

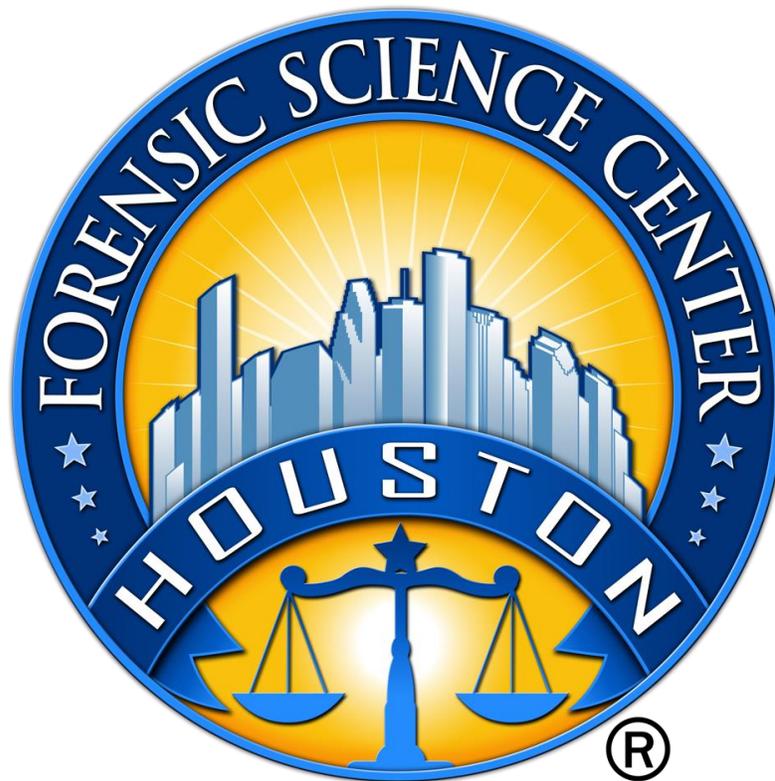
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Houston Forensic Science Center, Inc.
Board of Directors Virtual Meeting

May 8, 2020



Position 1 - Dr. Stacey Mitchell, Board Chair

Position 2 - Anna Vasquez

Position 3 - Philip Hilder

Position 4 - Francisco Medina

Position 5 - Janet Blancett

Position 6 - Dr. Robert McPherson

Position 7 - Lois J. Moore

Position 8 - Mary Lentschke, Vice Chair

Position 9 - Vicki Huff

Ex-Officio - Tracy Calabrese

HOUSTON FORENSIC SCIENCE CENTER, INC.

NOTICE OF PUBLIC MEETING
PUBLIC ACCESS WILL BE VIA TELECONFERENCE ONLY
May 8, 2020

In accordance with Texas Governor Greg Abbott's temporary suspension of certain provisions of the Texas Open Meetings Act, issued March 16, 2020, notice is hereby given that beginning at 9 a.m. on the date set out above, the Board of Directors (the "Board") of the Houston Forensic Science Center, Inc. (the "Corporation," or "HFSC") will meet via videoconference (Microsoft Teams). HFSC is conducting this virtual meeting to advance the public health goal of limiting face-to-face interactions and to slow the spread of the coronavirus (COVID-19).

Gov. Abbott's [temporary suspension of certain open meetings laws](#) was issued in response to the COVID-19 pandemic and in accordance with section 418.016 of the Texas Government Code. Gov. Abbott specifically suspended certain provisions of the law, which required government officials and members of the public to be physically present at a specified meeting location. The relevant suspensions are in effect until terminated by the Office of the Governor or until the Governor's disaster declaration is lifted or expires. Accordingly, this meeting will not take place in a specified physical location for the public to attend in person, however, the virtual meeting will be available to the public and allow for two-way communication between the Board and members of the public.

As required and in accordance with the Governor's temporary suspension, notice of this meeting, the agenda and the agenda packet are posted online at <https://houstonforensicscience.org/meeting-archives.php>. The items listed in the agenda may be taken out of order at the discretion of the Chair. After the conclusion of the meeting, a recording thereof will be posted to www.houstonforensicscience.org.

Attending the virtual meeting

The public is not required to create an account to attend the meeting online and the videoconference can be accessed, free of charge.

To attend the videoconference meeting via computer, please use the following link: [Join Microsoft Teams Meeting](#) or visit:

www.houstonforensicscience.org to access the agenda and the link.

To attend the video conference meeting using a mobile device, the Microsoft Teams mobile application ("app") must be downloaded (free of charge) to the device. After downloading the app, proceed to the link above and you will be directed to the videoconference, through the app.

However, members of the public must be muted to minimize disruption of the meeting.

NOTICE OF PUBLIC COMMENT

The public is permitted to speak during the public comment agenda item and as permitted by the Chair. However, requests to speak during the public comment period must be submitted via email to the HFSC Secretary of the Board at info@houstonforensicscience.org **no later than 9 a.m. Thursday May 7, 2020.**

The request must include the speaker's name, address, and topic of the comment. Speakers should limit their comments to three minutes. The Board Chair may limit both the number of speakers and the time allotted for each speaker. The Chair will call on each speaker by name, during the designated public comment period.

If you have questions regarding attending this virtual meeting please contact Jordan Benton, secretary of the Board of Directors, at **832-993-1924.**

AGENDA

1. Call to order.
2. Roll call; confirmation of presence of quorum.
3. Public Comment.
4. Reading of draft minutes from March 13, 2020 board meeting. Consideration of proposed corrections, if any. Approval of minutes.
5. Report from Dr. Stacey Mitchell, board chair, including a monthly update of activities and other announcements.

Reports and presentations by corporate officers, and possible related action items

6. Report from Dr. Peter Stout, president and CEO, including a facility update regarding the 500 Jefferson building and ongoing renovations to the vehicle examination bay, technical updates, outreach efforts, staffing changes and other corporate business items.
 - a. Consider authorizing Dr. Stout to approve a purchase order and enter into an agreement with ThermoFisher Scientific to purchase 20 Globalfiler kits and 60 QuantTrio kits, for a total amount of \$460,180, and possible related action.
7. Monthly operations report from Dr. Amy Castillo, vice president and COO, including a review of turnaround times, backlogs and the laboratory's operations during the COVID-19 pandemic.

8. Treasurer's report from Mr. David Leach, treasurer and CFO, regarding company financials and other fiscal updates.

Reports and presentations by staff

9. Report from Mr. Jerry Pena, director of CSU and digital multimedia evidence, on evidence collection, turnaround times and other updates.
10. Report from Ms. Erika Ziemak, quality director, regarding quality assurance, including review of testimony monitoring, proficiency tests and corrective actions.
11. Adjournment.

**Certification of Electronic Posting of Notice of the Board of Directors ("the Board")
of the Houston Forensic Science Center, Inc. (the "Corporation")**

I, Jordan Benton, coordinator of board relations and executive administration, do hereby certify that a notice of this meeting was posted [online](#) at **9 a.m.** on Tuesday, the 5th day of May, 2020, as required by Section 551.043 et seq., Texas Government Code and in accordance with Governor Abbott's March 16, 2020 temporary suspension of certain provisions of the Texas Open Meetings Act.

Given under my hand this the 5th day of May 2020.

Jordan Benton

Jordan Benton

Open Meeting Laws Subject to Temporary Suspension

Effective March 16, 2020, and subject to the following conditions, the following statutory provisions are temporarily suspended to the extent necessary to allow telephonic or videoconference meetings and to avoid congregate settings in physical locations:

- those that require a quorum or a presiding officer to be physically present at the specified location of the meeting; provided, however, that a quorum still must participate in the telephonic or videoconference meeting ○ TEX. GOV'T CODE § 551.122(b)

- TEX. GOV'T CODE § 551.127(a-3), (b)–(c), (e), (h)–(i)
- TEX. GOV'T CODE § 551.130(c)–(d), (i)
- TEX. GOV'T CODE § 322.003(d), (e)(2)
- TEX. GOV'T CODE § 845.007(f)(2)
- TEX. GOV'T CODE § 855.007(f)(2)
- TEX. CIV. PRAC. & REM. CODE § 74.102(f)
- TEX. INS. CODE § 2151.057(d)(1)
- TEX. LOCAL GOV'T CODE § 379B.0085(a)

- those that require physical posting of a notice; provided, however, that the online notice must include a toll-free dial-in number or a free-of-charge videoconference link, along with an electronic copy of any agenda packet ○ TEX. GOV'T CODE § 551.043(b)(2)–(3)

- TEX. GOV'T CODE §§ 551.049–551.051

- those that require the telephonic or videoconference meeting to be audible to members of the public who are physically present at the specified location of the meeting; provided, however, that the dial-in number or videoconference link provided in the notice must make the meeting audible to members of the public and allow for their two-way communication; and further provided that a recording of the meeting must be made available to the public ○ TEX. GOV'T CODE § 551.121(f)(1)

- TEX. GOV'T CODE § 551.122(d)
- TEX. GOV'T CODE § 551.125(e)–(f)
- TEX. GOV'T CODE § 551.126(d)(1)
- TEX. GOV'T CODE § 551.127(f), (j)
- TEX. GOV'T CODE § 551.130(e)–(f)
- TEX. GOV'T CODE § 551.131(e)(1)
- TEX. GOV'T CODE § 322.003(e)(3)
- TEX. GOV'T CODE § 436.054(e)
- TEX. GOV'T CODE § 845.007(f)(3)
- TEX. GOV'T CODE § 855.007(f)(3)
- TEX. AGRIC. CODE § 41.061(c)–(d)
- TEX. AGRIC. CODE § 41.1565(c)–(d)

- TEX. AGRIC. CODE § 41.205(d)–(e)
- TEX. AGRIC. CODE § 62.0021(c)–(d)
- TEX. EDUC. CODE § 66.08(h)(2)(B)
- TEX. FAM. CODE § 264.504(e)
- TEX. FIN. CODE § 11.106(c)(4)–(5)
- TEX. FIN. CODE § 154.355(d)(2)–(3)
- TEX. INS. CODE § 462.059(a)(1), (c)
- TEX. INS. CODE § 463.059(d)
- TEX. INS. CODE § 2151.057(e)
- TEX. INS. CODE § 2210.1051(b)(2)–(3)
- TEX. INS. CODE § 2211.0521(b)(2)–(3)
- TEX. LOCAL GOV'T CODE § 379B.0085(b)(2)–(3)
- TEX. SPEC. LOC. DIST. CODE § 9601.056(c)
- TEX. TRANSP. CODE § 173.106(e)–(f)
- TEX. TRANSP. CODE § 366.262(c)–(d)
- TEX. TRANSP. CODE § 370.262(c)–(d)

- those that may be interpreted to require face-to-face interaction between members of the public and public officials; provided, however, that governmental bodies must offer alternative methods of communicating with their public officials. ○ TEX. GOV'T CODE § 551.007(b)
- TEX. GOV'T CODE § 551.125(b)(1), (d)

These suspensions are in effect until terminated by the Office of the Governor, or until the March 13, 2020 disaster declaration is lifted or expires.

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS
MINUTES
March 13, 2020

The undersigned, being the duly appointed secretary of the Houston Forensic Science Center, Inc., (“HFSC” and/or the “Corporation”) hereby certifies the following are true and correct minutes of the March 13, 2020 meeting of the Board of Directors (the “board”) of the Corporation.

- A. In a manner permitted by the Corporation’s Bylaws, the meeting was called by providing all directors with notice of the date, time, place and purposes of the meeting more than three days before the date of the meeting.
- B. In accordance with Chapter 551, Texas Government Code, made applicable to the Corporation by Section 431.004, Texas Transportation Code, a notice of the meeting was duly posted on March 10, 2020, in the same manner and location as required by law of the City of Houston, Texas (the “City”.)
- C. The meeting was called to order by Board Chairwoman Stacey Mitchell at approximately 8 a.m. on Friday March 13, 2020 in the Council Annex Chambers, 900 Bagby St. (Public Level), Houston, Texas 77002.
- D. Board Secretary Jordan Benton called the roll. The following directors were present: Stacey Mitchell, Philip Hilder, Anna Vasquez, Francisco Medina, Janet Blancett, Robert “Bob” H. McPherson, Mary Lentschke and Ms. Tracy Calabrese

Anna Vasquez arrived at approximately 8:02 a.m. after the roll was called. Francisco Medina and Lois Moore were absent from the meeting.

Chairwoman Mitchell declared a quorum was present.

- E. The board went into executive session under Texas Government Code Sections 551.076 and 551.089, deliberation regarding security devices or security audits, and Section 551.071(1)(A,) consultation with attorney about pending or contemplated litigation, at approximately 8:01 a.m.
- F. The board reconvened into open session at approximately 9 a.m. Chairwoman Mitchell confirmed a quorum was present, and no action was taken from the executive session.
- G. Chairwoman Mitchell asked if any changes were needed for the February 14, 2020 board meeting minutes. No directors had changes. Director Hilder made a motion to approve the minutes. Director Blancett seconded the motion. The motion passed unanimously.
- H. Chairwoman Mitchell asked if members of the public wished to address the board. No one addressed the board.
- I. Chairwoman Mitchell presented a chair’s report. She welcomed new directors, Vicki Huff and Lois J. Moore, to the board. Chairwoman Mitchell said she attended the American Academy of Forensic Sciences meeting. She congratulated Dr. Dayong Lee, HFSC manager of toxicology, and Ms.

Kaitlin Main, crime scene investigator, for presenting at the conference.

- J. Dr. Peter Stout, president and CEO, gave the president's report. Dr. Stout reviewed HFSC's overall turnaround time and requests for February 2020. He said the toxicology section continues to struggle with the largest backlog and turnaround time. Dr. Stout gave a staffing update. Dr. Stout attended multiple events to help raise awareness about the harmful effects of vaping. He said Houston City Council member David Robinson and his staff toured the lab. Dr. Stout gave the board an update about RapidDNA. He said HFSC and other stakeholders, like the Houston Police Department, met with representatives of ANDE, a manufacturer of a RapidDNA instrument, for the first time in about a year. He said the discussion is about how the technology should be used and what types of evidence are best suited for testing. Dr. Stout said he believes the technology is valuable but is concerned about how it will be used and surrounding aspects, including evidence collection and consumption. Dr. Stout said RapidDNA should be used in an accredited laboratory by licensed personnel. Dr. Stout said HFSC is testing ThermoFisher's RapidHIT machine and other instruments that bypass quantification and extraction and could speed up DNA analysis. HFSC anticipates completing testing, including cost comparisons, turnaround time, performance and data quality, by May 1. The Harris County Institute of Forensic Sciences (HCIFS) will test the ANDE instrument. Both HFSC and HCIFS will evaluate DNA chemistry kits that go straight to amplification, speeding up process times. Part of the research is focused on complications with DNA mixtures that could interfere with the samples. Dr. Stout said HFSC and HCIFS labs will investigate which samples are most appropriate to use and already have a variety of samples manufactured. Dr. Stout said four latent print trainees graduated from a training academy in Mississippi and will perform observed casework when they return to HFSC.
- K. Ms. Aimee Grimaldi, project engineer, presented the operations report for Dr. Amy Castillo, vice president and COO, who was out of the office. Ms. Grimaldi gave an overview of turnaround times and backlogs for the sections. She said the seized drugs section had fully recovered from the lab move and was again operating on an average turnaround time of nine days. Ms. Grimaldi said the forensic biology/DNA section's backlog had increased as a result of the move and the ongoing training to implement probabilistic genotyping. She said 60 percent of the forensic biology analysts are in the final stages of training or have already been authorized to use the probabilistic genotyping software, STRmix. Ms. Grimaldi said the toxicology section needs additional staffing to keep up with increasing requests and a growing backlog. She gave an update on two process improvements projects that focus on quality. The first project aims to improve the technical and administrative review process and the second project focuses on developing an overall quality score for the company. The technical and administrative review project is designed to decrease errors in reviews and increase efficiency. The reviews are performed as a final quality check before reports are issued to stakeholders. She said the sections will implement improvements, such as a grammar software and auto-generated reports, since many errors were grammatical and typographical. Some sections already use auto-generated reports with prepopulated language. The goal will be to expand this practice to other sections for better standardization. Ms. Grimaldi said the quality score project has created a first-of-its-kind actionable quality metric, providing greater insight into how staff and sections are performing against standards and procedures. She said a dashboard is being built to provide visible metrics to help the lab improve quality across the board.
- L. Mr. David Leach, CFO and treasurer, provided an overview of the proposed \$28.7 million fiscal year 2021 budget. Mr. Leach said 74 percent of the budget is personnel costs. Mr. Leach said as expenses and requests for service increase HFSC needs more funding to meet demand. Mr. Leach said the proposed fiscal year 2021 budget includes a \$1.6 million dollar increase, which will cover current staffing expenses, as well as the cost of five more toxicology analysts. Mr. Leach said

after two years of flat budgets, HFSC would have had to make significant cuts, including in staffing, without the additional \$1.6 million. Mr. Leach reviewed the cost increases seen from FY17 to-date, highlighting that personnel costs rose overall by \$1.1 million and supplies increased by \$600,000 overall. He said that as the biology/DNA section cuts back on outsourcing casework with grant funding, the section will work more cases in-house, which will increase supply costs by about \$250,000. Mr. Leach said the \$1.6 million increase will also pay for a \$150,000/year software needed by the digital and multimedia lab. Mr. Leach said the \$1.6 million will also allow HFSC to make additional capital purchases in FY21, such as for a third LCQQQ machine, which like the other two will be procured through a five-year lease. Mr. Leach said HFSC must also return nine vehicles used by CSU back to HPD by the end of FY21 and purchase seven new vehicles. The new CSU vehicles will cost about \$210k and are included in the FY21 budget for capital spending. Mr. Leach said the \$1.6 million increase is not enough money to allow HFSC to address additional staffing needs in CSU and latent prints or other capital expenses, such as a 3D system for the firearms section, a new instrument for seized drugs and an instrument used in toxicology for blood alcohol analysis.

- M. Mr. Leach requested board approval for the \$28.7 million fiscal year 2021 budget, which includes a \$1.6 million increase. Director McPherson made a motion to approve the proposed budget. Director Hilder seconded the motion. The motion passed unanimously.
- N. Mr. Charles Evans, director of business development, updated the board on the renovation of the vehicle examination building, which is used by the crime scene unit to collect evidence from seized vehicles. HFSC received \$114,000 federal grant dollars and is required to match 25 percent of the total project cost, or \$38,000. He said HFSC will need to enter into an interlocal agreement with the City of Houston to work with the general services department's design and construction division. Mr. Evans said this agreement will allow HFSC to use the city's job order contracting process in the renovation project, significantly cutting the timeline. Mr. Evans said the city will provide a work scope and itemized cost evaluation to the lab. He said the project must be completed by the end of the calendar year to adhere to grant guidelines. The project scope includes renovations to the building that will minimize potential risks of contamination, including changes to the air conditioning system, and enclosing four open vehicle bays, leaving the unit with eight environmentally controlled bays. By enclosing the vehicle bays and adding air conditioning HFSC will be able to better protect evidence and improve working conditions for staff. Mr. Evans said other renovations will be made based on priority and affordability, such as updates to the building's flooring, electrical, plumbing and bathroom.
- O. Mr. Evans requested board approval to delegate authority to Dr. Stout to enter into an interlocal agreement between the City of Houston and the Houston Forensic Science Center to renovate the vehicle examination bay. The agreement will cover construction, engineering and architectural services. Director Hilder made a motion to approve. Director McPherson seconded the motion. The motion passed unanimously.
- P. Mr. Evans gave the board an update on HFSC's new facility at 500 Jefferson St. He said minor improvements that focus on safety and security are being made to the new facility. Mr. Evans said the phone lines are impacted when the HFSC network goes down. As a result, a landline phone was installed in each lab and in the basement, in addition to an intercom system on the 18th floor so lab staff to improve communication and safety. Mr. Evans said three purge buttons, which will clear air in the lab in an emergency, are also being installed. Mr. Evans said the 500 Jefferson building management is still resolving a ventilation issue in the basement that is preventing the firearms

section from using the firing range.

- Q. Mr. Jerry Pena, director of the crime scene unit (CSU) and digital multimedia division, said homicide calls for January through February 2020 increased 15 percent compared to the same months in 2019. January 2020 alone saw a 60 percent increase in homicide calls compared to 2019. Mr. Pena said CSU responded to 33 aggravated assaults in January through February this year compared to 16 in the same months in 2019, which is miniscule compared to the need but a lot for a staff-strapped unit. He said in Houston, about 1.4 aggravated assaults occur per hour. Mr. Pena reviewed data that highlights the number of scenes CSU responded to, comparing 2018 to 2019. In 2018, the unit responded to 269 homicides, 129 aggravated assaults and 120 death investigations. In 2019, CSU responded to 277 homicides, 142 aggravated assaults and 115 death investigations. Mr. Pena said the unit does not respond to more scenes because it is understaffed with only 27 crime scene investigators providing service to Houston. In comparison, Dallas has 100 crime scene investigators. Mr. Pena said that although CSU is receiving calls to respond to homicides consistently so far this year, they are also receiving additional calls for service, particularly aggravated assaults and robberies. He said HPD averages about 12,000 aggravated assaults a year, and CSU responds to less than one percent of those cases. Mr. Pena said additional personnel must be considered so CSU can increase the number of scenes it can respond to for HPD, including sexual assaults.
- R. Ms. Erika Ziemak, quality division director, reviewed the March quality report. Ms. Ziemak gave the board an overview of the February blind quality controls (BQC.) Ms. Ziemak reviewed audits, disclosures, corrective actions, proficiency tests, transcript reviews and testimony data for March. Ms. Ziemak said she will give a presentation about HFSC's blind program to the Council of Federal Forensic Laboratory Directors in March. She said quality division staff will host a blind quality workshop in May. Ms. Ziemak said latent print examiners discovered four blind comparisons. One blind comparison was discovered when the examiner recognized a fabricated suspect name that had previously been used in a blind case. Two other blind cases were discovered based on the examiner's experience when they noticed the ages of the suspects in the case did not align with the criminal history and crimes that allegedly took place. The examiner said the suspects were older than the "traditional" home burglar who does not have a previous history of that specific criminal activity. The last blind was discovered after the examiner said the latent print appeared "too deliberate" to occur in regular casework.
- S. Chairwoman Mitchell requested a motion to adjourn the meeting. Director McPherson made a motion to adjourn. Vice Chairwoman Lentschke second the motion. The meeting ADJOURNED at approximately 10:48 a.m.

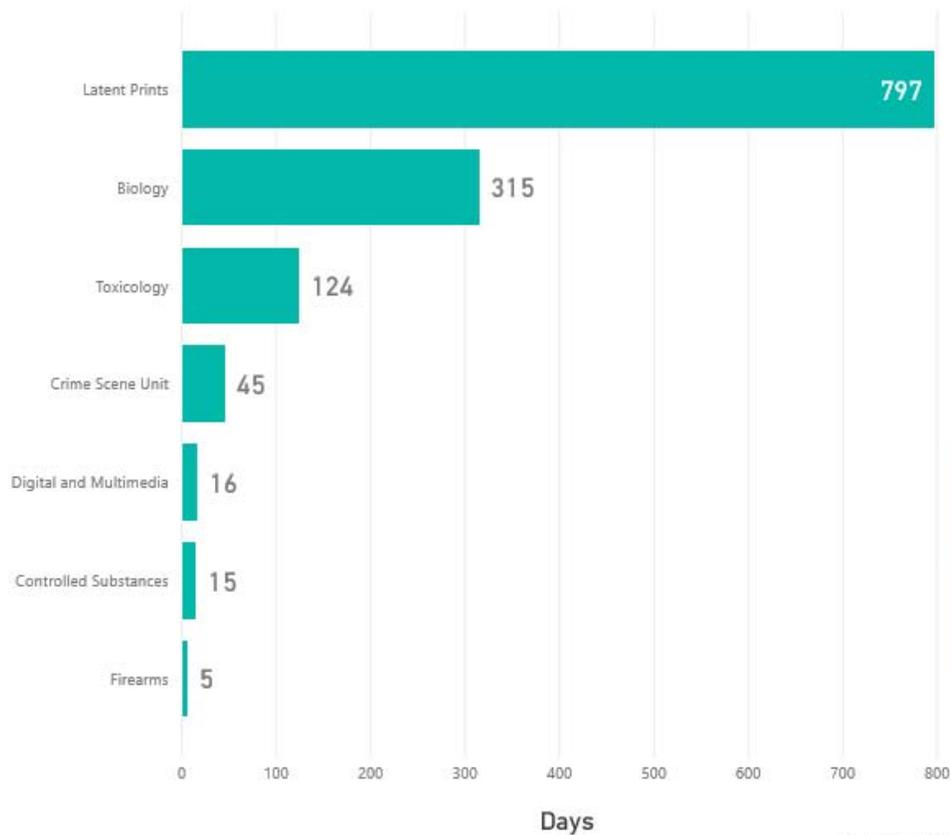
By: _____

Jordan Benton Secretary

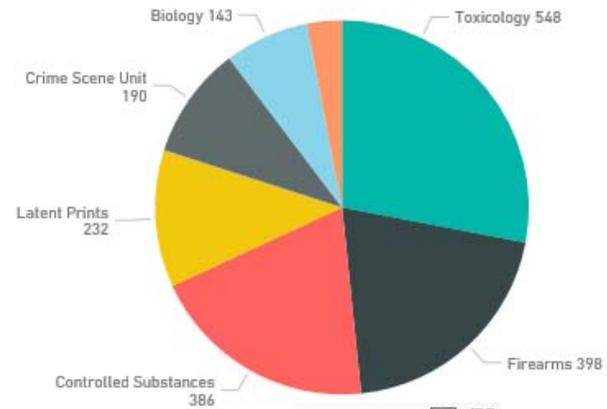
President's Report

May 8, 2020

Average Turnaround Time for April 2020



Requests Completed by Section



Turnaround Time - Days
161

Completed Requests
1956

Month Comple...

- 01-January
- 02-February
- 03-March
- 04-April
- 05-May

Year Completed

- 2014
- 2015
- 2016
- 2017
- 2018
- 2019
- 2020

This data is current as of 5/4/2020.

Staffing – May 8, 2020

- 197 staff
 - 7 City of Houston civilians
 - 190 HFSC employees
- 6 open positions, 3 offers accepted
 - 1 crime scene investigator trainee (internal hire)
 - 1 CS/CM evidence specialist (future opening to fill CSU internal transfer)
 - 1 forensic biology/DNA analyst
- 3 active vacancies
 - 1 forensic biology/DNA analyst
 - 1 forensic biology/DNA technical lead (job posted - future opening)
 - 1 research and development analyst
- 3 vacancies on hold
 - 2 experienced crime scene investigators
 - 1 seized drugs analyst



Certifications

- Mike Fulton - Certified Senior Crime Scene Analyst (CSCSA)
 - International Association of Identification (IAI)



Virtual outreach

- DNA analyst Clay Davis virtually taught more than 90 HISD high school students about forensics
- Outreach group looking for more opportunities to do virtual programming as pandemic continues to limit in-person gatherings
- Invited to virtually present on blind quality controls to a conference in China that is co-sponsored by the China Inspection and Testing Society and the China National Accreditation Service for Conformity Assessment



HFSC and COVID-19

- Long-term planning for a year or more of on-and-off restrictions
- Four main topics, conversations started, some solutions already available
 - Supply challenges
 - Release of restrictions
 - Off-and-on stay at home orders
 - IT resources needed for greater flexibility



Supply challenges that can shutdown operations

- Pipette tips: used in several labs AND COVID-19 testing
- Gloves
- Masks
- Other PPE, such as gowns, shoe covers
- Evidence collection kits
- Ammunition



Supply chain solutions

- Identifying additional vendors
- Try to stock six month supply
- Considering cloth masks for forensic biology
- Ordering supplies in advance of what would be routine



Release of restrictions

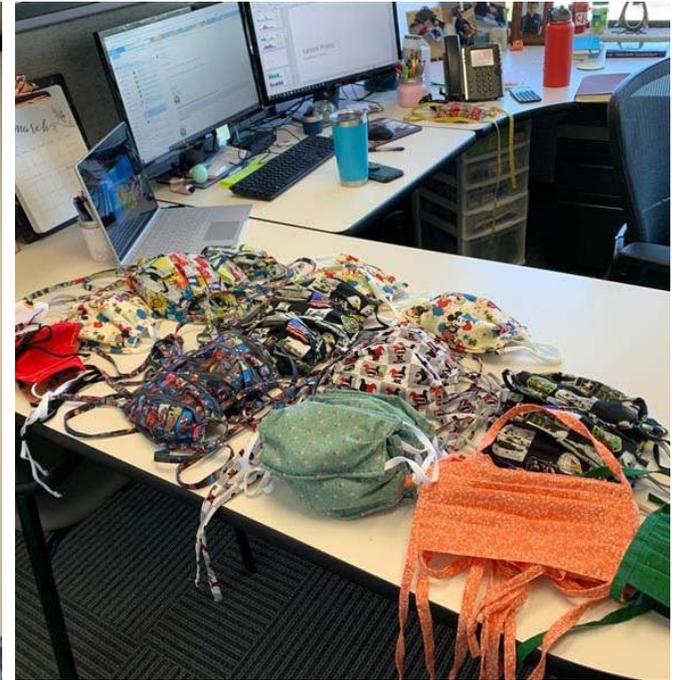
STAFF:

- Encourage masks in common areas of building
- Encourage fever screening
- Removed tables and chairs from common areas to indicate a maximum number of people in a given location
- Creating video training about sanitizing and precautions during pandemic

VISITORS:

- Required temperature screening prior to entry in HFSC areas
- Required masks





HFSC sewing circle masks



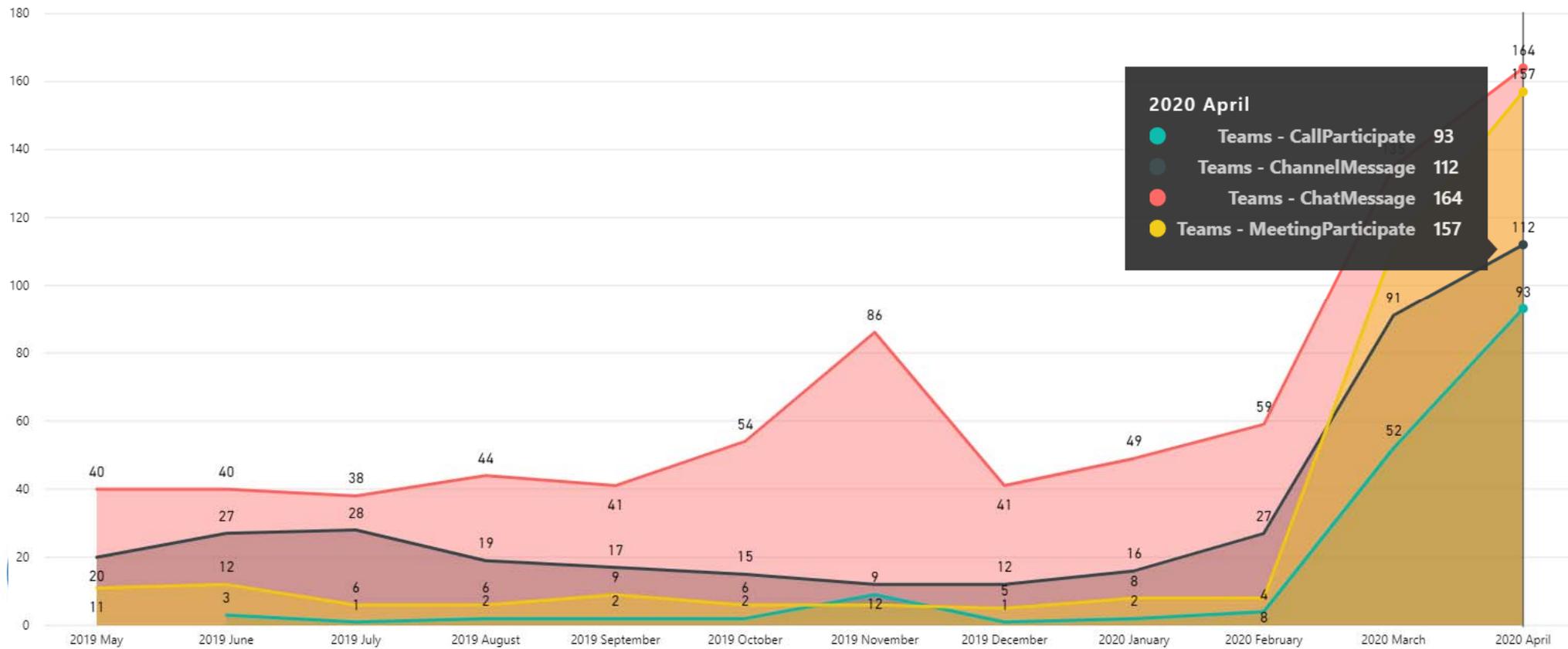
Off-and-on stay at home/IT needs

- Two separate issues, closely associated with one another
- Sections working on solutions for increasing productivity for work from home where possible
 - Laptops
 - Webcams
 - Headsets
 - Virtual Private Network (VPN) access
 - Changing workflows to paperless to allow for work-from-home casework
 - Additional quality measures to allow documents to be removed from office safely
- Creative scheduling in areas where work-from-home is more of a challenge and decreased productivity hurting turnaround time and casework
 - A/C issues
 - Evidence retrieval
 - Childcare



Users in Microsoft Teams (through 4/24/20)

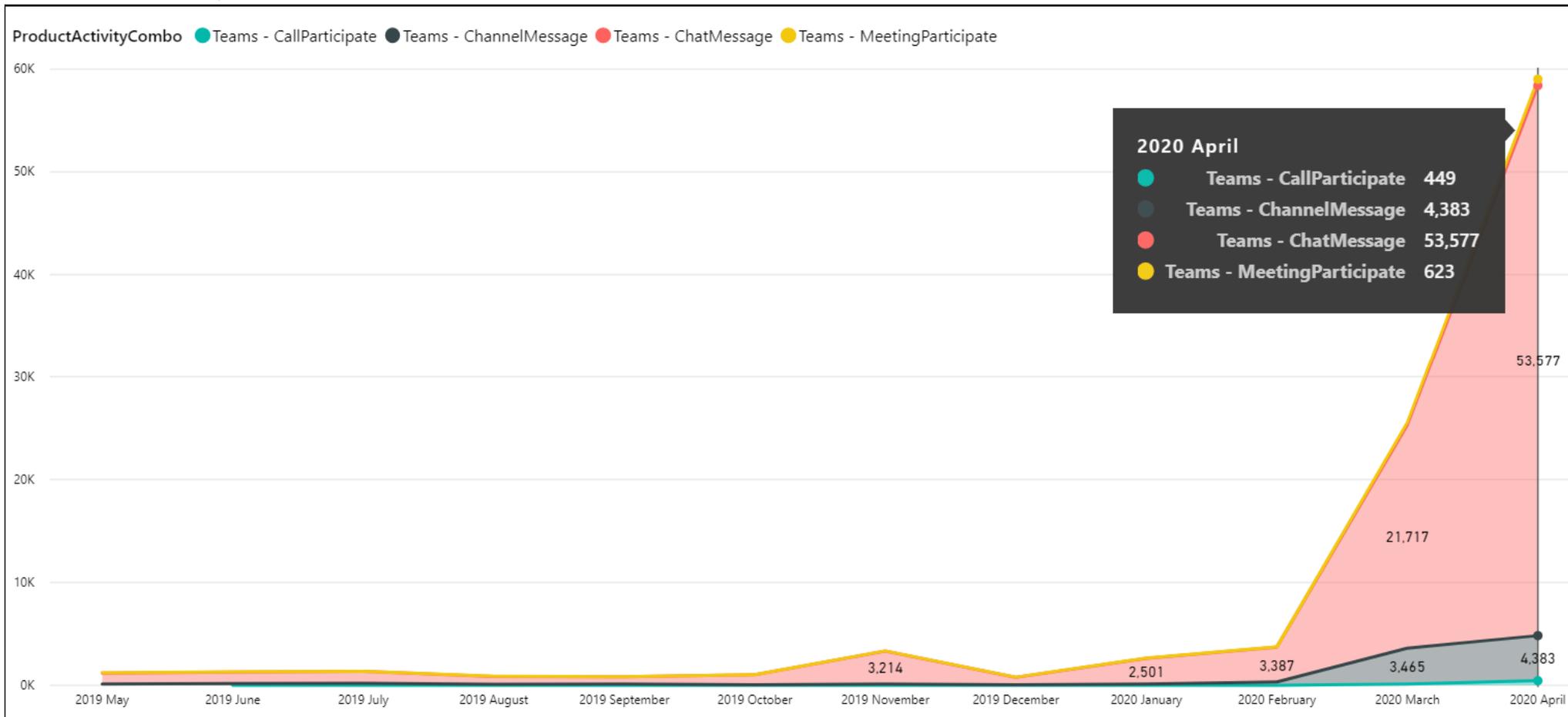
ProductActivityCombo ● Teams - CallParticipate ● Teams - ChannelMessage ● Teams - ChatMessage ● Teams - MeetingParticipate



2020 April

- Teams - CallParticipate 93
- Teams - ChannelMessage 112
- Teams - ChatMessage 164
- Teams - MeetingParticipate 157

Activity in Microsoft Teams (through 4/24/20)



Vehicle Examination Building Renovation

- Interlocal Agreement (ILA) between HFSC and city:
 - Leverage city expertise, job order contracting process
 - Finalizing ILA with City of Houston/HPD, ILA requires City Council approval
 - Targeting City Council approval in June
- Project scope:
 - Affordability/prioritization required, limited \$152k budget (75% grant, 25% HFSC)
 - City finalizing HVAC design contractor agreement, then complete design. HVAC contractor then completes pricing
 - Expect pricing estimates for all work scopes in June, then decide priorities. Critical VEB items: HVAC, insulation, garage doors

December 2020 project completion date



Annual standing purchase order for DNA

- Total purchase order amount: \$460,180
 - This does not include shipping fees
- Standing order saves HFSC more than \$37,000 on these DNA supplies
 - Reagents used to quantify DNA in samples
 - Reagents used to amplify _ or copy _ the DNA so it can be analyzed and interpreted
- HFSC's forensic biology section has validated the reagents from Thermofisher, making it the only company from which these supplies can be purchased



HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

May 8, 2020 at 9:00 a.m.

