



2017 IR-4 National Education Conference, Orlando, FL

# **Updates to the IR-4 Master Schedule / eDOCs – an electronic document management system**

Feb. 28 – March 1, 2017

Tammy W. Barkalow RQAP-GLP  
Assistant Director, Quality Assurance  
And Special Guest

- What is a master schedule?
- What are the fields available to sort a master schedule?
- What has been changed on the master schedule?
- How is the master schedule used?

- **What is a master schedule?**

a master schedule sheet of all studies conducted at the testing facility indexed by test substance, and containing the test system, nature of study, date study was initiated, current status of each study, identity of the sponsor, and name of the study director.

## Master Schedule - What is Required?

- all studies conducted at the testing facility
- indexed by test substance, and
- containing the test system,
- nature of study,
- date study was initiated,
- current status of each study,
- identity of the sponsor, and
- name of the study director
- The IR-4 master schedule is explained in HQ SOP 4.4 r7



**IR-4 MASTER SCHEDULE (IR-4=SPONSOR) ✓**  
**✓ All Studies MOR Unless Coded Otherwise**  
**Estimated Dates except for ACT (=ACTUAL DATES)**  
**Good Laboratory Practice Studies (GLP) Studies**

Print Date: 2/21/2017

<u>PR#</u>	<u>CHEMICAL/COMMODITY</u> <u>STUDY DIRECTOR/AUDITOR</u>	<u>FIELD RESEARCH</u> <u>DIRECTOR (FRD)</u>	<u>FIELD</u> <u>ID#</u>	<u>FIELD</u> <u>START</u>	<u>COLLECT</u> <u>SAMPLE</u>	<u>SAMPLES</u> <u>SHIPPED</u>	<u>FIELD</u> <u>COMP.</u>	<u>RFC</u>	<u>TO QA</u>	<u>HQ</u> <u>Recd.</u>	<u>LAB ID#</u>	<u>LAB</u> <u>START</u>	<u>LAB</u> <u>COMP</u>	<u>ACT.</u> <u>STUDY</u> <u>INIT.</u>	<u>EXP.</u> <u>START</u>	<u>EXP.</u> <u>TERM.</u>	<u>ACT.</u> <u>STUDY</u> <u>COMP.</u>
11111	IPCONAZOLE ONION (SEED TRT) LENNON/HQ	Seed Treatment	NA							NA	ST-SGS01			02/05/13	02/13	11/14	
11111	IPCONAZOLE ✓ ONION (SEED TRT) ✓ LENNON/HQ ✓	Stewart, D.	13-CA103	NA	10/01/13	10/31/13	11/30/13	12/06/13	12/17/13	03/21/14	13-TIR03	06/--/13		02/05/13	02/13	11/14	
		Boutwell, Brent	13-CA104	---	---	---	DROPPED			09/30/16	13-TIR03	06/--/13	DISCARD				
		Skiles, Keri	13-CA105	NA	08/05/13	08/15/13	10/15/13	08/22/13	12/10/13	03/19/14	13-TIR03	06/--/13					
		Benzen, Ms. Sharon D.	13-CA*106	NA	10/01/13	10/15/13	12/31/13	02/20/14	02/27/14	04/09/14	13-TIR03	06/--/13					
		Meeks, Mr. Will	13-ID11	NA	08/20/13	10/20/13	12/20/13	02/04/14	05/25/14	07/10/14	13-TIR03	06/--/13					
		Ross, Marylee	13-MD20	---	---	---	DROPPED			04/20/16	13-TIR03	06/--/13	DISCARD				
		Craig, Maury (NMSU)	13-NM16	---	---	---	DROPPED			04/23/14	13-TIR03	06/--/13	DISCARD				
		Bellinder, Dr. Robin	13-NY17	---	---	---	DROPPED			11/18/13	13-TIR03	06/--/13	DISCARD				
		Riddle, Geoff	13-ON09	NA	08/28/13	10/30/13	12/--/13		05/27/14	07/07/14	13-TIR03	06/--/13					
		Riddle, Geoff	13-ON10	NA	07/15/13	10/30/13	12/--/13		05/27/14	07/08/14	13-TIR03	06/--/13					
		Jobin, Tristan	13-QC10	NA	08/23/13	10/15/13	11/15/13	12/29/13	05/27/14	07/08/14	13-TIR03	06/--/13					
		Jobin, Tristan	13-QC15	NA	08/22/13	10/15/13	11/15/13	12/29/13	05/27/14	07/11/14	13-TIR03	06/--/13					
		Jobin, Tristan	13-QC16	NA	08/16/13	09/01/13	10/01/13	12/29/13	05/27/14	09/16/14	13-TIR03	06/--/13					
		Jobin, Tristan	13-QC17	NA	08/16/13	09/01/13	10/01/13	12/29/13	05/27/14	09/17/14	13-TIR03	06/--/13					
		Hadd, Renaud	13-QC21	---	---	---	DROPPED			07/16/14	13-TIR03	06/--/13	DISCARD				
		Hadd, Renaud	13-QC22	---	---	---	DROPPED			07/16/14	13-TIR03	06/--/13	DISCARD				
		Wade, Paul	13-SC*12	NA	08/05/13	07/10/13	08/21/13	11/13/13	12/02/13	02/20/14	13-TIR03	06/--/13					
		Rodriguez, Alfredo	13-TX20	---	---	---	DROPPED			07/07/14	13-TIR03	06/--/13	DISCARD				
		Craig, Maury (NMSU)	14-NM499	---	---	---	DROPPED			NA	13-TIR03	06/--/13	DISCARD				
		Bellinder, Dr. Robin	14-NY333	NA	08/27/14	08/29/14	09/30/14	10/28/14	11/21/14	12/05/14	13-TIR03	06/--/13					
		Jobin, Tristan	14-QC411	NA	08/22/14	09/15/14	11/15/14	11/10/14	11/25/14	12/09/14	13-TIR03	06/--/13					
		Jobin, Tristan	14-QC412	NA	08/22/14	09/15/14	11/15/14	11/10/14	11/25/14	12/08/14	13-TIR03	06/--/13					
		Rodriguez, Alfredo	14-TX495	10/01/14	03/18/15	04/08/15	05/30/15	06/23/15	10/01/15	10/21/15	13-TIR03	06/--/13					

