

Field Data Book Completion

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1. Approach the task with a positive attitude, keeping in mind that you want the QC and QA reviewers to have an easy time following the documentation of the trial.
2. Expect that notebook completion will take longer than expected, so try to allow for a block of uninterrupted time so that you can get momentum going towards completion.

The Process:

1. Go through the Field Data Book page by page, from front to back, and complete everything that needs to be done. Use another field data book that is similar and page through that book simultaneously as a cross-check. Select the most recent Field Data Book for the same crop or the same trial (if there's multiple trials for the same project). The most recent books will have the most recent requirements and will serve as the most up to date reference.
2. While paging through the book, write down anything that needs completing that can't be addressed immediately. That way, only have to go through book completely one time. The second round, is completing the stuff on the list. Things that are typically on this list are things like: adding weather data, getting the field maintenance records and irrigation records from the grower, filling out the GLP compliance statement, paginating book, and filling in the chain of custody page when I send the book in.
3. Read through the QC and QA reports from that year or from similar trials. Make sure there's not something listed in these reports that should be included in book.

Strategy:

Take time to get the books complete as possible, while trial is fresh in my mind. This cuts down on questions to address in QC and QA reviews, when you're focused on other trials. This saves time in the long run for both myself and the reviewers.

Other things I do when completing books:

- a. Unusual trials, such as processing trials, or trials with lots of different sample fractions, or unique application types: Include photos in appropriate sections so reviewers have a visual of what happened. Insert narrative page to explain complicated procedures. Don't be afraid to add pages if you think the information provided is necessary and useful. Although Part 3 is the "catch all" place, it's better to put the additional information in the appropriate sections of the book.

Examples:

1. We do a lot of trials outer-island, so we prepare pre-measured aliquots of test substance for each application. These aliquots are held in secondary containers and they are shipped to the outer island

field site and stored there during the trial. We put a Hobo recorder in the shipping box and it's used to record storage temperatures at the outer-island site. Because this is a little different procedure than what normally occurs with the test substance, I put in an explanation page in Part 4 to explain the different Hobo's used to record test substance storage temperatures. There's the Hobo in our pesticide storage cabinet where the original container is held, then there's the Hobo that goes in the shipping box and records storage at the new location. This way, the reviewer doesn't have to puzzle together what the Hobo temp charts are for.

2. Seed corn trials: there were different sample fractions and modifications to reduce sample size where the protocol description was a little complicated, so I added lots of photos with notations on them in the sampling section (insert text boxes on photos to explain what photo is illustrating). One of the sample fractions was dried, so I included photos of the dryer, drying bags, sample bags, because the process was new to me.