Agenda Action Item No.:	6a. Consider authorizing Dr. Stout to approve a purchase order and enter into an agreement with ThermoFisher Scientific to purchase 20 Globalfiler kits and 60 QuantTrio kits, for a total amount of \$460,180.00, and possible related action.
Subject:	Approval to purchase Globalfiler kits and QuantTrio kits, for the HFSC Forensic Biology Section.
Background:	The HFSC Forensic Biology section (FBIO) must purchase reagents to complete DNA analysis and interpretation for casework. Globalfiler kits and QuantTrio kits are the only reagents validated by FBIO and ThermoFisher Scientific is currently the sole source for the required reagents. HFSC seeks to order a one-year supply, utilizing a standing purchase order with multiple shipments throughout the one-year term. This standing purchase order will result in a cost savings to HFSC.
Executive Summary:	Before the requested purchase can be made, the Board must authorize the expenditure and delegate authority to the President and CEO to approve the purchase. Pursuant to the Board of Director's Resolution No. 2015-001 and the Corporation's financial procurement policies, any expenditure over \$200,000.00 shall be approved by the Board or collectively by the President and CEO, Chair of the Board and Chief Financial Officer and Treasurer. Although the total expenditure will be split into multiple payments, the total expenditure due under this agreement, is controlling, thus Board approval is required.
Fiscal Impact:	No anticipated additional fiscal impact within the current budget cycle.
Staff Recommendation:	Staff recommends approval.
By:	Dr. Peter Stout, President and CEO Legal review by General Counsel

PRICING AGREEMENT NO.: E2645583

Report Date: 22-JAN-2020

<p>PRICING AGREEMENT NO.: E2645583</p> <p>To ensure correct pricing and terms, the above agreement number must appear on all orders and correspondence.</p> <p>FROM: 01/22/2020 THROUGH: 12/31/2020 EXCEPT WHERE NOTED BELOW</p>
<p>TERMS: NET 30 DAYS</p> <p>FOB: Shipping Point</p>

TO ORDER:

Life Technologies Corporation

3175 Staley Road
Grand Island, New York 14072 USA
Fax No.: 1-800-331-2286
To Order: 1-800-955-6288
E-mail: CustomerCare@thermofisher.com
www.thermofisher.com/ordersupport

TO:	HOUSTON FORENSIC SCIENCE CENTER
FOR:	Jennifer O'Callaghan
ATTN:	

WE ARE PLEASED TO QUOTE ON YOUR REQUIREMENTS AS FOLLOWS

Line#	CC*	SKU # / PPL	DESCRIPTION	MINIMUM QUANTITY	PRICE OR % DISCOUNT	
					Disc% / Fixed Price	Unit Price
1	D	4482815	FG, GLOBALFILER KIT 1000RXN EACH	20	20.00%	\$17960.00
2	D	4482910	QUANTIFILER TRIO KIT EACH	60	15.00%	\$1683.00

* Items flagged with H or D require special handling and may be subject to an additional charge

PRICING AGREEMENT NO.: E2645583

TERMS AND CONDITIONS OF SALE

This quotation is for products and services sold by Life Technologies Corporation, a Thermo Fisher Scientific company. This quotation, and the terms and conditions of sale found at www.thermofisher.com/termsandconditions ("thermofisher.com Terms and Conditions of Sale") that apply to the products and services listed on this quotation, are incorporated by reference into this quotation and any resulting contract. By issuing a purchase order or otherwise ordering or accepting product(s) or services, you expressly confirm that you intend to be bound by and agree to thermofisher.com Terms and Conditions of Sale to the exclusion of all other terms we do not expressly agree to in writing, and that the purchase and sales transaction between you and us is subject to and will be governed by thermofisher.com Terms and Conditions of Sale and the terms of this quotation.

If you have any questions, please visit our website at www.thermofisher.com.

TERMS AND CONDITIONS OF SALE

Thank you for your interest in purchasing our products. We value your business and our goal is to make your purchasing experience as smooth as possible. If you have any questions about our quotation or ordering process, please refer to the “Support” section of our website. Unless otherwise expressly agreed in writing, your purchase of products is subject to the following terms and conditions:

1. Agreement Terms

1.1 General Terms. These terms and conditions (“Terms”), our quotation (if any) and Supplementary Terms, if any, comprise the agreement (“Agreement”) between you and Thermo Fisher Scientific. Unless your order is subject to a valid, written, executed agreement between you and Thermo Fisher Scientific or any of the Thermo Fisher Scientific group companies, in which case such agreement applies, you agree to accept and be bound by the Agreement by ordering products on thermofisher.com or if you receive ordering or sales documents that reference these Terms. This Agreement is the complete and exclusive contract between us with respect to your purchase of the products.

1.2 Supplementary Terms. Some of our products are subject to additional software licenses, limited use label licenses or other written contract terms that you will not find here (“Supplementary Terms”). You will find any Supplementary Terms that apply to your purchase in our quotation to you, on thermofisher.com, or in literature that accompanies the product. You can also obtain copies from Customer Services.

1.3 Terms Conflict. If any conditions within the Agreement documents conflict with each other, we will give them the following priority: (a) the quotation; (b) any applicable Supplementary Terms; and (c) finally these Terms. We expressly reject any different terms or provisions contained in any document you provide, and if the terms and conditions in this Agreement differ from the terms of your offer, this Agreement will serve as the governing terms for our contract.

1.4 When Agreement takes Effect. The Agreement between us is created when you receive email confirmation that we have accepted your order.

2. Price

2.1 Determining Price. We may change our prices at any time without notice. Prices we quote you are valid for 30 days, unless we state otherwise in writing. If no price has been specified or quoted to you, the price will be the product price on thermofisher.com in effect at the time we accept your order.

2.2 Taxes and Fees. Our product prices do not include any taxes (including VAT), duties, levies or other government fees that may apply to your order. If they apply, it will be your responsibility to pay them. If we pay them, we will add them to your invoice. If you claim any exemption, you must provide a valid, signed certificate or letter of exemption for each respective jurisdiction.

2.3 Delivery Fees; Freight Policy. You are also responsible for standard delivery and handling charges, if applicable, and our product prices do not include such charges unless expressly stated. If we pay such charges, we will also add these to your invoice.

3. Cancellation and Changes

Once you have placed your order, you cannot cancel or change it without our written consent.

4. Payment

4.1 Payment Terms. We will invoice you for the product price and all other charges due when we ship you the products. Unless we have agreed otherwise in writing, you will pay us within 30 days from your receipt of invoice. Each order is a separate transaction, and you may not off-set payments, including from one order against another. We reserve the right to require you to make full or partial payment in advance, or provide other security to our satisfaction, if we believe in

good faith that your financial condition does not justify the payments terms otherwise specified. You will make all payments in the currency specified in our invoice to you.

4.2 Late Payment. If you are late in making payment then, without affecting our other rights you will make payment to us, upon our demand, of a late-payment charge. The late payment charge will be calculated as interest on the sums due from the payment due date until you make payment in full, at the rate of 1.5% per month, or, if less, the maximum amount allowed by law and will also include our reasonable costs of collection (including collection agency fees and attorneys' fees). We also reserve the right to cancel or stop delivery of products in transit and withhold shipments in whole or in part if you do not pay us when due, or if you otherwise do not perform your obligations in this Agreement.

5. Delivery

5.1 Delivery. We will ship products to the destination you specify in your order, FCA Incoterms 2010 our shipping point. By agreeing to these Terms, you (i) give your consent for us to arrange for carriage for all products supplied hereunder on your behalf; and (ii) waive your right to arrange carriage or to give us any specific instructions regarding carriage. We may, in our discretion, make partial shipments and invoice each shipment separately. Our shipping dates are approximate only, and we will not be liable for any loss or damages resulting from any delay in delivery. You may not refuse delivery or otherwise be relieved of any obligations as the result of such delay. If our delivery of a product to you is delayed due to any cause within your control, we will place the delayed products in storage at your risk and expense.

6. Risk of Loss and Title

Excluding software incorporated within or forming part of a product, which we or our licensors continue to own, title to and risk of loss of the products will pass to you when we load them onto the commercial carrier at our facility.

7. Returns and Shortages

7.1 Returns. Customer Services must pre-authorize all product returns. Customer Services will approve return of any product that is damaged or defective on receipt, provided you contact Customer Services within five days after receiving the product and provided such damage or defect has not been caused by any failure by you or the carrier to handle or store products using reasonable care or as otherwise indicated on the label. If you do not contact us within this five day period, we will deem the product to be accepted, but you will not lose any warranty rights.

7.2 Product-Credit Eligibility. If we exercise our discretion to authorize a product for return then the product must arrive at our facilities in a condition satisfactory for resale. Any return not due to our error is subject to a restocking charge of 25% of the sale price. We do not credit shipping charges. You will not receive credit for any product returned without our prior consent.

8. Warranties

8.1 Limited Warranties for Consumables and General Labware. Unless a different warranty is included in applicable Supplementary Terms or product literature or on the relevant thermofisher.com product pages, we warrant that each consumable and item of general labware will meet its specifications in our published catalogs or associated Supplementary Terms. This warranty lasts from the time we ship the consumable or item of general labware until the earlier of: (a) the consumable's or item of general labware's expiry or "use by" date; and (b) its specified number of uses. If we do not specify the expiry date, the number of uses, or a different warranty period, the warranty will last for twelve (12) months from the date we ship the product.

8.2 Limited Warranties for Instruments. Unless a different warranty is included in applicable Supplementary Terms, or in the applicable quotation, we warrant that instruments will be free of defects in materials and workmanship, when subjected to normal, proper and intended usage by properly trained personnel, for twelve (12) months from the date we ship the instrument to you, or in the case of instruments that require installation by our personnel, twelve (12) months from installation, but in no event longer than fifteen (15) months from the date we ship the instrument to you.

8.3 Limited Warranty for Spare Parts. We also warrant that spare parts you purchase from us and that we install, or are installed by a company we have certified as an authorized installer, will be free of defects in materials and workmanship for three (3) months from the date we deliver them, or, if longer, the original warranty period of the instrument in which the part is installed. We do not provide warranties for parts that you do not purchase from us or that we do not install. These parts are provided “as is”.

8.4 Exclusions. In addition to our exclusion for third party products as set out in Section 8.7 of these Terms, our warranties do not apply to (a) normal wear and tear; (b) accident, disaster or event of force majeure; (c) your misuse, fault or negligence; (d) causes external to the products such as, but not limited to, power failure or electrical power surges; (e); instruments sold to you as ‘used’ products; (f) installation, removal, use, maintenance, storage, or handling in an improper, inadequate, or unapproved manner by you or any third party (including the carrier), such as, but not limited to, failure to follow our instructions or operating guidelines, or protocols, operation outside of stated environmental or use specifications, or operation or contact with unapproved software, materials, chemicals or other products; or (g) products manufactured in accordance with specifications you gave us. **ADDITIONALLY, ANY INSTALLATION, MAINTENANCE, REPAIR, SERVICE, RELOCATION OR ALTERATION TO OR OF, OR OTHER TAMPERING WITH, THE PRODUCTS PERFORMED BY ANY PERSON OR ENTITY OTHER THAN US WITHOUT OUR PRIOR WRITTEN APPROVAL, OR ANY USE OF REPLACEMENT PARTS WE HAVE NOT SUPPLIED, WILL IMMEDIATELY VOID AND CANCEL ALL WARRANTIES WITH RESPECT TO THE AFFECTED PRODUCTS.**

If we determine that products for which you requested warranty services are not covered by the warranty, or if we provide repair services or replacement parts that are not covered by this warranty, you will pay or reimburse us for all costs of investigating and responding to such request at our then prevailing time and materials rates.

8.5 Limitations.

(A) OUR WARRANTIES EXTEND ONLY TO YOU, THE ORIGINAL PURCHASER AND YOU CANNOT TRANSFER THEM. OUR OBLIGATION TO REPAIR OR REPLACE A PRODUCT IS YOUR SOLE REMEDY.

(B) EXCEPT AS OTHERWISE STATED, WE DISCLAIM ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, ORAL OR WRITTEN, WITH RESPECT TO THE PRODUCTS, INCLUDING WITHOUT LIMITATION ALL IMPLIED WARRANTIES

(a) OF MERCHANTABILITY;

(b) OF FITNESS FOR ANY PARTICULAR PURPOSE; AND/ OR

(c) THAT THE PRODUCTS ARE ERROR-FREE OR WILL ACCOMPLISH ANY PARTICULAR RESULT.

8.6 Remedies. During the applicable warranty period only, for products not meeting our warranty, we agree, in our sole discretion, to repair or replace the non-conforming product and/or provide additional parts as reasonably necessary to comply with our warranty obligations, but you must first promptly notify us in writing when you discover any defect or non-conformance, and include in the notice clear details of your warranty claim. After our review, assuming we authorize the product return, we will provide you with service data and/or a Return Material Authorization (“RMA”), which may include biohazard decontamination procedures and other product-specific handling instructions that you must follow. For valid product warranty claims timely made in accordance with this Agreement, you must return the non-conforming products to us, unless we agree otherwise, and we will prepay the shipping costs. For instruments only, we may choose to provide you with new or refurbished replacement parts. All replaced parts will become our property. We will ship your repaired or replacement products according to our Delivery terms in Section 5 of these Terms.

8.7 Third Party Products. We do not support or make any warranties about products manufactured or supplied by third parties that you purchase through any of our sales channels. When you buy a third party product, we will let you know that this purchase is governed by the third-party’s own contract terms. You must look directly to the relevant third-party

manufacturer for product support, warranties, and to make warranty claims. We agree, however, to assign to you any warranty rights we may receive from the original manufacturer or third party supplier, to the extent the original manufacturer or third party supplier allows.

9. Indemnification

9.1 Our Indemnity.

(A) Our Infringement Indemnity. We will defend and indemnify you against infringement damages finally awarded in any legal action brought by a third party against you alleging infringement of any intellectual property rights owned by third parties arising directly and solely from a product, as manufactured and provided by us to you, but always excluding use and/or combination of such product with other products or components. This infringement indemnity does not apply to (a) claims that arose based on your failure to comply with the Agreement; (b) claims that arose based on your failure to acquire any applicable additional intellectual property rights related to your use of the products (“Additional Rights”); (c) products that we made, assembled or labeled in reliance upon your instructions, specifications, or other directions; (d) your use or resale of products; (e) modifications made by you or any third party; or (f) products originating from third parties.

THIS INDEMNITY IS OUR ONLY LIABILITY TO YOU, AND, SUBJECT TO SECTION 11.4 OF THESE TERMS, YOUR ONLY REMEDY, FOR ANY INFRINGEMENT OR CLAIMED INFRINGEMENT OF THIRD PARTY INTELLECTUAL PROPERTY RIGHTS BY OR IN CONNECTION WITH ANY PRODUCT.

(B) Conditions to Our Indemnity. As a condition to our indemnification obligations you must (a) notify us in writing, as soon as you become aware of any claim; (b) not admit any liability or take any other action in connection with the claim that could affect the defense; (c) allow us to solely control the defense or settlement of the claim; (d) give us your reasonable information, co-operation and assistance; and (e) take all reasonable steps to mitigate losses incurred, including allowing us to exercise any and all of options set out in Section 11.4 of these Terms.

9.2 Your Indemnity of Us. If a third party makes a claim against us for infringement of its intellectual property rights based on (a) our manufacture or sale of a product or custom product we make under your instructions, specifications, or other directions, or using materials that you provide to us (b) your failure to comply with the Agreement, (c) your failure to acquire any applicable Additional Rights, or (d) your modification, use or resale of a product, then you will indemnify and hold us harmless from and against any and all claims, losses, damages, liabilities and expenses (including reasonable attorneys’ fees and other costs of defending and/or settling any action) that we may have to pay as a result of the claim.

10. Software

10.1 Definitions. With respect to any software products incorporated in or forming a part of our products, you understand and agree that we are licensing such software products and not selling them, and that the words "purchase", "sell" or similar or derivative words are understood and agreed to mean "license", and that the word "you" is understood and agreed to mean "licensee". We, or our licensor, as applicable, retain all rights and interest in software products we provide to you.

10.2 License. We hereby grant to you a royalty-free, non-exclusive, nontransferable license, without power to sublicense, to use software we provide to you under this Agreement solely for your own internal business purposes on the hardware products we provide you hereunder, and to use the related documentation solely for your own internal business purposes. This license will automatically terminate when your lawful possession of the associated hardware products provided hereunder ceases, unless earlier terminated as provided in this Agreement.

10.3 Restrictions. You agree to hold in confidence and not to sell, transfer, license, loan or otherwise make available in any form to third parties the software products and related documentation provided hereunder. You may not disassemble, decompile or reverse engineer, copy, modify, enhance or otherwise change or supplement the software products provided hereunder without our prior written consent. We will be entitled to terminate this license if you fail to comply with any term or condition herein.

10.4 Return of Software and Documentation. You agree, upon termination of this license, immediately to return to

us all software products and related documentation provided hereunder and all copies and portions thereof.

10.5 Third Party Software. The warranty and indemnification provisions set forth in this Agreement will not apply to third party owned software products we provide you. We agree, however, to assign to you any warranty rights we may receive from the original developer or third party supplier, to the extent the original developer or third party supplier allows.

11. Intellectual Property

11.1 Use Limitations. As between you and us, we exclusively own all intellectual property rights relating to our products and services. Unless we expressly state otherwise in Supplementary Terms, our sale of products to you grants you only a limited, nontransferable right under our intellectual property to use the quantity of products purchased from us for your internal research purposes. No right to transfer, distribute or resell our products or any of their components is conveyed expressly, by implication, or by estoppel. Unless expressly permitted by us in writing, you will not modify, change, remove, cover or otherwise obscure any of our brands, trade or service marks on the products. Nothing in the Agreement limits our ability to enforce our intellectual property rights.

11.2 Commercial Applications; Additional Rights. Unless we expressly state otherwise in Supplementary Terms, we give no rights to use our products in any commercial application, including manufacturing, quality control, commercial services such as reporting the results of your activities for a fee or other consideration, or in vitro diagnostic uses, ex vivo or in vivo therapeutic uses, or any type of consumption by or application to humans or animals. If you need commercial use rights in respect of our products (including the right to perform fee-for services), please contact our out-licensing department at outlicensing@thermofisher.com. Where your use of our product is outside the scope of the Agreement, it is solely your responsibility to acquire Additional Rights.

11.3 Intellectual Property Ownership. Unless otherwise specified in applicable Supplementary Terms, we exclusively own all intellectual property rights in any inventions (patentable or otherwise), discoveries, improvements, data, know-how, or other results that are conceived, developed, discovered, reduced to practice, or generated by or for us, or jointly by you and us, in relation to processes, designs and methods utilized in manufacture of a custom product. You agree to transfer and assign to us all your right, title, and interest in and to any joint intellectual property. At our request and at our expense, you will help us secure and record our rights in such intellectual property.

11.4 Intellectual Property Infringement. We want to avoid claims of intellectual property infringement. If we believe a product we have sold to you may be subject to a claim for intellectual property infringement, you must allow us (at our option) to either (a) secure for you the right to continue using the product; (b) substitute the product with another suitable product with similar functionality; or (c) tell you to return the product to us and we will refund to you the price you paid. In the case of instruments, we will take off a reasonable amount for the instrument's use, damage or because it is now out of date or out of use.

12. Custom Products

12.1 Declining to Make or Deliver. If you ask us to manufacture a custom product, we may decline to design or manufacture that product at any stage of the process if the product is unsuitable or commercially impractical to manufacture as specified. If so, we will notify you, and you will not be obligated to pay any fees for any expenses we incurred in connection with the declined product. If a custom component or material fails, we may delay or cancel a custom product's delivery without liability to us.

12.2 Your Responsibilities. By submitting an order for a custom product, you represent and agree that you (a) have given us all information you know of regarding any biological, radiological, and chemical hazards associated with the handling, transport, exposure to, or other use of the materials you supply to us; and (b) have the requisite rights, including but not limited to any necessary intellectual property rights, to instruct manufacture of such product.

13. Instrument-Related Services

When you purchase an instrument, we may install it and provide training, maintenance, repairs, or any other services

that you and we expressly agree on (“Instrument Services”). We also offer annual and other instrument-service plans. All Instrument Services are subject to our Instrument Services Supplementary Terms. For full details of our instrument-service plans and to obtain a copy of our Instrument Services Supplementary Terms, please check our website and/or contact Customer Services.

14. Limitations and Exclusions of Liability

- (A) TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE WILL NOT BE LIABLE UNDER ANY LEGAL THEORY (INCLUDING BUT NOT LIMITED TO CONTRACT, NEGLIGENCE, STRICT LIABILITY IN TORT OR WARRANTY OF ANY KIND) FOR ANY INDIRECT, SPECIAL, INCIDENTAL, PUNITIVE, MULTIPLE, EXEMPLARY OR CONSEQUENTIAL DAMAGES (INCLUDING BUT NOT LIMITED TO ALL COSTS OF COVER, LOST PROFITS, LOST DATA, LOSS OF BUSINESS, LOSS OF GOODWILL OR LOSS OF REVENUE) THAT YOU MIGHT INCUR UNDER THE AGREEMENT, OR THAT MAY ARISE FROM OR IN CONNECTION WITH OUR PRODUCTS OR SERVICES, EVEN IF WE HAD NOTICE OF THE POSSIBILITY OF SUCH DAMAGES.
- (B) IN ADDITION, OUR MAXIMUM AGGREGATE LIABILITY ARISING OUT OF OR IN CONNECTION WITH THE AGREEMENT, OR ANY PRODUCT UNIT OR SERVICE, IS LIMITED TO 120% OF THE AMOUNT YOU PAID TO US FOR THE SPECIFIC PRODUCT PURCHASED THAT GAVE RISE TO THE LIABILITY.
- (C) THE PROVISIONS ABOVE IN THIS SECTION 14 DO NOT LIMIT OUR LIABILITY THAT CANNOT BE LIMITED BY LAW, INCLUDING BUT NOT LIMITED TO LIABILITY FOR FRAUD AND DEATH OR PERSONAL INJURY CAUSED BY OUR NEGLIGENCE.

15. Export Restrictions

15.1 Items. You acknowledge that each product and any related software and technology, including technical information we supply you, including those contained in product documents (collectively “Items”), is subject to U.S., EU and local government export controls.

15.2 Export Controls. The export controls may include, among others, those of the Export Administration Regulations of the U.S. Department of Commerce (the “EAR”), which may restrict or require licenses for the export of Items from the United States and their re-export from other countries.

15.3 Compliance Requirements. You must comply with the EAR, and all other applicable laws, regulations, treaties, and agreements relating to the export, re-export, and import of any Item. You must not, directly or indirectly, without first obtaining the required license to do so from the appropriate U.S. government agency; (a) export, re-export, distribute or supply any Item to (a) any restricted or embargoed country or to a person or entity whose privilege to participate in exports has been denied or restricted by the U.S. government; (b) any person or entity who is involved in improper development or use of nuclear weapons or of chemicals/biological weapons, or missiles, or in terrorist activities. You will, if we request, provide information on the end user and end use of any Item you export or plan to export.

15.4 Audit Cooperation. You will cooperate fully with us in any official or unofficial audit or inspection related to applicable export or import control laws or regulations, and will indemnify and hold us harmless from, or in connection with, your or your consultants’, agents’ or employees’ violation of this Section 15.

16. Miscellaneous

16.1 No Assignment. You may not delegate any duties nor assign any rights or claims hereunder without our prior written consent, and any such attempted delegation or assignment will be void.

16.2 Governing Law. The Agreement and performance under it will be governed by the laws of (a) the state of Massachusetts, if you are located in the USA or Canada; or (b) the laws of the country where the selling entity (as specified on your order confirmation from us) is located, if you are not located in the USA or Canada. In the event of any legal

proceeding between you and us relating to the Agreement, neither party may claim the right to a trial by jury. Any action arising under the Agreement must be brought within one year from the date that the cause of action arose. The U.N. Convention on Contracts for the International Sale of Goods is hereby expressly excluded.

16.3 Regulatory Restrictions. In addition to the restrictions set out in Section 11 of these Terms: (a) you must use our products in accordance with our instructions; (b) you are solely responsible for making sure that the way you use our products complies with applicable laws, regulations and governmental policies; (c) you must obtain all necessary approvals and permissions you may need; and (d) it is solely your responsibility to make sure the products are suitable for your particular use.

16.4 Uncontrollable Circumstances. We will not be responsible or liable for failing to perform our obligations under the Agreement to the extent caused by circumstances beyond our reasonable control. In certain situations, we may use our reasonable judgment and apportion products then available for delivery fairly among our customers.

16.5 No Waiver; Invalidity. Our failure to exercise any rights under the Agreement is not a waiver of our rights to damages for your breach of contract and is not a waiver of any subsequent breach. If any provision or part of the Agreement is found by any court of competent jurisdiction to be invalid or unenforceable, such invalidity or unenforceability will not affect the other provisions of the Agreement. No person other than you or us will have any rights under the Agreement.

16.6 Headings. Headings are for convenience only and shall not be used in the interpretation of these Terms.

16.7 Confidentiality. You agree to keep confidential any non-public technical information, commercial information (including prices, without limitation) or instructions (including any gene sequences, oligo types or sequences) received from us as a result of discussions, negotiations and other communications between us in relation to our products or services.

16.8 Notices. Any notice or communication required or permitted under these Terms must be in writing and will be deemed received when personally delivered, or 3 business days after being sent by certified mail, postage prepaid, to a party's specified address.

16.9 Requirement to Reduce to Writing. No waiver, consent, modification, amendment or changes to the terms of the Agreement will be binding unless in writing and signed by both of us. Our failure to object to terms contained in any subsequent communication from you will not be a waiver or modification of our Agreement.

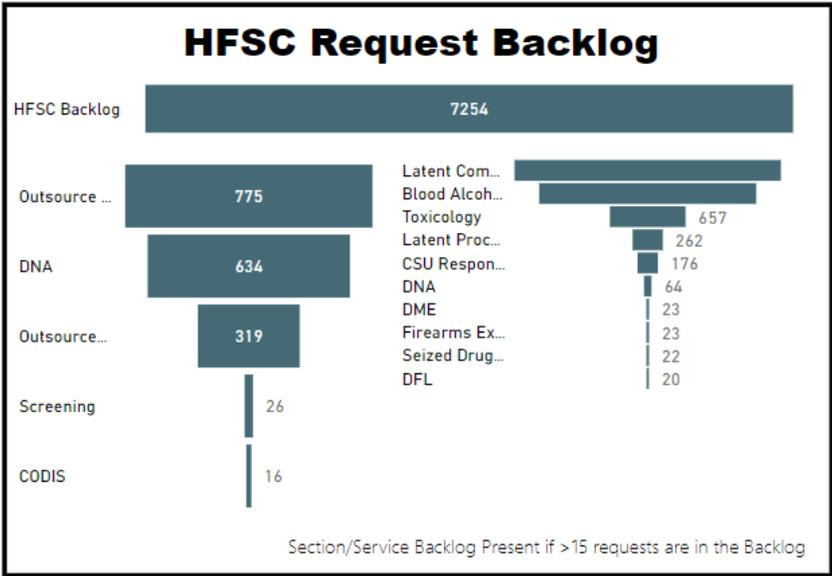
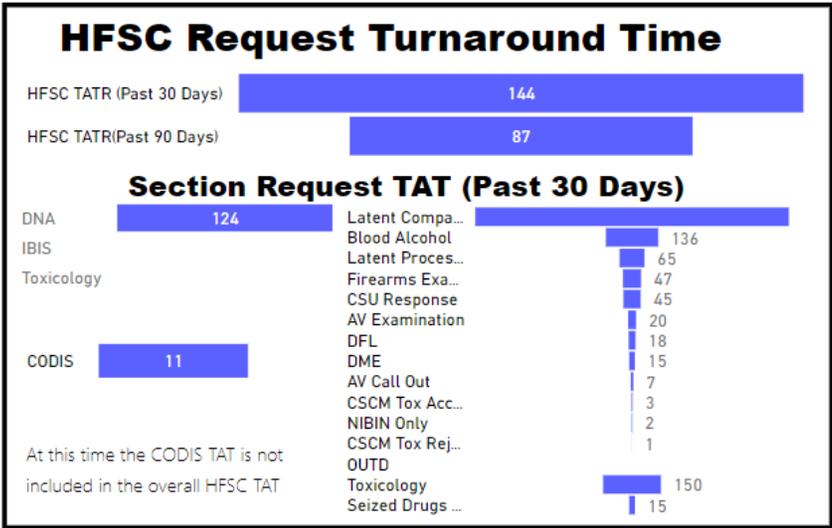
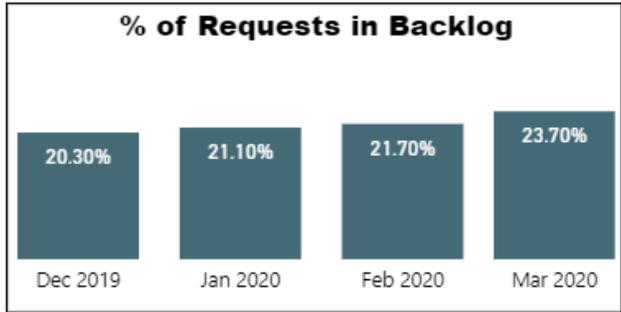
16.10 Severability. Any provision of the Agreement which is prohibited or which is held to be void or unenforceable shall be ineffective only to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof.

