Title: Test Substance Container Disposal – Website Approval Procedure

Issue/Question: Can the IR-4 website include a searchable database for determining if test substance containers for a particular trial(s) can be disposed of (discarded, returned to registrant, or transferred to maintenance/non-GLP storage)?

Background: Since publication of Advisory #2003-02 (“Test Substance Container Disposal”) IR-4 has had a system by which Field Research Directors (FRD) can be informed, in a consistent and timely manner, when test substance containers can be discarded. However, with the IR-4 Food Use Database easily accessible on the website, and since it is updated most business days, a more efficient means of obtaining approval for test substance container disposal is possible.

After a study has been canceled or a final study report has been signed by the Study Director (study completion date), FRD who conducted trials in such studies can dispose of test substance containers. However, disposal is NOT acceptable if the test substance from the same container was also used in a trial in a different study which has not yet been canceled or completed. Upon study completion or cancellation, the database administrator makes entries in the Food Use Database to indicate this status with an actual completion date (year-month).

Resolution: An IR-4 website database search has been developed to provide approval for test substance container disposal. Follow the instructions below to move through the following pages (Screens #1 to #7), which are the actual website screens that will be seen.

1) Access the IR-4 website home page (Screen #1) at http://ir4.rutgers.edu, click on “Food Crops” and Screen #2 will appear.
2) Under the right column heading “Tracking Database” click on the subheading “Test Substance Container Disposal Approval” and Screen #3 will appear.
3) Use the “Field Research Director” and “Year” drop down menus to highlight the researcher and year of interest, and then click on the “Search” button. An FRD MUST BE selected, but the year is optional. By default, if no year is selected (Year drop-down indicates All), trials from completed studies from all years relevant for the specified FRD will be listed; but if a year is selected, trials from studies completed only in that year will be listed. NOTE: The year entered does not pertain to field trials conducted that year, but to studies COMPLETED that year.
4) The search will result in a report like the examples shown in either Screen #4 (All years selected), Screen #5 (same FRD with year 2005 selected), or Screen #6 (same FRD with year 2004 selected); or Screen #7 (another FRD, with All years selected). The FRD can simply follow the guidance provided in the report generated by their search. For any trials not listed in reports generated from these searches, test substance containers must still be retained.

(This advisory provides an alternative to the “Test Substance Container Disposal” procedure in IR-4 Advisory #2003-02, published 4/25/03.)

If you have any questions, please contact your Regional/ARS Field Coordinator or the appropriate Study Director for further guidance.
Food Crops Program Information

- 2008 IR-4 Tentative Scheduled Projects - (11-20-08)
- 2008 Draft Protocols
- 2008 Food Use Workshop Company Presentations
- Field Data Book
- Index of Crops/Crop Groups/Subgroups, and Crop Definitions
- Monthly Activity Reports
- 2008 Permanent Tolerance Success Spreadsheet
- Submit Project Clearance Request
- Analytical Methods
- IR-4 New Products/Transitional Solutions List-September 2009 (pdf)
- IR-4 Advisories/Training
- US Crop Production Regions/EPA Field Trial Regions
- EPA Work Plan
- CDMS website (agricultural label database)

Tracking Database

- Full Search
- Potential Projects or Ongoing Studies (category codes pdf)
  - Download Microsoft Access File
  - Download Microsoft Excel File
- Studies in Registration Process
- Test Substance Container Disposal Approval
- Performance/Efficacy Projects
- Probable Future Registrations
Food Request Database - Test Substance Container Disposal Approval

Use the Field Research Director (FRD) drop-down menu below to specify an FRD, and click the "Search" button. The report this search will generate is official notification that 1) the FRD can dispose of certain test substance containers, or 2) there are no test substance containers which this FRD can dispose of at this time (as of the date of the search). By default, **if a Year is NOT selected** with the Year drop-down menu, the report will include ALL trials conducted by the specified FRD that were part of studies completed or cancelled during all the years the FRD has been doing IR-4 trials (up to and including the date of the search). **If a year IS selected** with the Year drop-down menu, the report will include all trials conducted by the specified FRD that were part of studies completed or cancelled only in the specified year (up to and including the date of the search).

**Field Research Director:**
- Drummond, Dr. Frank

**Year:**
- All

[Reset] [Search]
This report is official notification that this FRD can dispose of the test substance container(s) from the trial(s) listed below. This report should be printed, signed, dated and maintained with test substance inventory/usage documents at your facility. If a container of test substance was used for more than one trial, then all of these trials must appear in this report, or you CANNOT DISPOSE OF THIS TEST SUBSTANCE CONTAINER at this time. If an FRD desires to return a test substance container to the registrant, first contact the registrant representative in the protocol or the Study Director, to confirm this is acceptable, receive any specific shipping instructions, and confirm that the container is for disposal, not retention.

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<thead>
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<th>Pesticide Commodity</th>
<th>Field ID</th>
<th>Field Start</th>
<th>Lab ID</th>
<th>5 Dr./Author</th>
<th>Act Study Comp ID</th>
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11/21/2008 - Report for Field Research Director (FRD): Drummond, Dr. Frank - 2008 Studies ONLY

This report is official notification that this FRD can dispose of the test substance container(s) from the trial(s) listed below. This report should be printed, signed, dated and maintained with test substance inventory/usage documents at your facility. If a container of test substance was used for more than one trial, then all of these trials must appear in this report, or you CANNOT DISPOSE OF THIS TEST SUBSTANCE CONTAINER at this time. If an FRD desires to return a test substance container to the registrant, first contact the registrant representative in the protocol or the Study Director, to confirm this is acceptable, receive any specific shipping instructions, and confirm that the container is for disposal, not retention.
11/21/2008 - Report for Field Research Director (FRD): Drummond, Dr. Frank - 2004 Studies ONLY

There are no studies, for which this FRD conducted a trial(s), that have been authorized by IR-4 Headquarters for disposal of test substance containers.
11/21/2008 - Report for Field Research Director (FRD): Studstill, David - All Studies

AS OF THIS DATE THIS FRD CANNOT DISPOSE OF ANY TEST SUBSTANCE CONTAINERS. There are no studies, for which this FRD conducted a trial(s), that have been authorized by IR-4 Headquarters for disposal of test substance containers.