



# Houston Forensic Science Center

500 Jefferson St., 13<sup>th</sup> floor Houston, TX 77002

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To: Brian Rose, Harris County District Attorney's Office  
Alex Bunin, Harris County Public Defender's Office  
Ban Tien, Houston Police Department Executive Assistant Chief

From: Jackeline Moral, Quality Director

Cc: Peter Stout, President/CEO

Date: November 30, 2023

Re: Simplified Report Agreement Regarding ISO/IEC 17025:2017 clauses 7.8.2.1.h and 7.8.2.1.i

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This memo serves to notify HFSC stakeholders that HFSC utilizes a simplified report format for reporting results. This notification fulfills the requirements of ISO/IEC 17025:2017 clause 7.8.1.3.

HFSC simplified report format do not include the following dates:

- The date(s) evidence is received,
- The date(s) of sampling, and
- The date(s) of performance of laboratory activities.

These dates are documented in the case record and available upon request. The dates listed above are not critical to the validity and application of the results. Additionally, the inclusion of these dates on reports is not necessary for the interpretation of results nor does the lack of these dates lead to the misunderstanding or misuse of reported results.

As an HFSC stakeholder, your acknowledgement and approval in response to this memo will serve as the documented agreement for receiving simplified reports from HFSC.