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. One person from each office is designated as a contact and representative of that office.

A. That designated person is notified of suggested changes in instrumentation and of all purchases of instruments.

B. The representatives from the three stations meet to approve changes in instrumentation. To be approved for use by all agents a new instrument must represent a significant improvement over the instrument then in use. This approval is completed before an Instrument Operating Procedure is written.
C. Purchases of factory-designated replacements for instruments already in use also receive approval but need not show significant improvement over the existing instrument. The purpose of this requirement is to alert all units that a particular instrument is no longer available and a suggested replacement exists.

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.

III. The person who introduces and assesses a new instrument is responsible for writing the Instrument Operating Procedure.

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____________
Division Manager (Canada)