**FIELD ID#** - year + state + (\* if ARS) + trial number

assigned

**FIELD START** – estimated date from FRD (From letter sent with FDB\*\*\*\* VERY IMPORTANT LETTER\*\*\*\*)

**COLLECT SAMPLE** – estimated date from FRD

**SAMPLES SHIPPED** - estimated date from FRD

**FIELD COMP.** - estimated date from FRD

**RFC** - date HQ receives from FRD on the blue postcard that the FDB has gone to the RFC

**RFC TO QA – date HQ receives QC info from**

**RFC indicating the FDB has been sent to QA**

**HQ Recd. - Date FDB is received at HQ**

**LAB ID# - year + Lab code + assigned  
sequential # of studies at that lab**

**LAB START – estimated date from the lab**

**LAB COMP – date ASR / contributing Scientist  
report is received at HQ**

- The dates (estimated) are not replaced with an actual date once the activity occurs.
- They are only replaced with new dates if circumstances (such as unfavorable weather) require that the trial initiation be delayed to later in the year.





**IR-4 MASTER SCHEDULE (IR-4=SPONSOR) ✓**  
**✓ All Studies MOR Unless Coded Otherwise**  
**Estimated Dates except for ACT (=ACTUAL DATES)**  
**Good Laboratory Practice Studies (GLP) Studies**