Updated March 26, 2019

Operations Report

May 8, 2020

April 2020 Company Overview



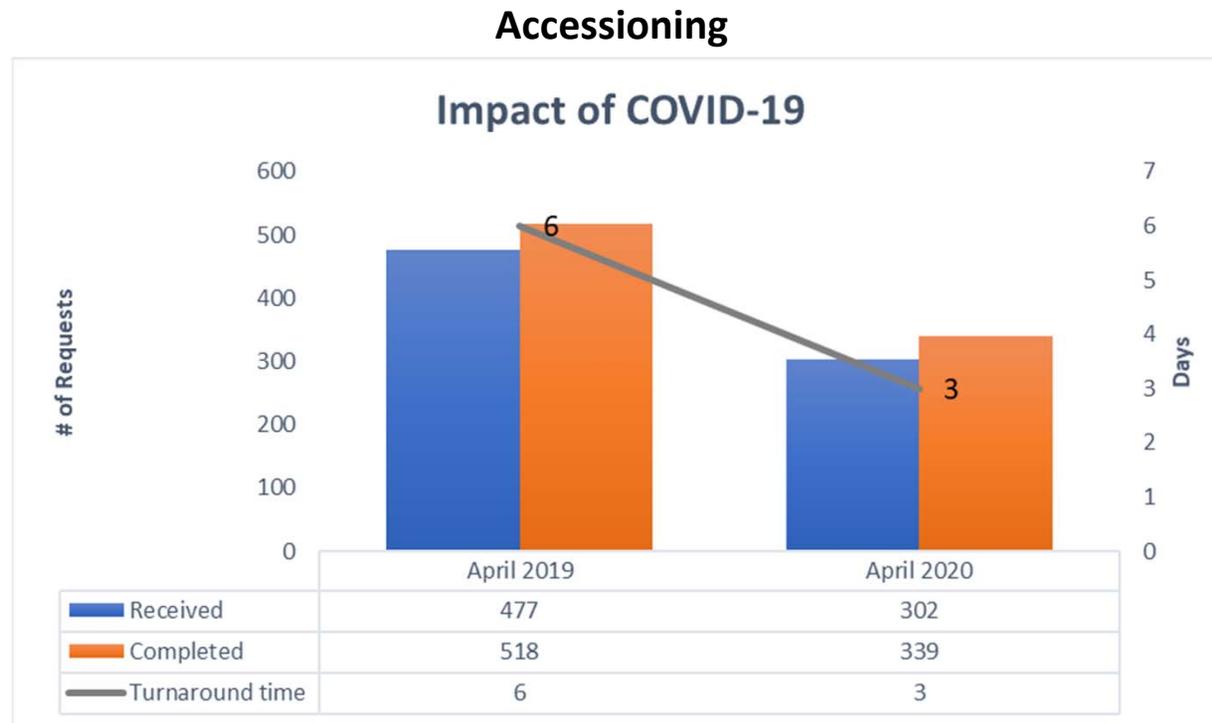
Highlights

Section workflow changes in response to COVID-19

Sexual assault kit status

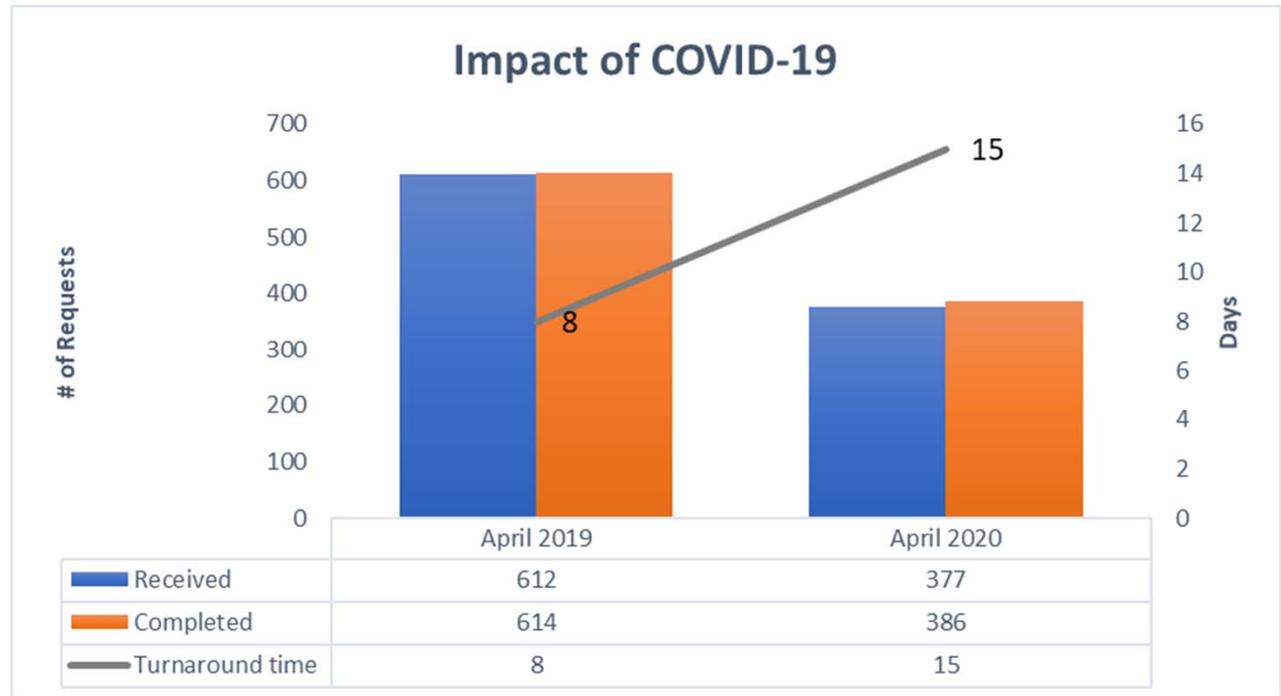
Client Services and Case Management

- Divided into two teams
- Offsite work is project based, not casework
- Subpoenas and records requests are down for April
- As of 5/4/2020 full team is back onsite and spread out



Seized Drugs

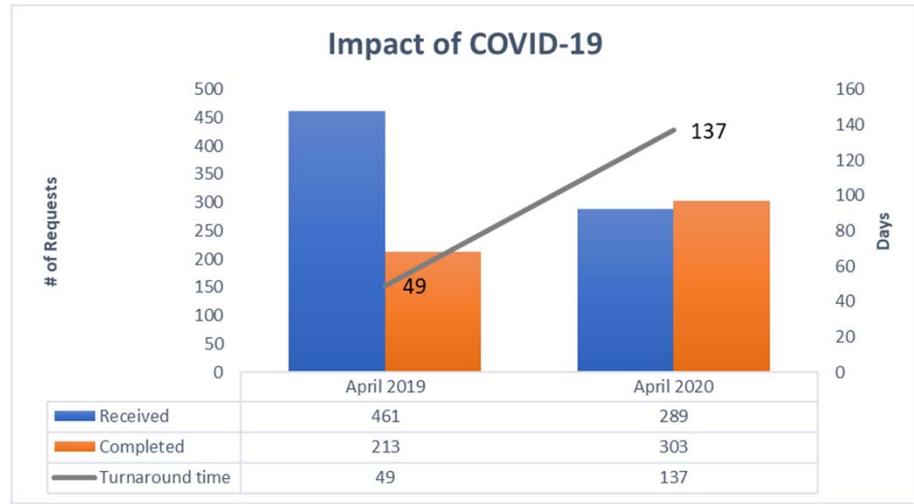
- Divided into two teams
- Each team works one 50-hour week onsite, one week offsite
- Analysis time not impacted
- Offsite work is project based, not casework



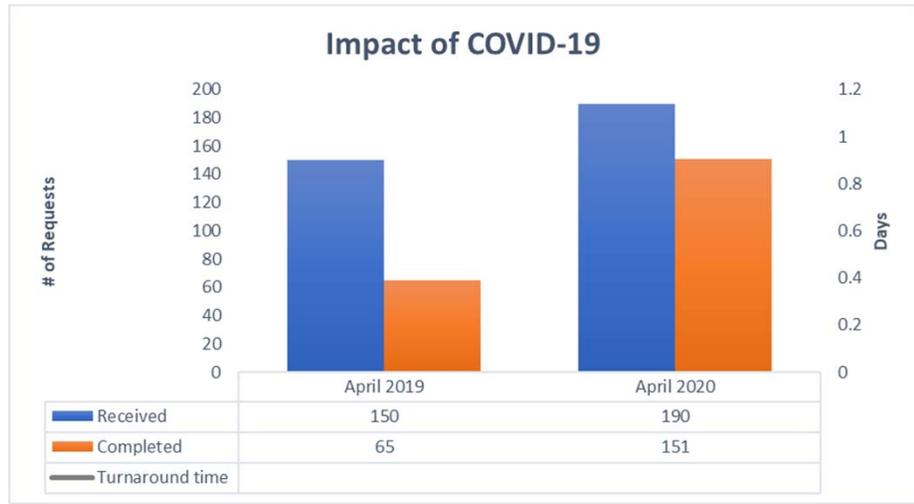
Blood Alcohol/Toxicology

- Two teams
- Paperless review process implemented
- Teams rotate on and offsite days during the week
- Case reviews and report writing done while working from home
- Analysis time not impacted

Blood Alcohol



Toxicology Screening

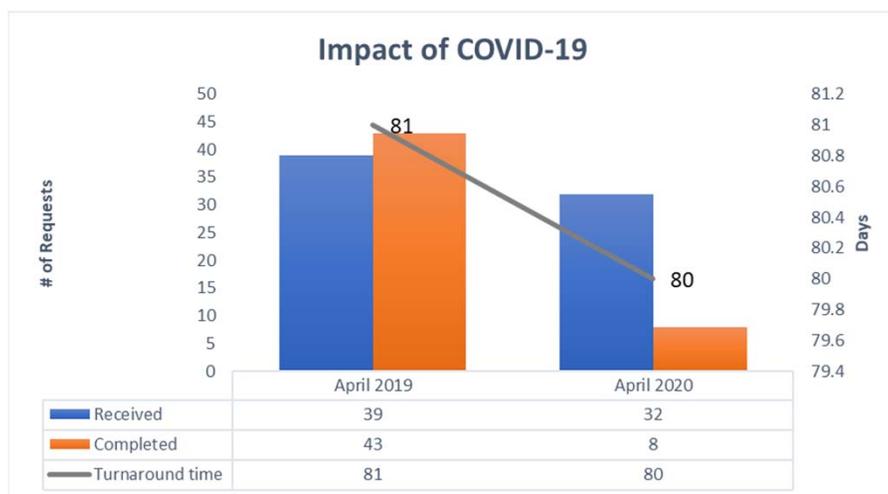


Toxicology TAT for 2019 is not comparable due to working through backlog in old system

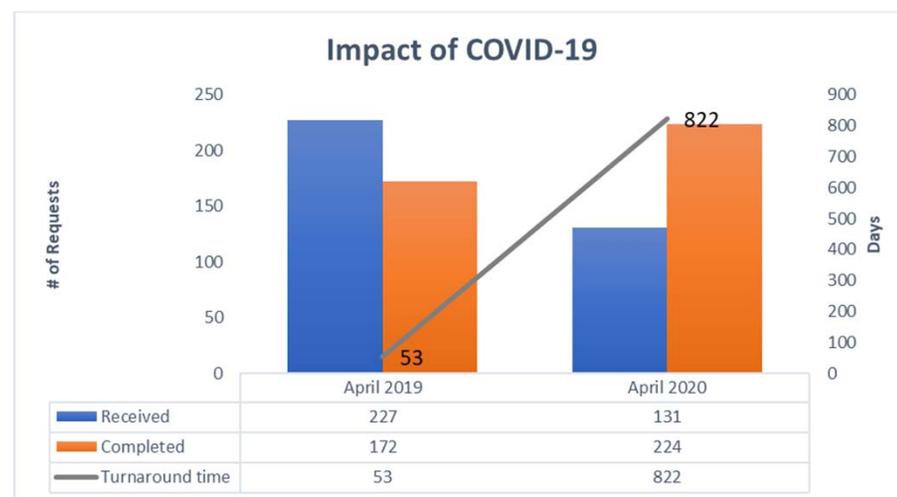
Latent Prints

- Examiners transitioned to working from home full time
- Analysis time improved over last year at this time
- Scanning evidence to allow work from home
- Processing temporarily shutdown, operational as of 4/27/2020

Processing

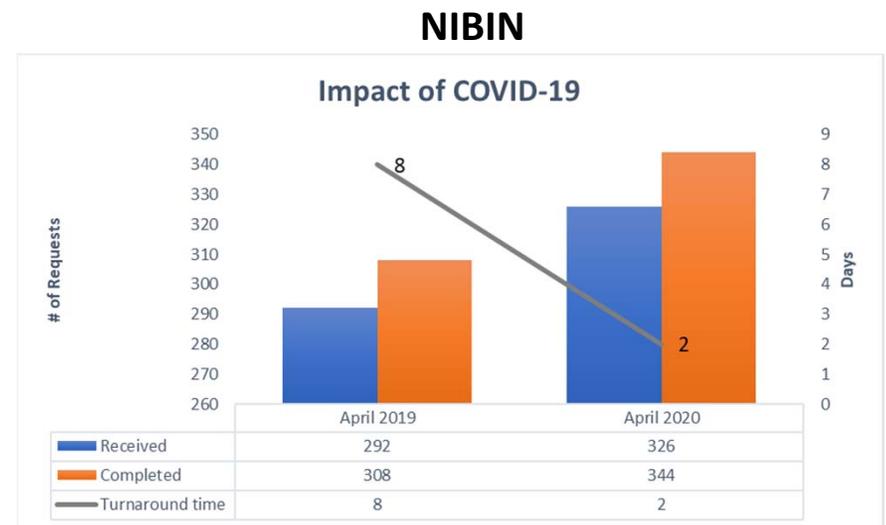
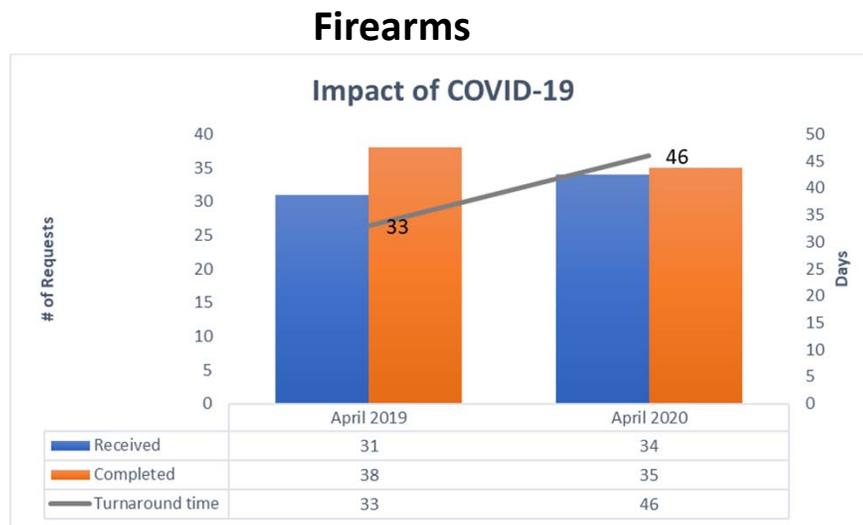


Examinations/Comparisons



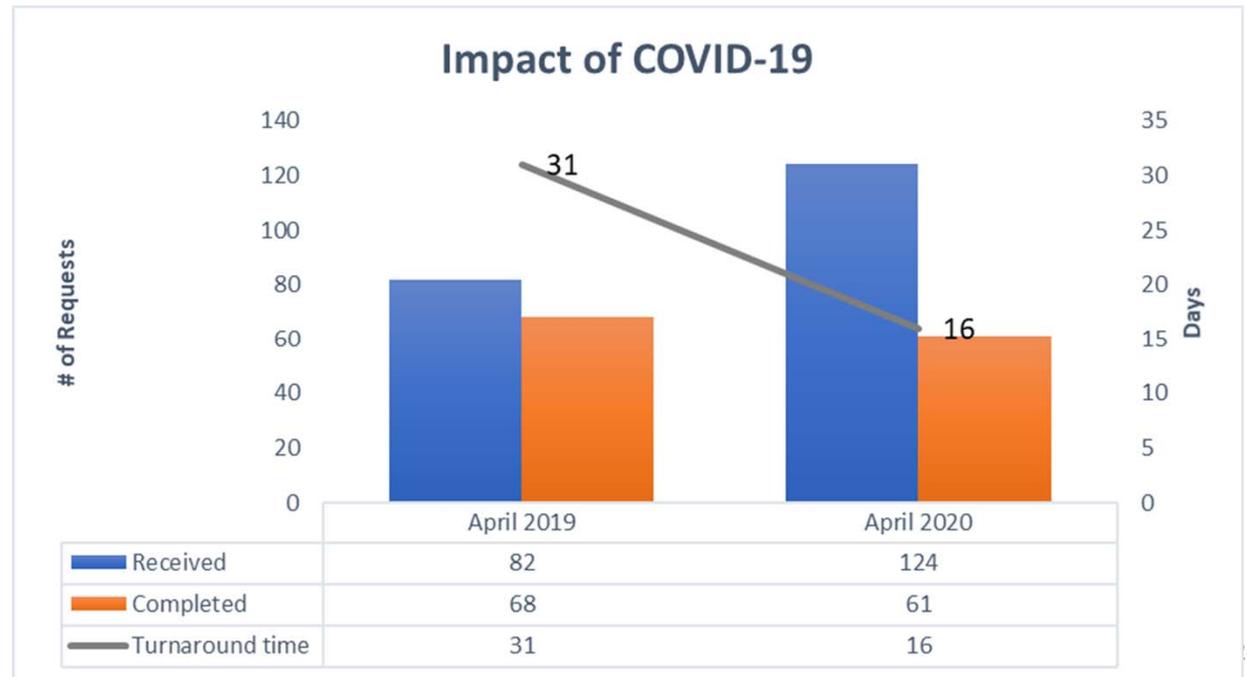
Firearms/National Integrated Ballistic Information Network (NIBIN)

- Two teams of examiners, rotate one week onsite, one week work from home
- NIBIN technicians not separated
- Offsite time is spent on NIBIN casework review and special projects



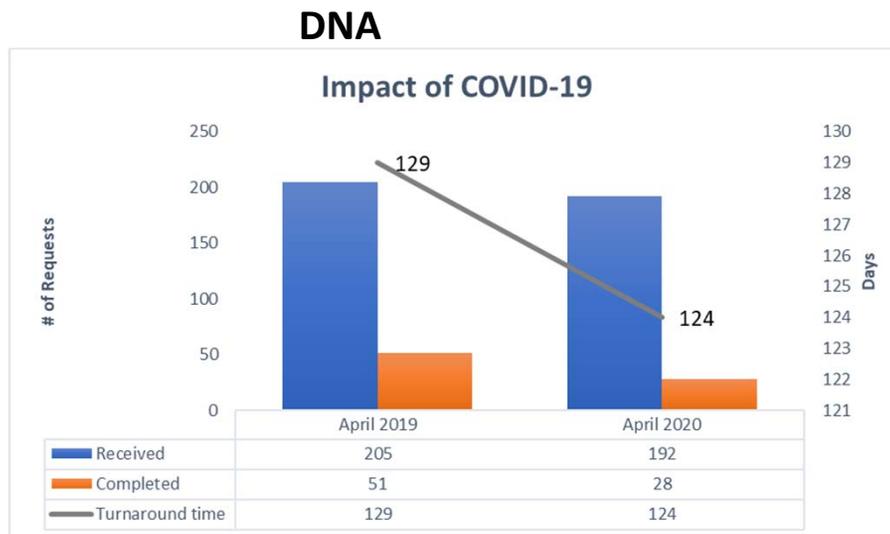
Digital Multimedia

- Two teams
- Initially rotated one 50-hour week onsite, one week offsite. Transitioned to rotating days on 5/4/2020
- Offsite work is limited analysis and project based
- Data includes audio/video, audio/video callout and digital requests

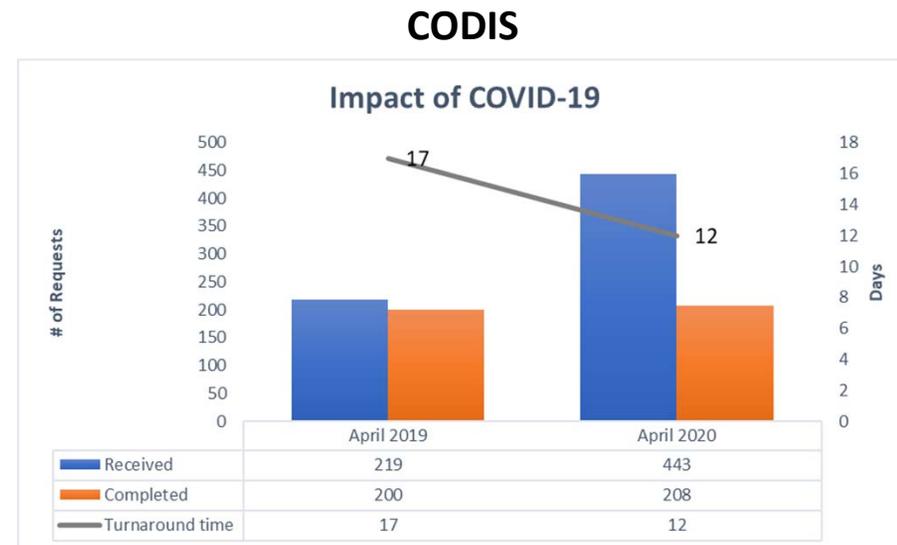


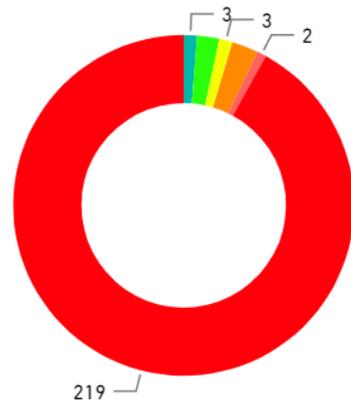
Forensic Biology/DNA

- Screeners and lab technicians are in two teams: one week onsite, one week work from home
- DNA analysts transitioned to working from home on outsource reviews, except for rush cases
- On May 1, a paperless system for technician work and DNA analysis tested and implemented
- Offsite work for screeners and technicians is project based, not casework

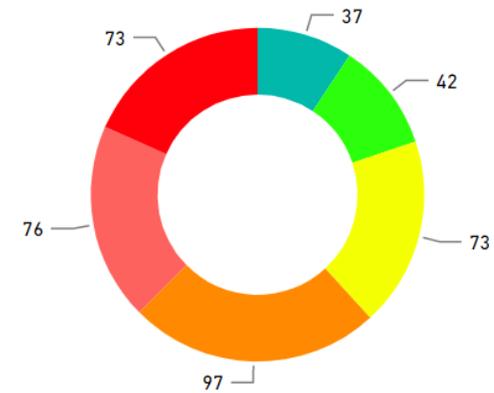
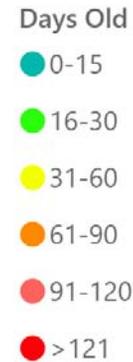


Received for DNA includes requests that are DNA and tagged for outsource





Pending analysis at HFSC



Tagged to be outsourced

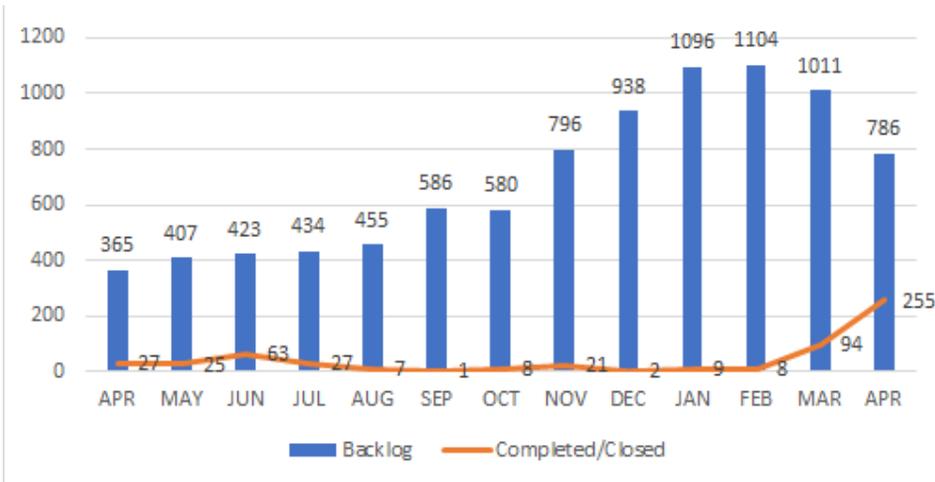
Current backlog: 549 SAKs over 30 days

How did we get here:

- Probabilistic genotyping software implementation and training
- Vendor lab capacity issues
- Facility move and six-week lab shutdown
- Experienced writers moving into new positions
- COVID-19

Sexual Assault Kit (SAK) Backlog

Outsource Reviews



CODIS Entries and Matches



HFSC had the most offender hits in Texas in the month of April

Outsource Reviews

Technical review of data and conclusions generated by a vendor lab and CODIS entry

Probabilistic Genotyping Challenges

- We did not initially plan enough time for the amount of training needed
- Training review and final authorization time not appropriately planned
- Balancing casework with training for experienced analysts
- We are anticipating more samples/case with new software potentially impacting efficiency

- Training binders for only **two** new analysts
 - Three levels of review required

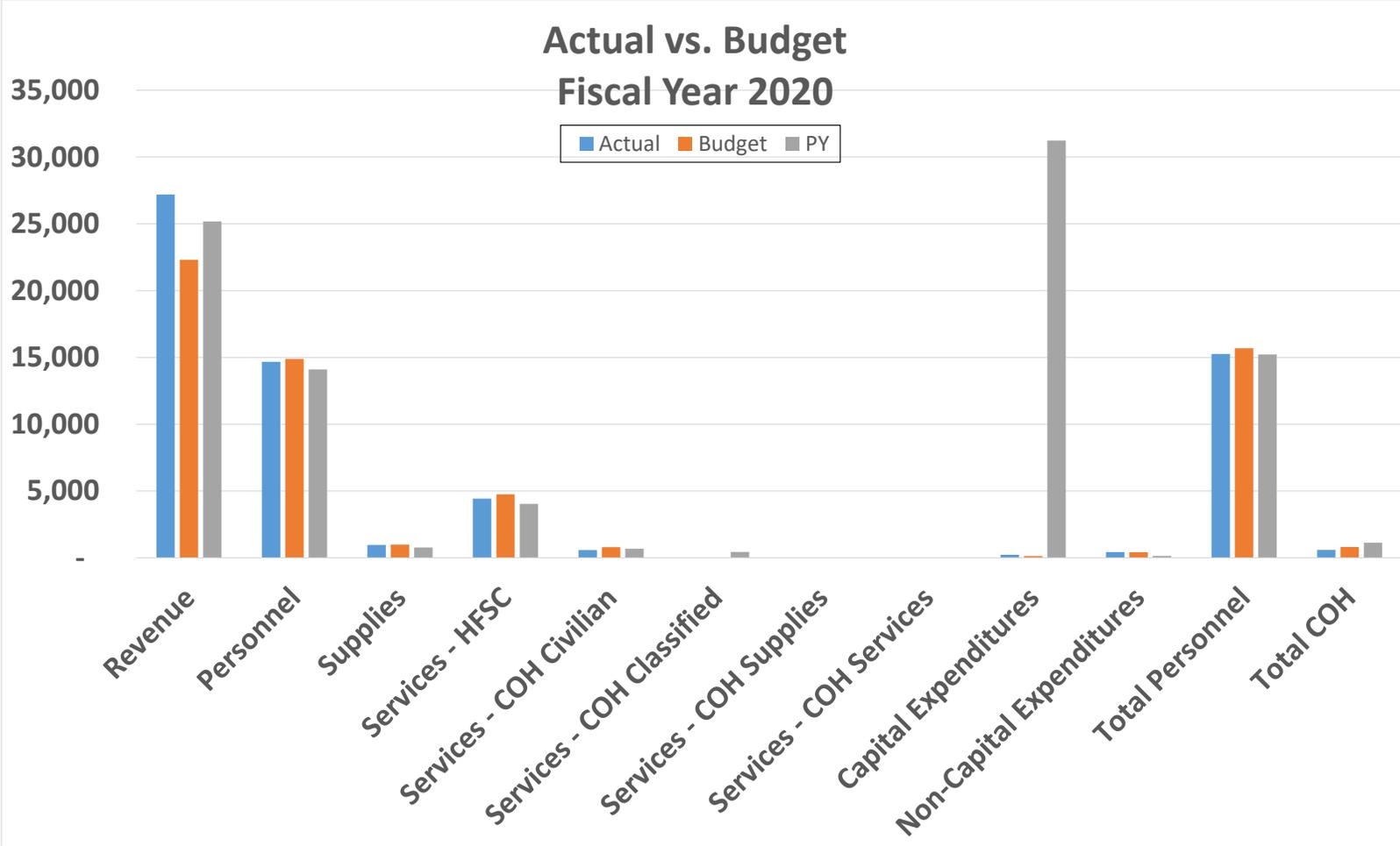
Forensic Biology Training Update

	January 2020	May 2020	Training in progress
Screeners trained	4	5	1
Technicians trained	7	7	0
Full DNA analysts trained (including STRMix)	0	2	4
Analysts trained in STRMix	3	10	4*

* Analysts in support roles (largely do reviews)

Actions being taken

- Transitioning four analysts to focus on in-house SAKs
- Two experienced and two new analysts will continue with outsource reviews
- Three analysts finishing training will focus on in-house SAKs once authorization is complete
- Paperless system allows HFSC to use 2021 grant funds to recruit remote technical reviewers
- Working with vendor on plan to outsource 400 SAKs between July 2020 and March 2021



HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
For the Period July 1, 2019 through April 30, 2020

	Current Month (Preliminary)							YTD							FY20	
	FY20		FY19	Variance				FY20		FY19	Variance				FY20	% Year
	April 2020	Budget	April 2019	Budget - Actual	%	FY20 - FY19	%	July 1- April 30, 2020	Budget	July 1- April 30, 2019	Vs. Budget	%	Vs. FY19	%	Budget V3	Completed
	# of Months							# of Months								
		1							10							
Revenues:																
411000 City of Houston-Appropriations	\$ 317	\$ 2,013	\$ -	\$ (1,696)	-84%	\$ 317		\$ 24,324	\$ 20,134	\$ 23,496	\$ 4,190	21%	\$ 827	4%	\$ 24,160	101%
415000 City of Houston Direct OH-Appro	283	122	122	162	133%	162	133%	1,297	1,217	1,217	80	7%	80	7%	1,460	89%
416000 City of Houston - Safe funds	-	-	-	-	0%	-		-	-	-	-	0%	-	0%	-	0%
420000 Contributions	-	1	1	(1)	0%	(1)	-100%	2	10	18	(8)	-82%	(16)	-90%	11	15%
425000 In-Kind Donations	-	-	-	-	0%	-		-	-	-	-	0%	-	0%	-	0%
426000 Training Services	-	1	-	(1)	0%	-		-	8	7	(8)	-100%	(7)	-100%	9	0%
440000 Grants	375	92	7	283	309%	368	5609%	1,400	917	415	483	53%	985	237%	1,100	127%
450000 Forensic Services	8	2	4	6	327%	5	133%	43	20	17	23	118%	26	157%	24	181%
443000 Other	-	-	-	-	0%	-		9	-	-	9	0%	9	0%	-	0%
450002 Interest Income	5	0	0	4	822%	4	1788%	113	5	5	108	2218%	108	2158%	6	1932%
Total Income	988	2,231	133	(1,243)	-56%	855	644%	27,188	22,309	25,175	4,879	22%	2,013	8%	26,771	102%
Expenses:																
Personnel:																
500010 Salary Base - Civilian	1,149	1,214	1,146	65	5%	(2)	0%	11,958	12,137	11,604	179	1%	(354)	-3%	14,564	82%
501070 Pension - Civilian	69	73	55	4	6%	(13)	-24%	681	729	647	48	7%	(34)	-5%	875	78%
502010 FICA - Civilian	86	90	78	4	5%	(8)	-10%	868	902	838	34	4%	(30)	-4%	1,082	80%
503010 Health Insurance - Active Civil	115	95	103	(20)	-21%	(12)	-12%	1,098	952	840	(146)	-15%	(258)	-31%	1,143	96%
503015 Basic Life Ins - Active Civil	1	10	2	9	90%	1	48%	4	101	90	96	96%	86	95%	121	4%
503060 Long Term Disability - Civilian	-	-	-	-	0%	-		-	-	-	-	0%	-	0%	-	0%
503090 Workers Comp - Civilian Adm	4	4	4	0	10%	(0)	-5%	40	44	41	4	10%	1	2%	53	75%
503100 Workers Comp - Civil Claims	-	0	-	0	100%	-		-	0	0	0	100%	0	0%	0	0%
504030 Unemployment Claims - Admin	-	-	-	-	-	-		-	-	-	-	0%	-	0%	-	0%
504010 Pension - GASB 27 Accrual	-	-	-	-	-	-		-	-	-	-	0%	-	0%	-	0%
504031 Unemployment Taxes - Admin	0	2	0	2	94%	0	29%	24	25	39	1	4%	15	39%	30	80%
	1,424	1,489	1,389	65	4%	(35)	-3%	14,673	14,890	14,099	217	1%	(575)	-4%	17,868	82%
Supplies:																
511010 Chemical Gases & Special Fluids	-	2	1	2	100%	1	100%	17	16	16	(1)	-3%	(1)	-3%	20	86%
511040 Audio Visual Supplies	-	-	-	-	-	-		-	-	-	-	0%	-	0%	-	0%
511045 Computer Supplies	-	3	0	3	100%	0	100%	-	27	8	27	100%	8	100%	32	0%
511050 Paper & Printing Supplies	-	2	0	2	100%	0	100%	6	23	20	18	75%	14	71%	28	21%
511055 Publications & Printed Material	0	1	-	1	93%	(0)		10	11	2	1	6%	(8)	-432%	13	78%
511060 Postage	-	0	0	0	100%	0	100%	0	0	1	0	36%	0	53%	0	53%
511070 Miscellaneous Office Supplies	5	11	5	6	52%	(0)	-10%	70	107	79	37	35%	9	11%	129	54%
511080 General Laboratory Supply	60	73	7	12	17%	(53)	-776%	805	725	600	(80)	-11%	(205)	-34%	870	93%
511090 Medical & Surgical Supplies	-	-	-	-	-	-		-	-	-	-	0%	-	0%	-	0%
511095 Small Technical & Scientific Eq	-	1	0	1	100%	0	100%	5	8	3	3	33%	(3)	-106%	9	56%
511110 Fuel	-	-	-	-	-	-		-	-	-	-	0%	-	0%	-	0%
511120 Clothing	1	1	-	0	29%	(1)		12	10	8	(2)	-16%	(4)	-52%	12	97%
511125 Food/Event Supplies	-	1	12	1	100%	12	100%	14	14	25	0	1%	11	43%	17	82%
511130 Weapons Munitions & Supplies	-	1	1	1	100%	1	100%	3	5	5	3	46%	2	46%	7	45%
511145 Small Tools & Minor Equipment	0	2	1	1	89%	1	88%	6	15	2	10	62%	(3)	-137%	19	32%
511150 Miscellaneous Parts & Supplies	2	2	1	0	1%	(1)	-49%	18	19	8	1	4%	(11)	-134%	23	80%
	68	98	30	30	30%	(39)	-130%	967	983	776	16	2%	(191)	-25%	1,179	82%

