SOP: 2.1 R1

EFFECTIVE DATE: September 10, 2024

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APPROVED BY: see cover page

TITLE: **Recording Data in the Field Data Notebook (FDN)**

PURPOSE: Provide guidelines to ensure the data collected and recorded in the FDN is accurate, well-documented, verifiable, and available for review.

SCOPE: Applies to all field trials in Minor Use Foundation's magnitude of pesticide residue studies.

PROCEDURES:

1. It is the responsibility of the Field Research Investigator to ensure that all data and other items connected with the study are stored in a clean and safe/secure place and are accessible by authorized study personnel.

2. All raw data entered in the FDN will be recorded in indelible ink. Blue ink is preferred as it distinguishes the original from future copies. The use of pencils or correction fluid (white-out) is strictly prohibited.

3. If forms are generated to replace or supplement the forms in the Field Data Notebook (e.g. freezer logs, chemical storage log), the forms must contain all information on the original form and, once completed, be included in the FDN.

4. Corrections will be made by crossing through the item with a single line, initialing, and dating. A reason for the change or error code must accompany any change.

5. Acceptable error codes include:

ME = Measurement Error	CE = Calculation Error
SP = Spelling Error	EE = Entry Error
WE = Wrong Entry	LE = Late Entry
IE = Illegible Entry	IW = Inappropriate Word
TE = Transcription Error	AW = Accidental Write-over

UE = Unnecessary Entry PE = Pagination Error

NA = Not applicable NI = New Information

6. Blank spaces in the field data notebook should be lined out; if there is no reason given for the line-out, it means the space was not needed.

7. Initial and date each activity as it occurs, not later or at a more convenient time.

8. Electronic data, computerized summaries, etc., are permissible.

9. All notebooks, data sheets, summaries, etc., should be clearly marked with the name of the project, field ID number, date, and initials of the person responsible for the data, and any other information that may be needed to understand the data and its source.

10. Make sure that all data required in the study protocol or by the forms provided in the field data notebook are collected and recorded. Carefully review the protocol to ensure that all required data is being collected.

11. Transcribed data in the field data notebook must indicate the location of the original and be verified by someone other than the transcriber.

12. Pagination in the FDN is not considered raw data and does not require a date and initials. Copies of original documents/data that are included in the notebook will be indicated as such with a stamp or written statement that reads: “This is a true copy of the original”. The location of the original should be indicated.

Approved by:



October 5, 2026

Anna Gore, Executive Director
Minor Use Foundation

Date