



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

Updates to the IR-4 Intranet

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Today we'll cover...

- How the intranet serves our team & stakeholders
- New content added since launch
- Navigating the site
- What will be removed ir4project.org & remain on the intranet
- **Intranet scavenger hunt!**

Why do we need an intranet?

The creation of the intranet is a step towards an improved digital presence for IR-4—for our internal team and for our external stakeholders.

The intranet is built for you.

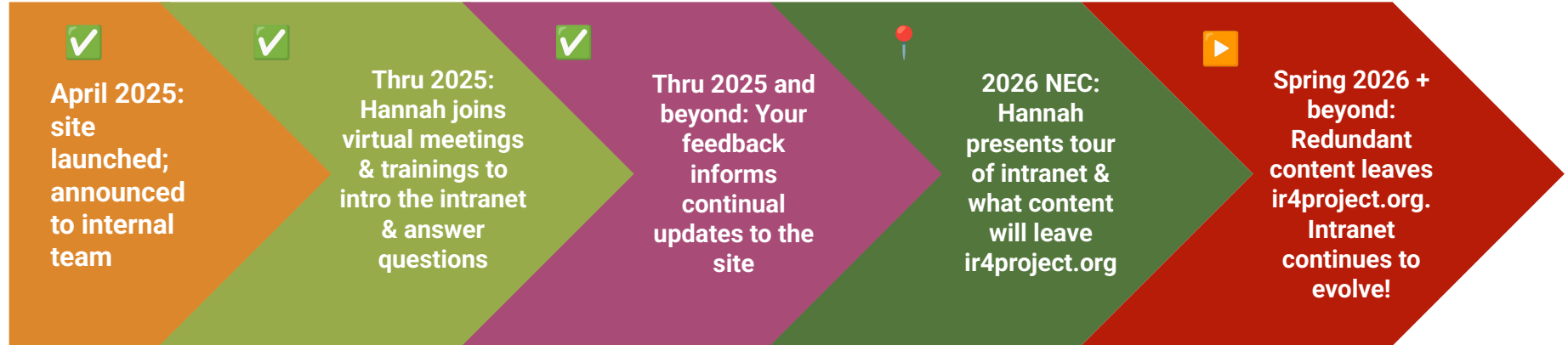
- A more organized, easy-to-navigate **home for resources and tools** we reference regularly
- A way to provide **consistent, updated materials** across job functions and locations
- A platform for supporting **team cohesion & IR-4's identity**
- **Shaped by experts** in each area of our organization
- Hopefully, making parts of **your job simpler!**

The intranet will help us better serve our public stakeholders.

One **goal behind the intranet**, set by the Path Forward 2.0, is to **reduce clutter on ir4project.org**. Once we simplify the public site by removing redundancies, there will be room to update this site's structure and content. **Clarity and simplicity** through relevant, audience-focused content will be top of mind in future updates.

Your input is encouraged! Help us spot clutter, redundancy & outdated content.

Intranet Launch Timeline



The site is LIVE and accepting feedback for continuous improvement



Intranet Access

- Visit **ir4intranet.org**
- You **don't need to login** to access most of the site
- Pages with sensitive information are password protected; the password is the same for all **protected pages** and will be shared (and updated) annually
 - Password: **IR4training!**

ir4intranet.org

Who is the intranet for?

- HQ + Regional teams
- Field research collaborators
- Analytical lab teams
- QA personnel
- State Liaison Reps
- Commodity Liaison Committee
- Project Management Committee
- Other internal committees as needed



What's new on the intranet?

A snapshot of some recent additions



Under “General,” the **National Resources page** is a helpful touchpoint for materials important to ALL team members. It has several newly added resources, including:

- *Award Nomination Guidelines*
- *Document Review Tracker*
- *Travel Plans Tracker*
- *GLP org chart & regional leads document*
- *Regional website links*
- *& more!*



The screenshot shows the IR-4 Project Intranet website. At the top, the logo reads "IR-4 Project" with a green leaf icon, followed by "INTRANET". Below the logo is a navigation menu with the following items: "General", "Food Program", "EH Program", "Lab", "QA", "Training", and a link "VISIT IR4PROJECT.ORG" with a right-pointing arrow. The main content area features a large green box with the heading "National Resources". Below the heading, the text reads: "The following resources are important for all IR-4 personnel. Don't hesitate to contact HQ or your regional office—we are here to help!". At the bottom of the green box, a caption states: "Pictured: Headquarters and Regional team members with Ms. Wuf during the 2024 NRPM meeting at NC State." To the left of the green box is a photograph of a large group of people, including a mascot character, posing for a group photo in an office setting.