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
For the Period July 1, 2019 through April 30, 2020

	Current Month (Preliminary)						YTD						FY20				
	FY20	FY20	FY19	Variance		FY20	FY20	FY19	Variance		FY20	% Year					
	April 2020	Budget	April 2019	Budget - Actual	%	FY20 - FY19	%	July 1- April 30, 2020	Budget	July 1- April 30, 2019	Vs. Budget	%	Vs. FY19	%	Budget V3	Completed	
Services:																	
520100 Temporary Personnel Services	-	0	-	0	100%	-	-	-	2	2	2	0%	2	100%	2	0%	
520105 Accounting & Auditing Svcs	4	4	3	(0)	-11%	(1)	-29%	42	35	35	(6)	-18%	(6)	-18%	42	99%	
520106 Architectural Svcs	-	-	-	-	-	-	-	-	-	-	-	0%	-	0%	-	0%	
520107 Computer Info/Contracting Svcs	-	3	-	3	100%	-	-	-	29	4	29	100%	4	100%	34	0%	
520109 Medical Dental & Laboratory Ser	-	99	371	99	100%	371	100%	1,045	994	662	(51)	-5%	(383)	-58%	1,193	88%	
520110 Management Consulting Services	17	17	20	(0)	0%	3	17%	169	165	138	(4)	-2%	(31)	-22%	198	85%	
520112 Banking Services	0	0	0	0	35%	0	47%	2	3	3	1	25%	0	17%	4	63%	
520113 Photographic Services	-	-	-	-	-	-	-	-	-	-	-	0%	-	0%	-	-	
520114 Misc Support Serv Recruit Relo	2	5	2	3	61%	0	9%	52	47	28	(5)	-10%	(24)	-88%	56	92%	
520115 Real Estate Rental	69	71	138	2	2%	69	50%	635	709	967	75	11%	332	34%	851	75%	
520118 Refuse Disposal	-	4	5	4	100%	5	100%	45	45	28	0	0%	(17)	-62%	54	83%	
520119 Computer Equip/Software Maint.	44	72	119	28	39%	76	63%	587	717	872	131	18%	285	33%	861	68%	
520121 IT Application Services	-	11	7	11	100%	7	100%	17	114	54	97	85%	37	0%	137	13%	
520123 Vehicle & Motor Equip. Services	-	-	-	-	-	-	-	-	-	-	-	0%	-	0%	-	-	
520124 Other Equipment Services	15	53	29	38	72%	14	50%	590	527	224	(63)	-12%	(366)	-164%	632	93%	
520143 Credit/Bank Card Svcs	-	0	-	0	100%	-	-	0	1	-	1	90%	(0)	0%	1	9%	
520145 Criminal Intelligence Services	-	-	-	-	-	-	-	-	-	-	-	0%	-	0%	-	0%	
520520 Printing & Reproduction Serv.	-	3	-	3	100%	-	-	26	29	4	3	10%	(21)	-491%	34	75%	
520605 Public Information Svcs	-	1	0	1	100%	0	100%	3	14	4	11	77%	1	22%	17	19%	
520705 Insurance (Non-Medical)	2	14	10	12	86%	8	81%	130	138	97	8	6%	(32)	-33%	165	78%	
520760 Contributions	-	-	-	-	-	-	-	-	-	-	-	0%	-	0%	-	0%	
520765 Membership & Prof. Fees	2	2	2	0	6%	(0)	-4%	22	21	23	(1)	-3%	1	5%	25	86%	
520805 Education & Training	1	27	20	25	94%	18	92%	299	269	158	(29)	-11%	(141)	-90%	323	92%	
520815 Tuition Reimbursement	-	3	-	3	100%	-	-	6	32	14	26	81%	8	56%	39	16%	
520905 Travel - Training Related	0	12	7	12	98%	7	97%	100	120	130	19	16%	30	23%	144	70%	
520910 Travel - Non-training Related	0	3	5	3	99%	5	99%	29	31	24	2	7%	(5)	-20%	37	78%	
521405 Building Maintenance Services	0	1	0	1	73%	-	0%	5	11	18	6	55%	13	72%	14	37%	
521505 Utilities	0	6	0	6	98%	0	34%	61	62	4	1	1%	(58)	-1623%	75	82%	
521605 Data Services	13	19	2	6	32%	(11)	-679%	178	191	148	13	7%	(29)	-20%	229	77%	
521610 Voice Services, Equip & Labor	1	4	3	3	77%	2	70%	41	42	48	1	2%	7	15%	50	82%	
521705 Vehicle/Equipment Rental/Lease	-	0	-	0	100%	-	-	-	0	-	0	0%	-	0%	0	0%	
521725 Other Rental Fees	3	5	6	2	38%	2	41%	57	54	35	(3)	-6%	(22)	-63%	64	88%	
521730 Parking Space Rental	18	14	17	(4)	-27%	(0)	-2%	156	140	172	(17)	-12%	16	9%	168	93%	
521905 Legal Services	-	4	-	4	100%	-	-	10	36	43	26	72%	33	0%	43	23%	
522205 Metro Commuter Passes	-	5	4	5	100%	4	100%	21	48	52	27	55%	30	59%	58	37%	
522305 Shipping and Freight	0	3	1	2	90%	1	77%	26	25	11	(1)	-3%	(15)	-135%	30	86%	
522430 Misc. Other Services & Chrgs	0	10	10	10	99%	9	99%	77	99	40	22	22%	(37)	-94%	119	65%	
522720 Insurance - General & Professional	-	-	-	-	-	-	-	-	-	-	-	0%	-	0%	-	0%	
523100 Civilian Payroll	62	79	63	17	22%	0	1%	586	794	679	208	0%	93	14%	953	61%	
523200 Classified Payroll	0	-	-	(0)	-	(0)	-	1	-	437	(1)	0%	436	100%	-	-	
523300 Supplies	-	-	-	-	-	-	-	-	-	-	-	0%	-	0%	-	-	
523400 Services	1	1	1	0	14%	(0)	0%	12	15	13	3	21%	1	7%	18	66%	
523000 Sub-Contractor (COH-HPD) Total	64	81	64	17	21%	0	0%	598	809	1,129	210	26%	530	47%	970	62%	
Total Services	255	556	845	301	54%	590	70%	5,028	5,559	5,169	531	10%	141	3%	6,670	75%	

HOUSTON FORENSIC SCIENCE CENTER, INC.
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For the Period July 1, 2019 through April 30, 2020

	Current Month (Preliminary)							YTD							FY20	
	FY20		FY19		Variance			FY20		FY19		Variance			FY20	% Year
	April 2020	Budget	April 2019	Budget - Actual	%	FY20 - FY19	%	July 1- April 30, 2020	Budget	July 1- April 30, 2019	Vs. Budget	%	Vs. FY19	%	Budget V3	Completed
Non-Capital Expenditures																
551010 Furniture and Fixtures	-	23	67	23	100%	67	100%	266	232	86	(34)	-15%	(180)	-210%	278	96%
551015 Computer Hardware/SW	5	14	3	9	64%	(2)	-71%	130	145	52	15	10%	(78)	-151%	173	75%
551025 Scientific/Foren Eqmt	-	3	-	3	100%	-		28	33	3	5	16%	(25)	-781%	40	70%
Total Non-Capital Expenditures	5	41	70	36	87%	65	93%	424	410	141	(14)	-3%	(283)	-202%	492	86%
Capital Expenditures																
170140 Improvements	-	-	(107)	-		(107)		20	-	(107)	(20)	0%	(128)	119%	-	0%
170210 Furniture & Fixtures	-	-	-	-		-		-	-	-	-	0%	-	0%	-	0%
170230 Computer Hardware/SW	-	-	23	-		23	100%	-	-	51	-	0%	51	100%	-	0%
170240 Scientific/Foren Eqmt	-	14	-	14	100%	-		138	142	(150)	4	3%	(288)	192%	170	81%
170270 500 Jefferson - Intangible	-	-	-	-	0%	-		(56)	-	31,215	56	0%	31,271	0%	-	0%
170980 Const in Progress	-	(1)	3	(1)		3	100%	126	(7)	226	(133)	0%	100	44%	(8)	-1499%
Total Capital Expenditures	-	13	(81)	13	100%	(81)		228	135	31,235	(94)	-70%	31,006	99%	162	141%
Total Expense and Capital Before Depreciation	1,753	2,198	2,253	445	20%	500	22%	21,320	21,976	51,419	655	3%	30,099	59%	26,371	81%
561230 Depreciation	143	42	37	(101)	-240%	(105)	-281%	1,426	420	410	(1,006)	-240%	(1,016)	-248%	504	283%
570505 FA Gain/Loss	-	-	5	-	0%	5		24	-	74	(24)	0%	50	68%	-	0%
531085 Interest Expense	92	92	90	(0)	0%	(1)	100%	910	917	90	6	0%	(820)	-907%	392	83%
610000 City of Houston Direct Overhead	-	33	122	33	100%	122	100%	327	327	1,217	0	0%	890	73%	392	83%
620000 HPD-Reimbursed Expenses	-	-	-	-		-		-	-	-	-	0%	-	0%	-	0%
Grant and Training Expense	-	-	-	-		-		-	-	-	-	0%	-	0%	-	
Total Expense and Capital After Depreciation	1,987	2,364	2,507	377	16%	520	21%	24,008	23,639	53,211	(369)	-2%	29,203	55%	28,367	85%
Net Ordinary Income less capital spending	(999)	(133)	(2,374)	(1,619)	1217%	1,375	-58%	3,180	(1,330)	(28,036)	4,510	-339%	31,216	-111%	(1,597)	-199%

**HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF NET POSITION**

By Quarter

(in '000's)

	Preliminary 04/30/20	As of 03/31/20	As of 12/31/19	As of 09/30/19
ASSETS				
Cash and Cash Equivalents				
Bank of Texas-Operating	\$ 5,596	\$ 6,604	\$ 12,480	\$ 18,538
Total Current Assets	5,596	6,604	12,480	18,538
Accounts Receivable				
Accounts Receivable	263	35	39	209
Total Accounts Receivable	263	35	39	209
Capital Assets Net of Depreciation				
Capital Assets	38,552	38,550	38,589	37,641
Accumulated Depreciation	(3,721)	(3,578)	(3,150)	(2,739)
Total Net Capital Assets	34,831	34,972	35,439	34,902
Other Assets				
Prepaid - HR	(4)	1	(5)	8
Prepaid - Insurance	36	42	59	50
Prepaid - Service Agreements	278	307	224	255
Prepaid - Other	4	4	4	3
Total Other Assets	314	353	282	317
TOTAL ASSETS	\$ 41,003	\$ 41,965	\$ 48,241	\$ 53,965
LIABILITIES				
Accounts Payables	\$ 258	\$ 293	\$ 550	\$ 790
Payroll Tax Liability	1,141	1,073	996	994
Other Liabilities, Including Fund 2213 Billing	187	177	114	127
500 Jefferson Lease Liability	31,721	31,721	31,840	31,928
Equipment Lease Liability	623	-	653	-
Deferred - Others	6	6	6	6
Total Liabilities	33,935	33,268	34,159	33,846
NET POSITION/FUND BALANCE				
Unrestricted/Unassigned	3,958	5,445	10,482	17,146
Net Investment in Capital Assets	3,110	3,251	3,599	2,974
Total Net Position	7,068	8,696	14,081	20,119
TOTAL LIABILITIES AND NET POSITION	\$ 41,003	\$ 41,965	\$ 48,241	\$ 53,965

Awarded

Awarding Agency: USDOJ-OJP-NIJ			
Name of Project: NIJ FY 17 DNA Capacity Enhancement and Backlog Reduction Program			
Start and End Dates: 01/01/2018 - 12/31/2019			
Contact: Monte Evans			
Award Number: 2017-DN-BX-0027	Awarded	Invoiced	Current Receivable
Amount of Award: \$	867,755	\$ -	\$ -
Grant Inception to date: \$	(849,502)	\$ 849,502	\$ (0)
Grant Balance: \$	18,253		
Status: Awarded			

Awarding Agency: USDOJ-OJP-NIJ			
Name of Project: Cap Enhancement for Drug and DNA Testing in Sexual Assault Cases			
Start and End Dates: 01/01/2018 - 12/31/2020			
Contact: Monte Evans			
Award Number: 2017-DN-BX-0176	Awarded	Invoiced	Current Receivable
Amount of Award: \$	114,000	\$ -	
HFSC Match: \$	38,000	\$ -	
Grant Inception to date: \$	(999)	\$ -	
Grant Balance: \$	151,001		
Status: Awarded			

Awarding Agency: University of Virginia			
Name of Project: Quality Blind Testing Research			
Start and End Dates: 11/26/2018 - 05/31/2019			
Contact: Lynn Boyter			
Award Number: 2018 CSAFE	Awarded	Invoiced	Current Receivable
Amount of Award: \$	118,000	\$ -	
Grant Inception to date: \$	(80,330)	\$ 71,253	\$ (9,077)
Grant Balance:	37,670		
Status: Sub Award			

Awarding Agency: USDOJ-OJP-NIJ			
Name of Project: NIJ FY 18 DNA Capacity Enhancement and Backlog Reduction Program			
Start and End Dates: 01/01/2019 - 12/31/2020			
Contact: Shelia Anderson			
Award Number: 2018-DN-BX-0096	Award Bal.	Expenditure Reported	Current Receivable
Contact: Charles Heurich			
Award Number: 2014-DN-BX-0116			
Amount of Award: \$	1,530,927	-	\$ -
Grant Inception to date: \$	(1,251,676)	\$ 1,016,553	\$ 235,123
Grant Balance: \$	279,251		
Status: Sub - Award			

Awarding Agency: USDOJ-OJP-NIJ			
Discipline: Seized Drugs			
Primary Recipient: HFSC			
Federal Program: 2018 Research and Evaluation for the Testing and Interpretation of Physical Evidence in Publicly Funded Forensic Laboratories			
Solicitation Number: NIJ-2018-13900			
Establishing Sufficiency Thresholds for			
Name of Project: Assessing the Quality of Mass Spectral Data			
This study proposes to initiate and test the development of a sufficiency standard that can be used as a model for the nationalized mass spectral			
Purpose: standard. In addition, both results and methodology from this project should have direct extension to other forensic disciplines using mass spectral data, such as Toxicology and Trace Analysis.			
Collaboration: Ohio University			
Start and End Dates: 01/01/2019 - 12/31/2019			
Contact: Peter Harrington			
Award Number: 2018-DU-BX-0184			
Award Date: 9/27/2018			
Amount of Award:	\$282,703		
	Award Bal.	Expenditure Reported	Current Receivable
HFSC Amount of Award: \$	174,682		
Grant Inception to date: \$	(76,041)	\$ 70,447	\$ 5,594
Grant Balance:			
Subrecipient: Ohio University			
Subrecipient Official: P. Maureen Valentine			
Contact: Peter Harrington			
Subaward Total: \$	108,021		
Grant Inception to date: \$	(25,114)	\$ 21,251	\$ 3,863
Grant Balance:			
Status: Awarded			

Awarding Agency: USDOJ-OJP-NIJ				
Discipline: Latent Prints				
Federal Program: 2018 Applied Research and Development in Forensic Science for Criminal Justice Purpose				
Solicitation Number: NIJ-2018-13600				
HFSC fully intends to collaborate and provide the resources to assist RTI in creating and validating the fingerprint database. We are able to assist in this				
Purpose: research effort by providing the time and expertise of 10 of our latent print examiners for the Selection and AFIS Team. We will also assist in recruiting 20 latent prints donors as part of the Detection Team.				
Primary Recipient: RTI International				
RTI Contract Administrator: Meghaan Hampton				
Start and End Dates: 06/15/2019 - 04/30/2020				
Contact: Heidi Eldridge				
Award Number: 2018-DU-BX-0227				
Contract Title: Selection, Detection, AFIS Teams				
Contract Type: Fixed Price				
	Award Bal.	Expenditure Reported	Current Receivable	
HFSC Contract Funded Amount:	\$ 71,902			
Grant Inception to date:				
Grant Balance:				
Status: Awarded - Contract Service Agreement				

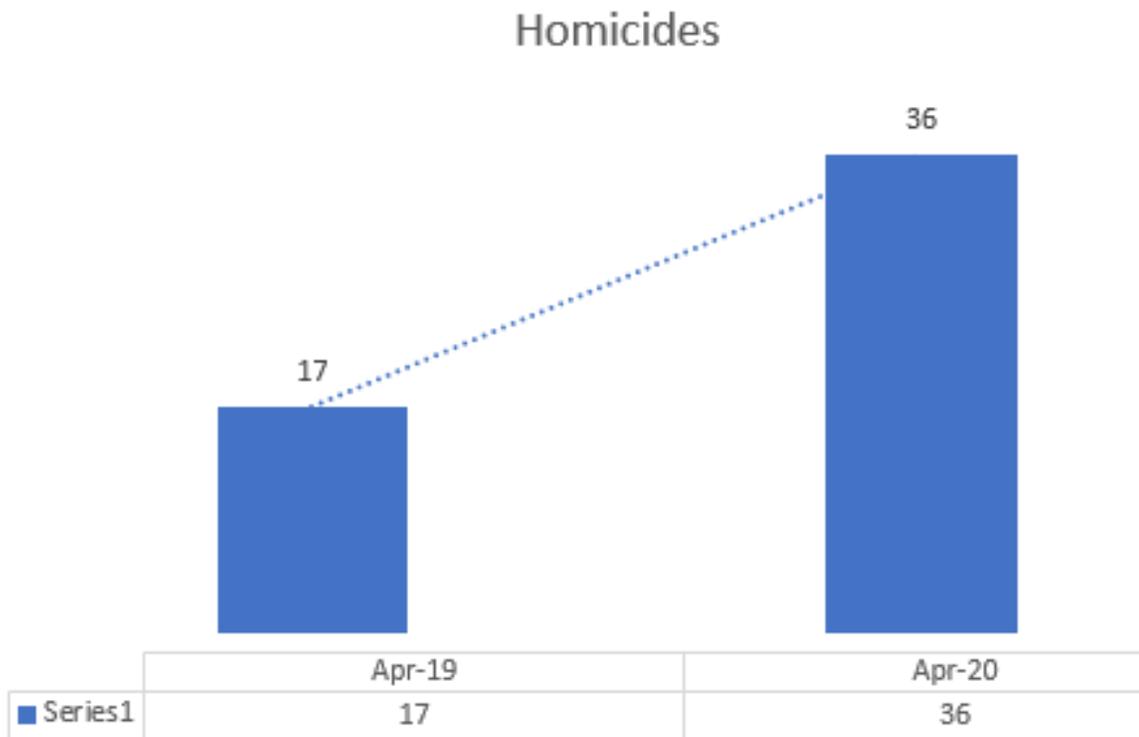
Awarding Agency: USDOJ-OJP-NIJ				
Name of Project: NIJ FY 19 DNA Capacity Enhancement and Backlog Reduction Program				
Start and End Dates: 01/01/2020 - 12/31/2021				
Contact:				
	Award Bal.	Expenditure Reported	Current Receivable	
Award Number: 2019-DN-BX-0036				
Contact:				
Amount of Award:	\$ 1,607,745	-	\$ -	
Grant Inception to date:	\$ -	\$ -	\$ -	
Grant Balance:	\$ 1,607,745			
Status:	Sub - Award			

Awarding Agency: Office of the Governor - CJD				
Name of Project: FY2019 Sexual Assault Evidence Testing Grant Programs				
Purpose: The target geographic area of such Pilot program is smaller rural counties identified in the Grant				
Start and End Dates: 08/01/2019 - 06/30/2020				
Contact:				
	Award Bal.	Expenditure Reported	Current Receivable	
Award Number: 3728101 SAET - HPD				
Contact: Sub Award				
Amount of Award:	\$ 83,196	-	\$ -	
Grant Inception to date:	\$ (8,320)	\$ 8,320	\$ -	
Grant Balance:	\$ 74,876			

Crime Scene and Multimedia

May 8, 2020

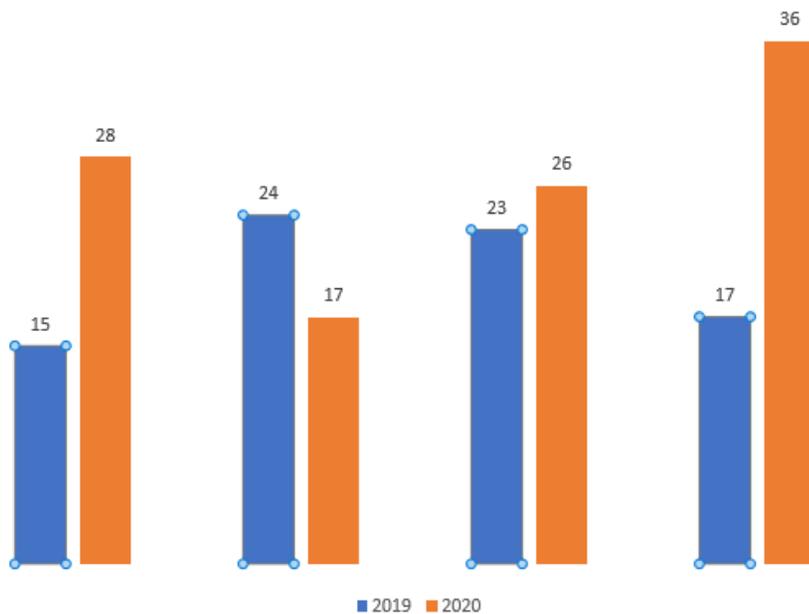
Homicides: April 2019 vs. April 2020



- Homicides have increased 112 percent

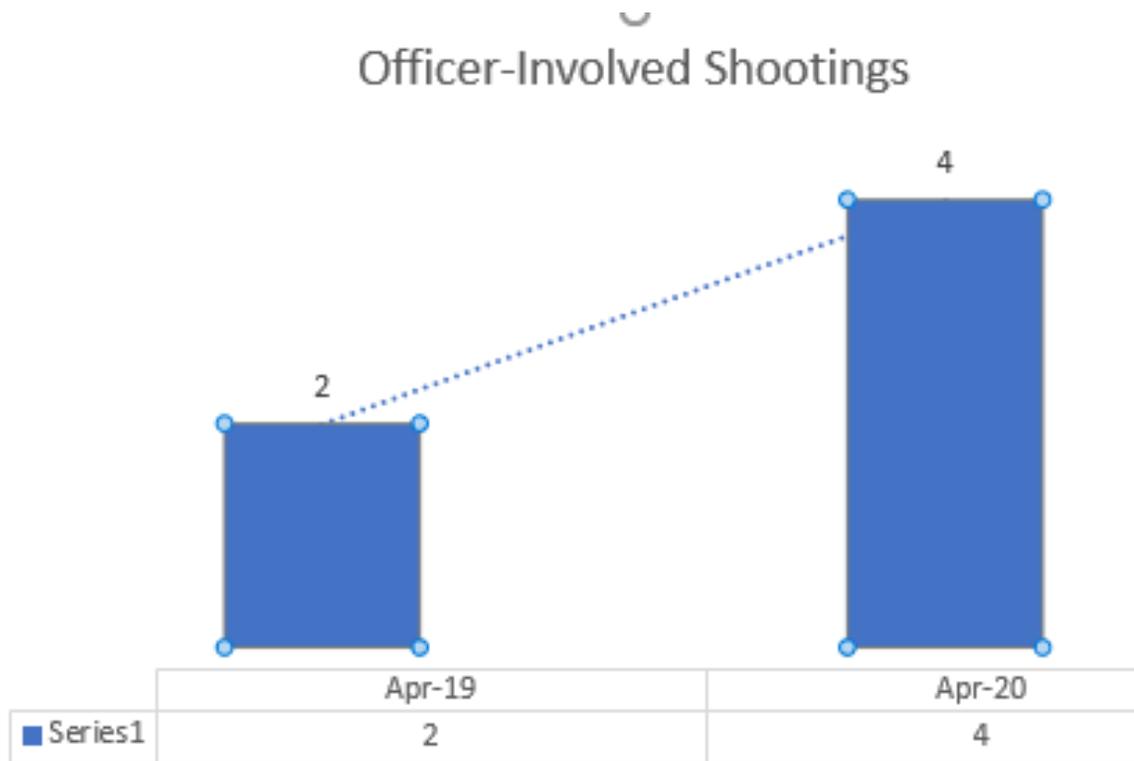
Homicides: 2019 vs. 2020

Homicides: 2019 vs. 2020



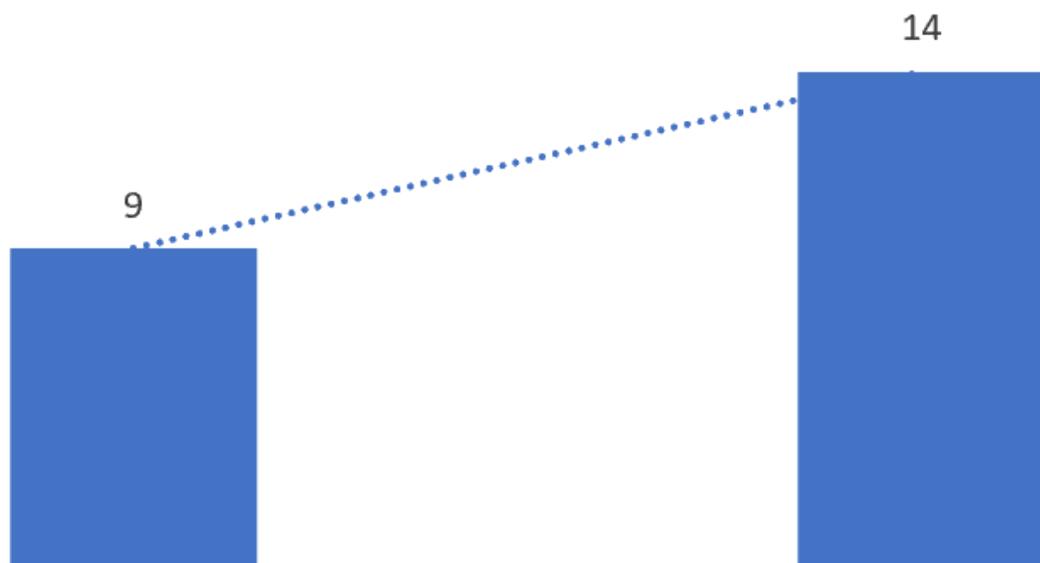
- Homicides increased each month in 2020 except for February, which had fewer days
- 35 percent increase year-over-year

Officer-Involved Shootings April 2019 vs April 2020



Officer-involved shootings have doubled

Aggravated Assaults



Apr-19	Apr-20
9	14

Aggravated Assaults:
April 2019
vs. April
2020

Aggravated assaults have increased 55 percent

Wellness Preparation

- HFSC recognizes the impact this drastic increase in violent crime can have on crime scene investigators
- The dramatic scenes they see on a regular basis range from beheadings to decomposed bodies and child deaths
- Staff shortages and high call volume give CSIs little time to decompress
- HFSC has trauma and counseling resources available to CSIs and is emphasizing them at this time

Detail data

Key for Dashboard Section Pages

Center of ring=total pending cases
 Ring=breakdown of age for all pending cases

Report type

Service: Seized Drugs Examination | Priority Type: All

# of Unassi... 28 ✓ Goal: 100 (+72%)	# Pending Draft 24 ✓ Goal: 100 (+76%)
# Pending Tech 55 ! Goal: 50 (-10%)	# Pending Admin 27 ✓ Goal: 50 (+46%)

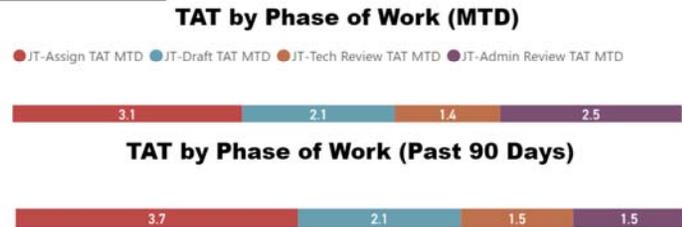
Goal= Threshold for the max # of requests in each bucket

- 0 Justice Trax Past Critical Age
- NaN NaN
- 24 Avg Age of Requests >30 D...
- 15 Age-Oldest Unassigned
- 15 Age-Oldest Pending Draft
- 21 Age-Oldest Pending Tech
- 15 Age-Oldest Pending Admin



Overall TAT (Month to Date)
9.1 ✓
Goal: 14, 15

Overall TAT (Past 90 Days)
8.8 ✓
Goal: 14, 15



Pending quality reports

Qualtrax ID	Workflow #	Age
48504		26
48533		26
48621		24
49147	2019-056	17

Open Quality Reports

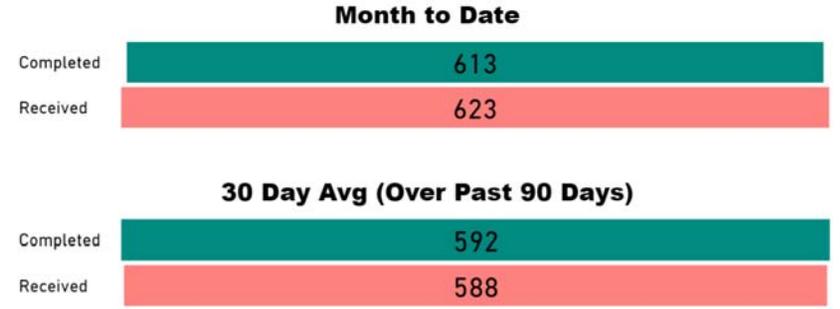
Quality TAT
9 ✓
Goal: 30, 31

Avg Age of Open Reports*
17

Quality Filter: Controlled Substances

*Reports without a Workflow Id# are not included in the Avg Age

Average time to close quality reports

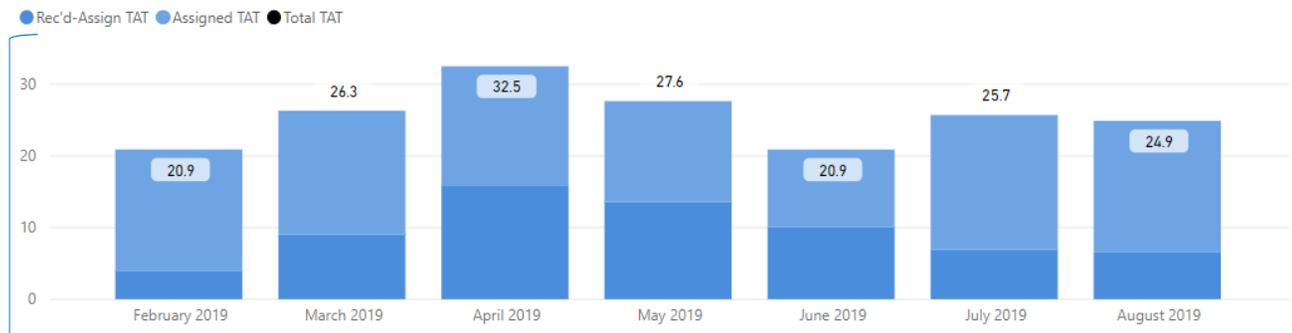


TAT= Turnaround Time MTD= Month to date Critical age=30 days Critical pending=requests open over 30 days

Key for Dashboard Historical Pages 1/2

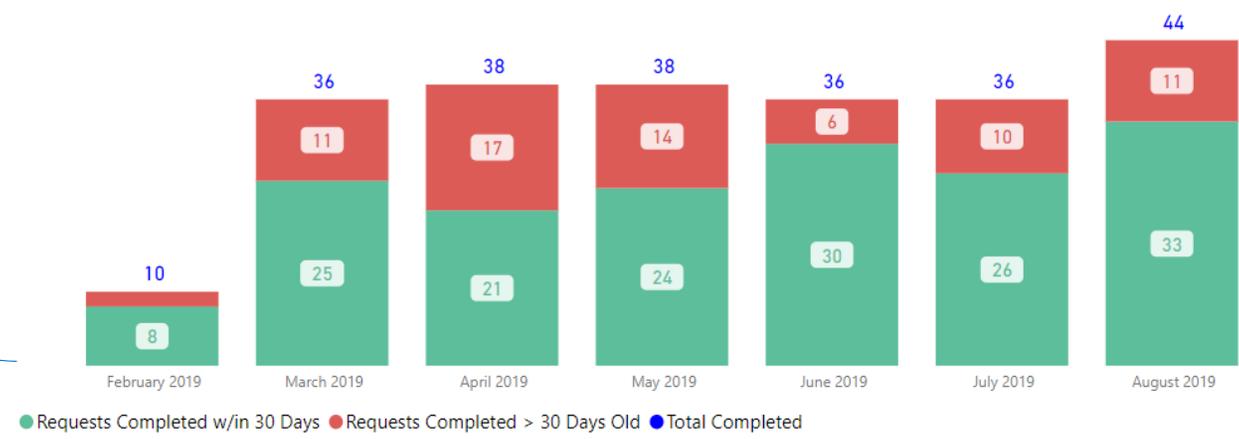
Date Range

Total TAT by Month



Data broken down by month

Requests Completed



Type of testing

Request Type

 Priority Type

 Report type

Selected Time Frame Averages

26.11
Total TAT (Rec'd-Compl.) Avg
 16.08
Assigned TAT (Asgmt.-Compl.) Avg

Overall average for the selected date range

Received to Complete
238
 Requests Completed
71
 Requests Completed > 30 Days Old
29.83 %
 % Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

TAT= Turnaround Time

Key for Dashboard Historical Pages 2/2

Service: Seized Drugs Examination
 Priority Type: All
 Report type

Received Filter
 8/1/2018 8/31/2019

Received by Month



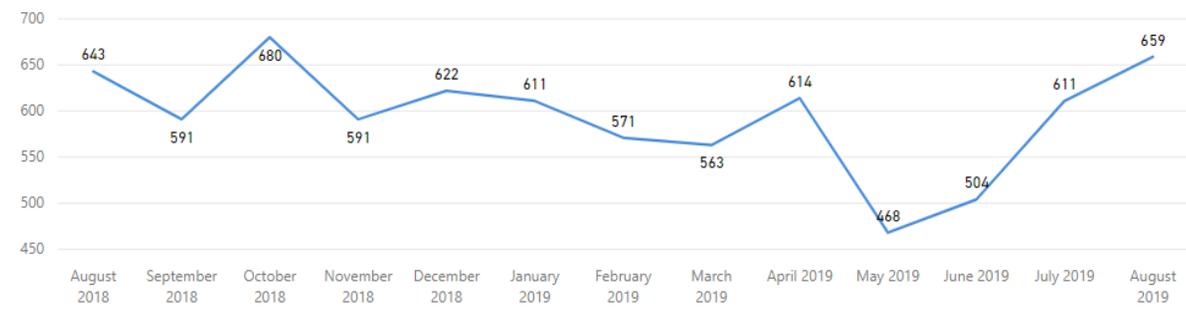
Total Received
7,689
Received per Month (Avg)*
591

