed		
All printed pages initialed		
Total number of pages		

Analyst Review

Technical Review

Printed Name: _____

Printed Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____



Batch Name: _____

Technical Review Notes