

**INSTREAM PIT TAG DETECTION SYSTEM (IPTDS)  
STEERING SUBCOMMITTEE CHARTER, 30 JULY 2019**

The PIT tag Steering Committee (PTSC) serves to coordinate implementation of PIT tag tagging and interrogation systems, to provide a comprehensive PIT Tag database accessible to all interested parties in the Columbia River Basin, and coordinate training for field personnel involved with the PIT-tagging system. Technological advances in PIT tag detection systems have resulted in a large expansion of interrogation sites in tributaries of the Columbia and Snake rivers over the last ten years. The level of knowledge and adaptability required for the successful installation, operation, and maintenance of each instream PIT tag detection system (IPTDS) falls outside the traditional scope of the PTSC and PTAGIS operations. Fully incorporating the IPTDS data sets into the PTAGIS database is consistent with PTSC and PTAGIS goals and essential to address management needs to maintain and promote recovery of fish populations including those addressed in the Biological Opinions within the Columbia River Basin.

With this charter, the PTSC establishes an IPTDS Steering Subcommittee (the Subcommittee) to provide technical guidance related to IPTDS operation and maintenance to the PTSC and PTAGIS while ensuring the data integrity of the PTAGIS database is not compromised.

**Purpose and Goals:**

The purpose of the Subcommittee, in coordination with the full PTSC, is to develop and coordinate implementation of operation and maintenance protocols of IPTDS and to provide high quality interrogation data and associated metadata to the PIT Tag database accessible to all interested parties in the Columbia River Basin.

The Subcommittee goals include:

- a) Provide technical guidance for the installation, operation, and maintenance of IPTDS and their data management to the PTSC and PTAGIS.
- b) Establish and update system specifications as needed to assure integrity and continuity of the data.
- c) Coordinate training for IPTDS site stewards and other field personnel involved with the IPTDS as needed. Facilitate the use of equipment that meets the needs of users throughout the region and protocols to ensure high quality data.
- d) Facilitate webinars or forums on various data analysis topics to ensure comparable methodologies and results from a wide variety of IPTDS sites in the Columbia River Basin.
- e) Provide coordinated recommendations, through the PTSC, to appropriate agencies on activities and programs that further the PTSC's goals.
- f) Identify and discuss policy issues with the PTSC for resolution.

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**Membership:**

The IPTDS Subcommittee includes but is not limited to designated representatives from the Nez Perce Tribe, Yakama Nation, Umatilla Tribe, Colville Confederated Tribes, Confederated Tribes of Warm Springs, Idaho Department of Fish and Game, Oregon Department of Fish and Wildlife, Washington Department of Fish and Wildlife, Pacific States Marine Fisheries Commission, U.S. Fish and Wildlife Service, National Marine Fisheries Service, Bonneville Power Administration and the U.S. Geological Survey. The PTSC encourages participation from all interested regional, state, federal, and tribal entities within the region. Representatives are encouraged to participate in addressing issues and voting on resolutions and/or recommendations addressed by the subcommittee. Members should ideally possess expertise in the operations and maintenance of IPTDS, including experience in the manipulation and analysis of associated data. Members may delegate their representation or vote to another member. Participant substitutions are discouraged to ensure continuity in understanding and decision making

Meetings are open to participation of all interested parties. Interested parties may provide input to IPTDS members and the subcommittee.

**Operating Procedures:**

The Subcommittee will elect a chair and co-chair each year by majority vote of its members. The chairperson will assume responsibility for the scheduling of meetings and assure coordination and communication between meetings among Subcommittee members and the PTSC. The Chairperson will provide the PTSC chairperson with a copy of the proposed agenda for distribution to PTSC members. The co-chair will assist as needed. The Subcommittee will annually review member agency IPTDS status and identify training needs, develop coordinated training plans and provide input to PTAGIS on computer and logistical issues and/or needs. The Subcommittee will meet at least annually and on an as needed basis as determined by the chairperson. It is anticipated that more frequent meetings will be required initially (not to exceed six/year) as specification documents and protocols are developed. Minutes will be issued from each meeting to all participating agencies through their representatives, and to the PTSC chairperson for distribution to its members and published for public review via the PTAGIS website.

The Subcommittee may issue internal directives and other reports as it believes appropriate. The Subcommittee will submit internal advisory comments on proposals to member organizations. The Subcommittee will operate on a consensus basis for decisions. In those situations where consensus cannot be achieved, the decision will be reached by a 75 percent or greater affirmative vote of attending members. Upon request, the Subcommittee will review proposals and requests from non-member organizations to ensure data integrity and consistency within the existing database and protocols prior to providing recommendations to the PTSC and PTAGIS.

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**Relationship to PTSC:**

The IPTDS Steering Subcommittee will function as a subcommittee of the PTSC and provide recommendations to the PTSC in support of technical IPTDS needs that further enhance the robustness and value of the IPTDS PIT tag data to the region and interested parties.

**Funding:**

Each agency will pay necessary travel and per diem costs for their Subcommittee representatives.

**Charter Amendment:**

Subcommittee members may propose changes to this charter at any time for review and approval.

**Agreement:**

By our signatures, we, the undersigned, agree to the above and to actively participate in the activities of the IPTDS Steering Subcommittee.

We further agree that any party to this agreement may discontinue participation in the IPTDS upon written notice to the chairperson and other members.