Overall average for the selected date range

Data broken down by month

Completed Filter
 8/1/2018 8/31/2019

Completed by Month



Total Completed
7,728
Completed per Month (Avg)*
594

Overall average for the selected date range

* months with zero activity are not calculated into the average

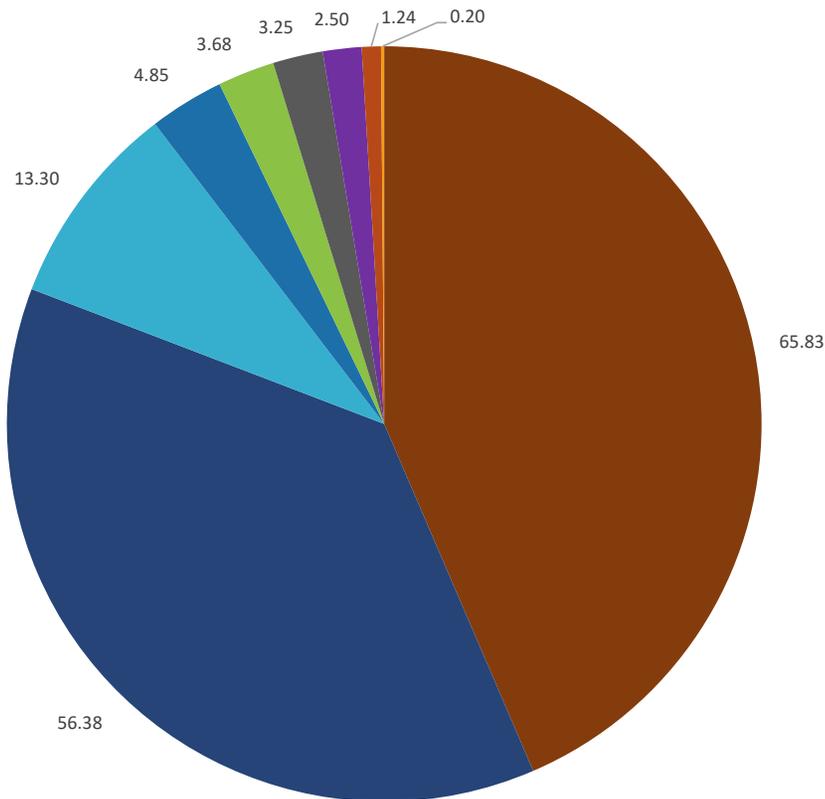
Client Services and Case Management (CS/CM)

CS/CM – April

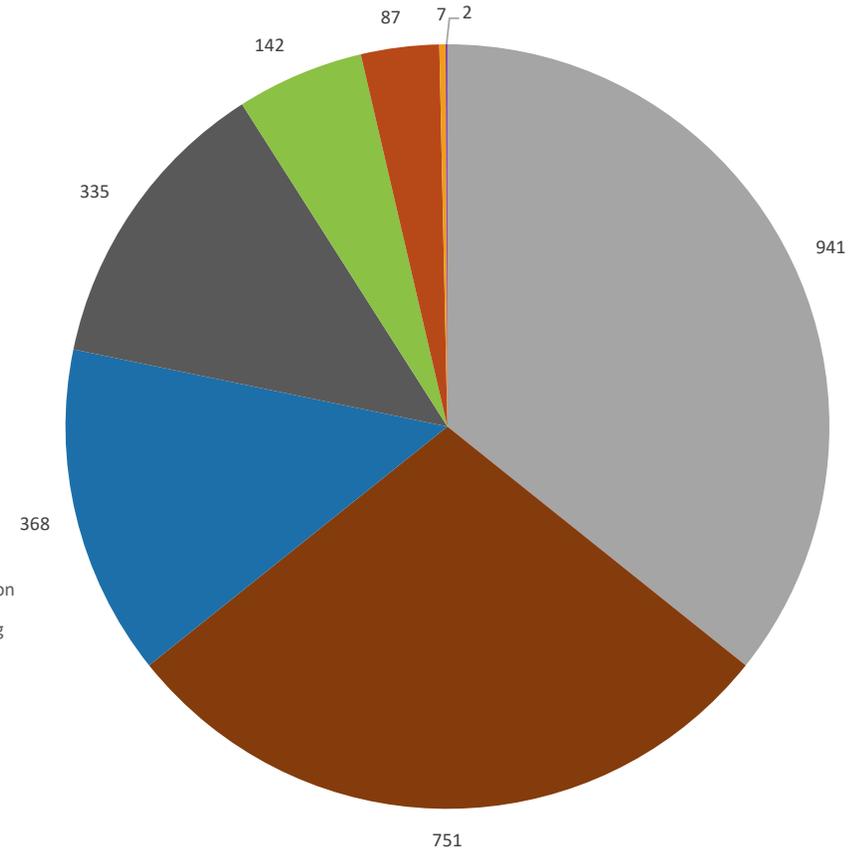
Evidence Handling

Total Time by Section (Hours)

See Time Categories by Section slide for breakdown



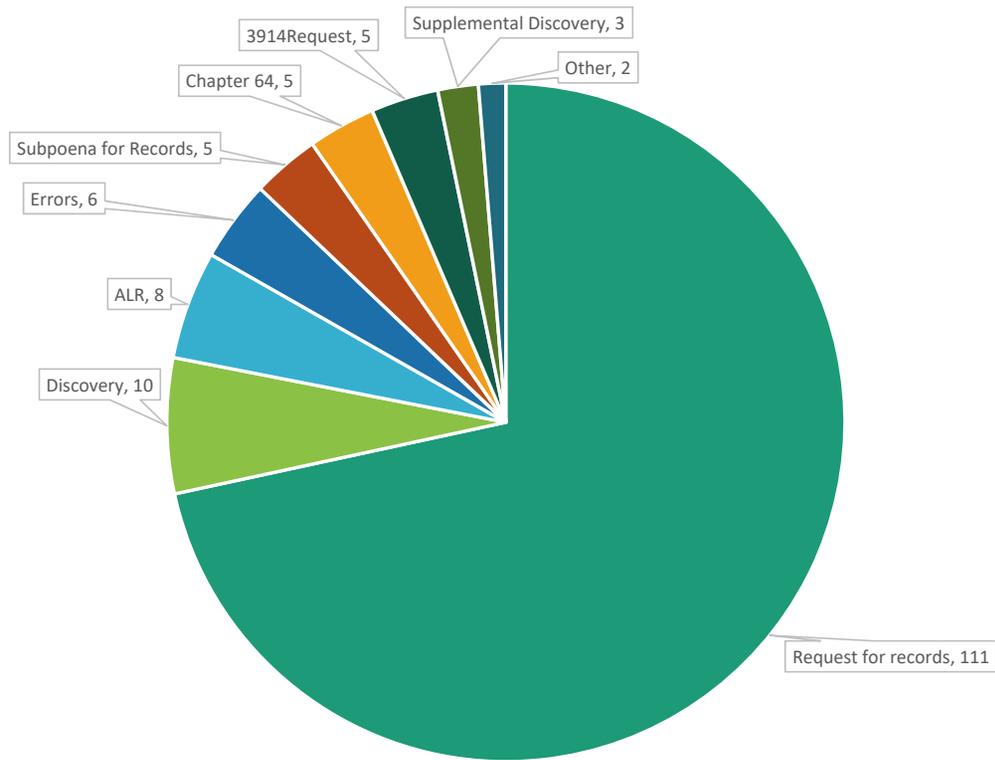
Total Items by Section



- Seized Drugs
- Other
- Firearms
- Biology
- Digital & Multimedia
- Toxicology
- Morgue Run
- Latent Print Comparison
- Latent Print Processing

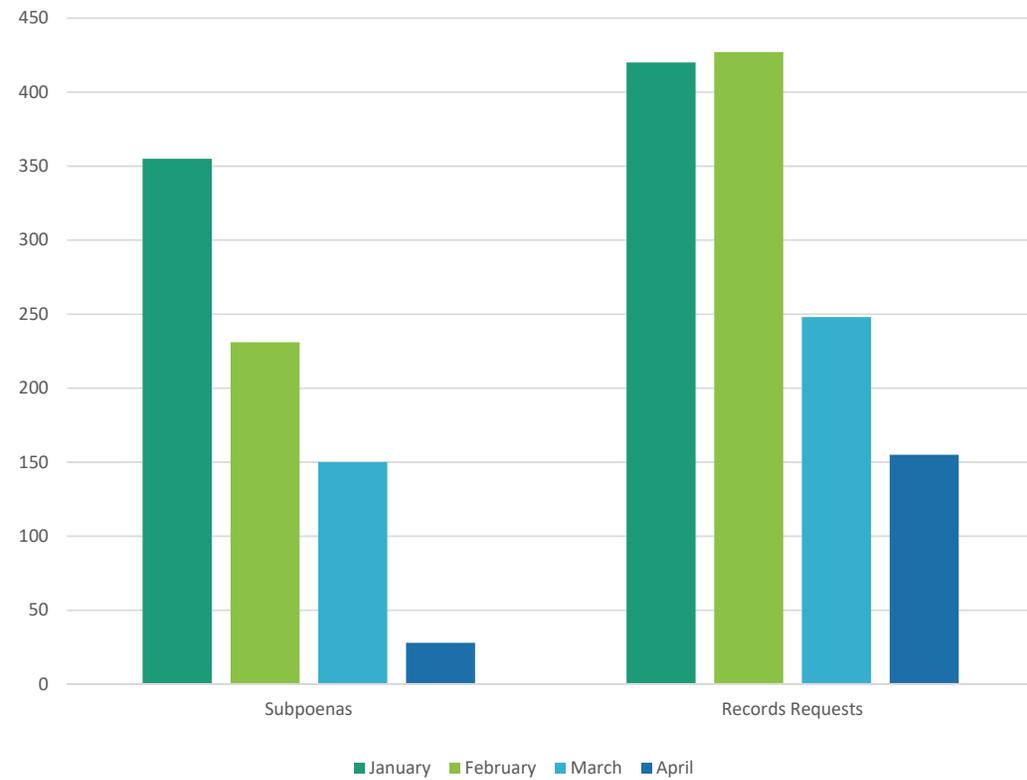
CS/CM – April

Requests by Type



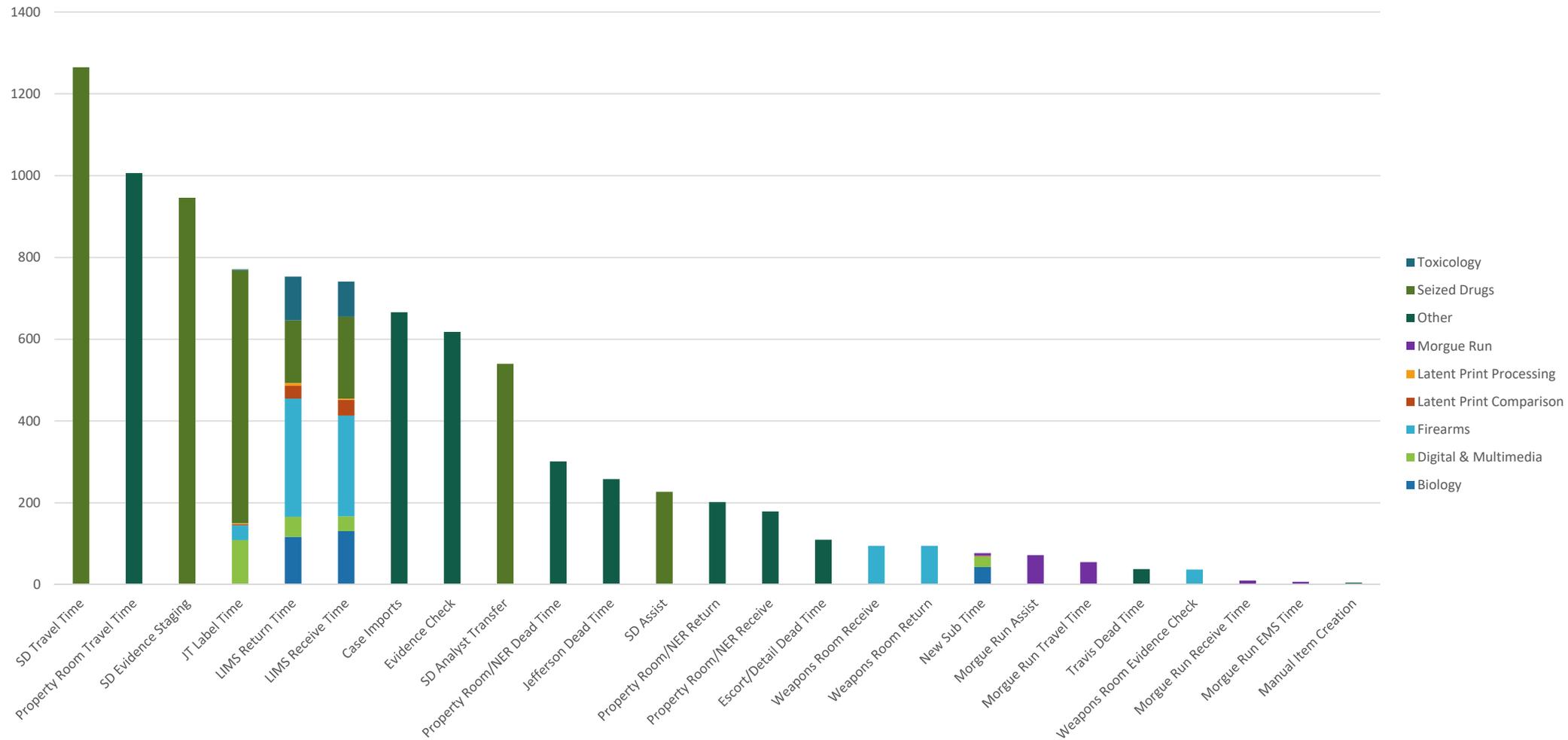
Administrative

Subpoenas & Records Requests



Time Categories - April

Evidence Handling



Service: CSCM Tax Accession
 Priority Type: All

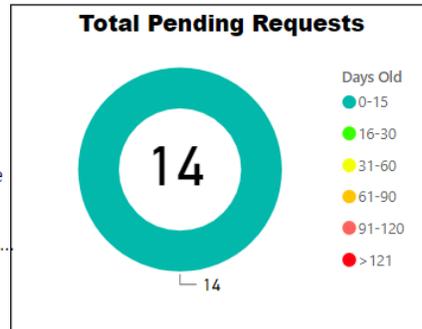
of Unassigned 1 ✓
 Goal: 150 (+99.33%)

Pending Draft 0 ✓
 Goal: 3 (+100%)

Pending Admin 13 ✓
 Goal: 60 (+78.33%)

Goal= Threshold for the max # of requests in each bucket

- 0 Justice Trax Past Critical Age
- NaN Avg Age of Requests >30 D...
- 1 Age-Oldest Unassigned
- 0 Age-Oldest Pending Draft
- 2 Age-Oldest Pending Tech
- 0 Age-Oldest Pending Admin



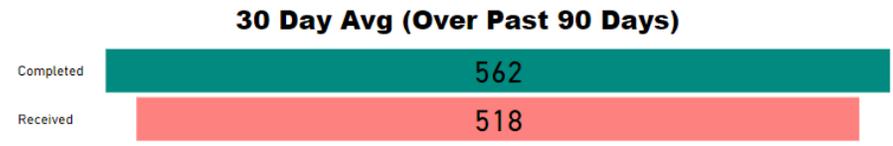
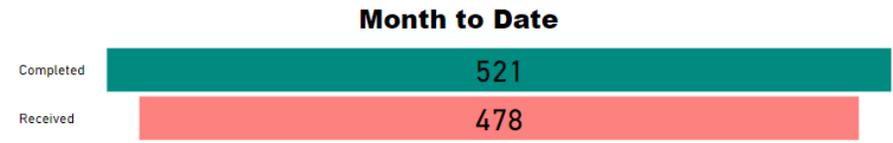
Open Quality Reports

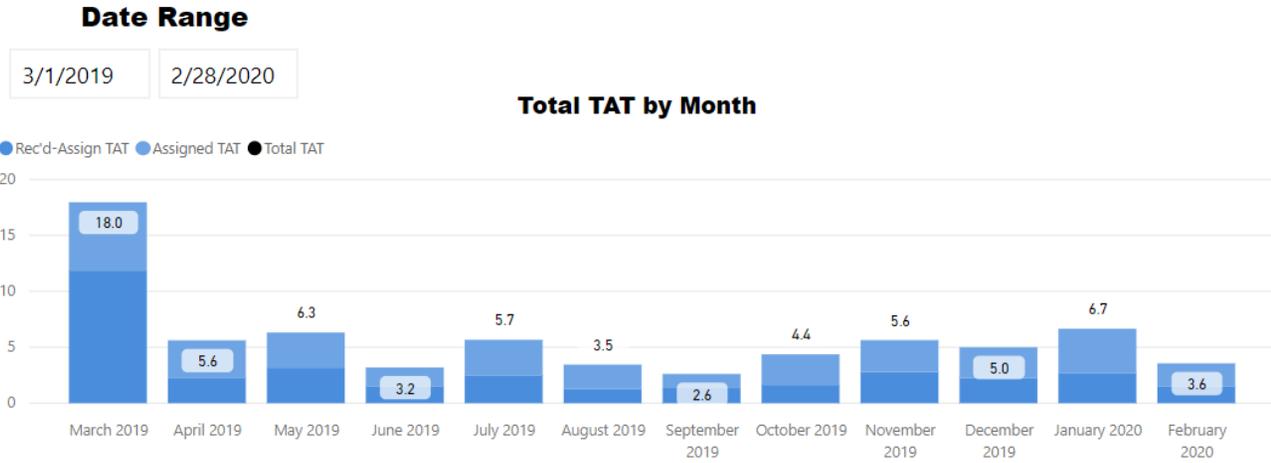
Qualtrax ID	Workflow #	Age
56623	2020-006	31
57237		23
57239	2020-011	23
59060		6
59382		2

*Reports without a Workflow Id# are not included in the Avg Age



Quality Filter: Client Services/Case Manag... ▾





Request Type

CSCM Tax Accession

Priority Type

All

Selected Time Frame Averages

5.93
Total TAT (Rec'd-Compl.) Avg

2.97
Assigned TAT (Asgmt.-Compl.) Avg



Received to Complete

6359
Requests Completed

34
Requests Completed > 30 Days Old

0.53 %
% Completed > 30 Days Old

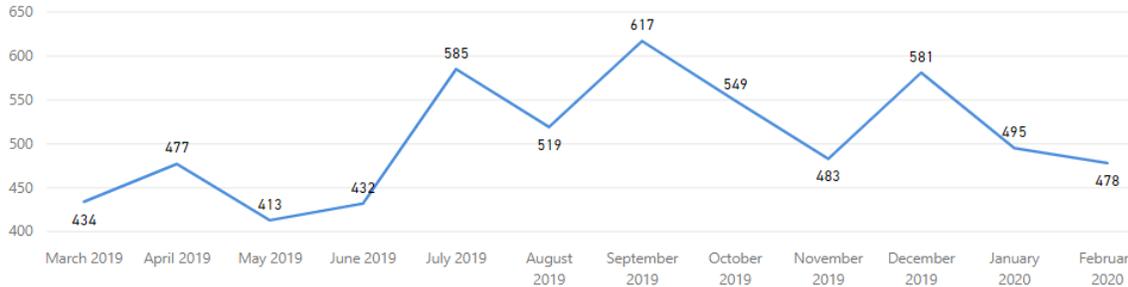
Requests more than 30 days old are considered to be backlogged requests

Service: CSCM Tax Accession
 Priority Type: All

Received Filter

3/1/2019 2/28/2020

Received by Month

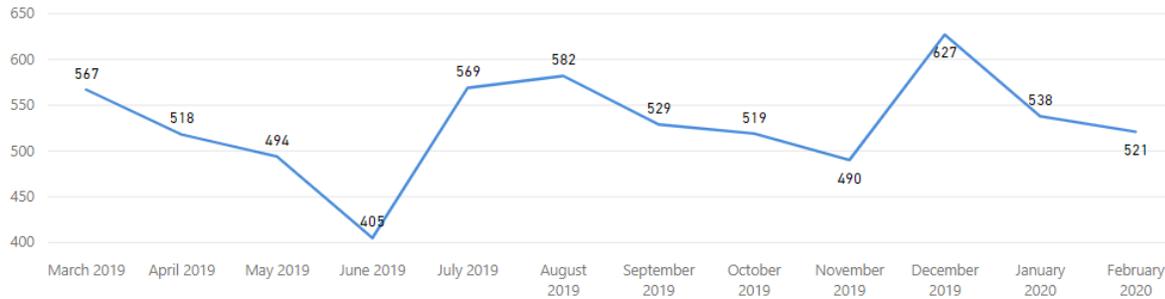


Total Received
6,063
Received per Month (Avg)*
505

Completed Filter

3/1/2019 2/28/2020

Completed by Month



Total Completed
6,359
Completed per Month (Avg)*
530

* months with zero activity are not calculated into the average

Service: Priority Type:

of Unassigned

0 ✓

Goal: 3 (+100%)

Pending Draft

0 ✓

Goal: 5 (+100%)

Pending Admin

0 ✓

Goal: 10 (+100%)

Goal= Threshold for the max # of requests in each bucket

- 0 Justice Trax Past Critical Age
- NaN Avg Age of Requests > 30 D..
- 0 Age-Oldest Unassigned
- 0 Age-Oldest Pending Draft
- 0 Age-Oldest Pending Tech
- 0 Age-Oldest Pending Admin

Total Pending Requests

0

Days Old

- 0-15
- 16-30
- 31-60
- 61-90
- 91-120
- >121

Overall TAT (Month to Date)

1.4 ✓

Goal: 5, 10

Overall TAT (Past 90 Days)

3.1 ✓

Goal: 5, 10



Open Quality Reports

Qualtrax ID	Workflow #	Age
56623	2020-006	31
57237		23
57239	2020-011	23
59060		6
59382		2

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

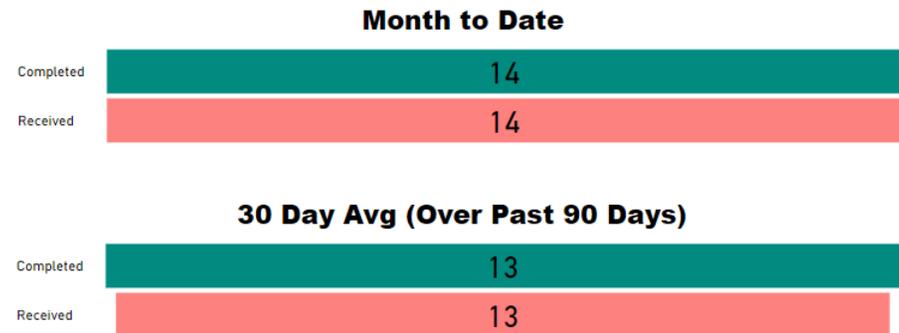
13 ✓

Goal: 30, 31

Avg Age of Open Reports*

27

Quality Filter:

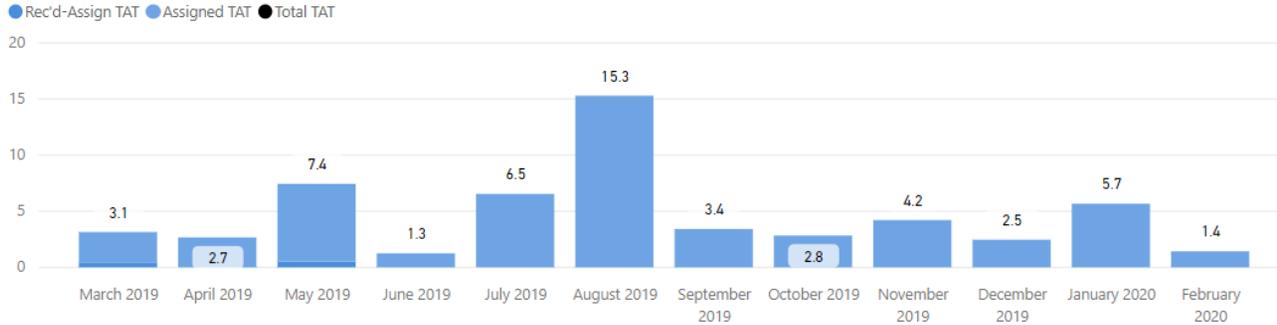


Date Range

3/1/2019

2/28/2020

Total TAT by Month



Request Type

CSCM Tox Rejection

Priority Type

All

Selected Time Frame Averages

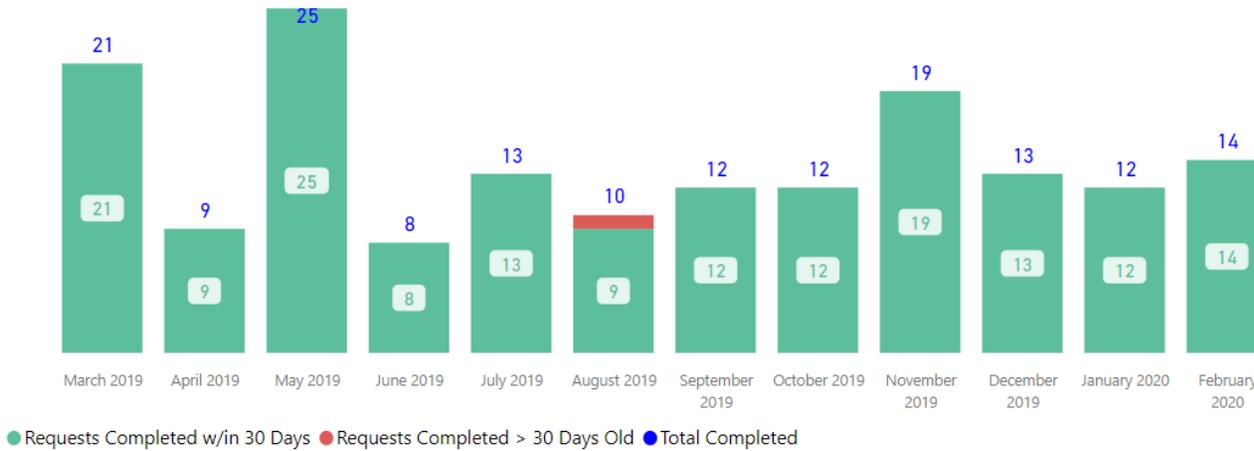
4.76

Total TAT (Rec'd-Compl.) Avg

4.63

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

168

Requests Completed

1

Requests Completed > 30 Days Old

0.60 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service: CSCM Tox Rejection
 Priority Type: All

Received Filter

3/1/2019 2/28/2020

Received by Month



Total Received

162

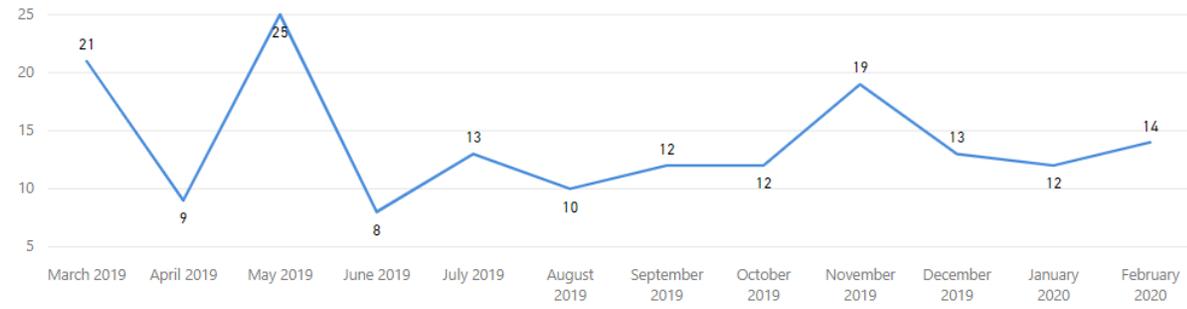
Received per Month (Avg)*

14

Completed Filter

3/1/2019 2/28/2020

Completed by Month



Total Completed

168

Completed per Month (Avg)*

14

* months with zero activity are not calculated into the average

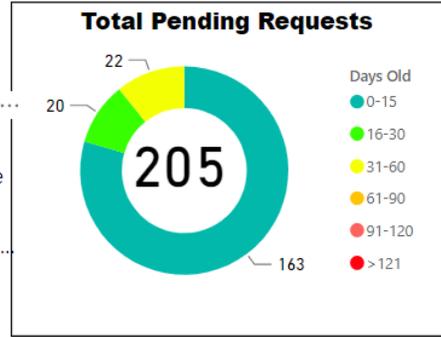
Seized Drugs

Service: Seized Drugs Examination | Priority Type: All

# of Unassigned 130! Goal: 100 (-30%)	# Pending Draft 16✓ Goal: 100 (+84%)
# Pending Tech 40✓ Goal: 50 (+20%)	# Pending Admin 19✓ Goal: 50 (+62%)

Goal= Threshold for the max # of requests in each bucket

- 22 Justice Trax Past Critical Age
- 38 Avg Age of Requests >30 D..
- 52 Age-Oldest Unassigned
- 38 Age-Oldest Pending Draft
- 52 Age-Oldest Pending Tech
- 50 Age-Oldest Pending Admin



Overall TAT (Month to Date)
15.0
Goal: 14, 15

Overall TAT (Past 90 Days)
10.5✓
Goal: 14, 15

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
60461		30

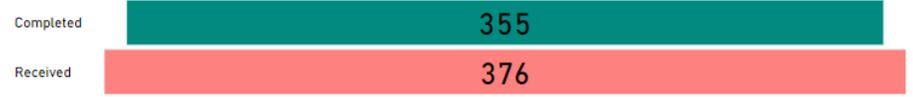
*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT
(Blank)✓
Goal: 30, 31

Avg Age of Open Reports*
NaN

Quality Filter: Controlled Substances

Month to Date



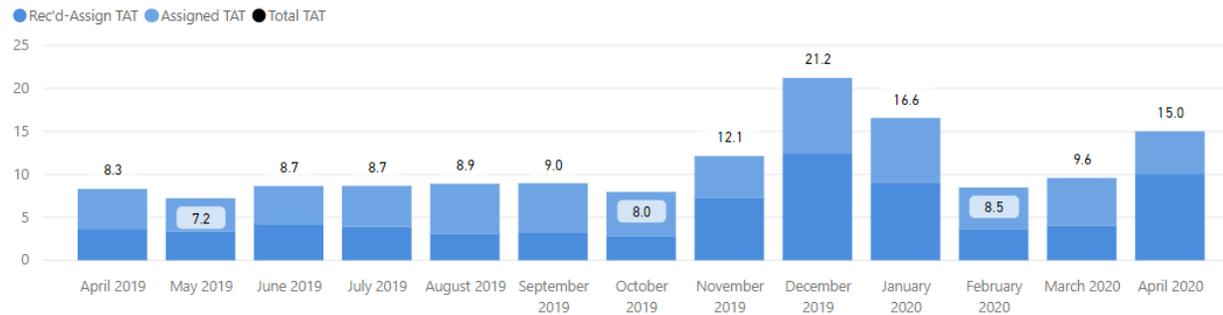
30 Day Avg (Over Past 90 Days)



Date Range

4/1/2019 4/30/2020

Total TAT by Month



Request Type

Seized Drugs Examination

Priority Type

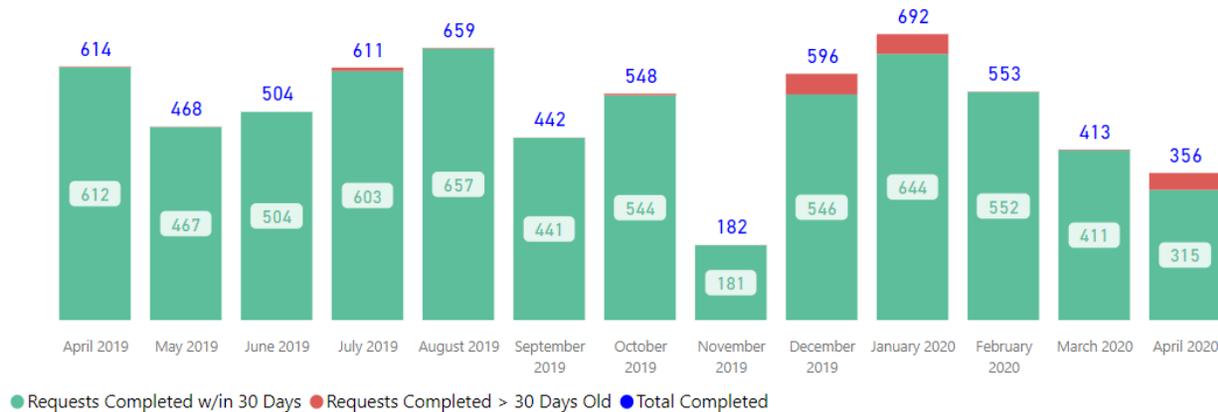
All

Selected Time Frame Averages

10.95
Total TAT (Rec'd-Compl.) Avg

5.59
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

6638
Requests Completed

161
Requests Completed > 30 Days Old

2.43 %
% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service: Seized Drugs Examination
 Priority Type: All

Received Filter

4/1/2019 4/30/2020

Received by Month



Total Received

6,740

Received per Month (Avg)*

518

Completed Filter

4/1/2019 4/30/2020

Completed by Month



Total Completed

6,638

Completed per Month (Avg)*

511

* months with zero activity are not calculated into the average

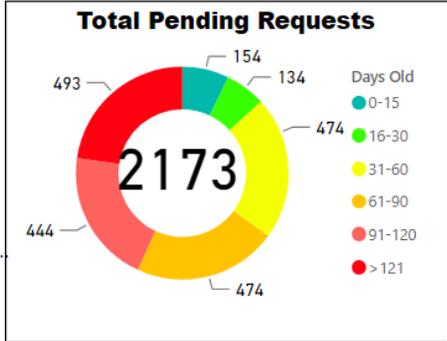
Toxicology

Service: Blood Alcohol | Priority Type: All

# of Unassigned 1710! Goal: 50 (-3320%)	# Pending Draft 156! Goal: 120 (-30%)
# Pending Tech 178! Goal: 90 (-97.78%)	# Pending Admin 131! Goal: 90 (-45.56%)

