



**NATIONAL EDUCATION**  
**CONFERENCE** February 3-5, 2026

# eFDB Facility Files

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# Facility Files eFDB

Only for IR-4 and USDA-ARS FRDs, others have very few trials and wouldn't benefit

At any point you can choose – per field trial – to use the eFacility Files

9. **Facility Files eFDB:** The Facility Files eFDB is provided to each IR-4 and USDA-ARS test site at the beginning of each calendar year. It is not provided to Canadian test sites or contract research organizations performing IR-4 sponsored trials. The Facility Files eFDB is an optional location for maintaining test site facility records, which reduces the amount of data required to be provided in each trial's eFDB.

- a. If the Facility Files eFDB **will not** be used for a given trial, all trial relevant facility file data must be provided in that trial's eFDB.
  - i. Designate that the facility files will be located in the trial's eFDB in the "Part 2B. FRD Information" form, prompt "Location of Facility Files for this Trial", and select "This trial's eFDB".
- b. If the Facility Files eFDB **will** be used for a given trial, trial relevant facility file data must be present in the Facility Files eFDB(s), for the year(s) applicable.
  - ii. Designate that the Facility Files eFDB is being utilized for that trial in the trial's eFDB "Part 2B. FRD Information" form, prompt "Location of Facility Files for this Trial", and select "Facility Files eFDB".
  - iii. The Facility Files eFDB forms are provided for direct or transcribed entry of all equipment logs, training logs, temperature records, storage inventories, and other data.
  - iv. Transcription into Facility File eFDB forms is needed to ensure the data is complete and easy to review. Either use a given eFDB Facility File form in its entirety (including transcribing from other source to complete the form), or do not use the eFDB Facility File form for that data requirement, and instead only upload the scan of the original data.
    1. Any transcription from Facility File data recorded outside of the Facility File eFDB forms should be done in a timely manner. A true copy scan of original facility file data page(s) must be uploaded to the eFDB. Original paper facility files data pages must be maintained and archived appropriately according to test site SOPs.

IR4

PR Number: 08266


Field ID/ Chemical/ Crop: 08266.25-HI106/ Pyridaben/ Lychee

Folder: Part 2. Personnel

Part 2B. Field Research Director Information

Instructions:  
Complete this form to provide the office address, contact information, and location of facility files for the Field Research Director.  
Provide the location of the original or true copy electronic facility files that apply specifically for this trial. And provide the location of facility file archives (i.e. the long-term

	A
2 Affiliation (University and Department or Company Name)	
3 Office Address (Street Address, Building Name and Room No. If Applicable)	
4 City	
5 State	
6 Telephone	
7 E-mail Address	
8 Location of Facility Files for this Trial	
9 Location of original paper facility files in long-term storage	This trial's eFDB Facility Files eFDB



# eFDB Facility Files - The Problem

- FRDs must maintain test site records per GLP requirements
- Traditionally, FRDs provided their relevant facility records in each FDB as a copy. Originals and copies are archived and maintaining
- Each FRD/ test site has unique equipment that records need to be maintained for.
  - Each will have preferences for how they maintain this information.
  - Some requirements are basic and universal.
- QA or other reviewers need to be able to ensure that facility records are maintained, during inspections, when auditing data, and ensuring that data is archived for future retrieval in an EPA inspection

# eFDB Facility Files–Possible Solution

- IR-4/ ARS FRDs will choose whether to use eFacility Files to maintain documentation of facility records
- eFacility Files is a separate eFDB with forms that are used for one or multiple pieces of equipment
- A new eFacility Files eFDB is provided and used for each year
- Next year we can add forms that are useful for additional records.

# eFDB Facility Files–Possible Solution

- What do you do? Instead of uploading “facility records” to each trial eFDB, only upload to the Facility Files eFDB and start using the eForms
- What is a facility record? Basically, not trial specific, but required for an IR-4 eFDB
- Something that was not already captured on an eFDB form such that you have to upload a document instead

# eFDB Facility Files- What are they

## Part 1: Signed SOP Index

- eFDB Maintenance log

## Part 2: CV/ Resume/ Training Records

## Part 3: Misc. e-mail communication\*

## Part 4: Adjuvant/ test substance label /SDS

- TS Storage temperature records
- Balance or weights calibration log, certifications

