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and

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Ludington Biological Station
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and

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

ADMINISTRATIVE OPERATING PROCEDURE

PROCEDURE TITLE:

Procedure for Management of Stream Treatment Records

APPLICABILITY:

Procedures apply to all records of treatments conducted by Sea Lamprey Control personnel.

PURPOSE:

To provide continuity within the program for management of treatment records, and to assure compliance with FIFRA regulations for archiving treatment data.

PROCEDURE:

- I. Management of routine treatment records
 - A. Hard copies of treatment data
 1. Original data are stored in a series of folders organized by stream which contain
 - a. Data collected during each stream treatment
 - b. Summaries of data sets collected during the treatment
 2. Treatment supervisor is responsible for updating the treatment folders
 3. Duplicates are made as required.


- B. Computer records (U.S. only)
 - 1. Treatment data are entered daily on portable computers.
 - 2. Treatment data and biological collection data are transferred to the station system at the end of each treatment.
 - 3. Electronic treatment data are verified for accuracy.
 - 4. Electronic treatment records are copied and stored in a secure space.

II. Compliance with FIFRA regulations for archiving data

- A. Treatment data are collected on forms common to all field units (Appendix M).
 - 1. Water chemistry
 - 2. Discharge measurement
 - 3. TFM application record
 - 4. Bayluscide application record
 - 5. Lampricide analysis
- B. A Chemical Treatment Summary form (Appendix M) is completed to aid in description of the treatment.
- C. Data forms are organized by treatment at the end of the field season.
- D. Copies of treatment forms are archived at each station
- E. Data are retained in a secure space for a minimum of two years to satisfy FIFRA requirements.

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


Field Supervisor (U.S.)

DATE 1-17-13

REVIEWED/APPROVED


Division Manager (Canada)

DATE Jan 16/13