

CHARTER

PASSIVE INTEGRATED TRANSPONDER (PIT) TAG STEERING COMMITTEE

The PIT Tag Operations Center (PTOC) has been established to house a systems management team and the PIT Tag Information System (PTAGIS), a database system. The Pacific States Marine Fisheries Commission (PSMFC) is responsible for day-to-day management, supervision, and administrative support for PTOC. PTOC is responsible for the database system management, hardware management, software programming, and maintenance of the permanent interrogation sites for PTAGIS.

The Columbia Basin Fish and Wildlife Authority (CBFWA) and PSMFC have jointly established a PIT Tag Steering Committee (the Committee) to provide technical guidance for PTOC.

PURPOSE:

The goal of the Committee is to coordinate implementation of PIT Tag tagging and interrogation systems and to provide a comprehensive PIT Tag database accessible to all interested parties in the Columbia River Basin.

The purpose of the Committee is to:

- a) Provide technical guidance for the field tagging, interrogation facilities and data management of the PIT Tag Operations Center.
- b) Provide feedback to the PSMFC Executive Director for annual performance review of the PTOC.
- c) Coordinate training for taggers and other field personnel involved with the PIT Tag tagging system as needed. Facilitate implementation of standardized tagging techniques to ensure high quality marking.
- d) Establish system specifications and update annually to assure integrity and continuity of the data.
- e) Provide coordinated recommendations to appropriate agencies on activities and programs that further the Committee's goals.
- f) Identify and forward policy issues to FPAC (Fish Passage Advisory Committee) for resolution through the CBFWA.

MEMBERSHIP:

The PIT Tag Steering Committee is comprised of designated representatives from the Columbia River Inter-Tribal Fish Commission, 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, and the Fish Passage Center.

The designated representatives are voting members of the Committee. Substitutions are discouraged to ensure continuity in understanding and decision making.

All meetings are open to interested parties. Interested parties without direct Committee representation may have representation through the state agency representative.

OPERATING PROCEDURES:

The Committee will elect a Chairperson 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 Committee members and the PTOC. The Chairperson will provide the FPAC Coordinator with a copy of the proposed agenda for distribution to FPAC members. The Committee will annually review member agency tagging plans and activities in order to assist in coordinating training, and will provide input to the PTOC on computer and logistical issues. The Committee will meet at least annually and on an as-needed basis as determined by the Chairperson. Minutes will be issued from each meeting to all participating agencies through their representatives and to the FPAC coordinator for distribution to FPAC members.

The Committee may issue internal directives and other reports as it believes to be appropriate. Upon request, the Committee will review proposals and requests from non-member organizations to coordinate data integrity and consistency. The Committee will submit internal advisory comments on proposals to member agencies. The Committee will operate on a consensus basis. In those situations where consensus cannot be achieved, the decision will be reached by a 75 percent or greater affirmative vote of attending members.

RELATIONSHIP TO PSMFC:

PSMFC will be responsible for management, day-to-day supervision and administrative support for the PTOC. The System Manager will report to the Executive Director of PSMFC and will interact with the Committee. The PIT Tag Steering Committee will provide technical guidance to PSMFC for the management of the PTOC. The Committee Chairperson and the Executive Director will interact with the System Manager as needed between Committee meetings.

RELATIONSHIP TO CBFWA:

Policies involving the use of PIT Tags will be developed by the Members of CBFWA. The Executive Director of CBFWA is responsible for seeing that PIT Tag policies are carried out through FPAC, a standing Committee of CBFWA. FPAC will provide oversight and technical recommendations to the PIT Tag Steering Committee and will periodically report activities to FPAC.

FUNDING:

Each agency will pay necessary travel and per diem costs for the Committee representatives.

AGREEMENT:

By our signatures, we, the undersigned, agree to the above and to facilitate full participation in the activities of the PIT Tag Steering Committee.

We further agree that either party to this agreement may terminate or modify the agreement upon 30 days written notice to the other parties.

Signed by: John R. Donaldson 8/10/93
Executive Director Date
Columbia Basin Fish and Wildlife Authority

Signed by: Guy N. Thornburgh 9/1/93
Executive Director Date
Pacific States Marine Fisheries Commission

