### PART 4. TEST SUBSTANCE RECORDS

A. RECEIPT, STORAGE AND DISPOSITION OF TEST SUBSTANCE (TS)--INSTRUCTIONS:

Complete a separate form for each different batch/lot of test substance that has been received.

**PLEASE INSERT THE SHIPPING DOCUMENTS AND COA FOR TS AND ADJUVANT LABEL AFTER PART 4F.**

<table>
<thead>
<tr>
<th>NAME OF TEST SUBSTANCE ON CONTAINER LABEL</th>
<th>DATE OF RECEIPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>E.g. Darnitall 2 EC or GroundUp or XYZ8-0.</td>
<td></td>
</tr>
</tbody>
</table>

**INSTRUCTIONS:**

Provide the batch/lot number of the test substance as it appears on the test material container label

<table>
<thead>
<tr>
<th>TEST SUBSTANCE EXPIRATION DATE</th>
<th></th>
</tr>
</thead>
</table>

*Do not assign an expiration date if none is provided with the test substance—contact the Study Director.*

<table>
<thead>
<tr>
<th>SOURCE OF EXPIRATION DATE</th>
<th></th>
</tr>
</thead>
</table>

Note the source of the expiration date of the test substance (e.g., expiration date noted on test material container label, expiration date listed on documentation provided by manufacturer, expiration date obtained by IR-4 Headquarters)

Contact the Study Director if the anticipated last application date is after the expiration date of the test substance.

**WILL THE TEST SUBSTANCE EXPIRE BEFORE THE ANTICIPATED LAST APPLICATION DATE?**

If yes, contact the Study Director immediately.

<table>
<thead>
<tr>
<th>YES____</th>
<th>NO____</th>
</tr>
</thead>
</table>

**GLP STATUS KNOWN AT TIME OF RECEIPT**

(Check YES if the documentation provided by the manufacturer or information on the test material container claims that the test substance has been characterized per GLP requirements. If NO is checked, contact the Study Director.)

<table>
<thead>
<tr>
<th>YES____</th>
<th>NO____</th>
</tr>
</thead>
</table>

**IF “NO”, ENTER DATE THAT STUDY DIRECTOR WAS INFORMED**

**IF “YES”, SOURCE OF GLP STATUS INFORMATION**

Label, shipping form, etc. Insert Certificate of Analysis (COA) in FDB Part 4 (if a COA has been received).

<table>
<thead>
<tr>
<th>CARRIER/TRACKING NO.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>E.g. UPS/ABCDE12K0601601993</td>
<td></td>
</tr>
</tbody>
</table>

**INDIVIDUAL WHO RECEIVED TEST SUBSTANCE**

<table>
<thead>
<tr>
<th>APPROXIMATE AMOUNT RECEIVED</th>
<th>NUMBER OF CONTAINERS</th>
</tr>
</thead>
</table>

**CONTAINER DESCRIPTION** (glass bottles, water soluble packets, etc.)

**CONDITION OF CONTAINER ON ARRIVAL** (intact, bags broken, etc.)

**WAS THE TEST SUBSTANCE HELD TEMPORARILY* IN ANOTHER LOCATION PRIOR TO TRANSFER TO ITS LONG-TERM STORAGE LOCATION DURING THE FIELD TRIAL?**

*Temperature monitoring should begin within 2 days of receipt of the test substance by the Field Research Director or the designated person responsible for receiving it, regardless of where the test substance is held or stored.

<table>
<thead>
<tr>
<th>YES____</th>
<th>NO____</th>
</tr>
</thead>
</table>

**IF YES, ENTER LOCATION**

<table>
<thead>
<tr>
<th>DATES</th>
<th>ESTIMATED TEMPERATURE prior to monitoring</th>
</tr>
</thead>
</table>

**ABOVE DATA ENTERED BY:** ________________________    **DATE:** ______________

**PART 4 PAGE ___**

Trial Year 2020

Total number of pages in this section at initial pagination: _____ (Paginate labels/SDS as belonging to Part 4)

**COMPLETE IF APPROPRIATE:** "THIS IS A TRUE COPY OF THE ORIGINAL"

THE ORIGINAL IS IN IR-4 FIELD DATA BOOK NO. ____________    **INITIALS** ____________    **DATE** ____________
PART 4. TEST SUBSTANCE RECORDS

B. USE LOG

INSTRUCTIONS: Complete a separate form for each different container of test substance used. Insert records on form or provide equivalent information. Indicate use of the stated container of the test substance by recording the dates that test substance was removed, the amount of test substance 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. If test substance is removed for application to more than one plot (in this trial or in separate trials), list separately the amount of test substance removed for each plot.

NAME OF TEST SUBSTANCE ON CONTAINER LABEL ______________________________________________________

BATCH/LOT NUMBER ___________________ CONTAINER ID ____________________________

DESCRIPTION OF TEST SUBSTANCE ________________________________________________________________
(E.g. brown liquid, white powder. Note any unusual characteristics or changes here.)

