

FIELD ID NO: \_\_\_\_\_

## IR-4 FIELD DATA BOOK

PART 4. TEST SUBSTANCE AND SEED RECORDS FOR SEED TREATMENT TRIALSA. RECEIPT, STORAGE AND DISPOSITION OF SEED--*INSTRUCTIONS*:**PLEASE INSERT THE LABELS (AND SHIPPING DOCUMENTS) FOR SEED, TS, AND ADJUVANTS AFTER PART 4F.**

NAME OF TEST SUBSTANCE			
NAME OF TEST SUBSTANCE FORMULATION ON TREATED SEED (E.g. Darnitall 2 EC or GroundUp or XYZ8-0.)			
UNIQUE IDENTIFIER:		DATE OF RECEIPT	
Provide the unique identifier of the seed as it appears on the container label(s)		SEED EXPIRATION DATE (as assigned by treatment facility)	
<b>Do not assign an expiration date if none is provided with the seed—contact the Study Director.</b>			
SOURCE OF EXPIRATION DATE			
Note the source of the expiration date of the seed (e.g., expiration date noted on treated seed container label, expiration date listed on documentation provided by treatment facility, expiration date obtained by IR-4 Headquarters)			
CARRIER THAT TRANSPORTED SEED			
INDIVIDUAL WHO RECEIVED SEED			
WAS A BILL OF LADING/WAYBILL RECEIVED?		YES____ NO____	
BILL OF LADING/WAYBILL/TRACKING NO. Insert true copy if a Bill of Lading or Waybill was included in the shipment			
NUMBER OF CONTAINERS		CONTAINER DESCRIPTION (glass bottles, cloth bag, etc.)	
AMOUNT RECEIVED - UNTREATED	Units: (check one) grams____ kg____ oz____ lbs____		
AMOUNT RECEIVED - TREATED	Units: (check one) grams____ kg____ oz____ lbs____		
CONDITION OF CONTAINER ON ARRIVAL (intact, bags broken, etc.)			
STORAGE LOCATION			
Provide the location (building name, cabinet number, etc.) where the untreated and treated seed will be stored during the trial.			
WAS THE SEED HELD TEMPORARILY* IN ANOTHER LOCATION PRIOR TO TRANSFER TO ITS LONG-TERM STORAGE LOCATION DURING THE FIELD TRIAL?			YES____ NO____
*Temperature monitoring should begin within 2 days of receipt of the seed, regardless of where it is held or stored. UTC and TRT SEED ARE TO BE STORED UNDER THE SAME CONDITIONS (with enough separation to avoid cross contamination)			
IF YES, ENTER LOCATION			
DATES		ESTIMATED TEMPERATURE prior to monitoring	

ABOVE DATA ENTERED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

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## IR-4 FIELD DATA BOOK

### PART 4. TEST SUBSTANCE AND SEED RECORDS FOR SEED TREATMENT TRIALS

#### A.2. DOCUMENTATION OF SEED FROM TEST SITE FACILITY TO SEED TREATMENT FACILITY

(For use when seed is sent by FRD to treatment facility)

### SEED CHAIN OF CUSTODY FORM

SECTION RECORDED BY FIELD RESEARCH DIRECTOR	
(INCLUDE THE FOLLOWING INFORMATION WHEN TRANSFERRING SEED TO SEED TREATMENT FACILITY)	
Field Trial ID	
Seed Identity (crop)	
Crop Variety	
Approx. Seed Weight	UNTREATED SEED:                      Units: (check one) grams____ kg____ oz____ lbs____ TREATED SEED:                      Units: (check one) grams____ kg____ oz____ lbs____
Any previous seed treatments	
Name of Seed Treatment Facility to send seed	
Address of facility	
Courier used to ship seed to treatment facility	

SECTION RECORDED BY SEED TREATMENT FACILITY
<b>SEED TREATMENT FACILITY</b> Please sign this form, return the original to the Field Site and retain a copy for your records.  RECEIVED AT <u>TREATMENT FACILITY</u> BY: _____ <div style="text-align: center;">Print name</div>  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Signature</div> <div>Date</div> </div>

SECTION RECORDED BY FIELD RESEARCH DIRECTOR
RECEIVED AT <u>FIELD TEST SITE</u> BY:  <div style="text-align: center;">_____</div> <div style="text-align: center;">Print name</div>  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Signature</div> <div>Date</div> </div>

PLEASE RETURN THE ORIGINAL TRANSFER FORM TO THE SENDER, AND KEEP A COPY FOR YOUR RECORDS.

