

SOP Log Sheet

For copies of SOPs contact Diawe DiAngelo

ID # S00147

Region: NER

State: NY City: Lyons

Location: NER Field Reality Research

FRD/LRD: Scott Palmer
Submitter

Effective Date: 9/14/15

Description of Material (s): 2015 SOPs

Reviewed By: D. DiAngelo Sign/Date: 3/24/17

Receive Date: 3/22/17 Date to Archivist: 3/24/17

File Format: E-mail CD Hard Copy

Electronic copy ok to use: Y or No If no, indicated below, what needs to be done
(Circle one)

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Date from Reviewer: 3/24/17

Date Posted: 3/24/17 Archive Date: 3/24/17

Archive Location: Active File Rm. Cabinet 1 Drawer 1

Sign: [Signature]

Comment: _____

All SOP's included in this facility record package are True and Exact copies of the Original Documents. These original documents are retained in the Reality Research archives.

Sam Palmer
Dec. 19, 2016

September 14, 2015
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INDEX OF STANDARD OPERATING PROCEDURES

<u>Section</u>	<u>SOP ID</u> <u>Effective Date</u>	<u>SOP Title</u>
SOPs used for this trial marked with X.		
<u>Section I. Calibration</u>		
—	Cal/01/R6 Feb. 11, 2010	Instructions for Setup and Calculation of Tractor-Mounted Boom Sprayers Using Computerized Calculations.
—	Cal/02/R0 Aug 09, 2006	Instructions for Calibration of A Tractor-Mounted Drop Nozzle Boom Sprayer And Documentation Of The Application Event
—	Cal/03/R2 June 10, 2009	Instructions for Setting Up Airblast Sprayer Description Sheets
—	Cal/04/R2 June 10, 2009	Instructions for Setting Up Boom Sprayer Descriptions Sheets
—	Cal/16/R3 March 02, 2009	Instructions for Setup and Calculation of Airblast Sprayers Using Computerized Calculations.
—	Cal/17/R1 March 23, 2004	Instructions for Calibration of Commercial Airblast Sprayers Using Computerized Calculations
—	Cal/18/R1 March 23, 2004	Instructions for Using GPS Equipment to Collect Sprayer Speeds for Large-scale Orchard/Field Trials.
—	Cal/19/R0 June 1, 2011	Instructions for Calibration of A Hand-pushed Seeder or Drill
—	Cal/20/R0 Sept 1, 2011	Instructions for Calibration of A Hand-operated Spreader/Seeder
<u>Section II. Data</u>		
—	DAT/01/R2 March 21, 2007	Instructions for Data Entry.
—	DAT/02/R4 March 02, 2009	Data Collection Procedures for Environmental Measuring Devices.
—	DAT/03/R2 March 21, 2007	Procedures for Establishing Historical Records of Crop Maintenance and Pesticide Use.
—	DAT/04/R1 March 23, 2004	Instructions for the Certification of True and Exact Copies of Raw Data.

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<u>Section</u>	<u>SOP ID</u> <u>Effective Date</u>	<u>SOP Title</u>
<u>Section II. Data</u>		
—	DAT/05/R2 March 02, 2009	Instructions for Calculations of Test Substance Requirements for GLP Trials.
—	DAT/06/R5 March 02, 2009	Instructions for Transferring and Handling of Facility Records to be Archived at Reality Research
—	DAT/07/R0 June 28, 2004	Instructions For Rounding Off Numbers And Reporting Significant Figures
<u>Section III. Maintenance</u>		
—	Main/01/R4 March 21, 2007	Instructions for Routine/Non-Routine Maintenance And Calibration of Scales and Balances Including Documentation.
—	Main/02/R5 March 25, 2008	Instructions for Maintenance and Calibration of Environmental Measuring Devices Including Documentation.
—	Main/03/R4 March 21, 2007	Instructions for Routine and Non-Routine Maintenance of Farm Tractors and Other Farm Power Equipment Used in the Conduct of GLP Trials.
—	Main/04/R3 June 1, 2010	Instructions for Routine and Non-Routine Maintenance of Application Equipment.
—	Main/05/R0 March 1, 2003	Instructions for Cleaning of Application Equipment Used in Residue and Other Trials.
—	Main/06/R3 March 21, 2007	Instructions for Maintenance of Freezer Facilities, Their Maintenance/Temperature Logs, and Documentation of Temperature Spikes in Reality Research Freezers.
—	Main/07/R0 August 15, 2005	Instructions for Handling Equipment Failure During Application of Test Substances in Residue Trials
<u>Section IV. Test Substance</u>		
—	TS/01/R1 March 23, 2004	Instructions for Test, Control, and Reference Substance Storage Including Their Containers.