Basic Outline of IR-4 Regional Leads (as of January 5, 2026)

	WESTERN	NORTH CENTRAL	NORTHEAST	SOUTHERN	ARS
Regional Directors	Matt Hengel WSR	Mary Hausbeck NCR	Simon Zebelo NER	Liwei Gu SOR	Alvin Simmons ARS
RFCs	Kari Arnold / Mika Pringle Tolson	Nicole Soldan	Marylee Ross / Megan James Hickman	Kristen Searer-Jones	Alvin Simmons
LRDs	Matt Hengel			Gail Mahnken	Tamara Snipes
QA (May audit across all regions)	Martin Beran Laurel Hsieh	Jane Forder	Jane Forder	Yavuz Yagiz Kathleen Knight	
FRDs	James Kam Nathan Leach Will Meeks Wilson Peng Ann Rasmussen Matthew Robinson Delila Rendon Chanz Robbins Seth Watkins Zhening (Ning) Zhang	Scott Chapman Tom Gauderman Dan Heider Allison Robinson Celeste Wheeler	Jennifer Fisher Marty Sylvia	Kim Cochran Michael Long Wilfredo Robles Vazquez Cole Smith Darrell Thomas	Sharon Benzen Ben Fraelich Leona Horst Duane Larson Paul Wade
Analysts	Alex McFall Bronson Hung Jeff Eichler Riza Punongbayan Fabiola Zuno Tey Montalvo			Vic Bauder Emily Graham Moriah Murrin Stephanie Long Andrew Wuellner Isil Gazioglu Elisha Mitchell Joel McCray	Fran Fletcher Nazmoon Sheikh

**LINKED ON
NATIONAL
RESOURCES
PAGE. DESIGNED
TO HELP TEAM
MEMBERS:**

*understand org
structure beyond
HQ*

...
*Get to know
regional
leadership*

...
*Know where your
team fits in the
bigger picture of
the nat'l program*

Currently for Review

To **review a document**, download it by clicking the title, make your comments in the downloaded Word document, and then email the updated version to [Christina Dineen](#). If you prefer working in Google docs, upload the document to Google Drive, make your comments there, and share the document [via email](#).

Title	Reviewers	SOP #	Rev #	Review Deadline
Inventory & Transfer of GLP Raw Data & Other Records to HQ	All IR-4	N-01.5	0	11/13/25 (committee is currently addressing comments before sending to PMC for the final review)
iAdvantage Electronic Field Data Book Use	All IR-4	N-02.1	2	12/15/25

Under “General,” the **DOCUMENT REVIEW TRACKER** page is designed to help team members:

- Find and download documents currently up for team review that are moving to National SOPs
- See what’s coming soon for review
- Check which documents are done being reviewed and are now **National SOPs. ***We have added eQA access instructions for these documents***

Under “General,” don’t miss the Outreach Toolkit page, which is continuously updated downloadable materials like slide decks, logos, regional branded resources, and Zoom backgrounds.

Get ready to look polished and feel prepared!

What else would you like to see on this page? Let me know.



> IR-4 Background 4 (Arboretum)



> IR-4 Background 5 (Lavender)

Food Crop Researcher Resources

These resources are relevant to all IR-4 team members conducting Food Crop research.

Helpful Researcher Resources

- > [IR-4 Guidance Documents and Advisories](#)
- > [Electronic Field Data Book](#)
- > [Efficacy/Crop Safety Reporting Form](#)
- > [Glossary of Common Acronyms](#)
- > [US Crop Production Region Map for Residue Trial Distribution](#)
- > [CDMS \(agri-chemical label database\) – Search for current pesticide product labels & SDS's based on product name, manufacturer, common name, etc.](#)
- > [IR-4 Monthly Activity Reports](#) – See the progress IR-4 projects make by month, from final report writing/signing to submissions made to EPA to permanent tolerances established.
- > [Crop Grouping Information & Crop Group Table](#)

Under “Food Program,” this page has been updated & improved!

- Reorganized for clarity
- Additional EPA Resources
- ★ **NEW:** International Pesticide/
Regulatory Resources

NEW!!



