

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-07-00 (Reagent Prep 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-07-00 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 Swain
Evidence Technician

10.19.23
Date

Beth Ild Seized Drug
Analyst

10/17/23
Date

Kayla M. Boyle
Analyst

10/17/2023
Date

Melina Henry
Analyst

10/17/2023
Date

Bob [Signature]
Laboratory Director

17 Oct 2023
Date

Ari 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: Reagent Preparation Log

LAB-TOX-07-00
 Version 1.0

Brazoria County Crime Laboratory Reagent Preparation Log

Reagent Name		Preparation Date		Balance	Lot #	Analytical:		Top Loading:	Expiration Date	Amount
Pipette(s)	Prepared By	Preparation Date	Verification Batch Name/S or R number			Expiration Date	Expiration Date	Expiration Date	Amount	
Chemical 1			Manufacturer and Lot #		Expiration Date		Amount			
Chemical 2			Manufacturer and Lot #		Expiration Date		Amount			
Chemical 3			Manufacturer and Lot #		Expiration Date		Amount			
Chemical 4			Manufacturer and Lot #		Expiration Date		Amount			
Chemical 5			Manufacturer and Lot #		Expiration Date		Amount			
Comments:										

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

Issuing Authority: Upper Management
 Authorized for Distribution by Laboratory Director
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