**This is a synopsis of the Western Region’s QC Reviewer expectations:**

Thanks for your willingness to review Western Region IR-4 Field Data Notebooks from a quality control (“Study Director/Technical”) perspective. I have enclosed some sample information so you have an idea of how the system works.

1) An example letter that is sent to the reviewer (that would be you) identifying the notebooks that are enclosed in the shipment. This will usually be a set of 3-5 notebooks. Upon completion of the review (i.e. emails have been sent to the FRD), I will send another set of 3-5 notebooks. We usual give the FRD two weeks to respond to corrections needed. Please return all original notebooks upon completion. Your requested changes (email) and the response of the FRD (email) will need to be included in the notebook in the “Notes and Communication” Section. Your completed checklist and spreadsheet will need to be returned with the completed notebook and included in Part 3 as well.

2) A sample check list for reviewing the notebook and a sample spreadsheet for determining the application rates. This is actually better in the Excel (electronic version) spreadsheet than it appears here, each type of application is a separate worksheet within the same file, and you will be provided an electronic copy.

3) A sample email sent to the Field Research Director (FRD) by the reviewer along with the FRD’s respective response. You will make the changes directly in the notebook with the appropriate GLP correction notations upon confirmation and agreement from the FRD. You will also provide corrected page to the FRD for their copy of the notebook. This is an email with attached scanned pages. The email needs to delineate the number of pages changed and added.

4) An example of a completed checklist and application rate spreadsheet. This will be returned with the notebook as well.