Goal= Threshold for the max # of requests in each bucket

1885 Justice Trax Past Critical Age
 92 Avg Age of Requests >30 D...
 122 Age-Oldest Unassigned
 149 Age-Oldest Pending Draft
 156 Age-Oldest Pending Tech
 156 Age-Oldest Pending Admin



Overall TAT (Month to Date)
136.9!
Goal: 30, 31

Overall TAT (Past 90 Days)
127.4!
Goal: 30, 31

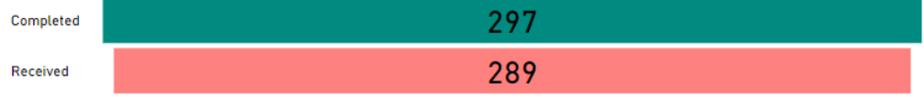
TAT by Phase of Work (MTD)



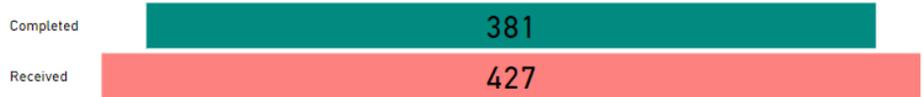
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
60542		27
61894		7
61553	2020-031	13

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT
25✓
Goal: 30, 31

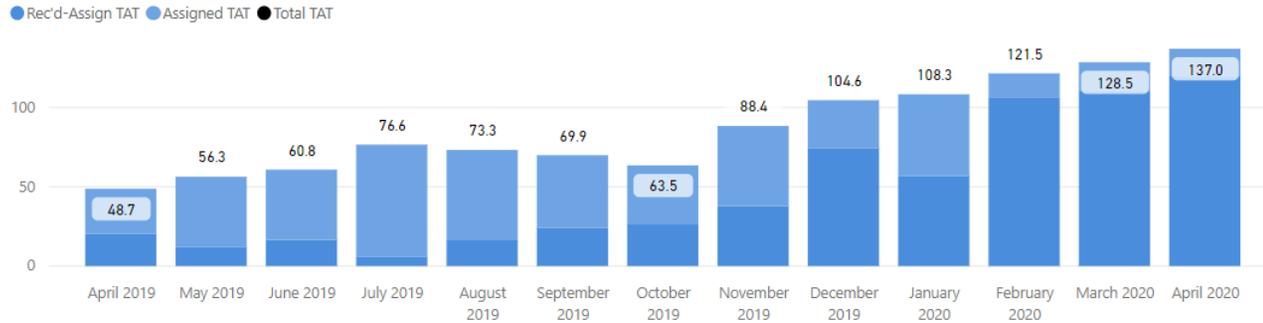
Avg Age of Open Reports*
13

Quality Filter: Toxicology

Date Range

4/1/2019 4/30/2020

Total TAT by Month



Request Type

Blood Alcohol

Priority Type

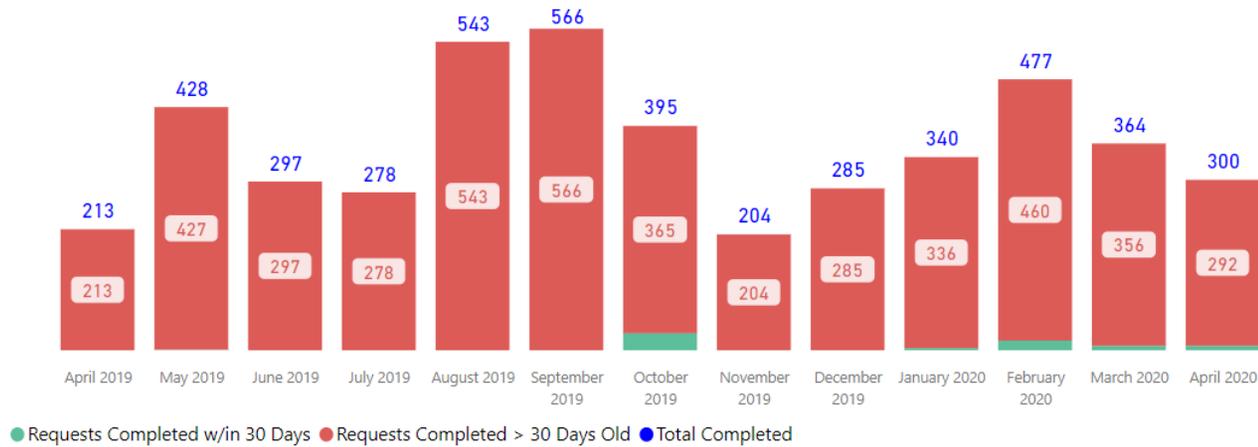
All

Selected Time Frame Averages

87.15
Total TAT (Rec'd-Compl.) Avg

39.42
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

4689
Requests Completed

4621
Requests Completed > 30 Days Old

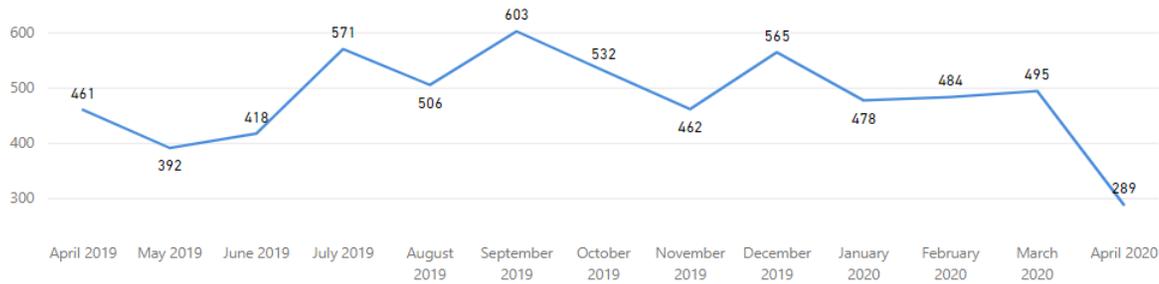
98.55 %
% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service: Priority Type:

Received Filter

Received by Month



Total Received

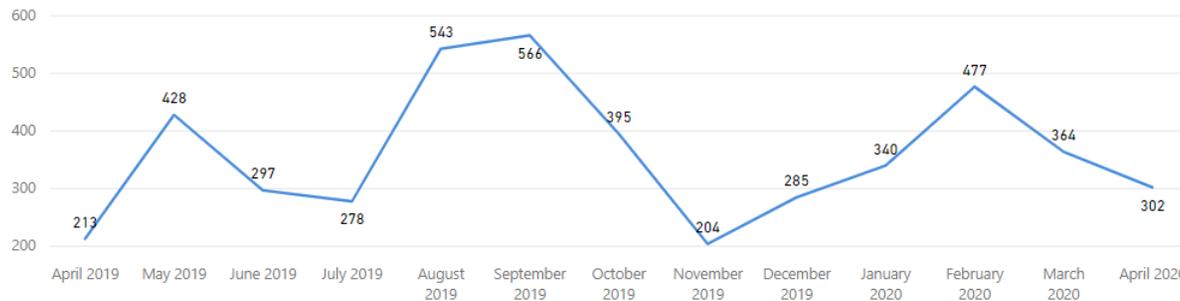
6,256

Received per Month (Avg)*

481

Completed Filter

Completed by Month



Total Completed

4,692

Completed per Month (Avg)*

361

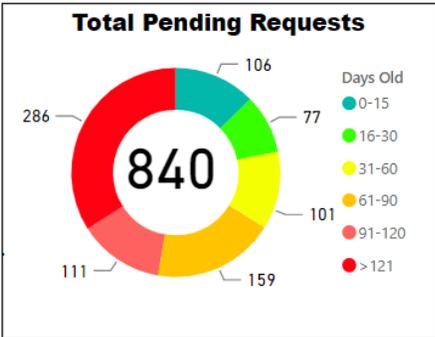
*** months with zero activity are not calculated into the average**

Service: Toxicology
 Priority Type: All

# of Unassigned 599! <small>Goal: 120 (-399.17%)</small>	# Pending Draft 234! <small>Goal: 30 (-680%)</small>
# Pending Tech 0✓ <small>Goal: 30 (+100%)</small>	# Pending Admin 7✓ <small>Goal: 30 (+76.67%)</small>

Goal= Threshold for the max # of requests in each bucket

657 Justice Trax Past Critical Age
 119 Avg Age of Requests >30 D...
 199 Age-Oldest Unassigned
 211 Age-Oldest Pending Draft
 0 Age-Oldest Pending Tech
 219 Age-Oldest Pending Admin



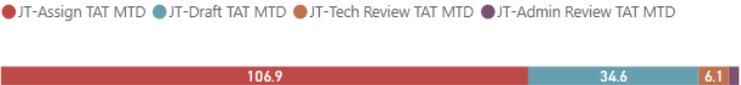
Overall TAT (Month to Date)

149.7!
Goal: 90, 91

Overall TAT (Past 90 Days)

154.3!
Goal: 90, 91

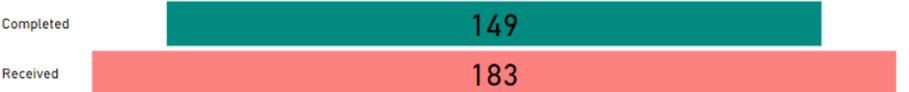
TAT by Phase of Work (MTD)



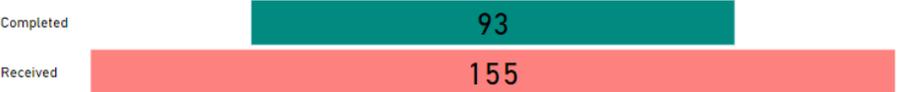
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
60542		27
61894		7
61553	2020-031	13

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

25✓
Goal: 30, 31

Avg Age of Open Reports*

13

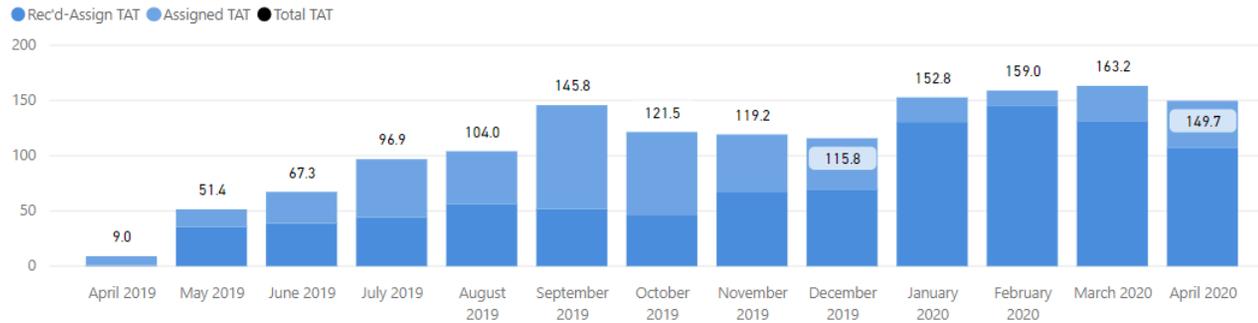
Quality Filter: Toxicology

Date Range

4/1/2019

4/30/2020

Total TAT by Month



Request Type

Toxicology

Priority Type

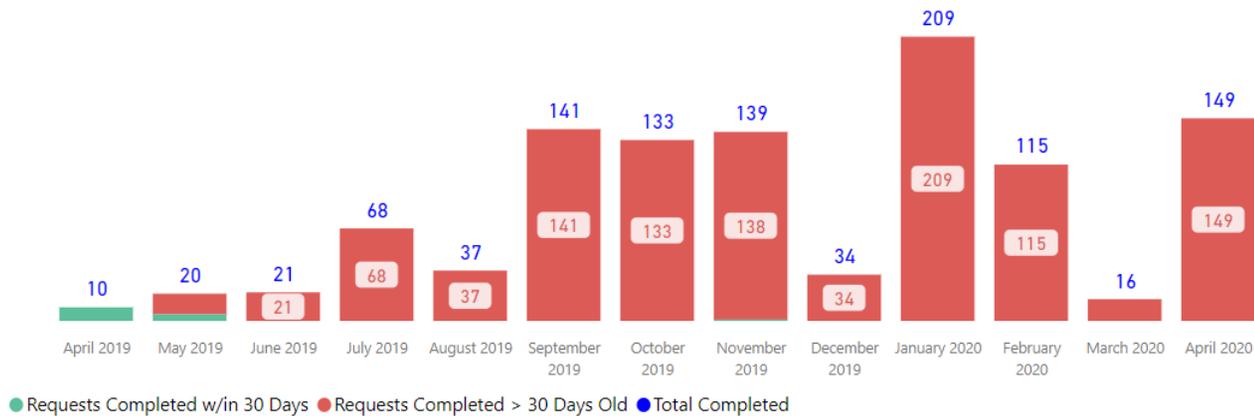
All

Selected Time Frame Averages

133.07
Total TAT (Rec'd-Compl.) Avg

47.21
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1092
Requests Completed

1076
Requests Completed > 30 Days Old

98.53 %
% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service: Toxicology
 Priority Type: All

Received Filter

4/1/2019 4/30/2020

Received by Month



Total Received

1,867

Received per Month (Avg)*

144

Completed Filter

4/1/2019 4/30/2020

Completed by Month



Total Completed

1,092

Completed per Month (Avg)*

84

* months with zero activity are not calculated into the average

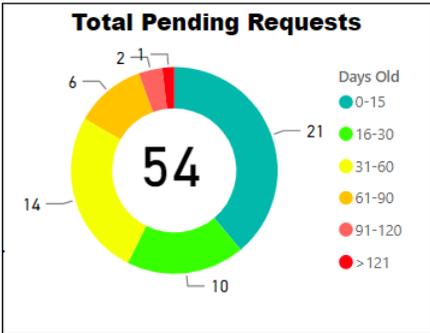
Firearms

Service: Firearms Examination
 Priority Type: All

# of Unassigned 19! Goal: 10 (-90%)	# Pending Draft 26! Goal: 14 (-85.71%)
# Pending Tech 9✓ Goal: 9 (+0%)	# Pending Admin 0✓ Goal: 5 (+100%)

Goal= Threshold for the max # of requests in each bucket

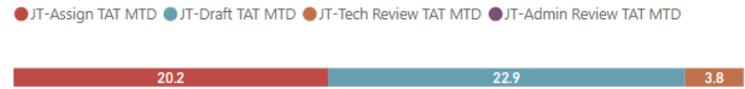
23 Justice Trax Past Critical Age
 63 Avg Age of Requests > 30 D..
 37 Age-Oldest Unassigned
 119 Age-Oldest Pending Draft
 168 Age-Oldest Pending Tech
 0 Age-Oldest Pending Admin



Overall TAT (Month to Date)
46.8!
 Goal: 40, 41

Overall TAT (Past 90 Days)
45.2!
 Goal: 40, 41

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
48189		196
62119		2
60865	2020-026	22

*Reports without a Workflow ID# are not included in the Avg Age

Quality TAT

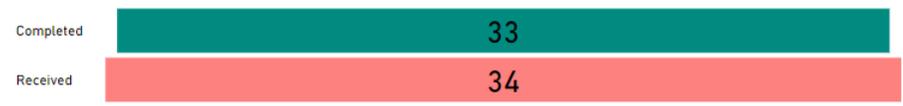
34!
Goal: 30, 31

Avg Age of Open Reports*

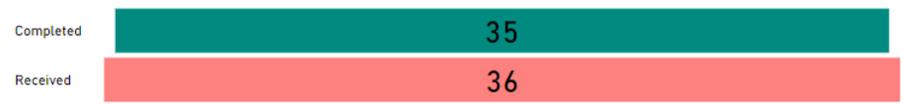
22

Quality Filter: Firearms

Month to Date



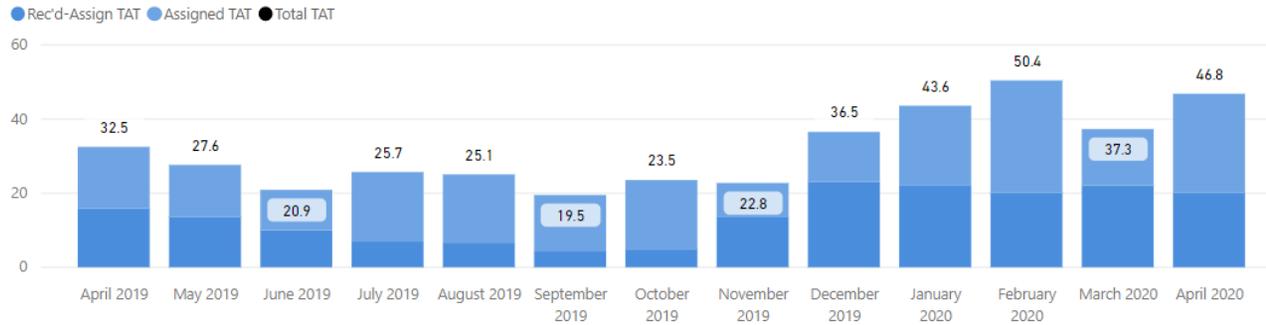
30 Day Avg (Over Past 90 Days)



Date Range

4/1/2019 4/30/2020

Total TAT by Month



Request Type

Firearms Examination

Priority Type

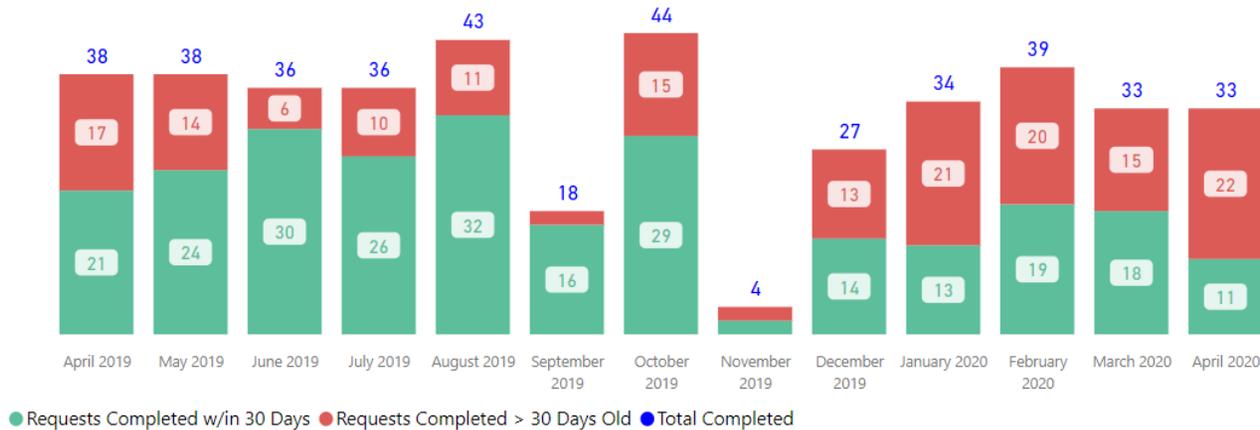
All

Selected Time Frame Averages

32.45
Total TAT (Rec'd-Compl.) Avg

18.48
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

423
Requests Completed

168
Requests Completed > 30 Days Old

39.72 %
% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service

Firearms Examination

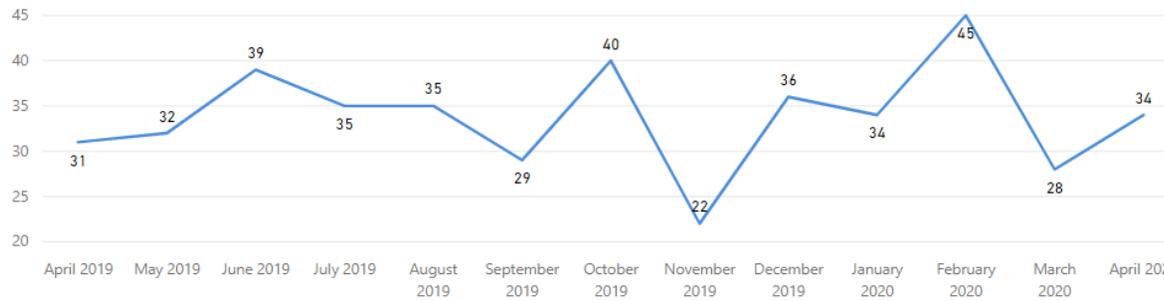
Priority Type

All

Received Filter

4/1/2019 4/30/2020

Received by Month



Total Received

440

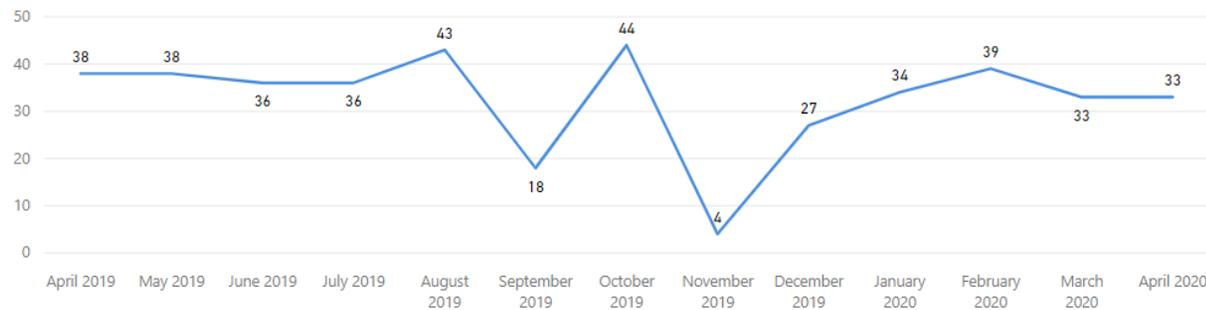
Received per Month (Avg)*

34

Completed Filter

4/1/2019 4/30/2020

Completed by Month



Total Completed

423

Completed per Month (Avg)*

33

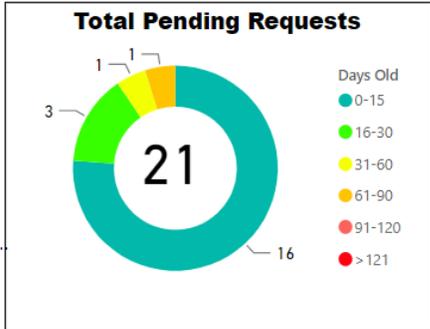
* months with zero activity are not calculated into the average

Service: NIBIN Only
 Priority Type: All

# of Unassigned 11✓ Goal: 20 (+45%)	# Pending Draft 6✓ Goal: 35 (+82.86%)
# Pending Tech 2✓ Goal: 20 (+90%)	# Pending Admin 2✓ Goal: 20 (+90%)

Goal= Threshold for the max # of requests in each bucket

- 2 Justice Trax Past Critical Age
- 64 Avg Age of Requests >30 D...
- 70 Age-Oldest Unassigned
- 9 Age-Oldest Pending Draft
- 2 Age-Oldest Pending Tech
- 3 Age-Oldest Pending Admin



Overall TAT (Month to Date)

1.9✓
Goal: 7, 8

Overall TAT (Past 90 Days)

3.7✓
Goal: 7, 8

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
48189		196
62119		2
60865	2020-026	22

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

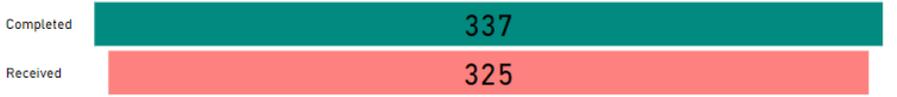
34!
Goal: 30, 31

Avg Age of Open Reports*

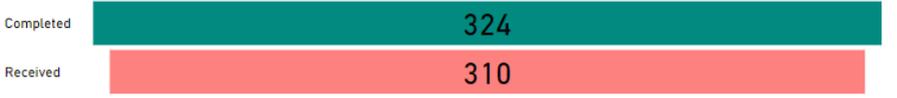
22

Quality Filter: Firearms

Month to Date



30 Day Avg (Over Past 90 Days)



Date Range

4/1/2019 4/30/2020

Total TAT by Month



Request Type

NIBIN Only

Priority Type

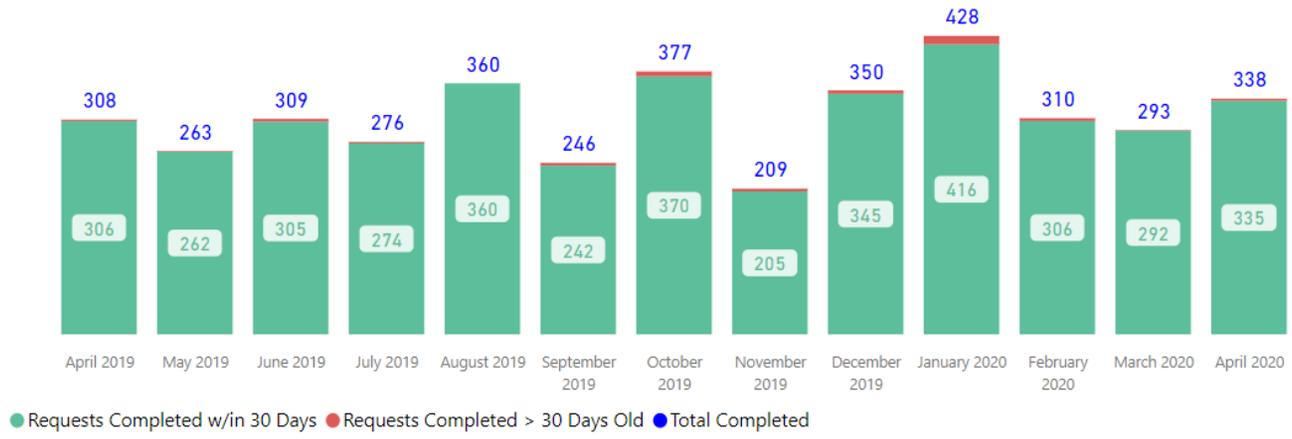
All

Selected Time Frame Averages

7.42
Total TAT (Rec'd-Compl.) Avg

4.41
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

4067
Requests Completed

49
Requests Completed > 30 Days Old

1.20 %
% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service: Priority Type:

Received Filter

Received by Month



Total Received

4,011

Received per Month (Avg)*

309

Completed Filter

Completed by Month



Total Completed

4,067

Completed per Month (Avg)*

313

* months with zero activity are not calculated into the average

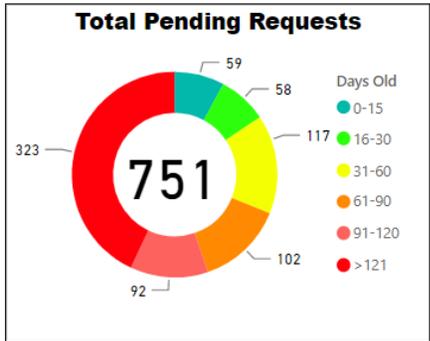
Forensic Biology

Section: DNA
Request Type: All

# of Unassigned 7✓ Goal: 20 (+65%)	# Pending Draft 361! Goal: 24 (-1404.17%)
# Pending Tech 59! Goal: 24 (-145.83%)	# Pending Admin 14✓ Goal: 20 (+30%)

Goal= Threshold for the max # of requests in each bucket

634 Past Critical Age
147 Avg Age of Reqeusts >30 ...
49 Age-Oldest Unassigned PL
1114 Age-Oldest Pending Draft..
2177 Age-Oldest Pending Tech ...
356 Age-Oldest Pending Adm...



Overall TAT (Month to Date)
123.7!
Goal: 30, 31

Overall TAT (Past 90 Days)
97.8!
Goal: 30, 31

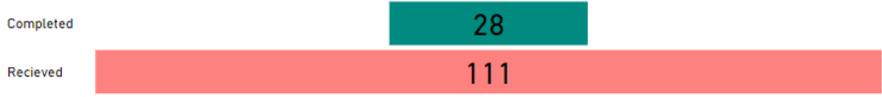
TAT by Phase of Work (MTD)



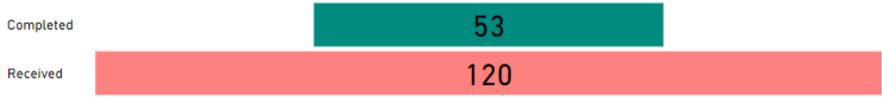
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	414
34624	2018-094	396
47766	2019-043	203
49436	2019-IA-15	178
55267	2019-078	93
55591		89
55683	2019-093	88

*Reports without a Workflow ID# are not included in the Avg Age

Quality TAT

33✓
Goal: 40, 41

Avg Age of Open Reports*

99

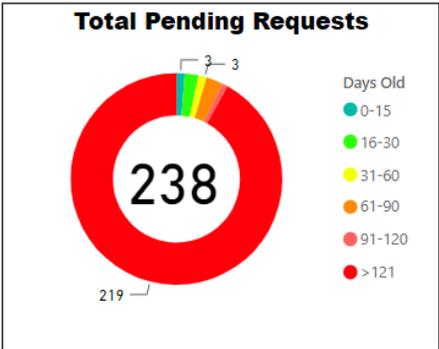
Quality Filter: Biology/DNA

Section: DNA
Request Type: SAK

# of Unassigned 0 ✓ Goal: 20 (+100%)	# Pending Draft 221 ! Goal: 24 (-820.83%)
# Pending Tech 11 ✓ Goal: 24 (+54.17%)	# Pending Admin 6 ✓ Goal: 20 (+70%)

Goal= Threshold for the max # of requests in each bucket

230
Past Critical Age
196
Avg Age of Reqeusts >30 ...
0
Age-Oldest Unassigned PL
1114
Age-Oldest Pending Draft...
885
Age-Oldest Pending Tech ...
240
Age-Oldest Pending Adm...



