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and

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Ludington Biological Station
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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 year. 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	INVENTORY UNIT
TFM	Liquid	lbs formulated product	Number of containers by manufacture lot
TFM	Solid	Bar	Number of bars by manufacture lot
Bayluscide	20% Emulsifiable concentrate (EC)	Liters formulated product	Number of containers by manufacture lot
Bayluscide	3.2% Granular (GB)	lbs 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 May – September each year to meet December 31 projected use levels for the following field season and to ensure adequate supplies.

Multi-year purchase contracts are encouraged. The amount of lampricide products to be purchased by multi-year contracts is the average use of the preceding five 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 each delivery of product then notify the GLFC that the order has been received. Any discrepancies in the order or issues with the shipment are relayed to the GLFC in a timely manner.

Acquisition procedure:

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| 1. Bid specifications developed & solicited | August |
| 2. Review 5-year use | September |
| 3. Purchase recommendation | October |
| 4. External purchase requirements | December |
| 5. Purchase decision | December |
| 6. Purchase order | December |
| 7. Delivery schedule assembled | December/early January |
| 8. Delivery | May - September |

Inventory:

Upon delivery, all shipments of lampricides are entered into the GLFC electronic lampricide inventory system (Phyletec). All transfers and lampricide usage are also accounted for in Phyletec. Phyletec is to be kept up to date to provide current information on lampricide stocks available at each station. All agents maintain an inventory based on policy parameters. To confirm that lampricide inventory is accurate in Phyletec, a spreadsheet may also be used to track lampricide deliveries, transfers between stations, and lampricide use.

After delivery, lampricide is not to be used until quality assurance testing has been completed. The percent active ingredient for each batch of TFM delivered is determined by an internal research agent at the Hammond Bay Biological Station. The percent active ingredient for each batch of TFM bars and Bayluscide (both EC and GB) delivered is determined by an internal research agent at the Upper Midwest Environmental Science Center. Results are provided to the field agents. For TFM, this information is used to calculate the number of kilograms active ingredient per each container.

Each container or bar of lampricide is barcoded and scanned as it is transferred or used. This allows each transfer or application of lampricide to be electronically recorded and confirms the number of containers, by manufacturing lot number, that is recorded on data sheets.

After each treatment the total number of full and empty containers are determined to confirm the amount recorded. The amount of total lampricide used is reported on Stream Treatment Summary Reports. Each station maintains their own inventory and reports both current and end of year projected inventory to the GLFC in late July, then again in September. This allows the GLFC to budget for the upcoming lampricide order at the start of each fiscal year.

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)