



MINUTES
Project Management Committee
Special Meeting
January 24, 2024
Virtual

MOTIONS AND ACTION ITEMS

Action Item:

1. **Action Item (Baron):** Look into developing a national training for GLP field researchers starting with the first priority of basic field training (GLP), then move to research cooperators that perform biology work.

Members:

Jerry Baron; IR-4 Executive Director
Liwei Gu; Regional Director-SOR
Matt Hengel; Regional Director-WR/PMC Chair
Mary Hausbeck; Regional Director – NCR
Todd Scholz; CLC Chair
Alvin Simmons; USDA-ARS
Simon Zebelo; Regional Director – NER

Staff:

Deborah Carpenter; IR-4 HQ
Krystal Chojnacki; IR-4 HQ

Wednesday, January 24, 2024 3:00 pm EST to 4:00 pm EST

-- Dr. Matt Hengel called the meeting to order at 3:00 PM --

1) Discussion of Regional Field Coordinator Duties (Baron) (Handout)

- Dr. Baron provided a background that with the transition of Southern Region Regional Field Coordinator (RFC) Janine Spies, that it might be an opportunity to evaluate the duties of the RFC's as they have remained unchanged for many years.
- Specifically, Dr. Baron pointed to: standardizing training of the Field Research Directors; eliminating responsibilities for RFCs to distribute signed GLP residue study protocols, track research progress, and ensure quality data is submitted to HQ; and eliminating the responsibility of the RFC to review and approve SOPs for IR-4 Field Research Centers/research sites performing pesticide residue field-trials.
- An in-depth discussion was held regarding: who would perform QC; how the eFDN automated system may eliminate some RFC duties; leadership of developing uniform and centralized base training for new IR-4 researchers and hires; separate training for Chemists, Field and QA; if the model of four regions was working; and there was a general acknowledgement that the current RFCs at IR-4 were doing an excellent job.

- Dr. Baron withdrew the second item from consideration (*eliminating responsibilities for RFCs to distribute signed GLP residue study protocols, track research progress, and ensure quality data is submitted to HQ*).
- **Action Item (Baron):** Look into developing a national training for GLP field researchers starting with the first priority of basic field training (GLP), then move to research cooperators that perform biology work.

The meeting adjourned at 4:33 pm.