Overall TAT (Month to Date)
202.9!
Goal: 30, 31

Overall TAT (Past 90 Days)
137.7!
Goal: 30, 31

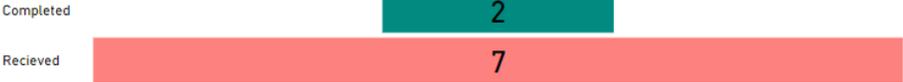
TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	414
34624	2018-094	396
47766	2019-043	203
49436	2019-IA-15	178
55267	2019-078	93
55591		89
55683	2019-093	88

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT
33 ✓
Goal: 40, 41

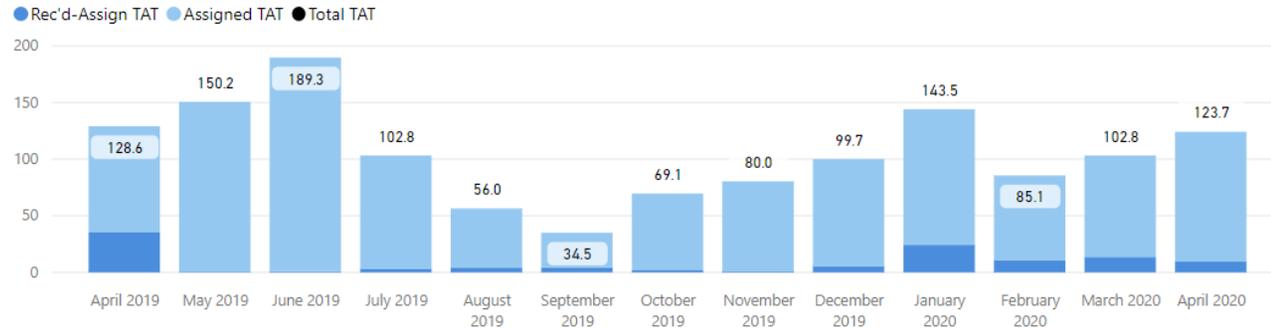
Avg Age of Open Reports*
99

Quality Filter: Biology/DNA

Date Range

4/1/2019 4/30/2020

Total TAT by Month



Request Type

DNA

Request Type

All

Selected Time Frame Averages

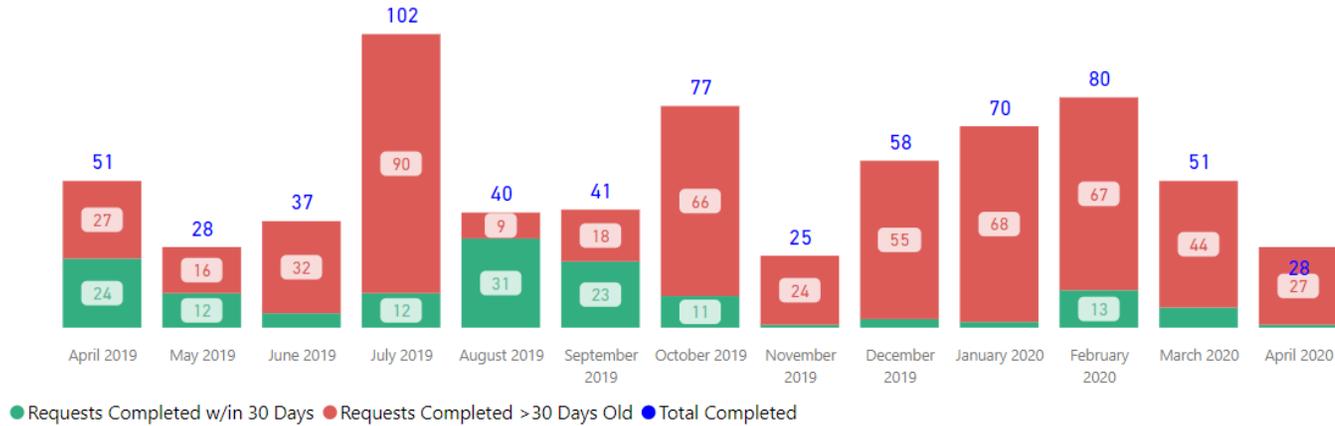
102.57

Total TAT (Rec'd-Compl.) Avg

93.52

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

688

Requests Completed

543

Requests Completed > 30 Days

78.92 %

% Completed > 30 Days

Requests more than 30 days old are considered to be backlogged requests

Section

DNA

Request Type

All

Received Filter

4/1/2019 4/30/2020

Received by Month



Total Received

1324

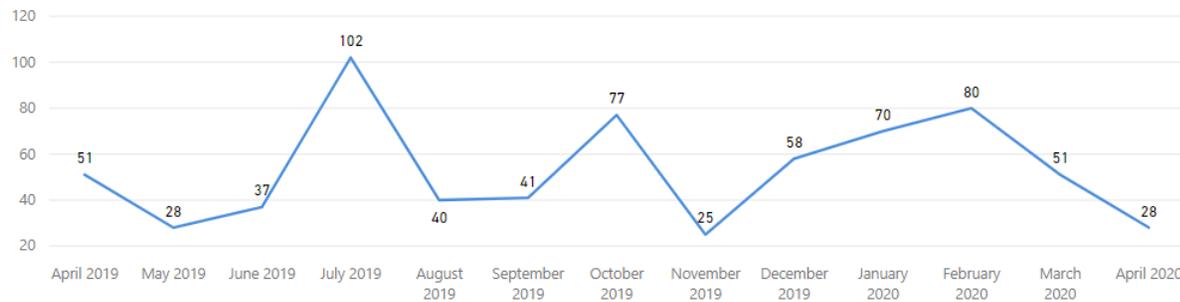
Received per Month (Avg)*

102

Completed Filter

4/1/2019 4/30/2020

Completed by Month



Total Completed

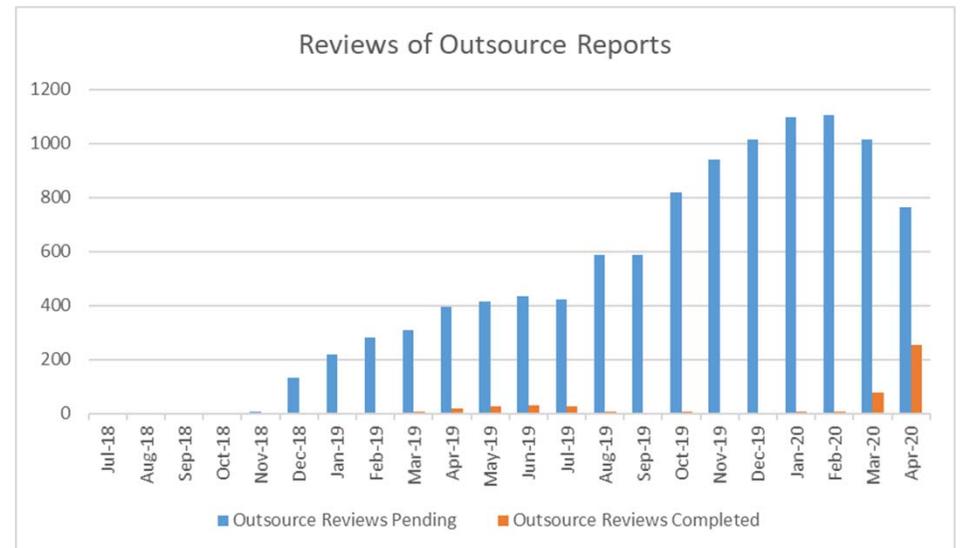
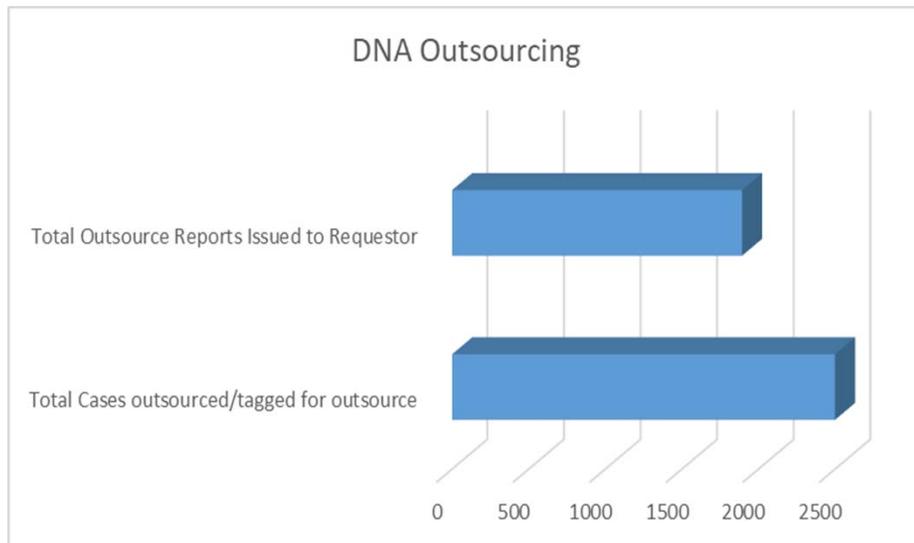
688

Completed per Month (Avg)*

53

* months with zero activity are not calculated into the average

Forensic Biology -- Outsourcing

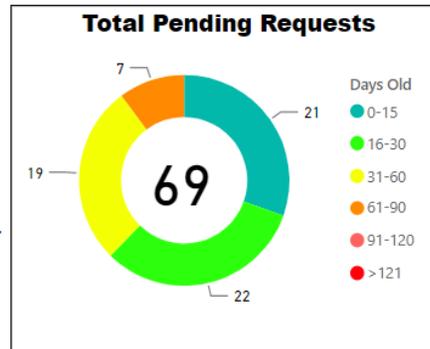


Section: Screening
Request Type: All

# of Unassigned 0 ✓ Goal: 10 (+100%)	# Pending Draft 47 ! Goal: 14 (-235.71%)
# Pending Tech 18 ! Goal: 16 (-12.5%)	# Pending Admin 4 ✓ Goal: 12 (+66.67%)

Goal= Threshold for the max # of requests in each bucket

26 Past Critical Age
 48 Avg Age of Reqeusts >30 ...
 0 Age-Oldest Unassigned PL
 80 Age-Oldest Pending Draft...
 77 Age-Oldest Pending Tech ...
 62 Age-Oldest Pending Adm...



Overall TAT (Month to Date) 32.9 ! Goal: 10, 11	Overall TAT (Past 90 Days) 37.3 ! Goal: 10, 11
---	--

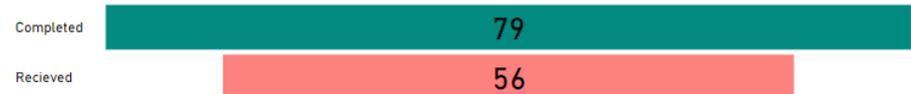
TAT by Phase of Work (MTD)



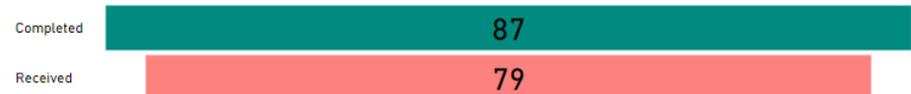
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	414
34624	2018-094	396
47766	2019-043	203
49436	2019-IA-15	178
55267	2019-078	93
55591		89
55683	2019-093	88

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

33 ✓
Goal: 40, 41

Avg Age of Open Reports*

99

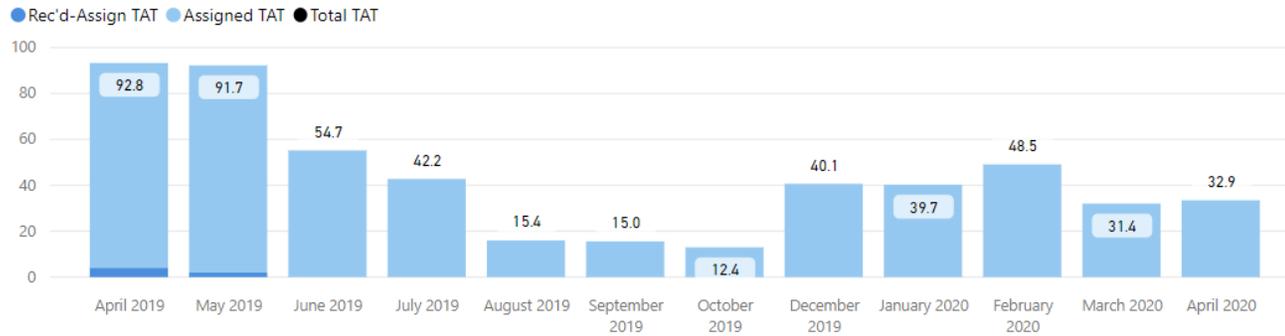
Quality Filter: Biology/DNA

Date Range

4/1/2019

4/30/2020

Total TAT by Month



Request Type

Screening

Request Type

All

Selected Time Frame Averages

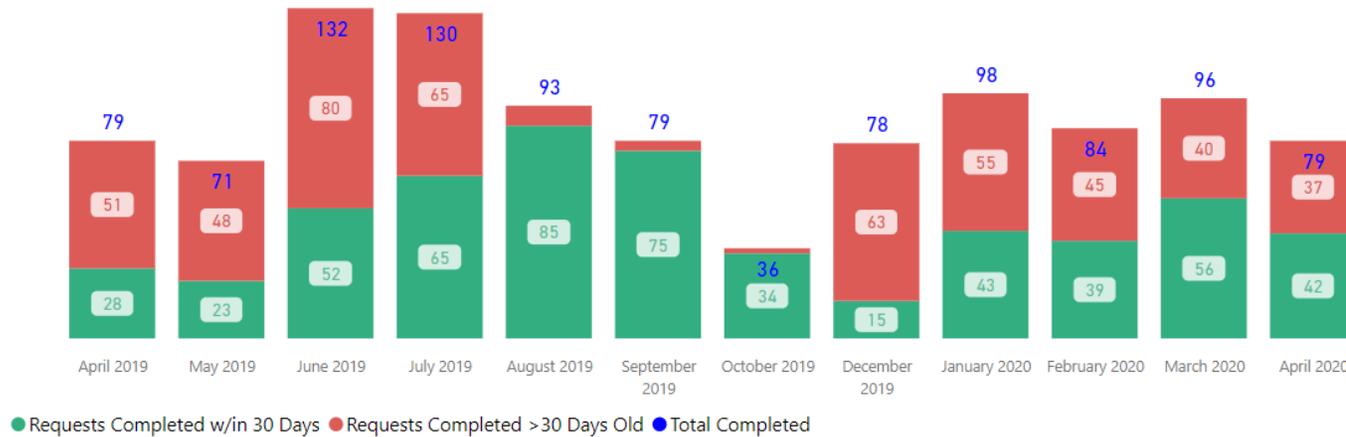
43.90

Total TAT (Rec'd-Compl.) Avg

44.00

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1055

Requests Completed

498

Requests Completed > 30 Days

47.20 %

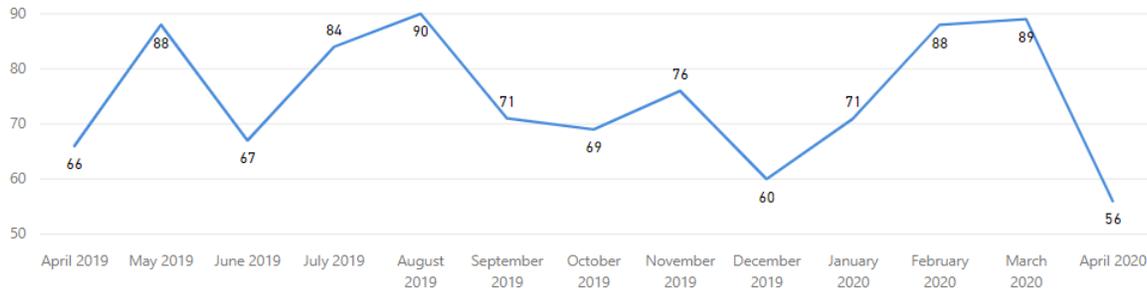
% Completed > 30 Days

Requests more than 30 days old are considered to be backlogged requests

Section: Request Type:

Received Filter

Received by Month



Total Received

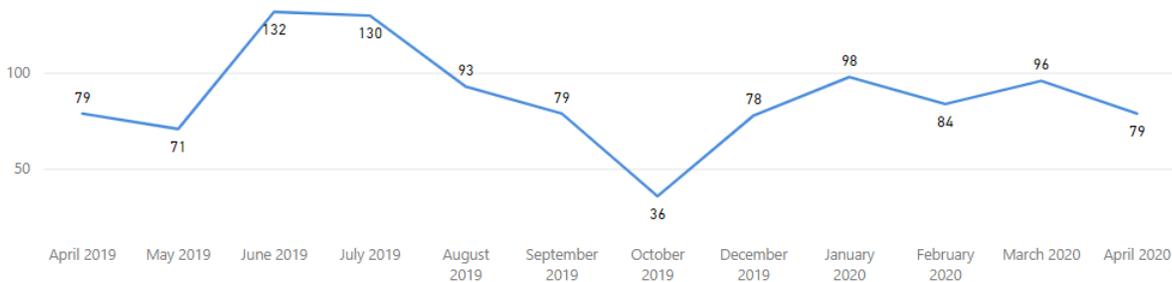
975

Received per Month (Avg)*

75

Completed Filter

Completed by Month



Total Completed

1055

Completed per Month (Avg)*

88

* months with zero activity are not calculated into the average

Section: CODIS
 CODIS Hit Type: All

# of Unassigned 96 ✓ Goal: 100 (+4%)	# Pending Draft 152! Goal: 20 (-660%)
# Pending Tech 2 ✓ Goal: 15 (+86.67%)	# Pending Admin 0 ✓ Goal: 0

Goal= Threshold for the max # of requests in each bucket

16
Past Critical Age

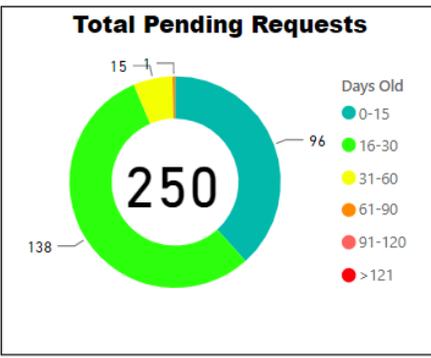
51
Avg Age of Reqeusts >30 ...

66
Age-Oldest Unassigned PL

38
Age-Oldest Pending Draft...

55
Age-Oldest Pending Tech ...

0
Age-Oldest Pending Adm...



Overall TAT (Month to Date)

12.5 ✓

Goal: 30, 31

Overall TAT (Past 90 Days)

7.3 ✓

Goal: 30, 31

Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	414
34624	2018-094	396
47766	2019-043	203
49436	2019-IA-15	178
55267	2019-078	93
55591		89
55683	2019-093	88

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

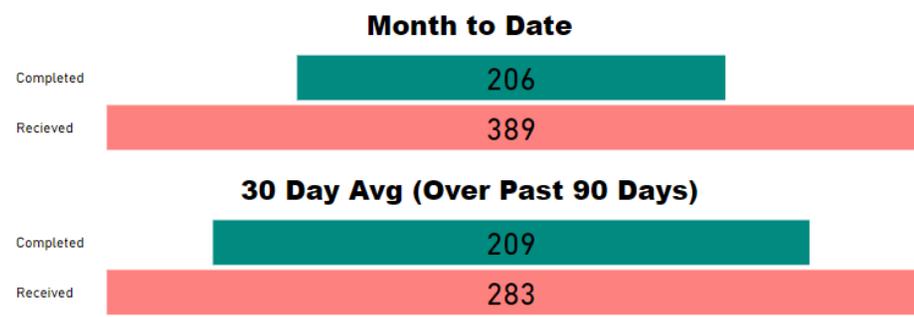
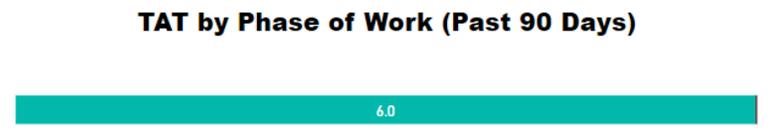
33 ✓

Goal: 40, 41

Avg Age of Open Reports*

99

Quality Filter: Biology/DNA



Date Range

4/1/2019 4/30/2020

Request Type

CODIS

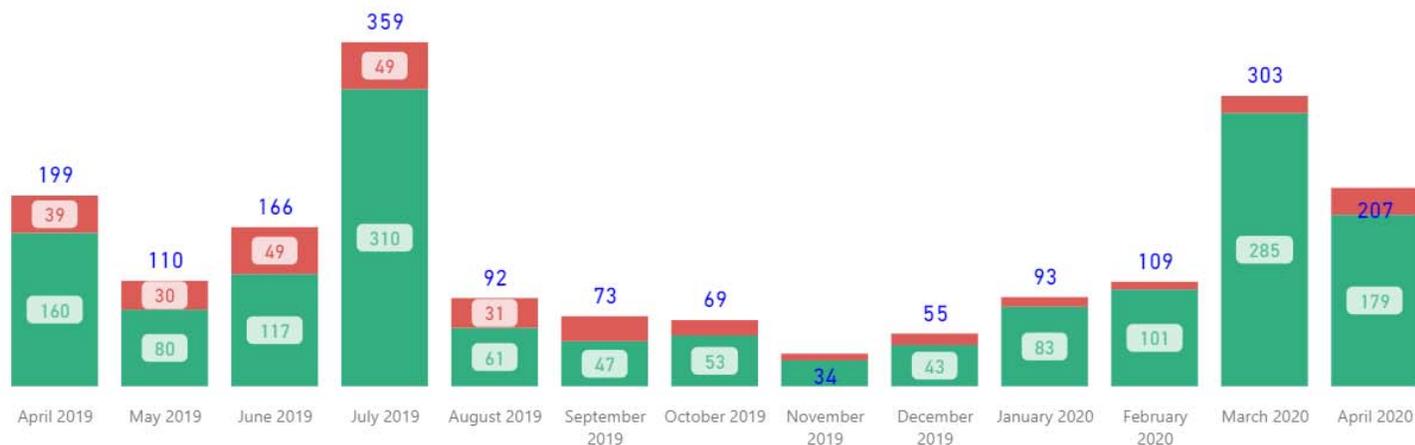
Total TAT by Month



Selected Time Frame Averages



Requests Completed



Received to Complete



● Requests Completed w/in 30 Days ● Requests Completed >30 Days Old ● Total Completed

Requests more than 30 days old are considered to be backlogged requests

Section: Hit Type:

Received Filter

Received by Month



Total Received
1933
Received per Month (Avg)*
149

Completed Filter

Completed by Month



Total Completed
1867
Completed per Month (Avg)*
144

* months with zero activity are not calculated into the average

Latent Prints

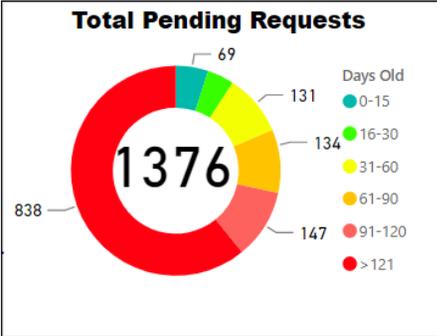
Requests Received after 2/1/2019 (to allow for targets on incoming requests vs historical backlog)

Service: Latent Comparison
 Priority Type: All

# of Unassigned 1322! Goal: 230 (-474.78%)	# Pending Draft 33✓ Goal: 50 (+34%)
# Pending Tech 20✓ Goal: 50 (+60%)	# Pending Admin 1✓ Goal: 50 (+98%)

Goal= Threshold for the max # of requests in each bucket

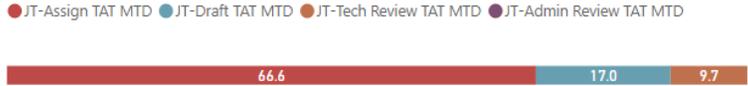
1250 Justice Trax Past Critical Age
 201 Avg Age of Requests >30 D...
 420 Age-Oldest Unassigned
 212 Age-Oldest Pending Draft
 300 Age-Oldest Pending Tech
 196 Age-Oldest Pending Admin



Overall TAT (Month to Date)
93.3!
 Goal: 45, 46

Overall TAT (Past 90 Days)
91.7!
 Goal: 45, 46

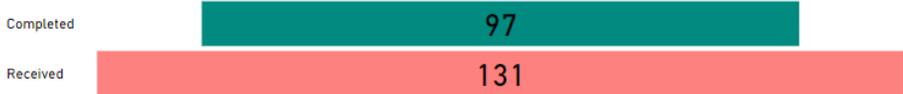
TAT by Phase of Work (MTD)



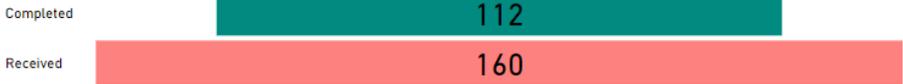
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Qualtrax ID	Workflow #	Age
44789	2019-028	245
57701	2020-002	60
61653	2020-IA-01	11
61897		7
62079	2020-033	3

*Reports without a Workflow ID# are not included in the Avg Age

Quality TAT
22✓
 Goal: 40, 41

Avg Age of Open Reports*
80

Quality Filter: Latent Prints

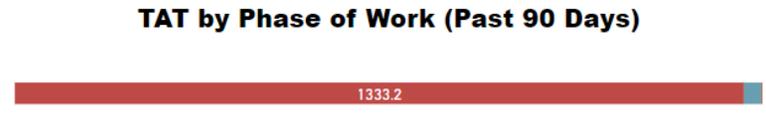
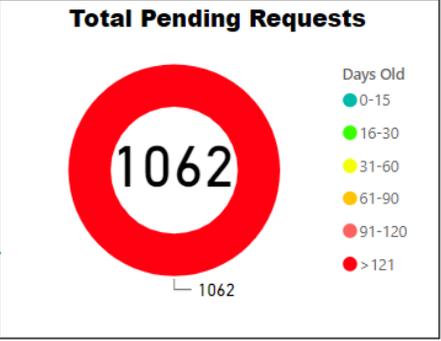
Requests Received prior to 2/1/2019 (to allow for targets on incoming requests vs historical backlog)

Service: Latent Comparison | Priority Type: All

# of Unassigned 993! Goal: 230 (-331.74%)	# Pending Draft 54! Goal: 50 (-8%)
# Pending Tech 15✓ Goal: 50 (+70%)	# Pending Admin 0✓ Goal: 50 (+100%)

Goal= Threshold for the max # of requests in each bucket

- 1062 Justice Trax Past Critical Age
- 1077 Avg Age of Requests >30 D..
- 2113 Age-Oldest Unassigned
- 1913 Age-Oldest Pending Draft
- 1463 Age-Oldest Pending Tech
- 0 Age-Oldest Pending Admin



Open Quality Reports

Qualtrax ID	Workflow #	Age
44789	2019-028	245
57701	2020-002	60
61653	2020-IA-01	11
61897		7
62079	2020-033	3

*Reports without a Workflow Id# are not included in the Avg Age

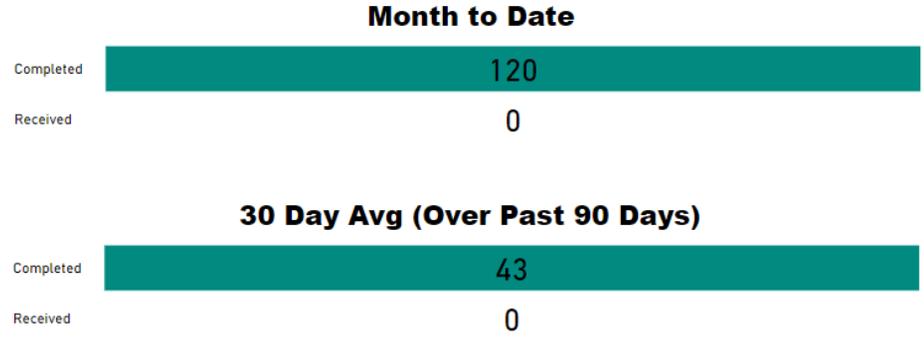
Quality TAT

22✓
Goal: 40, 41

Avg Age of Open Reports*

80

Quality Filter: Latent Prints

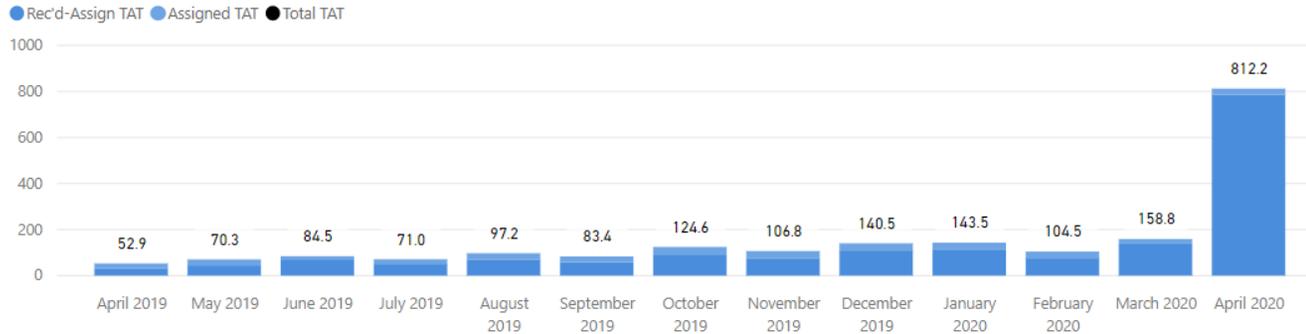


Date Range

4/1/2019

4/30/2020

Total TAT by Month



Request Type

Latent Comparison

Priority Type

All

Selected Time Frame Averages

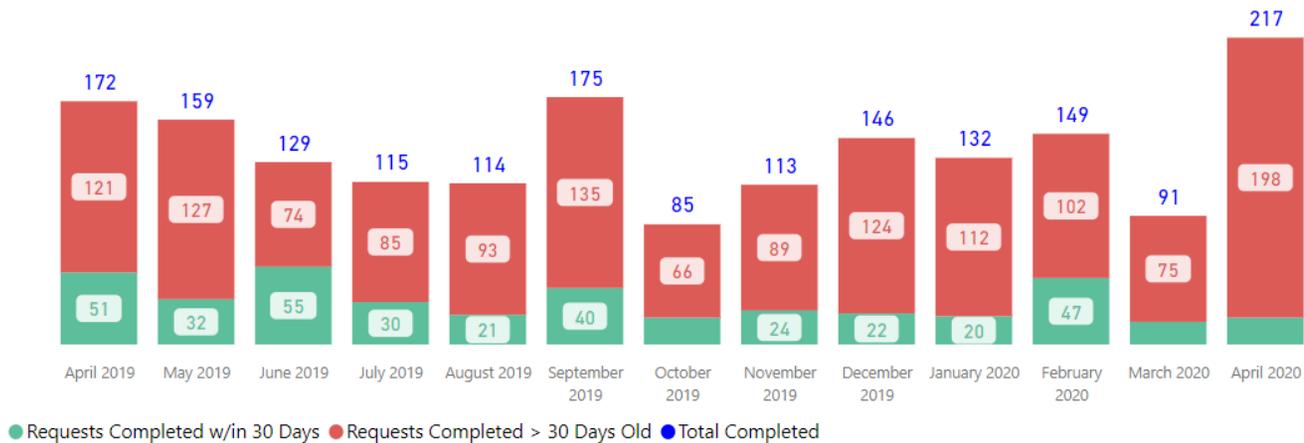
185.53

Total TAT (Rec'd-Compl.) Avg

26.17

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1797

Requests Completed

1401

Requests Completed > 30 Days Old

77.96 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service: Latent Comparison
 Priority Type: All



Received by Month

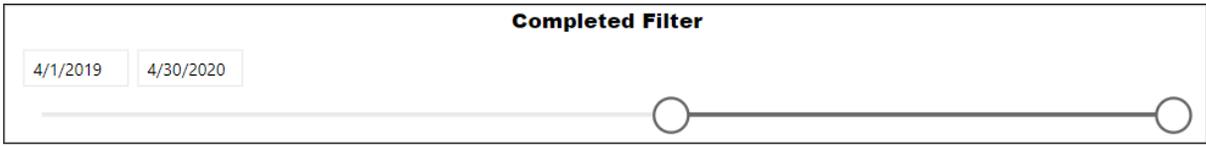


Total Received

2,642

Received per Month (Avg)*

203



Completed by Month



Total Completed

1,797

Completed per Month (Avg)*

138

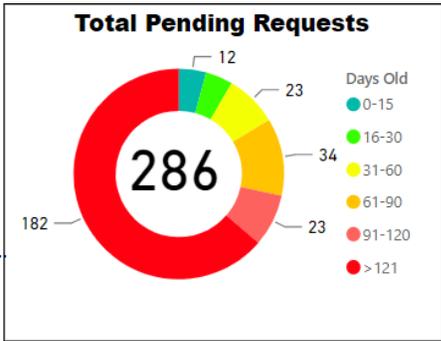
* months with zero activity are not calculated into the average

Service: Latent Processing | Priority Type: All

# of Unassigned 279! Goal: 50 (-458%)	# Pending Draft 5✓ Goal: 30 (+83.33%)
# Pending Tech 2✓ Goal: 30 (+93.33%)	# Pending Admin 0✓ Goal: 30 (+100%)

Goal= Threshold for the max # of requests in each bucket

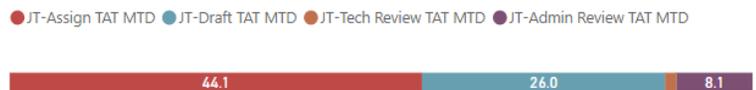
262 Justice Trax Past Critical Age
192 Avg Age of Requests >30 D...
626 Age-Oldest Unassigned
800 Age-Oldest Pending Draft
65 Age-Oldest Pending Tech
0 Age-Oldest Pending Admin



Overall TAT (Month to Date)
79.5!
Goal: 30, 31

Overall TAT (Past 90 Days)
76.5!
Goal: 30, 31

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
61897		7
44789	2019-028	245
57701	2020-002	60
62079	2020-033	3
61653	2020-IA-01	11

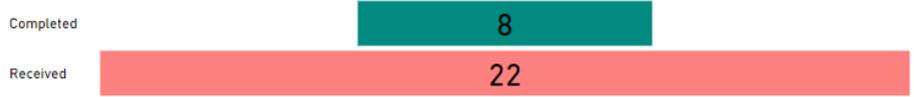
*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT
22✓
Goal: 40, 41

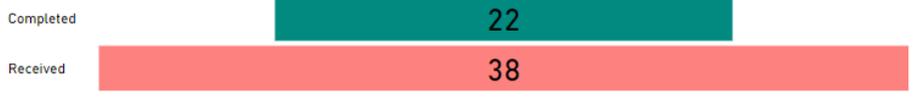
Avg Age of Open Reports*
80

Quality Filter: Latent Prints

Month to Date



30 Day Avg (Over Past 90 Days)

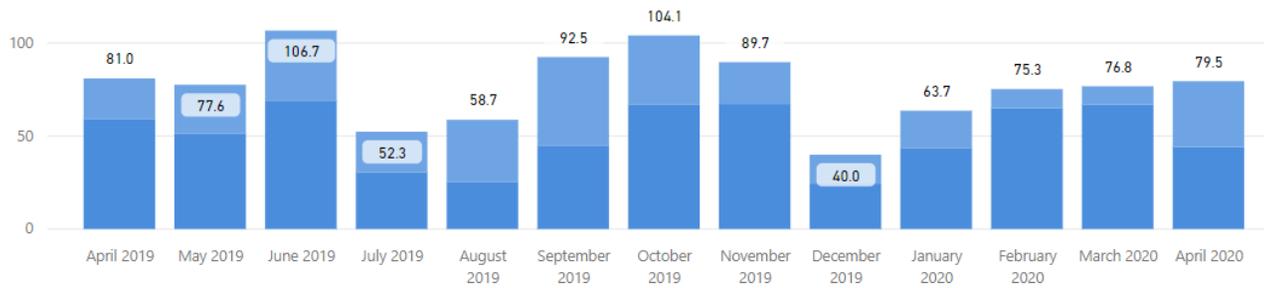


Date Range

4/1/2019 4/30/2020

Total TAT by Month

● Rec'd-Assign TAT ● Assigned TAT ● Total TAT



Request Type

Latent Processing

Priority Type

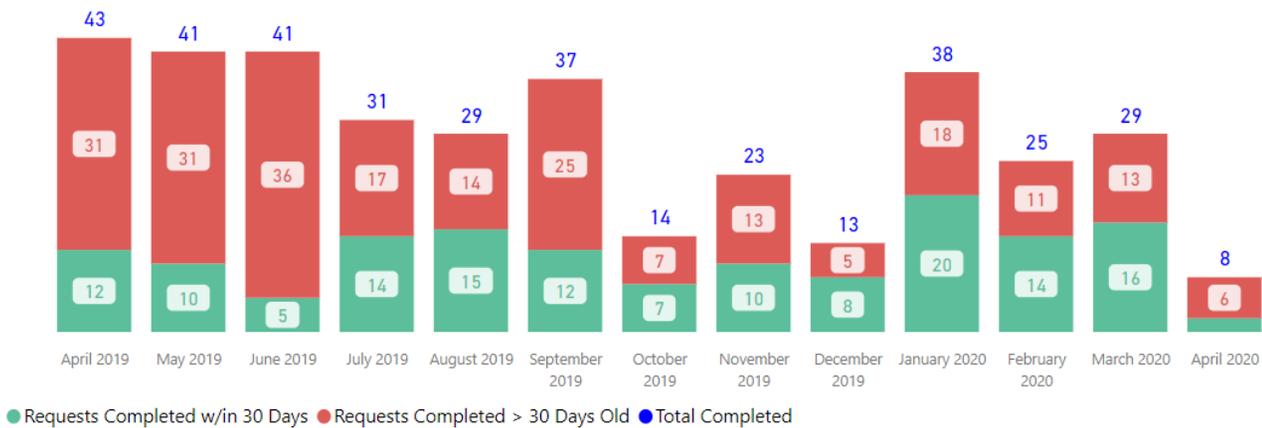
All

Selected Time Frame Averages

77.93
Total TAT (Rec'd-Compl.) Avg

26.39
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

372
Requests Completed

227
Requests Completed > 30 Days Old

61.02 %
% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service: Latent Processing
 Priority Type: All