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<u>Section IV. Test Substance</u>		
—	TS/02/R7 March 02, 2012	Instructions for Chain of Custody Documentation Of Test, Control, Or Reference Substances Used In GLP Studies.
—	TS/03/R3 April 21, 2011	Instructions for Handling and Disposing of Spray Solution, Granules, and Spilled Test Materials.
—	TS/04/R0 March 1, 2003	Instructions for Use of Balances and Scales For Weighing Dry Test Materials.
—	TS/05/R1 March 15, 2006	Instructions for Labeling of Reagents and Solutions
<u>Section V. Personnel</u>		
—	Per/01/R4 March 01, 2007	Procedures for Writing Job Descriptions and Curricula Vitae; Documenting Personnel Training; and Maintaining and Updating These Records.
—	Per/02/R1 March 23, 2004	Responsibilities and Duties for Company Management and Professional Staff Members.
<u>Section VI. Residue</u>		
—	Res/01/R2 August 1, 2007	Instructions for Collection and Transportation Of Residue Samples from Field to Freezer
—	Res/02/R1 March 23, 2004	Instructions for Collection of Apple, Pear, Peach, or Plum Residue Samples Following Ground Application.
—	Res/03/R1 March 23, 2004	Instructions for Collection of Sweet or Tart Cherry Residue Samples Following Ground Application.
—	Res/04/R1 March 23, 2004	Instructions for Packaging and Shipping of All Residue Samples.
—	Res/05/R3 March 21, 2007	Instructions for Collecting and Handling Tank Mix Samples.
—	Res/06/R0 August 14, 2004	Instructions for Collection of Grape Residue Samples Following Ground Applications

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<u>Section VI. Residue</u>		
—	Res/07/R1 March 31, 2008	Instructions for Collecting and Processing Leaf Samples for Foliar Dislodgeable Trials
—	Res/08/R2 March 02, 2009	Instructions for Movement of Samples Into and Out Of Freezers
—	Res/09/R2 Sept. 13, 2013	Instructions for Post-harvest Treatments Of Fruit And Vegetables With Simulated Commercial Equipment
<u>Section VII. Safety</u>		
—	SAF/01/R1 March 23, 2004	Instructions for Personnel Safety: Training And Supplies.
—	SAF/02/R1 March 23, 2004	Instructions for Chemical Spill Containment On Site and In Transit.
—	SAF/03/R1 March 23, 2004	Instructions for Use, Cleaning, and Disposal of Personal Protection Equipment (PPE).
<u>Section VIII. System</u>		
—	SYS/01/R1 March 23, 2004	Instructions for Selection, Set-up and Identifying Test Systems for Field Trials.
—	SYS/02/R2 March 21, 2007	Test System Preparation, Care and Observation.
—	SYS/03/R1 March 23, 2004	Standard Nomenclature for Growth Stages of Northeastern Fruit Trees.
—	SYS/04/R0 January 28, 2008	Archiving of Vegetable and Field Crop Seed Packages
—	SYS/05/R0 March 28, 2008	Test System Set-Up For Limited Access and Crop Degradation and/or Destruction

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<u>Section IX. Standard Operating Procedures</u>		
—	SOP/01/R3 June 28, 2004	Instructions for Writing, Reviewing, Revising, Distributing, and Retirement of SOPs Including Maintenance of Reality Research SOP Manuals.
—	SOP/02/R2 May 5, 2007	Instructions for Handling Test Sponsor and Environmental Protection Agency (EPA) Audits.
—	SOP/03/R0 March 1, 2003	Instructions for Establishing a Reality Research Duty Roster (DR) Including Review and Updating Procedures.
—	SOP/04/R1 March 15, 2006	Instructions for Establishing and Maintaining Facility Floor Plans and Organizational Charts Including Review and Updating Procedures.
—	SOP/05/R2 April 21, 2011	Instructions for Handling Protocol and Standard Operating Procedure Deviations.
<u>Section X. Computers (Elec. Field Notebooks)</u>		
—	Comp/01/R1 Nov. 18, 2009	Raw Data Definitions for Electronic Field Notebook
—	Comp/02/R1 Nov. 18, 2009	Security Procedures for Electronic Field Notebook.
—	Comp/03/R0 May 12, 2003	Procedures for Field Unit Unavailability When Using Electronic Field Notebooks.
—	Comp/04/R0 May 12, 2003	Backup and Disaster Recovery Procedures When Using Electronic Field Notebooks.
—	Comp/05/R2 Nov. 18, 2009	Data Backup and Recovery Procedures When Using Electronic Field Notebooks.
—	Comp/06/R2 March 7, 2011	Managing the Computer System When Using Electronic Field Notebooks.
<u>Section XI. Miscellaneous</u>		
—	QA/01/R4 March 21, 2007	GLP Responsibilities.