Print Date: 2/21/2017

<u>PR#</u>	<u>CHEMICAL/COMMODITY</u> <u>STUDY DIRECTOR/AUDITOR</u>	<u>FIELD RESEARCH</u> <u>DIRECTOR (FRD)</u>	<u>FIELD</u> <u>ID#</u>	<u>FIELD</u> <u>START</u>	<u>COLLECT</u> <u>SAMPLE</u>	<u>SAMPLES</u> <u>SHIPPED</u>	<u>FIELD</u> <u>COMP.</u>	<u>RFC</u>	<u>TO QA</u>	<u>HQ</u> <u>Recd.</u>	<u>LAB ID#</u>	<u>LAB</u> <u>START</u>	<u>LAB</u> <u>COMP</u>	<u>ACT.</u> <u>STUDY</u> <u>INI.</u>	<u>EXP.</u> <u>START</u>	<u>EXP.</u> <u>TERM.</u>	<u>ACT.</u> <u>STUDY</u> <u>COMP.</u>
11111	IPCONAZOLE ONION (SEED TRT) LENNON/HQ	Seed Treatment	NA							NA	ST-SGS01			02/05/13	02/13	11/14	
11111	IPCONAZOLE ✓ ONION (SEED TRT) ✓ LENNON/HQ ✓	Stewart, D.	13-CA103	NA	10/01/13	10/31/13	11/30/13	12/06/13	12/17/13	03/21/14	13-TIR03	06/--/13		02/05/13	02/13	11/14	
		Boutwell, Brent	13-CA104	---	---	---	DROPPED			09/30/16	13-TIR03	06/--/13	DISCARD				
		Skiles, Keri	13-CA105	NA	08/05/13	08/15/13	10/15/13	08/22/13	12/10/13	03/19/14	13-TIR03	06/--/13					
		Benzen, Ms. Sharon D.	13-CA*106	NA	10/01/13	10/15/13	12/31/13	02/20/14	02/27/14	04/09/14	13-TIR03	06/--/13					
		Meeks, Mr. Will	13-ID11	NA	08/20/13	10/20/13	12/20/13	02/04/14	05/25/14	07/10/14	13-TIR03	06/--/13					
		Ross, Marylee	13-MD20	---	---	---	DROPPED			04/20/16	13-TIR03	06/--/13	DISCARD				
		Craig, Maury (NMSU)	13-NM16	---	---	---	DROPPED			04/23/14	13-TIR03	06/--/13	DISCARD				
		Bellinder, Dr. Robin	13-NY17	---	---	---	DROPPED			11/18/13	13-TIR03	06/--/13	DISCARD				
		Riddle, Geoff	13-ON09	NA	08/28/13	10/30/13	12/--/13		05/27/14	07/07/14	13-TIR03	06/--/13					
		Riddle, Geoff	13-ON10	NA	07/15/13	10/30/13	12/--/13		05/27/14	07/08/14	13-TIR03	06/--/13					
		Jobin, Tristan	13-QC10	NA	08/23/13	10/15/13	11/15/13	12/29/13	05/27/14	07/08/14	13-TIR03	06/--/13					
		Jobin, Tristan	13-QC15	NA	08/22/13	10/15/13	11/15/13	12/29/13	05/27/14	07/11/14	13-TIR03	06/--/13					
		Jobin, Tristan	13-QC16	NA	08/16/13	09/01/13	10/01/13	12/29/13	05/27/14	09/16/14	13-TIR03	06/--/13					
		Jobin, Tristan	13-QC17	NA	08/16/13	09/01/13	10/01/13	12/29/13	05/27/14	09/17/14	13-TIR03	06/--/13					
		Hadd, Renaud	13-QC21	---	---	---	DROPPED			07/16/14	13-TIR03	06/--/13	DISCARD				
		Hadd, Renaud	13-QC22	---	---	---	DROPPED			07/16/14	13-TIR03	06/--/13	DISCARD				
		Wade, Paul	13-SC*12	NA	08/05/13	07/10/13	08/21/13	11/13/13	12/02/13	02/20/14	13-TIR03	06/--/13					
		Rodriguez, Alfredo	13-TX20	---	---	---	DROPPED			07/07/14	13-TIR03	06/--/13	DISCARD				
		Craig, Maury (NMSU)	14-NM499	---	---	---	DROPPED			NA	13-TIR03	06/--/13	DISCARD				
		Bellinder, Dr. Robin	14-NY333	NA	08/27/14	08/29/14	09/30/14	10/28/14	11/21/14	12/05/14	13-TIR03	06/--/13					
		Jobin, Tristan	14-QC411	NA	08/22/14	09/15/14	11/15/14	11/10/14	11/25/14	12/09/14	13-TIR03	06/--/13					
		Jobin, Tristan	14-QC412	NA	08/22/14	09/15/14	11/15/14	11/10/14	11/25/14	12/08/14	13-TIR03	06/--/13					
		Rodriguez, Alfredo	14-TX495	10/01/14	03/18/15	04/08/15	05/30/15	06/23/15	10/01/15	10/21/15	13-TIR03	06/--/13					



# Master Schedule Updates



IR-4 MASTER SCHEDULE (IR-4=SPONSOR)  
 All Studies MOR Unless Coded Otherwise  
 Estimated Dates except for ACT (=ACTUAL DATES)  
 Good Laboratory Practice Studies (GLP) Studies