## Part 5: Map to the research station

- GPS or other equip. calibration, certification
- Crop/ soil / GH records maybe?\*

*\* if broadly applicable and not trial specific*

# eFDB Facility Files- What are they

## **Part 6: Application equipment maintenance logs**

- Kestrel / environmental calibration log
- Pipette calibration log (if used for measuring TS)

## **Part 7: Freezer temperature, inventory, and maintenance logs**

- Harvesting / drying equip. maintenance logs
- Thermometer or Sensaphone testing records

## **Part 8: None applies**

## **Part 9: Weather records only if all trials occur at research station\***

*\* if broadly applicable and not trial specific*

# How does this work, exactly?

1. For any given trial, these “Facility” records have been/are required in each notebooks (copies).
2. Now, do the same thing, but upload only to the eFacility Files eFDB and not the trial’s eFDB
3. Then, start using the eFacility Files *e-forms* rather than logs done on *paper*, where possible.
4. For each trial’s eFDB: Select in Part 2B that you are using the eFacility Files and where your paper records are archived.
5. Facility records must be complete for the trial dates

# What Forms are in eFacility Files?

## Part 2. Training, eFDB Maintenance, and Document U

- eFDB Maintenance and Repair Log (Device A)
- eFDB Maintenance and Repair Log (Device B)
- eFDB Maintenance and Repair Log (Device C)
- Part 1C. Document Upload Log
- Test Site Personnel Training Records Log

## Part 4: Test Substance Area and Balance Calibration

- Balance Calibration Check Log
- Part 4A. Test Substance Receipt
- Test Substance Storage Area Inventory Log
- Test Substance Storage Area Temperature Log

## Part 5. Greenhouse Activity and General Equipment

- General Equipment Maintenance Log
- Greenhouse Activity Log

## Part 6. Application Equipment

- Application Equipment Calibration and Cleaning or Rinsing Log

## Part 7. Freezers and Drying Oven Logs

- Drying Oven Use and Cleaning Log
- Freezer Contents Log (TRT or TRT/UTC)
- Freezer Contents Log (UTC)
- Freezer Maintenance Log (TRT or TRT/UTC)
- Freezer Maintenance Log (UTC)
- Freezer Temperature Log (TRT or TRT/UTC)
- Freezer Temperature Log (UTC)

- Part 1D. eFDB Mobile Device Verification Log

# Facility Files- What they are NOT

- **Part 1: N/A**
- **Part 2: N/A**
- **Part 3: Trial specific e-mail communications**
- **Part 4: Test substance receipt docs**
- **Part 5: Plot Plan and test site/ plot / soil specific maintenance, chemical records (history and current year).**
- **Part 6: Application diagram**
- **Part 7: N/A**
- **Part 8: N/A**
- **Part 9: Site / plot specific meteorological and irrigation records**

**If you use the eFacility Files system, your trial's eFDB will only contain these document uploads.**

**All other Facility Records are put in the eFacility Files eFDB**

# eFDB Maintenance and Repair Logs

Collapse Header

Save Data

Notes

Export to Excel

1

Add Rows

Form Data

Contact Us

Load from Excel

IR4

eFDB Maintenance and Repair Log (Device A

PR Number: 2025 Facility Files

Field ID/ Chemical/ Crop: North Carolina State University

Folder: Part 2. Training, eFDB Maintenance, and Document U

Instructions:

Complete this form or provide equivalent records uploaded to this eFDB. Provide dates and a brief description of maintenance and repair work completed on the electronic data recording equipment.

Use a separate form for each device.

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	A	B	C	D	E	F	G	H	I	J	K
	Date	eFDB Device ID or Make and Model	eFDB Website Version No.	eFDB Mobile Edition Windows or iPad and Version No.	Description of Maintenance	Performed By	New Verification Performed?	Routine or Non-Routine	If Non-Routine: How and When Discovered, Action Taken, and Defect	SOP No. Followed	Comments
1	06/19/2025	ipad black	8.2.20.20	8.1.20.27(2.0001)	Updated ipad to iPadOS 18.5	cs	Yes	Routine		4.14 and N-2.1	
2	08/05/2025	Rugged	8.2.20.20	8.2.20.49	New Windows Mobile Edition was released	cs	Yes	Routine		N-2.1	
3	08/28/2025	na	8.2.20.21	na	New Windows Online Edition was released	iAdvantage	No				

# Part 1C. Document Upload Log

IR4

Part 1C. Document Upload Log

PR Number: 2025 Facility Files

Field ID/ Chemical/ Crop: North Carolina State University

Folder: Part 2. Training, eFDB Maintenance, and Document U

Instructions:

Add a new row for each document uploaded to this eFDB. If providing the location of the original, you are certifying the upload is a true copy.

