




FIELD RESEARCH DIRECTOR (FRD) 101

SKILLS FOR SUCCESS




|  People |  TECHNICAL |  DOCUMENTATION |
|--|---|---|
| Professional not Personal Gracious NOT Gotcha | Good Growing Skills Agricultural – Green Thumb Crop and Ag Practices | Early and Often – when it happens. “Fill it out when I get back to the office” – and when would that be? |
| Timely communication: timely responses to emails; not letting issues “die on the vine” to provide a crop metaphor. | READ the FINAL protocol | Remember to READ and WRITE (protocols, SOPs, notebooks) |
| Ask Questions - When in DOUBT – DIAL Emails are great but sometimes one phone call could save six emails. Be Curious Silence = Deer in the headlights | Interact with other FRDs – share experience, knowledge, solutions on: Test substance concerns Application equipment Cropping practices etc. etc. | Maintenance pesticide records can be invaluable to the laboratory when trying to find “clean” samples. |
| Emails – reply to the appropriate folks Reply all – substantive information - to keep everyone in the loop Reply only to sender – “thank you” | Get Study Director approval for differentiation of multiple trials pre-season. | Often a phone call is more efficient for problem resolution. Document the phone call or send an email after the phone call for the record and confirmation. Print it out immediately. |

INTEGRATION AND BALANCE

SEVEN P'S - **P**ROPER **P**RIOR **P**LANNING **P**REVENTS **P**ISS **P**OOR **P**ERFORMANCE

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| <p>Share information without prompting with: SD, RFC, QAU, LRD as appropriate</p> <p>Trial progress/changes/"oops"</p> <p>Any trial delays need to be communicated ASAP</p> <p>Don't make QA beg for trial information on TARGETED trials – your CRITICAL event is CRITICAL. It may be the only field aspect of the study audited.</p> | <p>Seek out local experts for advice in planning for crops and crop pest issues.</p> <p>Keep past crop records for reference the next time around.</p> | <p>Include the entire email chain in Part 3.</p> |
| <p>Need a Study Director at HQ? Have Uta (X4646) track them down.</p> | <p>Plan, organize and be flexible so when things don't go as planned you have options.</p> | <p>Provide legible entries in the FDB: Penmanship Grammar – clear and concise; don't leave folks guessing, "What's that mean?" DO NOT baffle with bullshit</p> |
| <p>Treat problems and mistakes as learning tools to reduce the chance of the problem in future trials.</p> | <p>"Dry run" – new or unfamiliar application, technique or equipment; make sure glitches are worked out prior to the critical event.</p> | <p>Add clarity to the notebook when you can. "Connect the dots."</p> |

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| Team effort – everyone has a job to do Respect All Roles He/she without a quirk – let them cast the first stone | Mechanical Geniuses – always a plus | Document what the protocol requests you to do BUT tell us what YOU did, not what you think we want to “hear”. The focus should be the intent of the “law” not the letter of the “law” |
| Make time for Visitors – Visits cost money; make them worth the time and effort. | RFC team – more than happy to review calculations, plot plans and ideas you want to vet. | Write out a plan/schedule to keep you and your team organized and on track. |
| Have you taught your right hand person what they need to know? Has your right hand person told you what you need to know? | GLPs | |
| | Nobody has it all Relish your strengths Work on your weaknesses | |
| | The Devil is in the Details | |

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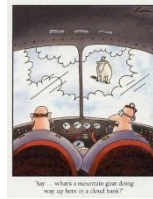
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TECHNICAL



DOCUMENTATION

| | | |
|--|--|--|
| | <p>Can you see the FOREST for the TREES? Can you see the big picture – how it all fits together? All errors are not created equal.</p> | |
| | <p>Calculations and Applications There are reasons to rush but it should not be standard operating procedure.</p> | |
| | <p>Crop Trials – Residue Chemistry Guidelines Residue/Regulatory</p> | |
| | <p>Build credibility and trust Know what you know and what you don't</p> | |

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