Print Date: 2/21/2017

<u>PR#</u>	<u>CHEMICAL/COMMODITY</u> <u>STUDY DIRECTOR/AUDITOR</u>	<u>FIELD RESEARCH</u> <u>DIRECTOR (FRD)</u>	<u>FIELD</u> <u>ID#</u>	<u>FIELD</u> <u>START</u>	<u>COLLECT</u> <u>SAMPLE</u>	<u>SAMPLES</u> <u>SHIPPED</u>	<u>FIELD</u> <u>COMP.</u>	<u>REC.</u>	<u>TO QA</u>	<u>HQ</u> <u>Recd.</u>	<u>LAB ID#</u>	<u>LAB</u> <u>START</u>	<u>LAB</u> <u>COMP.</u>	<u>ACT.</u> <u>STUDY</u> <u>INIT.</u>	<u>EXP.</u> <u>START</u>	<u>EXP.</u> <u>TERM.</u>	<u>ACT.</u> <u>STUDY</u> <u>COMP.</u>
A11268	METALDEHYDE ALL CROPS XX-WALKER/HQ	Reference Characterization	NA	NA	NA	NA	NA			NA	RC-RCR01	05/05	02/06	05/01/05	05/05	08/07	02/06
B11268	METALDEHYDE ALL CROPS XX-WALKER/HQ	Reference Characterization	NA	NA	NA	NA	NA			NA	RC-RCR01	06/19/08	09/08	06/01/08	06/08	07/08	09/08
C11268	METALDEHYDE ALL CROPS XX-WALKER/HQ	Reference Characterization	NA	NA	NA	NA	NA			NA	RC-RCR01	05/14/12	01/13	05/14/12	05/12	08/12	01/15/13

<u>Total # of PRs:</u>	1
------------------------	---

- **What are the fields available to sort a master schedule?**
- PR#
- Chemical
- Commodity (crop/test system)
- Field study year
- Field Trial Location – State
- Study completed: yes or no
- Status: XX- archived, XC – cancelled

- **What are the fields available to sort a master schedule? Cont.**
- FRD – name of GLP FRD from protocol
- Lab study year – date assigned to the lab
- Processing Lab
- Analytical/Seed Treatment Lab
- Study QA Auditor
- Study Director
- Test Site Facility \*\*\*\*\*recently updated
- Boxes on the bottom

## Master Schedule Updates

- **What has been changed on the master schedule?**
- Test Site Facility (Center):
  - Audited the list of FRDs associated with the centers and made major corrections
  - Updated the names of the Test Site Facilities to harmonize with the nomenclature used in eQA
  - Added several new elements for looking up studies or trials
  - Listed Canadian studies so FRDs have their Canadian Sponsored trials on their master schedules (updated quarterly)

- **How is the master schedule used?**
  - FRD –
    - shows your test sites historical list of trials
    - If sorted by “study completed –yes” can see which containers maybe be discarded
  - QA – sorted by multiple ways to retrieve information about test sites, studies, status of FDB reviews, completion of studies, etc.
  - EPA – uses to select a current/recent trial for auditing during an inspection
  - Lab – can use to check estimated dates for sample shipment and see when last shipment is expected

- **Demos:**
- How to find out if all studies are done for a specific chemical and site?
- What about for a specific FRD?
- How can I check where my FDBs are?
- How do I know if a study is close to being done?
- When was the last time we performed a trial on a specific chem/crop?
- Where else are trials going on?



## Electronic QA Reporting System - eQA

### Update:

- 3435 audit packets have been created in the eQA system since Oct. 2013
- Locations (102) and permissions groups (206) differentially assigned to the 142+ users identified and entered into the system
- eQA – Vender, QSI has updated the software to version 7.2
- eQA was also updated to permit document management. We now call our system eQA/eDOCs.



- eDOCs
  - Allows us to post documents (pdfs) to the system (using for analytical methods and certificates of analysis)
  - Allows us to notify individuals that a new document is available (using for QA protocols) and have them acknowledge receipt
  - Permits us to post confidential documents and provide them to a controlled list of users
  - Will permit us to form review groups on active documents (doc share), collect comments (doc review), electronically approve documents (HQ SOPs) and assign training events that are captured and documented by the system.

Go To eQA/eDOCs –

- Demo how to bring up C of As?
- How do I look for protocol and changes for:
  - a study?
  - for a chemical?
  - For all protocols of a given crop?

How do I set up a “favorites search”?