« « 1 » »

	A	B	C	D	E	F	G
	Name Given to Uploaded Document	Document Description	Name of Person Uploading	Date Uploaded	I certify the uploaded document is a true copy of the original	Location of Original Document	Comments
1	13832 TS COA and COC	TS COA and COC for 13832.25-NC170, NC171, NC172	Stephen Smith	02/19/2025	Yes	13832.25-NC170 Paper FDB	
2	Weight Set 1 2025 Calibration Certificate	Weight Set 1 Calibration Certificate	Stephen Smith	03/10/2025	Yes	NCSU IR-4 Field Research Center Archives	Calibrated 10/21/2024
3	Weight Set 2 2025 Calibration Certificate	Weight Set 2 Calibration Certificate	Stephen Smith	03/10/2025	Yes	NCSU IR-4 Field Research Center Archives	Calibrated 10/21/2024
4	2025 SOP Index	Signed 2025 SOP Index	Stephen Smith	03/10/2025	Yes	NCSU IR-4 Field Research Center Archives	Effective 3/3/2025
5	2024 SOP Index	Signed 2024 SOP Index	Stephen Smith	03/10/2025	Yes	NCSU IR-4 Field Research	Effective 2/22/24 through 3/2/2025

# Test Site Personnel Training Records Log

Collapse Header

Save Data

Notes

Export to Excel

1

Add Rows

Form Data

Contact Us

Load from Excel

## IR4

## Test Site Personnel Training Records Log

**PR Number:** 2025 Facility Files

**Field ID/ Chemical/ Crop:** University of California Riverside

**Folder:** Part 2. Training, eFDB Maintenance, and Document U

### Instructions:

This optional form is used to document each training activity for the Field Research Director and other personnel at the test site.

Do not enter historical training records to this form.

If separate records are kept instead or in addition, upload them to the document section

	A	B	C	D	E	F	G
	Training Date(s)	Training Title or Description	Instructor or Organizer	Location or Virtual	Who Received Training	Was GLP Training Included	Comments
1	3-11-25	March 2025 IR-4 Project GLP Refresher Training	Johanna Mazlo	virtual	Nathan Leach	Yes	
2	3-19-25	IR-4 Spring 2025 Electronic Field Databook Training	Philip Moore	virtual	Nathan Leach	No	
3	4-29-25	April 2025 IR-4 Project Field/GLP training	Kari Arnold	virtual	Nathan Leach	Yes	
4	7-22-25	July 2025 IR-4 Project GLP/Field Training	Nicole Soldan	virtual	Nathan Leach	Yes	

# Balance Calibration Check Log

Collapse Header

Save Data

Notes

Export to Excel

1

Add Rows

Form Data

Contact Us

Load from Excel

IR4

## Balance Calibration Check Log

PR Number: 2025 Facility Files

Field ID/ Chemical/ Crop: University of California Riverside

Folder: Part 4: Test Substance Area and Balance Calibratio

### Instructions:

Check balance calibration by weighing standard weights that bracket the target measurement.

Record: date(s) that the balance calibration was checked, the test substance(s) being measured on that day, the Field ID this pertains to, and the results.

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	A	B	C	D	E	F	G	H	I	J	K	L	M
	Date	Field ID No.	Test Substance	Weight Stated Unit	Recorded Wt. 1	Recorded Wt. 1	Recorded Wt. 2	Recorded Wt. 2	Weight Set ID	Make, Model, SN or Identifier of Balance	SOP No. Followed	Record dates and description of any calibration, maintenance, and repair work done on balance	Comments
1	07/23/2025	13820.25-CA60	Orthosulfamuron	g	10	10.0006	20	19.9997	IR4 Wt1	Bal3	60-9		
2	11/11/2025	13966.25-CA378	Flonicamid	g	1	1.0000	5	5.0000	IR4 Wt1	Bal3	60-9		
3	11/19/2025	13966.25-CA378	Flonicamid	g	1	1.0001	5	5.0002	IR4 Wt1	Bal3	60-9		

PR Number: 2025 Facility Files

Field ID/ Chemical/ Crop: North Carolina State University

Folder: Part 4: Test Substance Area and Balance Calibration

**Instructions:**

Use this form in the Facility Files eFDB for documenting test substance receipt prior to the trial's eFDB becoming available. When the trial's eFDB is available, copy and paste (transcribe) this information into that location.

