

SOP Log Sheet

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Region: SDR

State: FL City: Jupiter

Location: Glades Crop Care

FRD/LRD: _____
Submitter

Effective Date: 2/5/15

Description of Material (s): 2015 SOPs

Reviewed By: [Signature]
Sign/Date

Receive Date: 6/17 Date to Archivist: 6/28/17

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Electronic copy ok to use: Y or No (Circle one) If no, indicated below, what needs to be done

.....
Date from Reviewer: 6/28/17

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Glades Crop Care, Inc.
949 Turner Quay
Jupiter, Florida 33458

Standard Operating Procedures

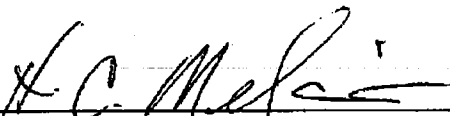
SOP: 2-08

Page 4 of 4 **EE** D4

2/9/15

Annual Review Signature Page

I have reviewed the following list of SOPs and they need no revisions.



H. C. Mellinger, Ph.D.
Director of Technical Services

Date: 2/5/2015

Attach current SOP index to this page and file in Contract Research
Current Documents file

***** Indicates SOPs available through
Diane D'Angelo

Glades Crop Care, Inc
Standard Operating Procedures Index
February, 05 2015

Page 1 of 4

Standard Operating Procedures Index February 06, 2015

SOP No.	Revision No.	Signature Date	Title
Section 1			
Organization and Personnel Procedures			
1-01	6	08/21/02	Management of Organizational Chart
1-02	4	11/17/98	Establishment and Maintenance of Curriculum Vitae
1-03	5	01/13/12	Establishment and Maintenance of Job Descriptions
1-04	8	09/22/09	Establishing and Maintaining Personnel Training Records
1-05	3	01/13/12	Procedures for Transferring Documents in Case of a Business Cessation
1-06	4	04/11/08	Testing Facility Management Responsibilities
1-07	3	09/21/00	Responsibilities of the Principal Investigator
1-08	3	09/12/11	Procedures for Assigning Internal Study Numbers to Studies Conducted Under Good Laboratory Practices
Section 2			
Administration of Trials			
2-01	4	11/10/99	Procedure to follow Subsequent to a Deviation of Protocol or Standard Operating Procedure
2-02	7	03/14/01	Determining and Using QA for Residue Studies Conducted by Glades Crop Care, Inc.
2-03	5	10/07/10	Management of Study Protocols
2-04	6	08/20/08	Establishment and Maintenance of the Master Schedule
2-05	4	09/27/99	Environmental Protection Agency Inspections for Good Laboratory Practice Compliance
X 2-08	11	09/07/09	Establishment and Maintenance of Standard Operating Procedures
Section 3			
Management of Raw Data			
3-01	6	03/19/08	Raw Data Entry and Explanation of Errors
3-02	5	09/14/09	Making and/or Retaining Exact Copies of Raw Data

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Original document is on file in Kitching Creek Research Facility Files

Glades Crop Care, Inc
Standard Operating Procedures Index
February, 05 2015

Page 2 of 4

3-03	3	09/27/99	Determining Significant Figures for Reporting Data and Calculations
3-05	5	09/14/09	Documentation of Study-Specific Correspondence
3-06	4	09/07/09	Transfer of Raw Data
3-07	7	08/12/10	Procedure for Using the FieldNotes System and the Advantage System for Software Verification
3-08	4	09/07/09	Procedure for Management of Computer System
Section 4 Archives			
04-01	9	01/24/2012	Establishment and Maintenance of Archives
Section 5 Establishment and Maintenance of Research Plots			
5-01	3	11/18/98	Plot Establishment
5-02	7	09/07/09	Plot Construction and Identification
5-03	5	09/07/09	Hand Planting Procedures
5-04	7	09/07/09	Transplanting Procedures
5-05	5	01/29/99	Crop Monitoring Procedures
5-06	4	11/18/98	Procedures for Soil Sampling, Handling, Storage and Shipment of Soil Samples Using Open - Face Soil Probes
5-07	3	11/18/98	Sampling of Water Used for Irrigation and Carriers of Test Substances
5-08	1	1/27/99	Documentation and Reconstruction of Pesticide Use History
5-09	3	09/07/09	Crop Destruct Procedures
Section 6 Test Site Farm Equipment and Irrigation Systems			
6-01	4	09/27/99	Use of Borrowed Equipment for Selected Cultural and/or Research Purposes
6-02	10	08/02/12	Procedures for Using a Gasoline Powered Water Pump
6-03	4	09/07/09	Irrigation and Drainage Systems
6-04	6	09/07/09	John Deere 5410 Tractor
6-06	6	08/02/12	Sequential Activities for Operating the Irrigation/Fertilization System
Section 7 To Be Added			
Section 8 Calibration, Operation, and Maintenance of Equipment Used to Apply Test Substances			
★ 8-04	12	02/05/2015	Calibration, Use and Cleaning of Commercial Airblast Sprayers
★ 8-05	13	09/14/09	Calibration and Operation of CO ₂ Sprayer
8-06	6	04/11/08	Remedial Action to be Taken for Failure or Malfunction of Equipment Used During a Study
★ 8-07	5	08/21/02	Procedures for Verification of Application Rates for GLP Test Substances
8-09	4	10/15/14	Calibration, Use and Maintenance of Devices to Measure Liquids
★ 8-12	0	09/12/00	Calibration and Operation of Diaphragm Pump Charged Sprayers