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## IR-4 FIELD DATA BOOK

### PART 4. TEST SUBSTANCE AND SEED RECORDS FOR SEED TREATMENT TRIALS

#### A.3. DOCUMENTATION OF SEED RECEIVED FROM SPONSOR

### SEED CHAIN OF CUSTODY FORM

SECTION RECORDED BY FIELD RESEARCH DIRECTOR	
Field Trial ID	
Seed Identity (crop)	
Crop Variety	
Approx. Seed Weight	UNTREATED SEED: Units: (check one) grams____ kg____ oz____ lbs____
	TREATED SEED: Units: (check one) grams____ kg____ oz____ lbs____
Any previous seed treatments	
Name of Seed Treatment Facility/Sponsor that sent seed	
Address of Seed Treatment facility/Sponsor	
Courier used for shipment of seed	

SECTION RECORDED BY FIELD RESEARCH DIRECTOR	
RECEIVED AT <u>FIELD TEST SITE</u> BY:	
_____	
Print name	
_____	
Signature	Date

PLEASE KEEP THE ORIGINAL TRANSFER FORM, AND SEND A COPY TO THE SENDER.

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## IR-4 FIELD DATA BOOK

PART 4. SEED RECORDS

## B. USE LOG

*INSTRUCTIONS: Complete this log with information concerning the seed received. Insert records on form or provide equivalent information. Indicate use of the stated container of the seed by recording the dates that seed was removed, the amount of seed removed on each date, the purpose of the use (include trial ID# for all uses on IR-4 studies), and the initials of the individual responsible for the removal.*

CHEMICAL NAME \_\_\_\_\_

UNIQUE IDENTIFIER OF SEED \_\_\_\_\_ CONTAINER ID \_\_\_\_\_

DESCRIPTION OF SEED \_\_\_\_\_

*(e.g. light brown miniscule seeds, large white seeds, small dust-like particles. Note any unusual characteristics or changes here.)*

ABOVE DATA ENTERED BY: \_\_\_\_\_ INITIAL/DATE: \_\_\_\_\_

DATE SEED RECEIVED		STARTING QUANTITY OF SEED (add units)	UTC = TRT =
DATE REMOVED	AMOUNT REMOVED (Add units)	PURPOSE (include trial ID#) [e.g. apply treatments, used in other research, etc.]	INITIALS/DATE
	UTC-		
	TRT-		
	UTC-		
	TRT-		
	UTC-		
	TRT-		
	UTC-		
	TRT-		
	UTC-		
	TRT-		

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## IR-4 FIELD DATA BOOK

### PART 4. SEED RECORDS

#### C.4 DISPOSITION OF UNUSED SEED

*Treated seed only needs to be stored and monitored until SAMPLE chain of custody receipt is received from the analytical laboratory.*

SAMPLE CHAIN OF CUSTODY RECEIVED? YES \_\_\_\_\_ NO \_\_\_\_\_

DATE OF RECEIPT \_\_\_\_\_

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## IR-4 FIELD DATA BOOK

### PART 4. SEED RECORDS

D. IDENTIFICATION AND RECEIPT OF INOCULANT (generally applies to legumes, otherwise check with Study Director)

**NOTE: THE STUDY DIRECTOR MUST BE CONTACTED PRIOR TO USE OF AN INOCULANT WITH THE SEED. Dry inoculation should be the preferred application method – Discuss with Study Director prior to seeding.**