Add additional columns to record each different test substance received.

		A	
1	Field ID No.	12703.25-NC163	12 Shipping Company
2	Name of Test Substance on container label	BAS 750 07 F	13 Shipping Number
3	Batch/Lot #	23238S02IH	14 Approx. Amount Received per Container
4	Received By	CS	15 Amount Unit
5	Date Received	1/14/2025	16 Number of Containers
6	Expiration Date	6/12/2026	17 Condition of container on arrival
7	Source of expiration date	COA	18 Container Description
8	Will the Test Substance expire before the anticipated last application date?	No	19 Was the Test Substance held temporarily in another location prior to transfer to its long-term storage location during the field trial?
9	GLP status known at time of receipt	Yes	20 If Yes, Enter Location of Temporary Storage
10	If "NO", enter date that Study Director was informed		21 Date(s) of Temporary Storage
11	If "YES", source of GLP status information	COA	22 Estimated temperature prior to monitoring

# Test Substance Area Inventory Log

IR4

Test Substance Storage Area Inventory Log

**PR Number:** 2025 Facility Files

**Field ID/ Chemical/ Crop:** University of California Riverside

**Folder:** Part 4: Test Substance Area and Balance Calibratio

**Instructions:**

Document the inventory of the test substance storage area by providing each test substance placed in storage, identified by name, active ingredient, lot number, and container ID. Provide the date received, amount received, number of containers received and the trial ID (Field ID) this test substance is intended for.

⏪ ⏩ 1 ⏪ ⏩

	A	B	C	D	E	F	G	H	I
	Field ID No.	Test Substance	Active Ingredient	Lot Number	Container ID	Number of Containers	Date Received	Date Removed	Comments
1	12529.25-CA30	Spin Aid	Phenmedipham	GH213802	25-1	1	01/09/2025		
2	12529.25-CA31	Spin Aid	Phenmedipham	GH213802	25-2	1	01/09/2025		
3	12529.25-CA31	Spin Aid	Phenmedipham	GH213802	25-3	1	01/09/2025		
4	13771.25-CA54	Quadris Top	Difenoconazole+Azoxystrobin	MHA0C29-FA1	25-4	1	01/10/2025		
5	11774.25-CA25	Linex 4L	Linuron	BT30210180080	25-5	1	01/13/2025		

# Test Substance Area Temp. Log

IR4

Test Substance Storage Area Temperature Log

PR Number: 2025 Facility Files

Field ID/ Chemical/ Crop: University of California Riverside

Folder: Part 4: Test Substance Area and Balance Calibration

### Instructions:

Use this (or an equivalent) form when chemical storage building temperatures are taken manually. For each day or date range that temperatures are taken, directly record the date, the minimum and maximum air temperature, the degree units (oF or oC).

When temperature records are monitored automatically, upload the data to the

	A	B	C	D	E	F	G
	Date or Date Range	Temp. Min.	Temp. Max.	Temp. Unit	Storage Location	Temp. Device ID	Comments
1	5-5-25	58.6	70.1	F	UCR Ag Ops chemical storage building	NIST4	
2	5-12-25	58.7	84.3	F	UCR Ag Ops chemical storage building	NIST4	
3	5-19-25	63.1	75.3	F	UCR Ag Ops chemical storage building	NIST4	
4	6-2-25	64.9	82.1	F	UCR Ag Ops chemical storage building	NIST4	
5	6-11-25	68.5	79.1	F	UCR Ag Ops chemical storage building	NIST4	

# General Equipment Maintenance Log

IR4

## General Equipment Maintenance Log

**PR Number:** 2025 Facility Files

**Field ID/ Chemical/ Crop:** University of California Riverside

**Folder:** Part 5. Greenhouse Activity and General Equipment

**Instructions:**

Per GLP (40 CFR 160.63 subpart D): Equipment shall be adequately inspected, cleaned, and maintained. Equipment used for the generation, measurement, or assessment of data shall be adequately tested, calibrated, and/or standardized.

