

 <p align="center"><b>Corrective Action Request</b>  Pitt County Sheriff's Office Forensics Services Unit  <i>Issued by the Quality Manager</i></p>	Effective Date: <b>2018/04/01</b>	Ver: <b>3</b>
	Corrective Action Request	

**CAR#:** 19-004

## Corrective Action Request

To initiate a CAR, complete section I and return to the Quality Manager.

### Section I.

Originator: TL Nancy Gregory

Date: 5-8-19

*State the nature of problem (or nonconformity or potential problem)*

Report wording for PCSO case 2018-07213 Item 4 stated "No controlled substances indicated" which is outdated wording, and the net weight of the material was recorded in the case notes, but not reported.

### Section II.

The Quality Manager will assign a unique CAR# (upper right of this form) and record it in the CAR/NCR log. The Quality Manager will designate a person responsible to investigate the root cause of the problem and identify an appropriate response date. The Quality Manager will sign and date this section.

Person responsible for investigating problem: TL Nancy Gregory

Response required by: 5-15-19 [1 week from date of issue if easily corrected]  
[1 month from date of issue if more involved]

Quality Manager: 

Date: 5-8-19

### Section III.

The person responsible for investigating the problem will complete section III. This will (1) identify what caused the problem, and (2) detail a plan of action. This person will then sign-off, date, and re-submit this form to the Quality Manager.

*Root cause?*

PCSO case 2018-07213 Item 4 was analyzed and found to contain no controlled substances. The report read "No controlled substances indicated" and no weight was reported. The current technical procedure for Drug Chemistry Analysis 5.5.3 requires results for non-controlled substances shall be reported as "No controlled substances identified" and the net weight of the material with associated uncertainty shall be Reported if a net weight was recorded." There was a net weight recorded in the analysis notes.

*Plan of Action:*

-An amended report will be issued with corrected wording and reporting of the net weight. An additional correction in the "Disposition of Evidence" section will be made as well. "Illicit Drug" will read "Drug

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Chemistry Section" to reflect current practice.

-TL Gregory will have a conversation with Chemist Janson to remind her to use current wording and report the net weight in this situation in the future. Schedule I controlled substances can be found on non-controlled plant material after further testing, and it is important for the initial weight to be reported in case this occurs.

- Casework in which no controlled substances were identified by this chemist shall be reviewed dating back to 11-14-2017.

-TL Gregory will also review this finding with the case file reviewer.

Sign-off: Walter J. Moore

Date: 5-9-19

**Section IV.**

If Plan of Action pertains to the Quality System, the Quality Manager will approve the plan and take action. If Plan of Action pertains to operations, the plan is forwarded to the Technical Leader for approval. The Technical Leader will approve the plan or decide on an alternative arrangement. If necessary, the Technical Leader will identify a person to take action on the above plan.

Comments/Suggestions:

Person responsible for action: TL Nancy Gregory

Target completion date: 5-15-19 [1 week from section III date if easily corrected]  
[1 month from section III date if more involved]

Technical Leader / Quality Manager: Nancy Gregory

Date: 5-9-19

**Section V.**

The person responsible for action will complete section V. This person will then sign-off, date, and re-submit this form to the Quality Manager.

**Action Taken:**

5-9-19 TL Gregory spoke with Chemist Janson reference this case. An amended report was issued reflecting the new wording. An investigation of past cases revealed one other case with no controlled substances reported by Chemist Janson. (See attachment) An amended report was issued for that case as well.

TL Gregory also spoke with tech reviewer McClelland to make him aware of this issue.

Sign-off: Walter J. Moore

Date: 5-9-19

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## Section VI.

This section is completed by the Quality Manager/Technical Leader.

### *Final Resolution*

1. Did action correct the problem? yes
2. Was action taken a temporary or permanent action? permanent
3. Was corrective action closed? yes
4. Date corrective action closed. 5-9-19
5. Was effectiveness verified? yes
6. Date effectiveness verified. 5-9-19

### *Comments/Suggestions:*

All section personnel have been reminded to use "No controlled substance identified" and report the net weight of material if it is recorded.

QM/TL: R. Mamey Greer

Date: 5-9-19


**Corrective Action Request Attachment**

**CAR#: 19-004**

Additional Drug Chemistry casefile numbers affected by this CAR:

PCSO Case# 2017-06290

  
TL Nancy Gregory

  
Date