

U.S. Fish and Wildlife Service  
Marquette Biological Station  
3090 Wright Street  
Marquette, Michigan 49855  
U.S.A.

and

U.S. Fish and Wildlife Service  
Ludington Biological Station  
5050 Commerce Drive  
Ludington, Michigan 49431  
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and

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

## **ADMINISTRATIVE OPERATING PROCEDURE**

### **PROCEDURE TITLE:**

Policy for the Acquisition and Maintenance of an Inventory of Lampricide Stocks

### **APPLICABILITY:**

Policy applies to the Great Lakes Fishery Commission (GLFC) Secretariat and all Sea Lamprey Control stations that acquire, use, and maintain lampricide stocks.

### **PURPOSE:**

To provide a method of acquisition and accounting for stocks of all lampricide products applied and maintained in the Sea Lamprey Control Program in the United States and Canada.

### **POLICY:**

It is the policy of the GLFC that the inventory of lampricide products on December 31 is sufficient to ensure continuation of the field program during the next two years. This amounts to a zero inventory approach with no significant inventory surplus. The level of inventory required of the different lampricide products is based upon the average use over the preceding five year period and is reexamined annually. An exception to this would be planned, special one-time use requirements of a specific product.

**PROCEDURE:**

Lampricide products covered:

PRODUCT	FORMULATION	PURCHASE AND REPORTING UNIT	INVENTORY UNIT
TFM	Liquid	Kilogram (active ingredient)	Number of containers by manufacture lot
	Bar	Bar	Number of bars by manufacture lot
Bayluscide	70% Powder	Kilogram (formulated product)	Number of containers by size and manufacture lot
	20% Emulsifiable concentrate	Liter (formulated product)	Number of containers by manufacture lot
	3.2% Granular	Kilogram (formulated product)	Number of containers by manufacture lot

**Acquisition:**

Average use of each lampricide product over the preceding five year period is reviewed through the Task Force structure each fall. The projections shall include lampricide use within the Great Lakes basin and purchase requests for outside the basin (i.e. Lake Champlain and Finger Lakes). These figures are provided to the GLFC Secretariat as guidelines for purchase and delivery during the coming year(s).

Bid specifications are developed and solicited in August. Orders with manufacturers are placed in December following budget decisions at the GLFC Interim Meeting. Should existing inventories of any lampricide product be at a level twice the projected use for the upcoming field season, purchase may be postponed one year.

Delivery of all lampricide products is scheduled for summer (June-August) to meet December 31 projected use levels for the following field season and to ensure adequate supplies.

Multi-year purchase contracts are encouraged with annual deliveries scheduled in the early summer (June-August) of each year. The amount of lampricide products to be purchased by multi-year contracts is the average use of the preceding three years multiplied by the length of time (years) of the contract plus ten percent.

Short-term purchasing opportunities offered by suppliers (i.e. production over-runs) are considered additional to the GLFC policy and should be leveraged to GLFC advantage whenever possible. Such opportunities will not, however, result in modification of planned future purchases according to procedures outlined in this AOP.

The expected purchase and inventory units and manufacture lots are provided to the agents by the GLFC. Agents verify these upon receipt of the delivery of the products and notify the GLFC of any discrepancy. Verification of delivery is also sent to the Ludington Biological Station.

**Acquisition procedure**

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|---|-------------|
| 1. Bid specifications developed & solicited | August      |
| 2. Review 3 year use                        | September   |
| 3. Purchase recommendation                  | October     |
| 4. External purchase requirements           | December    |
| 5. Purchase decision                        | December    |
| 6. Purchase order                           | December    |
| 7. Inventory of existing stocks             | December    |
| 8. Delivery                                 | June-August |

Inventory:

TFM: All agents maintain an inventory based on policy parameters (see table). The percent active ingredient (free phenol) is provided to the field agents by the GLFC internal research agent. This information is used to calculate the number of kilograms active ingredient per container. All reports of lampricide use are based on this calculated number.

The number of containers of TFM, the related number of kilograms active ingredient, and manufacture lot delivered to each station is recorded. A station log is maintained to provide current information on TFM stocks available at each station .

Before each treatment a count is completed to confirm the number of containers, by manufacturing lot number, of TFM transported. This number is reported to the nearest 0.1 containers. After each treatment the total numbers of full and empty containers are determined. The total number of containers used for a treatment is based on this count.

At each station, the record of lampricide use is updated after each stream treatment and is reported on Stream Treatment Summary Reports. Data from use reports and deliveries are entered onto a running inventory spreadsheet.

The number of TFM bars delivered to each station is recorded by manufacture lot. Procedures for inventory of the number of TFM bars follow those outlined for TFM.

Bayluscide: Delivery of 70% Wettable Powder, 20% Emulsifiable Concentrate, and 3.2% Granular Sea Lamprey Larvicide to each station is recorded in the appropriate inventory unit by manufacturer lot. A station log is maintained to provide current information on Bayluscide stocks available at each station.

The percent active ingredient (niclosamide, free phenol) for each batch of product delivered is determined by the internal research agent and provided to the field agents.

The use of 70% Wettable Powder and 20% Emulsifiable Concentrate is reported by each station on Stream Treatment Summaries. Data from these reports are entered onto the inventory spreadsheet and updated as needed.

Granular Sea Lamprey Larvicide 3.2% is used for both assessment and control of sea lampreys. Control applications are reported on Granular Bayluscide Application Forms (Appendix M); assessment applications are recorded on Larval Assessment Forms (Appendix K). Data from these reports are entered onto the inventory spreadsheet and updated as needed.

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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 \_\_\_\_\_  
Field Supervisor (U.S.)

REVIEWED/APPROVED Julie Shivas DATE 05 MAR 2020  
Program Manager (Canada)