Glades Crop Care, Inc
Standard Operating Procedures Index
February, 05 2015

Page 3 of 4

8-15	0	12/04/08	Application of Test Substances Through Drip Irrigation
Section 9 Management of Test and Reference Substances			
9-01	7	10/14/2014	Receipt, Handling, Use and Return of GLP Test Substances
9-02	6	02/04/10	Chemical Inventory
9-04	17	10/14/2014	Storage and Monitoring of Study Chemicals
9-06	4	11/18/98	Disposal of Chemicals, Discharges, Rinsates, Contaminated Materials and Product Containers
Section 10 Safety Procedures			
10-01	5	08/22/02	Safety Procedure - Procedure to Follow When Using Dual Cartridge Half Mask Respirators
10-02	1	9/29/98	Safety Procedures to Follow in the Event of a Chemical Spill
Section 11 Operation, Data Recording, Calibration, and Maintenance of Recording and Balance Instruments			
11-01	5	07/26/07	Procedure for Calibration and Use of the National Institute of Standards and Technology Thermometer
11-02	9	07/23/10	Procedure for Calibrating Temperature Measuring Instruments Using the National Institute of Standards and Technology Certified Thermometer
11-03	10	09/07/09	Procedures for Operation, Maintenance and Standardization of Digital Taylor Min/Max Thermometer
11-04	6	04/11/08	Procedures for Operation, Data Recording and Calibration of the Taylor 5458 Max/Min Thermometer
11-05	4	09/27/99	Procedures for Operation and Calibration of a Sling Psychrometer
11-06	5	09/07/09	Operation, Data Recording and Calibration of Thermometers Used to Monitor Soil Temperatures
11-10	4	8/15/13	Operation, Maintenance and Calibration of Electronic Balances
Section 12 Instruments and Services Used for Monitoring Atmospheric and Environmental Conditions			
12-01	9	08/12/10	Instruments and Services Used for Monitoring Atmospheric and Environmental Conditions
Section 13 (To Be Added)			
Section 14 Crop Sampling			
14-01	7	09/07/09	Sampling Procedures for Crop Residues Trials - RAC Samples
14-04	2	05/22/98	Operation of the Birkestrand Leaf Punch

Glades Crop Care, Inc
Standard Operating Procedures Index
February, 05 2015

Page 4 of 4

Section 15			
Sample Storage			
*15-01	4	07/28/10	Storage and Monitoring of Samples in Transit From Field to Freezer or Shipment Pick-Up Location
*15-02	13	02/04/15	Procedures for Utilization of Glades Crop Care, Inc., Chest Freezers
Section 16			
Shipping of Samples			
*16-01	4	12/17/10	Shipping Samples with Dry Ice Via Overnight Couriers
*16-02	5	12/17/10	Shipping Samples Via Agricultural Chemicals Development Services, Inc. (ACDS)
Section 20			
Quality Assurance			
20-01	11	05/02/2014	Quality Assurance Unit - Reporting Findings to Study Directors and Management
20-02	8	01/13/12	Quality Assurance Unit - Auditing Field Studies
20-03	3	07/07/2014	Quality Assurance Unit - Protocol Reviews
20-04	7	06/29/01	Quality Assurance Unit - Raw Data Review and Audits
20-05	2	03/5/99	Quality Assurance Unit - Training of New Quality Assurance Personnel
20-06	3	01/13/12	Quality Assurance Unit - Facility Inspections
20-07	4	01/13/12	Responsibilities and Procedures of Quality Assurance Officer