Written records shall be maintained of all inspection, maintenance, testing, calibrating,

	A	B	C	D	E	F	G	H
	Date	Item	Description of Maintenance	SOP No. Followed	Performed By	Routine or Non-Routine	If Non-Routine: How and When Discovered, Action Taken, and Defect	Comments
3			notification received via text and email to Nathan and Peggy					model: TM-cell4G
4	02/27/2025	Temp Alert 2 (freezer alarm)	FRZ1 was turned back on and back to normal temperature notification was received via text and email by Nathan and Peggy	60-7.6	NL	Routine		Smart Sense Temperature Monitor model: TM-cell4G
5	02/25/2025	P90	Calibrated: NIST5=65.5F, P90=64.5F NIST5= -3.8F, P90= -1.7F	60-7.6	NL	Routine		FRZ2 HOBO
6	02/25/2025	Min/Max 5	Calibrated: NIST5= 65.5F, MinMax5=66F NIST5= -3.8F, MinMax5= -2.2F	60-7.6	NL	Routine		FRZ back up thermometer
7	02/27/2025	P89	Calibrated: NIST5= 65.9F, P89= 65.2F NIST5= 5.6F, P89= 5.0F	60-7.6	NL	Routine		FRZ1 HOBO

# Greenhouse Activity Log

IR4

Greenhouse Activity Log

**PR Number:** 2025 Facility Files

**Field ID/ Chemical/ Crop:** University of California Riverside

**Folder:** Part 5. Greenhouse Activity and General Equipment

**Instructions:**

For each date, provide the greenhouse activity, the Field ID and crop the activity was performed for. If the activity is a chemical application, identify the chemical by trade name, active ingredient, and the rate it was applied.

Because greenhouses are often shared and typically utilize new clean growing media

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	A	B	C	D	E	F	G	H	I	J	K
	Greenhouse ID	Date	Field ID No.	Crop	Activity	Trade Name	Active Ingredient	Rate	SOP No. Followed	Performed By	Comments
1											

# Application Equipment Log

IR4

## Application Equipment Calibration and Cleaning or Rinsing Log

**PR Number:** 2025 Facility Files

**Field ID/ Chemical/ Crop:** University of California Riverside

**Folder:** Part 6. Application Equipment

### Instructions:

This optional log is used to provide the identification of each application equipment, dates of sprayer calibration and rinsing or cleaning. Indicate whether the calibration was performed as part of routine or non-routine activities, the SOP followed, and the Trial ID (Field ID) that this calibration was performed for. Use the General Equipment Maintenance log for all other maintenance activities.

	A	B	C	D	E	F	G	H	I
	Date	Trial ID	Application Equipment	Was application equipment rinsed or cleaned after application?	Performed By	SOP No. Followed	Routine or Non-Routine	If Non-Routine: How and When Discovered, Action Taken, and Defect	Comments
1	02/03/2025	11774.25-CA25	Boom 5, Tank 1, Reg 1	yes	NL	60-3	Routine	n/a	App#1 Trt02 11774.25-CA25 calibration and application

# Drying Oven Use and Cleaning Log

IR4

Drying Oven Use and Cleaning Log

**PR Number:** 2025 Facility Files

**Field ID/ Chemical/ Crop:** North Carolina State University

**Folder:** Part 7. Freezers and Drying Oven Logs

**Instructions:**

Provide the dates and trial ID (Field ID) of drying oven use, the samples dried ID and sample type, date in and out of the drier, and if the drying oven was cleaned after use. Describe all drier maintenance activities on the General Maintenance Log.

