FIELD ID NO: _____

IR-4 FIELD DATA BOOK

PART 3. NOTES AND COMMUNICATION LOG

INSTRUCTIONS: This section is to be used to document phone calls, fax communications, and e-mails associated with the field trial (e.g. call to inform Study Director of deviation, call to the laboratory to notify that samples will be shipped tomorrow, etc.), notes on events that relate to the integrity of the research, and data for which there is no specified location in the Field Data Book or for continued entries or explanations to other sections. Follow instructions on data entry, error correction, etc. in the General Instructions. Printed communications such as faxes and email messages that are inserted into this section should be initialed and dated. More than one day's entry may be made on one page in the NOTES AND COMMUNICATION LOG. However, each day's entry must be dated and initialed. Additionally, if a day's entry continues on more than one page, both pages must have the day's entry dated. Photocopy and insert additional pages if needed. Draw a line through all unused space to signify that no additional entries will be made on that page. Initial and date the line. ***Several trials within the same study under one Field Research Director may be documented on one form; however SEPARATE STUDIES MUST BE DOCUMENTED ON SEPARATE FORMS. When several trials are documented, true copies of the communication records must be placed in each Field Data Book to which the comments apply. (The original goes in one of the Field Data Books.)***

ENTRY DATE/ INITIALS	NOTES (include date of event described)

Total number of pages in this section at initial pagination: ____

COMPLETE IF APPROPRIATE: "THIS IS A TRUE COPY OF THE ORIGINAL"
THE ORIGINAL IS IN IR-4 FIELD DATA BOOK NO. _____ INITIALS _____DATE_____

FIELD ID NO: _____

IR-4 FIELD DATA BOOK

PART 3. NOTES AND COMMUNICATION LOG

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