**Place a copy of the label after Part 4F.**

NAME OF THE INOCULANT	
TYPE OF INOCULANT	
DATE OF RECEIPT	
RECEIVED BY	
DOES THE INOCULANT HAVE A BATCH OR LOT NUMBER?	YES _____ NO _____
IF YES, ENTER THE BATCH/LOT NO.	
EXPIRATION DATE	
AMOUNT RECEIVED ( <i>add units</i> )	
SOP UTILIZED	
CONTAINER DESCRIPTION ( <i>e.g. glass bottles, bag</i> )	
CONDITION ON ARRIVAL ( <i>e.g. good, bags broken, etc.</i> )	
Were the storage conditions on the label followed?	Circle one: YES NO

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## IR-4 FIELD DATA BOOK

**PART 4. SEED STORAGE RECORDS****E. STORAGE BUILDING TEMPERATURE LOG**

**INSTRUCTIONS:** Use this (or an equivalent) form when storage building temperatures are taken manually. For each day that temperatures are taken, directly record the date, the minimum and maximum air temperature, the degree units (°F or °C) and provide the initials of the person entering the data. When temperature records are monitored automatically, the original or certified true copy of the output (data logger disk, computer printout, etc.) must be placed in the Field Data Book.

**STORAGE LOCATION:** \_\_\_\_\_  
Provide the location (building name, cabinet numbers, etc.) where the seed is being stored during the trial.

**UNIQUE IDENTIFIER FOR TEMPERATURE RECORDER:** \_\_\_\_\_  
Enter Temperature Recorder ID—may be make/model/serial# or assigned identifier.

DATE	TEMP MIN/MAX	INITIALS	DATE	TEMP. MIN/MAX	INITIALS	DATE	TEMP MIN/MAX	INITIALS

**Please enter the overall minimum and maximum storage temperatures below, even if temperature printouts are inserted. The overall min/max temperatures should not include temperatures during transportation between storage and field. If there are two or more seed containers (or separate shipments of seed), then enter separate min/max temperatures below for each one, depending on the dates of receipt and planting dates. Untreated and treated seed should have enough separation to avoid contamination.**

**\*TEMPERATURE RECORDS FOR SEED SHOULD BE KEPT FROM DATE OF RECEIPT UNTIL DATE the Trial RAC SAMPLES ARE RECEIVED AT THE LAB.**

*Seed 1:	
Minimum seed storage temperature between receipt and date samples received at lab:	
Maximum seed storage temperature between receipt and date samples received at lab:	
*Seed 2:	
Minimum seed storage temperature between receipt and date samples received at lab:	
Maximum seed storage temperature between receipt and date samples received at lab:	

Unless otherwise noted above, all temperature units are in (Check one):    °C\_\_\_\_\_    °F\_\_\_\_\_

Above data entered by: \_\_\_\_\_ Date \_\_\_\_\_

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## IR-4 FIELD DATA BOOK

### PART 4. SEED RECORDS

#### F. BALANCE CALIBRATION CHECK

*INSTRUCTIONS: Complete this form or provide equivalent information for the seed. Check balance calibration by weighing standard weights that bracket the desired measurement. Record: date(s) that the balance calibration was checked, the standard weights, and the results. In addition, provide dates and a brief description of maintenance and repair work completed on the balance relevant to the trial. Be sure to initial all entries.*

MAKE, MODEL, SERIAL NUMBER OR ASSIGNED IDENTIFIER: \_\_\_\_\_

Date	Stated Wt.	Recorded Wt.	Stated Wt.	Recorded Wt.	Initials

Stated Wt. = Stated mass of the standard weight(s) used in the calibration check

If more than one weight is used to attain the standard weight, indicate on the lines below the individual weights.

Recorded Wt. = Actual recorded mass of the standard weight(s)

RECORD DATES AND BRIEF DESCRIPTION OF ANY CALIBRATION, MAINTENANCE AND REPAIR WORK DONE ON BALANCE

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