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and

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and

Fisheries and Oceans Canada
Sea Lamprey Control Centre
1219 Queen Street East
Sault Ste. Marie, Ontario P6A 2E5
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ADMINISTRATIVE OPERATING PROCEDURE

PROCEDURE TITLE:

Method of Review and Revision of the Standard Operating Procedures for Application of Lampricides in the Great Lakes Fishery Commission Integrated Management of Sea Lamprey (*Petromyzon marinus*) Control Program

APPLICABILITY:

Application of lampricides in the United States and Canada

PURPOSE:


To provide guidelines for the review and revision of the techniques and procedures used in the chemical control of sea lampreys

PROCEDURE:

1. A panel of representatives from the control section of each lamprey control station and a representative from the Upper Midwest Environmental Sciences Center complete the reviews.
2. The Standard Operating Procedures (SOPs) are reviewed annually and revised as needed. Interim SOPs may be amended or finalized at any time.
3. The appendices are reviewed and revised annually.

4. The narrative section of the manual is reviewed annually and addenda are established to correct items that require change, but total revision of this section is completed as needed (at a minimum five-year interval). All sections of the manual will be reviewed and revised periodically to establish citation links between procedures, appendices, and the narrative section. After a full revision the draft is sent to no less than five persons for external peer review. Reviewers will be from outside of the SLC, but will have knowledge of pesticides and application techniques. A record will be kept of the identities of the cooperating reviewers. After completion of revision based on the comments of the reviewers, all sections of the manual will be distributed to all listed recipients (Appendix N) and other interested parties.
5. Distribution of annual revisions of SOPs and appendices are provided to MBS, LBS, SLCC, HBBS, UMESC, LCFWMC, USEPA, and Health Canada. One person at each station will be designated responsible for making the changes provided by the committee.
6. Each SOP is sequentially numbered for identification and includes a decimal designation which signifies the revision number. The original draft of each SOP is designated SOP: ___ .0. SOPs referred to in the narrative section or in other SOPs are designated SOP: ___ .x, with x representing the current version.
7. After revision, SOPs receive a new (sequential) extension number and the procedure date is changed to reflect the date of revision.
8. Copies of these documents are maintained in the computer data base of each station.
9. Any person making a copy of any portion of this manual must write "COPY" on the top of the first page and add the date that the copy was made.

This procedure has been reviewed and approved by the undersigned representatives of the U.S. Fish and Wildlife Service and Fisheries and Oceans Canada.

REVIEWED/APPROVED  DATE 1-17-13
Field Supervisor (U.S.)

REVIEWED/APPROVED  DATE Jan 16 / 13
Division Manager (Canada)