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	A	B	C	D	E	F	G	H	I	J
	Oven ID	Field ID No.	Sample Type (RAC or Processing)	Sample ID	Date In	Date Out	Was Oven Cleaned After?	Performed By	SOP No. Followed	Comments
1	Williamsdale FL	13809.25-NC165	RAC	DA	06/23/2025	06/24/2025	Yes	cs	4.12	This is for the oven at the Williamsdale Biofuels Field La
2	Williamsdale FL	13809.25-NC165	RAC	DB	06/23/2025	06/24/2025	Yes	cs	4.12	This is for the oven at the Williamsdale Biofuels Field La
3	Williamsdale FL	13809.25-NC165	RAC	DC	06/23/2025	06/24/2025	Yes	cs	4.12	This is for the oven at the Williamsdale Biofuels Field La
4	Williamsdale FL	13809.25-NC165	RAC	DD	06/23/2025	06/24/2025	Yes	cs	4.12	This is for the oven at the Williamsdale Biofuels Field La

# Freezer Contents Log

IR4

Freezer Contents Log (TRT or TRT/UTC)

PR Number: 2025 Facility Files

Field ID/ Chemical/ Crop: North Carolina State University

Folder: Part 7. Freezers and Drying Oven Logs

### Instructions:

Record the movement of samples into and out of each freezer. Use this form for the treated sample freezer or when a single freezer is used for treated and untreated sample. Use a separate row for each set of samples added and removed together.

Sample ID is the A,B,C,D etc identified in the Field Residue Sample Inventory in the

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	A	B	C	D	E	F	G	H	I	
	Freezer ID	Trial ID	Sample ID	Sample Type	Date In	Time In	Date Out	Time Out	Comments	
1	4	12482.25-NC155	BA	Fruit	05/08/2025	8:01 AM	05/13/2025	3:00 PM		
2	4	12482.25-NC155	BB	Fruit	05/08/2025	8:01 AM	05/13/2025	3:00 PM		
3	4	12484.25-NC156	LA	Fruit	05/08/2025	8:20 AM	05/13/2025	3:00 PM		
4	4	12484.25-NC156	LB	Fruit	05/08/2025	8:20 AM	05/13/2025	3:00 PM		
5	4	12482.25-NC155	BC	Fruit	05/08/2025	8:33 AM	05/13/2025	3:00 PM		

# Freezer Maintenance Log

IR4

## Freezer Maintenance Log (TRT or TRT/UTC)

**PR Number:** 2025 Facility Files

**Field ID/ Chemical/ Crop:** North Carolina State University

**Folder:** Part 7. Freezers and Drying Oven Logs

### Instructions:

Provide freezer inspection, cleaning, and maintenance records. Use this form for the treated sample freezer or when one freezer is used for both treated and untreated samples.

If nonroutine repairs are performed on the freezer as a result of failure and malfunction,

	A	B	C	D	E	F	G	H	
	Freezer ID	Date	Description of Maintenance	Performed By	SOP No. Followed	Routine or Non-Routine	If Non-Routine: How and When Discovered, Action Taken, and Defect	Comments	
1	Freezer 4	05/06/2025	No maintenance performed since purchased on 11/11/2024	na	na				
2	Freezer 3	05/06/2025	No maintenace performed since moved to Castle Hayne on 1/13/2025	na	na				

# Freezer Temperature Log

IR4

Freezer Temperature Log (UTC)

PR Number: 2025 Facility Files

Field ID/ Chemical/ Crop: University of California Riverside

Folder: Part 7. Freezers and Drying Oven Logs

### Instructions:

Use this (or an equivalent) form when freezer temperatures are taken manually. For each day or date range that temperatures are taken, directly record the date, the minimum and maximum air temperature, the degree units (oF or oC).

Freezer ID and Temp. Device ID—may be make/model/serial# or assigned identifier.

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	A	B	C	D	E	F	G
	Date or Date Range	Temp. Min.	Temp. Max.	Temp. Unit	Freezer ID	Temp. Device ID	Comments
1	8-1-25	-24.1	-23.0	C	FRZ1	Min/Max 7	
2	8-5-25	-23.9	-22.9	C	FRZ1	Min/Max 7	
3	8-16-25	-24.0	-23.0	C	FRZ1	Min/Max 7	
4	8-24-25	-24.1	-22.9	C	FRZ1	Min/Max 7	
5	8-30-25	-24.1	-23.2	C	FRZ1	Min/Max 7	

# Facility Files of your Dreams?

- Any data table could become a facility file form, if approved
- What would make facility data generation easier for your site?
- Send your suggestions to the eFDB Admins now or later
- Use the document uploads for any documentation not currently an eFDB Facility Files Form (scan the paper)