

TOP 024.3
Effective Date: 3/17/2015
Replaces TOP 024.2
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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
U.S.A.

and

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

TECHNICAL OPERATING PROCEDURE

PROCEDURE TITLE:

Procedures for Entering Lampricide Control Field Data

APPLICABILITY:

Procedures apply to all entries of lampricide control field data (United States only).

PRINCIPLE:

Standard procedures for the entry of lampricide control field data

SAMPLE COLLECTION AND PRESERVATION:

Not applicable

EQUIPMENT REQUIRED:

Computer with data entry program

POTENTIAL INTERFERENCES:

Not applicable

SAFETY:

No specialized safety procedures are required.

DISPOSAL:

Not applicable

REAGENTS:

Not applicable

PROCEDURES:

- I. On most occasions data is entered at the end of the work day by the person who collected the data. Entry may be delayed by time concerns, but it is desirable that all data be entered into the appropriate files by the end of the field trip.
- II. General guidelines for computer use
 - A. Do not allow liquids in the computer area.
 - B. Do not touch the computer screen.
 - C. Clean hands before using touch-pad.
 - D. Never turn the computer off without first closing the database (**EXIT**).
- III. Categories of field data are entered in appropriate files which include:
 - A. Bayluscide (Non Granular)
 - B. Bayluscide (Granular)
 - C. Discharge measurements
 - C. Dye Studies
 - D. Lampricide Analyses
 - E. TFM Applications
 - F. Water Chemistries
 - G. Secondary Applications (used for supplemental applications)
- IV. Data entry procedures
 - A. System startup
 1. Press ON button to power the computer.
 2. Select OK in the WARNING TO USERS OF THIS SYSTEM window
 3. Enter encryption USER NAME and PASSWORD
 4. Enter USER NAME and PASSWORD.

5. When the computer is ready a window with a series of icons will be displayed. Double-click the (ORACLE) DATABASE icon.
6. Enter USER NAME and PASSWORD. The U.S. Fish and Wildlife Service - Sea Lamprey Control Program – Chemical Information System opening page will launch.
7. Never turn the computer off without using SHUTDOWN.

B. Data entry

1. Select the data category you want to enter. The data entry page for the selected database will launch.
 - a. To enter data select the 'Lock' icon (EDIT/VIEW) in the upper right-hand corner of the MENU BAR to unlock the data sheet.
 - b. Enter data in first row and press ENTER to move to the next row.
 - c. Use mouse to return to previous row.
 - d. When sheet is complete select NEW SHEET to save and enter another sheet or EXIT to save and return to Chemical Information System opening page.
2. Deleting a sheet.
 - a. To delete a sheet select DELETE from the MENU BAR.
 - b. Select YES when prompted with "ARE SURE YOU WANT TO DELETE THIS SHEET"
3. Editing data
 - a. To edit or change data select the category database you want to enter from the Chemical Information System opening page.
 - b. From the data entry page select FIND from the MENU BAR.
 - c. From the FIND window select the criteria that apply and press OK.
 - d. If the ID was entered a sheet meeting the specific criteria will launch.
 - e. If the ID was not entered a sheet meeting the general criteria will launch. Use the forward or back buttons from the MENU BAR to find the specific sheet.
 - f. To edit data select the 'Lock' icon (EDIT/VIEW) in the right-hand corner of the MENU BAR to unlock the data sheet.
 - g. Use the ENTER key or a mouse to move around the sheet and make changes.
 - h. A red UNDO SHEET icon will appear on the right-hand side of the MENU BAR indicating a change has been made. Selection of this icon will return sheet to original version.
 - i. Select EXIT from the MENU BAR to save changes and exit or select FIND from the MENU BAR to save changes and edit another sheet.
4. Entering military time
 - a. The military time that represents midnight is 0000.
 - b. The time 0000 is considered the beginning of a new day and the date coinciding with this time reflects this convention.

5. Exiting the database
 - a. From the data sheet select EXIT in the left-hand corner of the MENU BAR to return to the Chemical Information System opening page.
 - b. From the Chemical Information System opening page select EXIT (DOOR ICON) in the Left-hand corner of the MENU BAR.

REFERENCES:

None

This procedure has been reviewed and approved by the undersigned representative of the U.S. Fish and Wildlife Service.

REVIEWED/APPROVED Robert L. Davis DATE 3-24-15
-Field Supervisor (U.S.)