

U.S. Fish and Wildlife Service  
Marquette Biological Station  
1924 Industrial Parkway  
Marquette, Michigan 49855  
U.S.A.

and

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

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:**

Procedures for Procurement of New Instrumentation

### **APPLICABILITY:**

Procedures apply to purchases of instruments by chemical control units at the Sea Lamprey Control Centre, Ludington Biological Station, and Marquette Biological Station.

### **PURPOSE:**

To assure that all lamprey control units operate the same types of instruments, to limit the number of models in use, and to provide guidance to personnel responsible for procurement of instruments.

### **PROCEDURE:**

- I. If a need for improved or upgraded instrumentation is identified, the program chemist should be consulted for technical expertise. The program chemist will make a recommendation on new instrumentation and consult with treatment supervisors and biologists.
  - A. Upon agreement to purchase a new instrument, one person from each station will coordinate field testing; and if ultimately deployed program wide, write an IOP for the program.
  - B. The IOP will be submitted and reviewed during the annual SOP meeting in December.

- II. New equipment and instrumentation can be purchased, but it cannot be used in field operations except in comparative work to assess the capabilities of the instrument until an Instrument Operating Procedure is in place.

---

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 \_\_\_\_\_ DATE \_\_\_\_\_  
Program Manager (Canada)

Revision No.	Date	Person(s) Responsible	Description
11	1/28/21	Benson Solomon, Chris Eilers, Barry Scotland	Simplified procedure for steps towards procurement