STANDARD OPERATING PROCEDURE

EFFECTIVE DATE: _____

SOP 1.03 Business Structure

APPROVAL: _____ DATE: _____

1.0 PURPOSE & SCOPE

1.1. This Standard Operating Procedure (SOP) introduces Turner Ag Research and provides information relating to its structure, responsibility, and guidance in case of company closure.

2.0 INTRODUCTION

2.1. Turner Ag Research was established in 2013 to provide independent agricultural research and consulting to its clients. The staff is highly trained and experienced with basic and applied research.

2.2. Turner Ag Research's goal is to provide high quality contract research. The company has a wide range of services from GLP research to environmental testing services.

3.0 ORGANIZATION

3.1. Turner Ag Research's facility is located in Yuba City, California.

4.0 RESPONSIBILITIES

4.1. Principal Field Investigator provides test site facility management and oversees all aspects of the study. Principal Field Investigators have primary responsibility for the conduct of trials in accordance with GLP standards (where applicable), sponsor protocols and guidelines, as well as sound science and Turner Ag Research SOPs.

4.2. The Research Assistant provides assistance to the Principal Field Investigator. Under the guidance and supervision of the Principal Field Investigator, the Research Assistant carries out specified tasks in equipment care and maintenance, irrigation care, test substance application, study sampling, data recording and organization, and pest control.

4.3. Research Technicians maintain research plots and the facility. They provide assistance under direct supervision of a Research Assistant or the Principal Field Investigator for sampling and other study related activities.

4.4 Technicians provide assistance under direct supervision of a Research Assistant, Research Technician or the Principal Field Investigator for large processing sampling and other study related activities such as hoeing weeds, discing fields.

4.5 Archivist has primary responsibility for the condition, maintenance, and control of Turner Ag Research's archives. The Backup Archivist has the same responsibilities.

4.6 Quality Assurance will be responsible for monitoring each study to assure management that the facilities, equipment, personnel, methods, practices, records, and controls are in conformance with the regulations in this part. For any given study, the quality assurance unit shall be entirely separate from and independent of the personnel engaged in the direction and conduct of that study. The quality assurance unit shall conduct inspections and maintain records appropriate to the study.

4.7 Test Site Manager has primary responsibility for the training of employees and the organization of the test site facility to comply with GLP standards (where applicable), sponsor protocols and guidelines, as well as sound science and Turner Ag Research SOPs.

4.8. Each employee of Turner Ag Research is responsible for the: quality; promptness of completion; necessary reporting; and appropriate follow-up, for specific responsibilities to which they have been assigned by their supervisor. Individual assignments will be made according to the individual's qualifications.

5.0 COMPANY CLOSURE

5.1. In the case where Turner Ag Research should close or it is decided to discontinue business for whatever reason, the following procedure will be implemented by the company management.

5.1.1. All sponsor companies that have conducted business with Turner Ag Research will be notified promptly in writing of the closure.

5.1.2. Compliant with 40 CFR Part 160.195(g) Retention of Records:
"If a facility conducting testing or an archive contracting facility goes out of business, all raw data, documentation and other material specified in this section, shall be transferred to the archives of the sponsor of the study. The EPA shall be notified in writing of such a transfer."

5.1.3. Copies of Completed GLP Studies:
Copies of all studies will be sorted by Turner Ag Research. Each company will be notified in writing listing the studies. Companies may choose whether to have the copy of each study sent to them or destroyed.

5.1.4. Facility Raw Data for GLP Studies:
All study sponsors will be contacted in writing regarding whether they would like to archive Turner Ag Research facility raw data. Each sponsor will be notified that a single company will be chosen to archive the original facility data. When the company to archive the facility data has been chosen, each sponsor company will be notified. Certified copies of all facility data will be sent to sponsors not

archiving the original raw data and informed where the original raw data is being archived.

5.1.5. GLP Test Substances
All test substances remaining with Turner Ag Research will be returned to the relevant study sponsor or disposed of if given permission by the study director.

5.1.6. GLP Field Residue Trial Notebooks
All GLP field residue trial notebooks that are continuing will be closed out and any remaining chemicals will be returned as per Section 5.1.5.

6.0 HISTORY OF CHANGE

REVISION	DATE	DESCRIPTION
1.01	3/9/2016	Changed job titles to match the org chart and updated job descriptions.
1.02	3/31/2018	Added Backup Archivist description
1.03	3/25/2020	Defined Research Technician and Technician, Company Location