How to Audit Field Notebooks
(Paper and Electronic)
It is the end of the season, all trials are ending, then comes the on-rush

Paper FTNs
Or
Electronic

ADVANTAGE
FARM
FERN
FREDDY
QAU Responsibilities

- Determine that no deviations from approved protocols or SOPs were made without proper authorization and documentation.

- Review the final report to assure that such report accurately describes the methods and SOPs and that the report results accurately reflect the raw data of the study.
The Basics of GLP

- SAY what you are going to do
- DO what you said
- RECORD what you did
- VERIFY the results
- ACT on any differences
1st Step

- Read The Protocol / Amendments!!!
- Review relevant SOPs
- Use a Checklist or not
Location

• Location of trial
  • Region
  • State
  • County

• Type of Trial
  • RAC / Decline / Processing / GMO
The test system

- Does the test system match the protocol?
- Was the plot diagram documented and does it reflect the layout well?
- Does it have all protocol requirements?
The Test Substance

- Batch Number
- Events / Entries
- Storage conditions
- Expiration date
- COC
- COA
Calibration / Application

- Application method / Equipment
- Growth stage
- Number of applications / interval
- Calibrated GPA
- Calculations / verification
- Adjuvant / additives
- Application Conditions
- Communication
Sampling

- Growth Stage / PHI
- Matrices
- Quantity / weight
- Sample description
- Cleaning Equipment
- Balance GLP Yes or No
- Sample Transport
- Storage conditions
- Shipping
Documentation:

- Recorded Promptly / Initialed / Dated
- Corrections
- Transcriptions
Documentation:

- SOPs used documented
- GLP Compliance complete and accurate
- Irrigation data
- Pesticide History
- Maintenance Pesticides, Fertilizer use, cultural practices
Documentation:

- Weather data
- Deviations Documented / sent to S.D.
- Correspondence
- In-Life Audit
Electronic Notebooks:

- Training
- Electronic Review or Printout
- Updates sent at proper intervals
QUESTIONS???