Received Filter

4/1/2019 4/30/2020

Received by Month



Total Received

540

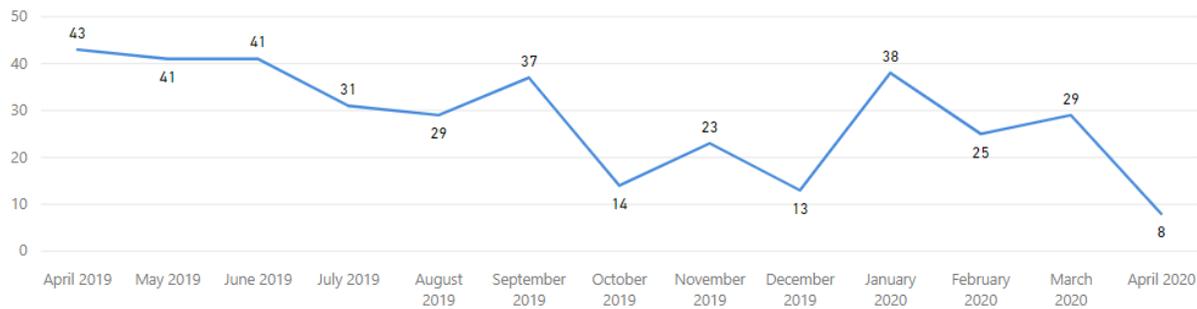
Received per Month (Avg)*

42

Completed Filter

4/1/2019 4/30/2020

Completed by Month



Total Completed

372

Completed per Month (Avg)*

29

* months with zero activity are not calculated into the average

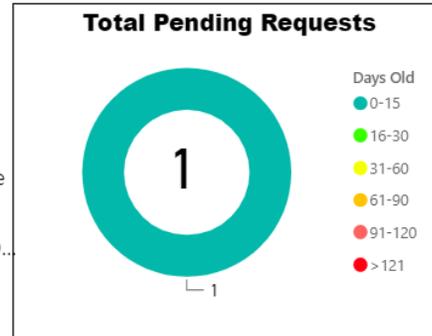
Digital Multi-Media

Service: AV Call Out
 Priority Type: All

# of Unassigned 0 ✓ Goal: 15 (+100%)	# Pending Draft 1 ✓ Goal: 5 (+80%)
# Pending Tech 0 ✓ Goal: 5 (+100%)	# Pending Admin 0 ✓ Goal: 5 (+100%)

Goal= Threshold for the max # of requests in each bucket

- 0 Justice Trax Past Critical Age
- NaN Avg Age of Requests >30 D...
- 0 Age-Oldest Unassigned
- 2 Age-Oldest Pending Draft
- 0 Age-Oldest Pending Tech
- 0 Age-Oldest Pending Admin



TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

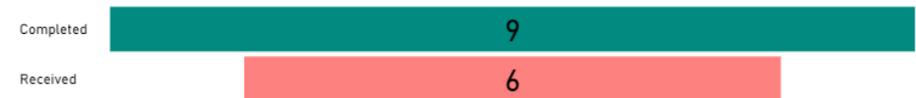
25 ✓
Goal: 30, 31

Avg Age of Open Reports*

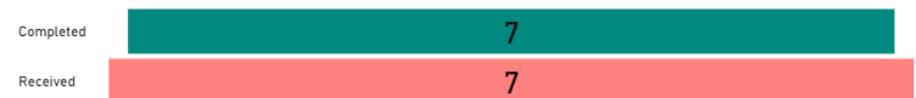
NaN

Quality Filter: Audio/Video

Month to Date



30 Day Avg (Over Past 90 Days)



Date Range

4/1/2019 4/30/2020

Total TAT by Month



Request Type

AV Call Out

Priority Type

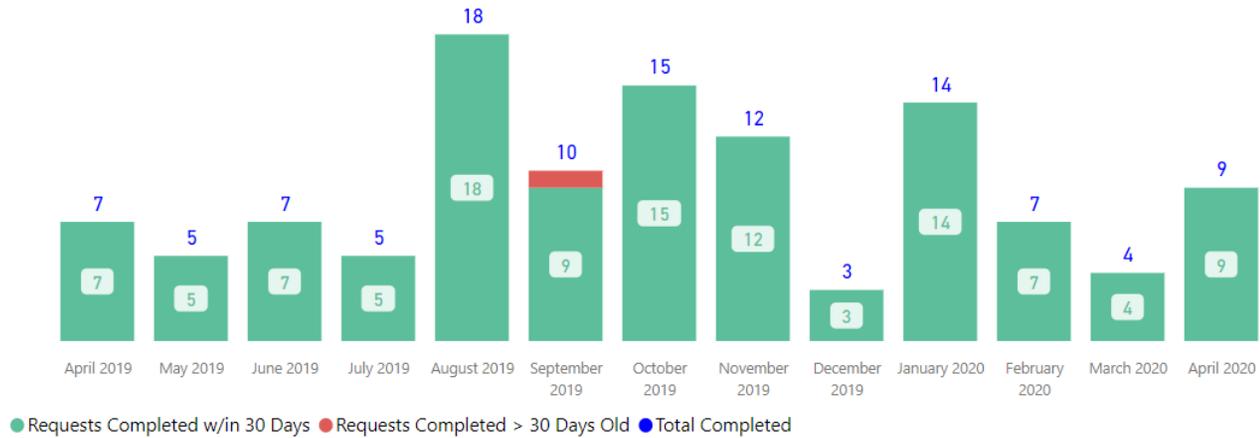
All

Selected Time Frame Averages

6.65
Total TAT (Rec'd-Compl.) Avg

5.44
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

116
Requests Completed

1
Requests Completed > 30 Days Old

0.86 %
% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service: AV Call Out
 Priority Type: All

Received Filter

4/1/2019 4/30/2020

Received by Month



Total Received

117

Received per Month (Avg)*

9

Completed Filter

4/1/2019 4/30/2020

Completed by Month



Total Completed

116

Completed per Month (Avg)*

9

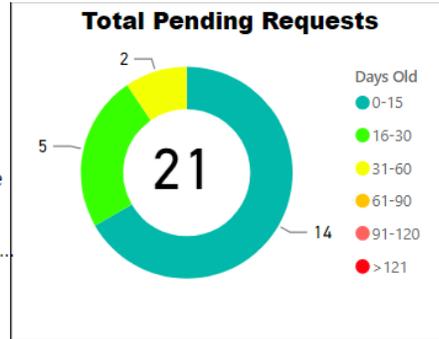
* months with zero activity are not calculated into the average

Service: AV Examination
 Priority Type: All

# of Unassigned 17! Goal: 15 (-13.33%)	# Pending Draft 2✓ Goal: 5 (+60%)
# Pending Tech 1✓ Goal: 5 (+80%)	# Pending Admin 1✓ Goal: 5 (+80%)

Goal= Threshold for the max # of requests in each bucket

- 2 Justice Trax Past Critical Age
- 33 Avg Age of Requests >30 D...
- 21 Age-Oldest Unassigned
- 34 Age-Oldest Pending Draft
- 31 Age-Oldest Pending Tech
- 27 Age-Oldest Pending Admin

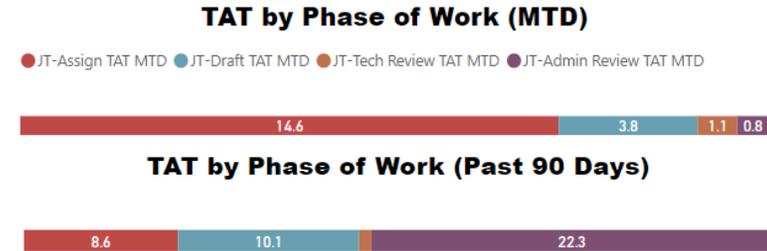


Overall TAT (Month to Date)

20.3✓
 Goal: 45, 46

Overall TAT (Past 90 Days)

41.7✓
 Goal: 45, 46



Open Quality Reports

Qualtrax ID	Workflow #	Age

*Reports without a Workflow Id# are not included in the Avg Age

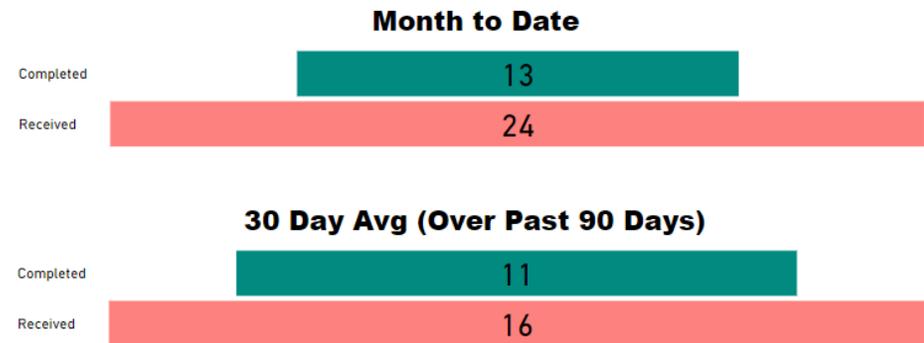
Quality TAT

25✓
 Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter: Audio/Video



Date Range

4/1/2019 4/30/2020

Total TAT by Month



Request Type

AV Examination

Priority Type

All

Selected Time Frame Averages

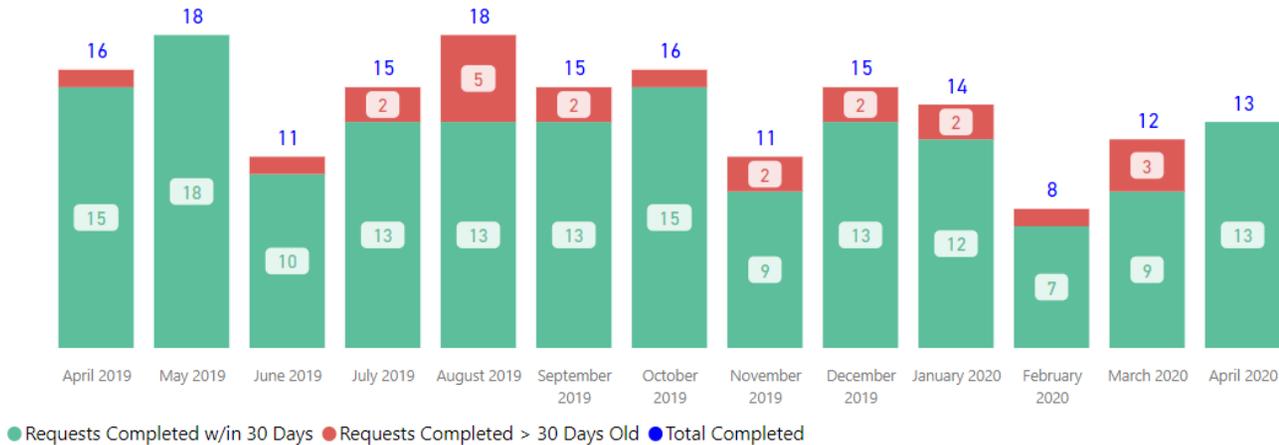
23.89

Total TAT (Rec'd-Compl.) Avg

15.31

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

182

Requests Completed

22

Requests Completed > 30 Days Old

12.09 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service: AV Examination
 Priority Type: All

Received Filter
 4/1/2019 - 4/30/2020

Received by Month



Total Received

190

Received per Month (Avg)*

15

Completed Filter
 4/1/2019 - 4/30/2020

Completed by Month



Total Completed

182

Completed per Month (Avg)*

14

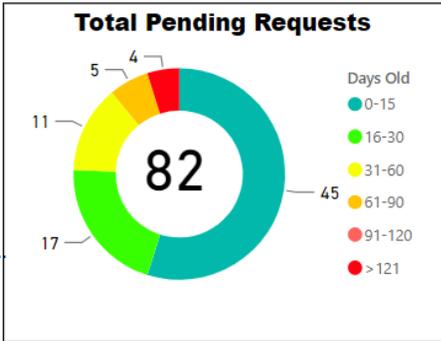
* months with zero activity are not calculated into the average

Service: Priority Type:

# of Unassigned 62! Goal: 50 (-24%)	# Pending Draft 20! Goal: 5 (-300%)
# Pending Tech 0✓ Goal: 5 (+100%)	# Pending Admin 0✓ Goal: 5 (+100%)

Goal= Threshold for the max # of requests in each bucket

20 Justice Trax Past Critical Age
 83 Avg Age of Requests >30 D...
 206 Age-Oldest Unassigned
 274 Age-Oldest Pending Draft
 0 Age-Oldest Pending Tech
 0 Age-Oldest Pending Admin



Overall TAT (Month to Date)

17.6✓

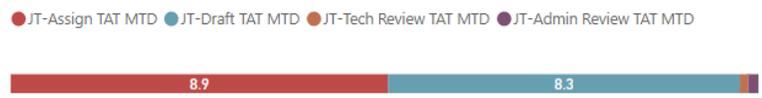
Goal: 45, 46

Overall TAT (Past 90 Days)

37.2✓

Goal: 45, 46

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

39!

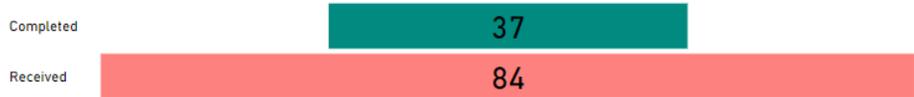
Goal: 30, 31

Avg Age of Open Reports*

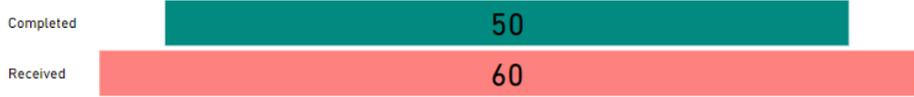
NaN

Quality Filter:

Month to Date



30 Day Avg (Over Past 90 Days)

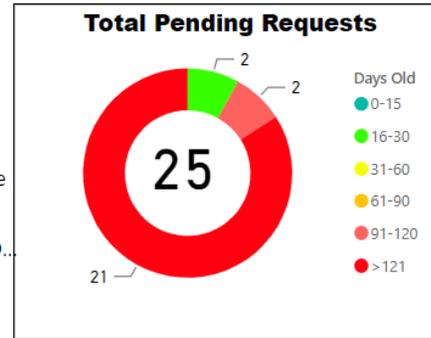


Service: DME
 Priority Type: All

# of Unassigned 21! Goal: 0	# Pending Draft 3✓ Goal: 30 (+90%)
# Pending Tech 1✓ Goal: 30 (+96.67%)	# Pending Admin 0✓ Goal: 30 (+100%)

Goal= Threshold for the max # of requests in each bucket

- 23 Justice Trax Past Critical Age
- 231 Avg Age of Requests > 30 D...
- 295 Age-Oldest Unassigned
- 93 Age-Oldest Pending Draft
- 16 Age-Oldest Pending Tech
- 0 Age-Oldest Pending Admin



Overall TAT (Month to Date)
14.5✓
Goal: 30, 31

Overall TAT (Past 90 Days)
14.5✓
Goal: 30, 31

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

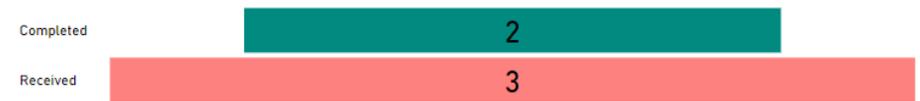
Qualtrax ID	Workflow #	Age
*Reports without a Workflow Id# are not included in the Avg Age		

Quality TAT
39!
Goal: 30, 31

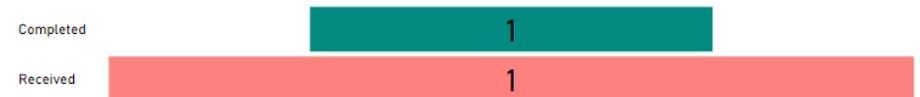
Avg Age of Open Reports*
NaN

Quality Filter: Digital Forensics

Month to Date



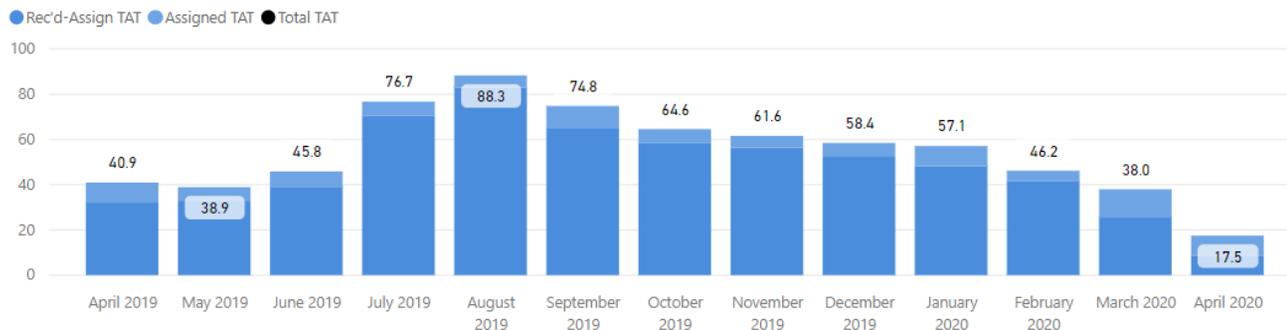
30 Day Avg (Over Past 90 Days)



Date Range

4/1/2019 4/30/2020

Total TAT by Month



Request Type

Multiple selections ✓

Priority Type

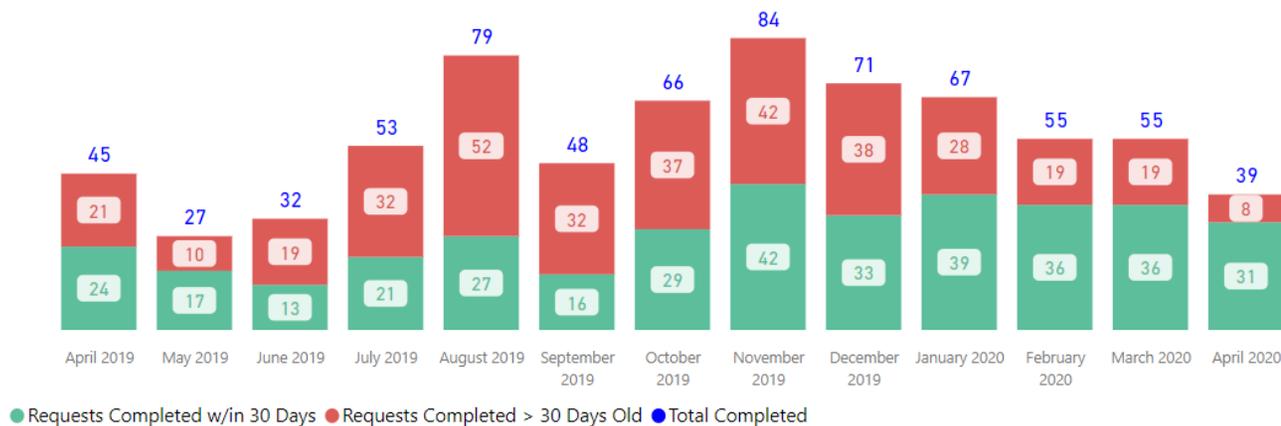
All ▾

Selected Time Frame Averages

57.84
Total TAT (Rec'd-Compl.) Avg

7.14
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

721
Requests Completed

357
Requests Completed > 30 Days Old

49.51 %
% Completed > 30 Days Old

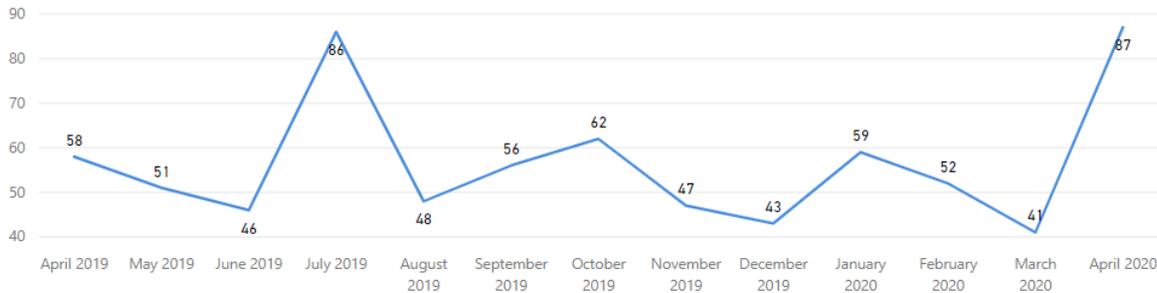
Requests more than 30 days old are considered to be backlogged requests

DFL and DME

Service: Priority Type:

Received Filter
4/1/2019 4/30/2020

Received by Month



Total Received

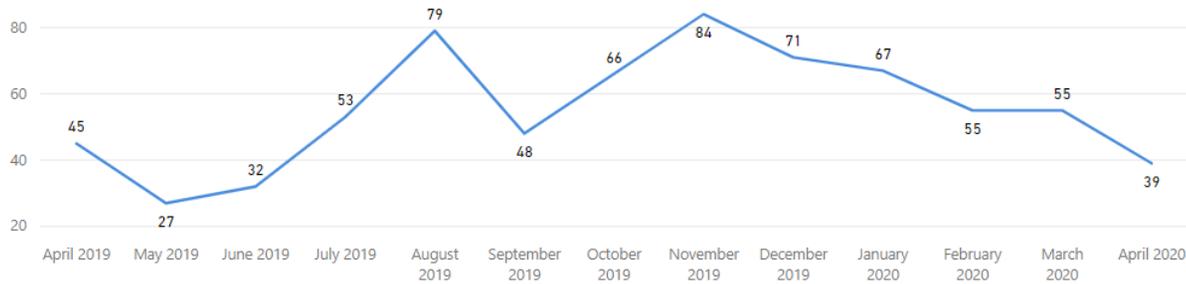
736

Received per Month (Avg)*

57

Completed Filter
4/1/2019 4/30/2020

Completed by Month



Total Completed

721

Completed per Month (Avg)*

55

* months with zero activity are not calculated into the average

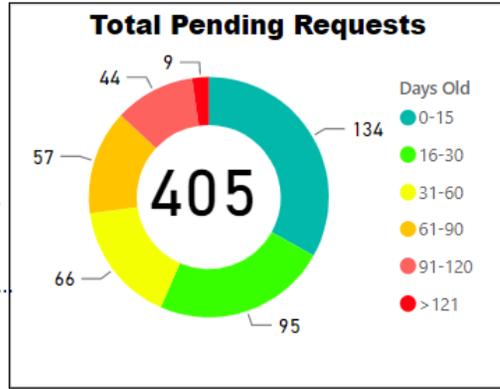
Crime Scene Unit

Service: CSU Response | Priority Type: All

# of Unassigned 0 ✓ Goal: 0	# Pending Draft 99! Goal: 30 (-230%)
# Pending Tech 304! Goal: 30 (-913.33%)	# Pending Admin 2! Goal: 0

Goal= Threshold for the max # of requests in each bucket

176 Justice Trax Past Critical Age
77 Avg Age of Requests >30 D...
0 Age-Oldest Unassigned
241 Age-Oldest Pending Draft
254 Age-Oldest Pending Tech
24 Age-Oldest Pending Admin



Overall TAT (Month to Date)
44.8!
Goal: 30, 31

Overall TAT (Past 90 Days)
43.4!
Goal: 30, 31

TAT by Phase of Work (MTD)

● JT-Assign TAT MTD ● JT-Draft TAT MTD ● JT-Tech Review TAT MTD ● JT-Admin Review TAT MTD



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
51462	2019-073	150
59822	2020-020	38
60498	2020-023	28
60718	2020-025	24
61561	2020-030	12

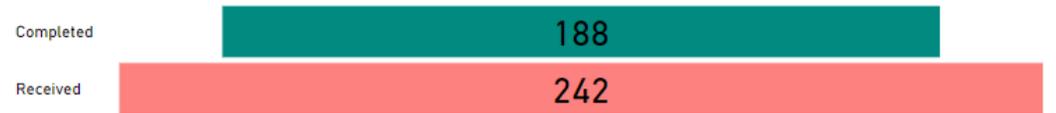
*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT
48!
Goal: 30, 31

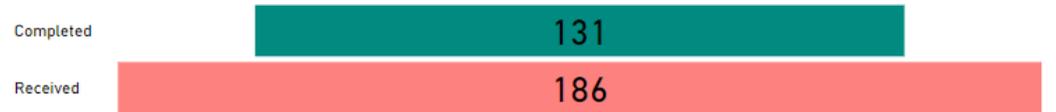
Avg Age of Open Reports*
50

Quality Filter: Crime Scene

Month to Date



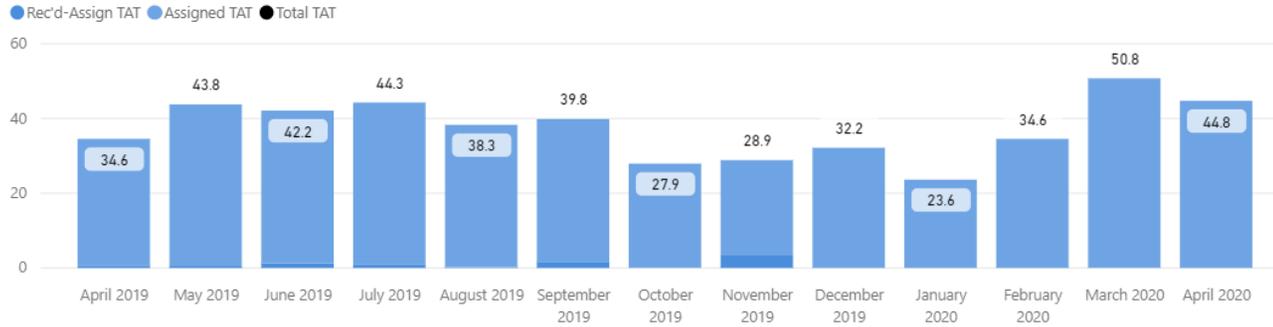
30 Day Avg (Over Past 90 Days)



Date Range

4/1/2019 4/30/2020

Total TAT by Month



Request Type

CSU Response

Priority Type

All

Selected Time Frame Averages

37.28

Total TAT (Rec'd-Compl.) Avg

36.61

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

2306

Requests Completed

1127

Requests Completed > 30 Days Old

48.87 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service: CSU Response
 Priority Type: All

Received Filter

4/1/2019 4/30/2020

Received by Month



Total Received

2,480

Received per Month (Avg)*

191

Completed Filter

4/1/2019 4/30/2020

Completed by Month



Total Completed

2,308

Completed per Month (Avg)*

165

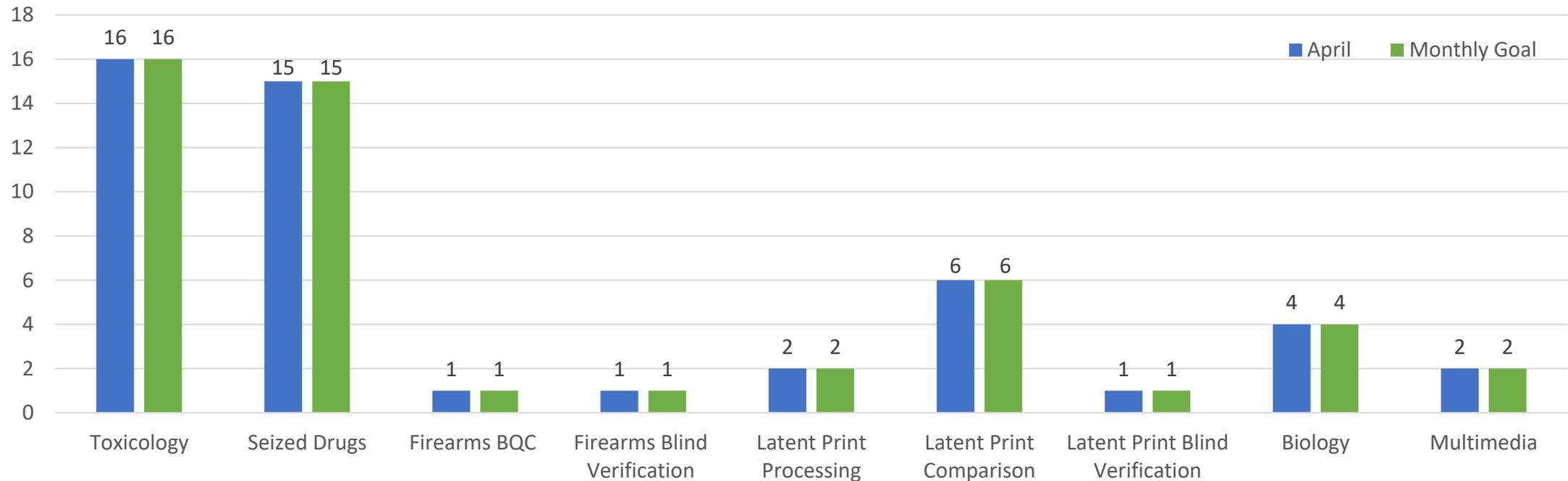
* months with zero activity are not calculated into the average

Quality Division Report

May 8, 2020



BQCs Submitted in April



Blind Quality: Accomplishments and Challenges

- Blind quality presentation to Council of Federal Forensic Laboratory Directors (CFFLD) in March-TENTATIVELY RESCHEDULED VIRTUAL PRESENTATION
- Firearms examiner falsely identified a blind

Forensic Discipline	Cases Completed in April
Toxicology – BAC	9
Seized Drugs	10
Biology	14 (DNA) 6 (screening)
Firearms – Blind Verification (BV)	0
Firearms	1
Latent Print Processing	0
Latent Print Comparison	3
Latent Print – Blind Verification (BV)	3
Multimedia	3



Internal Audits/Assessments

- Onsite assessment by accrediting body still scheduled for July
- Internal audits rescheduled for April 6 – May 29
- Audit findings to date:
 - 1 latent prints
 - 2 multimedia
 - 4 crime scene unit
 - 0 toxicology



2020 Testimony Data

- 21 analysts have testified this year
- 18 of 21 have been monitored
 - 3 analysts were not monitored- they will be monitored at next testimony or transcripts will be requested
- Transcript review project
 - All 8 committee evaluations are complete, awaiting final documentation



2019 Proficiency Testing

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		-	15	Complete for 2019
Toxicology		-	14	Complete for 2019
Firearms		-	25	Complete for 2019
Crime Scene Unit		-	26	Complete for 2019
Latent Prints		-	18	Complete for 2019
Multimedia	Audio/Video	-	7	Complete for 2019
	Digital	-	4	Complete for 2019
Forensic Biology		-	45	Complete for 2019



2020 Proficiency Testing

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		8	n/a	
Toxicology		7	n/a	
Firearms		1	n/a	
Crime Scene		2	n/a	
Latent Prints		8	n/a	
Multimedia	Audio/Video	-	n/a	
	Digital	-	n/a	
Forensic Biology		18	n/a	



Detailed Data



Quality Division Notifications

Incidents, Corrective and Preventive Actions

Thursday, April 30, 2020

10:19:42 PM

Page 1 of 3

	Quality Notified	Summary of Notification	Comments
Biology			
2020-027 IR	4/2/2020	A report had a statement indicating that testing was performed at the 1200 Travis Street location, but testing had been performed at 500 Jefferson Street. The statement was part of the previous report template and has since been removed. Prior to the template revision the statement was manually removed from each report as appropriate.	
2020-028 IR	4/8/2020	During the differential extraction of a sexual assault kit swab, sample volume was lost because a sample tube accidentally became unseated inside of the instrument. The procedure was completed with the remaining sample volume.	
2020-029 IR	4/7/2020	Two analysts did not complete the required literature review for the first quarter of 2020. The reviews have since been completed.	
2020-031 IR	4/22/2020	A deduction from a 2017 Forensic Biology case is being revised in accordance with the current interpretation guidelines.	
2020-PAR2 PAR	4/10/2020	The "sperm cell fraction" and "epithelial cell fraction" nomenclature in the Forensic Biology report template were revised to be "fraction 1" and "fraction 2". The notes section of the report includes an explanation of the theory of each fraction.	
Crime Scene			

HFSC's Quality Division investigates nonconforming work and helps develop solutions in compliance with accreditation and legal standards. With regard to the items listed above, the Division has not detected any use of inaccurate results in a criminal proceeding.

Quality Division Notifications

Incidents, Corrective and Preventive Actions

Thursday, April 30, 2020

10:20:10 PM

Page 2 of 3

	Quality Notified	Summary of Notification	Comments
2020-030 IR	4/14/2020	Prior to receiving authorization to perform technical reviews, a supervisor-in-training reviewed and released reports in the JusticeTrax laboratory information management system (LIMS). Another supervisor re-reviewed and re-issued all affected reports; however, these amended reports did not contain a statement explaining why the amendment was issued as is required by the Quality Manual.	
Firearms			
2020-PAR3 PAR	4/1/2020	HFSC collaborated with the Houston Police Department's property room to solidify a process for instances when HPD electronically relocates an item of evidence from one case to another. A summary of the agreement was documented and distributed to the process stakeholders.	
Latent Prints			
2020-033 CAR	4/27/2020	During review it was discovered that an examiner had conflicting information between the Additional Notes Worksheet and the dynamic user interface (DUI) in JusticeTrax laboratory information management system (LIMS).	
2020-034 CAR	4/21/2020	A Latent Print examiner's use of the "no value" conclusion in the dynamic user interface (DUI) in JusticeTrax laboratory information management system (LIMS) is inconsistent with the section's standard operating procedure definition which requires ridge detail to be visible but not suitable for comparison.	

HFSC's Quality Division investigates nonconforming work and helps develop solutions in compliance with accreditation and legal standards. With regard to the items listed above, the Division has not detected any use of inaccurate results in a criminal proceeding.

Quality Division Notifications

Incidents, Corrective and Preventive Actions

Thursday, April 30, 2020

10:20:34 PM

Page 3 of 3

	Quality Notified	Summary of Notification	Comments
2020-IA-01 IR	4/16/2020	During the 2020 Latent Print internal audit, the audit team discovered that two authorization memos were not signed by the respective staff member or uploaded to the staff member's electronic quality file. In addition, one of the authorization memos had to be revised in order to include the staff member as a recipient.	
Seized Drugs			
2020-032 IR	4/13/2020	A Toxicology analyst documented the ir administrative review training of blood alcohol cases on an obsolete form.	

HFSC's Quality Division investigates nonconforming work and helps develop solutions in compliance with accreditation and legal standards. With regard to the items listed above, the Division has not detected any use of inaccurate results in a criminal proceeding.