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-02-00 (BAC Batch Information)

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-02-00 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

Effective Date: November 30, 2021

"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

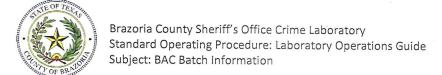
"8.3.2.4 CHANGES TO ELECTRONICALLY STORED DOCUMENTS... Staff shall be notified when revised and updated documents become available.... Personnel shall be responsible for verifying that they are using and following current policies...."

Issuing Authority: Upper Management

Authorized for Distribution by Laboratory Director

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.		
Evidence Technician		10.19.23
COA OLO A		Date
Olli Jud Seized Drug		10/17/23
Analyst		Date
Kaufh M. Baylo		10/17/2023
Analyst		Date
Melina Henry		10/11/2023
Analyst		Date
Deal Sless		170/2013
Laboratory Director		Date
an With		20 Nov. 2023
Quality Assurance Manager		Date
Approval Date: November 30, 2021	Issuing Aut	thority: Unner Managemen



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Brazoria County Crime Lab BAC Batch Information

Batch Name:		Analyst:	Instrument:		
	Lot:	Expiration:	Inventory Number:		
Cal 1					
Cal 2					
Cal 3					
Cal 4					
Cal 5					
Cal 6					
Cal 7					
High QC		_			
Low QC					
Blood QC A					
Blood QC B					
			i		
Internal Standard	N/A				
Din ette (e)					
Pipette(s)					
Comments:		2			
		c c			

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