Nellie Mae
and Freya



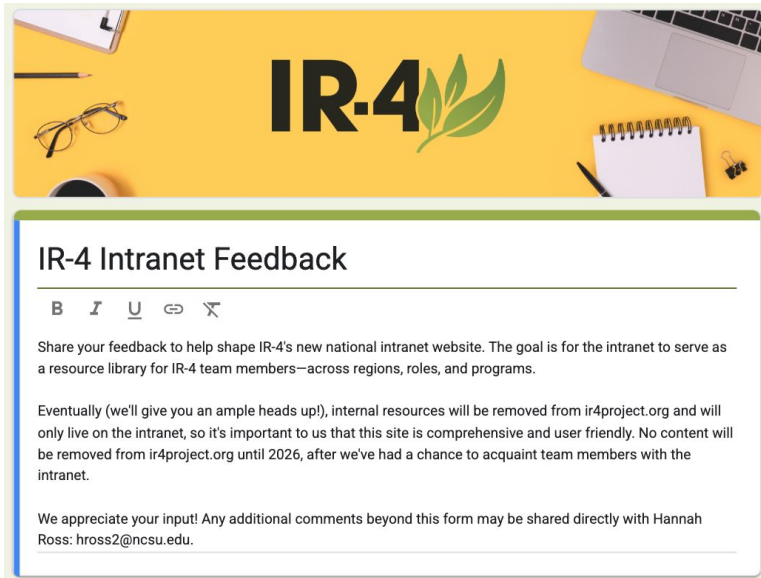
Pets of IR-4 

Let's tour the site!



Intranet Feedback

This website will be continually shaped by YOUR input

A screenshot of a feedback form titled "IR-4 Intranet Feedback". The form is set against a yellow background with office supplies like glasses, a laptop, and a notebook. The text inside the form reads: "Share your feedback to help shape IR-4's new national intranet website. The goal is for the intranet to serve as a resource library for IR-4 team members—across regions, roles, and programs. Eventually (we'll give you an ample heads up!), internal resources will be removed from ir4project.org and will only live on the intranet, so it's important to us that this site is comprehensive and user friendly. No content will be removed from ir4project.org until 2026, after we've had a chance to acquaint team members with the intranet. We appreciate your input! Any additional comments beyond this form may be shared directly with Hannah Ross: hross2@ncsu.edu." The form includes a rich text editor with icons for bold, italic, underline, link, and unlink.

IR-4

IR-4 Intranet Feedback

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Share your feedback to help shape IR-4's new national intranet website. The goal is for the intranet to serve as a resource library for IR-4 team members—across regions, roles, and programs.

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We appreciate your input! Any additional comments beyond this form may be shared directly with Hannah Ross: hross2@ncsu.edu.

Submit feedback via the form
(linked on the homepage) or
by emailing hross2@ncsu.edu



Simplifying our Public-Facing Content

>> What stays on the intranet but leaves ir4project.org?



What's next on IR4project.org?

Internal content that has been moved to the intranet but is not needed by the public or external stakeholders will gradually be phased OFF of ir4project.org and will ONLY reside on the intranet.

Don't worry—we'll help you with the transition! This will begin soon in 2026.





Leaving ir4project.org this year because they have a home on the intranet and serve an internal audience:

- Food Crop Researcher Resources
- Environmental Horticulture Researcher Resources
- eFDB Resources
- Quality Assurance materials specific to internal team
- Guidance Documents & Advisories
- Other internal only documents that arise during content clean-up
- Downloadable logos and team-oriented outreach materials (will keep some public facing outreach info for stakeholders on Outreach page)



Staying on ir4project.org because they serve our public stakeholders:

- About IR-4 info
- All research info that helps stakeholders understand our research and view outcomes
- Documents that support our public program transparency like PMC meeting minutes and annual reporting
- Events & Training
- Stakeholder Resources
- & more!



What am I missing? What would you edit or improve?

Let me know by filling out the feedback form—accessible via this blue box on many intranet pages:



Intranet ideas?

We welcome your input to help shape this site!

[Submit your feedback →](#)



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INTRANET SCAVENGER HUNT

How quickly and easily can you navigate the intranet to uncover helpful resources?



Work with your table to answer all 10 questions. The first 2 tables to finish win!

1. Which page would you visit to download an IR-4 slide deck template? _____
2. What is the password to the intranet's protected pages? _____
3. How many virtual lab trainings did IR-4 host in 2025? _____
4. What is the title of National SOP #N-03.3 coming soon for "all hands" review?

5. On which page would you find the IR-4 Operational Handbook? _____
6. Name one example document provided on the intranet regarding EPA inspections:

7. What are the 4 areas of responsibility listed on the intranet that the Education & Training Committee takes on? _____
8. Which page links to EPA's "Residue Chemistry Test Guidelines"? _____
9. Where are PMC meeting handouts located? _____
10. On which page would you find FAQ's for the eFDB? _____

Thank you!

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