ABOVE DATA ENTERED BY: _________________________________________________ DATE: ________________

<table>
<thead>
<tr>
<th>DATE REMOVED</th>
<th>AMOUNT (UNITS) REMOVED</th>
<th>PURPOSE (include trial ID#) [E.g. apply treatments, used in other research, etc.]</th>
<th>INITIALS/DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PART 4 PAGE ___                  Trial Year 2020

COMPLETE IF APPROPRIATE: "THIS IS A TRUE COPY OF THE ORIGINAL"
THE ORIGINAL IS IN IR-4 FIELD DATA BOOK NO. ____________ INITIALS ____________ DATE ____________
PART 4. TEST SUBSTANCE RECORDS

C. DISPOSITION OF TEST SUBSTANCE CONTAINERS

INSTRUCTIONS: Complete the appropriate part (PART 1, PART 2 or PART 3) that best explains the disposition of the test substance containers after the completion of applications for the trial or provide equivalent information. Line-out the parts that do not apply to this trial.

PLEASE NOTE: Test substance containers may not be discarded without prior approval from the Study Director or confirmation that the study has been completed (final report signed by the Study Director) or cancelled. Field Research Directors may contact the Study Director or their Regional Field Coordinator to determine if a waiver from EPA permits proper test substance container disposal, or regarding completion of the final study report (study completion confirmation can also be determined from an IR-4 database search using the “Test Substance Container Disposal Approval” link). Alternatively, some registrants will archive the test substance container(s).

PART 1

If the container(s) were shipped and are no longer in the Field Research Director’s possession, enter the information requested below. A chain of custody form should be included in the shipment. The Field Research Director may use a form on the letterhead of his/her facility, or the Test Substance Chain of Custody Form on the IR-4 website under Food Crop Researcher Resources/Field Data Book.

SHIPPED CONTAINERS TO (Name and Address) _____________________________________________________________
____________________________________________________________________________________________________
DATE SHIPPED_________________CARRIER _______________________BILL OF LADING NO.___________________
SHIPPED BY__________________________________________________________________________________________

PART 2

If the containers will remain in the possession of the Field Research Director, indicate location where the containers are stored.

STORING CONTAINERS AT:
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

PART 3

If containers were not handled by any of the above methods briefly explain how they were handled.
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

ABOVE DATA ENTERED BY: ________________________________________________ DATE: __________

PART 4 PAGE ___ Trial Year 2020

COMPLETE IF APPROPRIATE: "THIS IS A TRUE COPY OF THE ORIGINAL"
THE ORIGINAL IS IN IR-4 FIELD DATA BOOK NO. ________________ INITIALS ____________ DATE __________
### TYPE OF ADJUVANT

(choose one or specify other):

- CROP OIL CONCENTRATE
- METHYLATED SEED OIL
- METHYLATED SPRAY OIL
- NONIONIC SURFACTANT (NON-SILICONE)
- SILICONE SURFACTANT
- VEGETABLE OIL
- OTHER:

### DATE OF RECEIPT

RECEIVED BY

DOES THE ADJUVANT HAVE A BATCH OR LOT NUMBER? YES____ NO_____

IF YES, ENTER THE BATCH/LOT NO.

EXPIRATION DATE

WAS THE EXPIRATION DATE ASSIGNED BY FIELD PERSONNEL? YES____ NO_____

AMOUNT RECEIVED

SOP UTILIZED

CONTAINER DESCRIPTION (e.g. glass bottles)

CONDITION ON ARRIVAL (e.g. good, bags broken, etc.)

ADJUVANT STORAGE LOCATION

ARE THE FOLLOWING ITEMS GLP COMPLIANT? YES NO

- Date of receipt of ADJUVANT at field facility is recorded (usually the purchase date)
- Identity and concentration of ADJUVANT is indicated on the adjuvant label
- Recommended storage conditions are listed on ADJUVANT label or SDS
- Expiration date of ADJUVANT has been assigned by manufacturer or field personnel
PART 4. TEST SUBSTANCE RECORDS

E. CHEMICAL STORAGE BUILDING TEMPERATURE LOG

INSTRUCTIONS: Use this (or an equivalent) form when chemical 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 data must be placed in the Field Data Book.

STORAGE LOCATION: ____________________________________________________________________________

Provide the location (building name, cabinet numbers, etc.) where the test substance is being stored during the trial.

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>TEMP MIN/MAX</th>
<th>INITIALS</th>
<th>DATE</th>
<th>TEMP MIN/MAX</th>
<th>INITIALS</th>
<th>DATE</th>
<th>TEMP MIN/MAX</th>
<th>INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 test substances (or separate shipments of test substance), then enter separate min/max temperatures below for each one, depending on the dates of receipt and application.

Test Substance 1:
Minimum test substance storage temperature between receipt and last application in this trial:
Maximum test substance storage temperature between receipt and last application in this trial:

Test Substance 2:
Minimum test substance storage temperature between receipt and last application in this trial:
Maximum test substance storage temperature between receipt and last application in this trial:

Unless otherwise noted above, all temperature units are in (Check one): °C_____ °F_____

Above data entered by: ______________________ Date ______________________

PART 4 PAGE ___ Trial Year 2020
PART 4. TEST SUBSTANCE RECORDS

F. BALANCE CALIBRATION CHECK (OPTIONAL)

If this form is not needed, it may be removed from the Field Data Book before pagination. Indicate the removal in the Optional Pages Removed table on Page 6 of the Instructions section with initials and date.

INSTRUCTIONS: Complete this form or provide equivalent information when the test substance is a dry formulation. 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: ____________________________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Stated Wt.</th>
<th>Recorded Wt.</th>
<th>Stated Wt.</th>
<th>Recorded Wt.</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

ABOVE DATA ENTERED BY: ____________________________________________ DATE: ____________________

PART 4 PAGE ___ Trial Year 2020

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