

## 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-04-00 (Headspace Maintenance Log)

**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-04-00 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 Swingo  
Evidence Technician

10.19.23  
Date

Salli Uld      Seized Drug  
Analyst

10/17/23  
Date

Wayne M. Baylor  
Analyst

10/17/2023  
Date

Melina Henry  
Analyst

10/17/2023  
Date

Deak S. Jr.  
Laboratory Director

17 Oct 2023  
Date

Lin Ward  
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 Sheriff's Office Crime Laboratory  
Standard Operating Procedure: Laboratory Operations Guide  
Subject: Headspace GC-FID Maintenance Log

LAB-TOX-04-00  
Page 1 of 1

### Headspace GC-FID Maintenance Log

Instrument: \_\_\_\_\_

Month/Year: \_\_\_\_\_

Date	Nitrogen Tank Pressure	Hydrogen Tank Pressure	Helium Tank Pressure	Air Control	PC	Comments	Analyst Initials
				Pass/Fail	Pass/Fail		

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approval Date: October 18, 2023  
Effective Date: October 20, 2023  
Uncontrolled when printed.

Issuing Authority: Upper Management  
Authorized for Distribution by Laboratory Director