

PIT Tag Steering Committee (PTSC)

Guidelines for Participation

Version 1.0

Revised June 21, 2024

INTRODUCTION:

The PIT Tag Steering Committee (PTSC/Committee) was established to provide technical guidance and input from the region's Fish and Wildlife entities with management responsibilities within the Columbia River Basin (CRB) for the development and maintenance of the PIT Tag Information System (PTAGIS), focused within the CRB, and funded by Bonneville Power Administration's (BPA) Fish and Wildlife Program. The Committee works with PTAGIS staff and users to ensure coordination between them.

PTAGIS is a coordination and data management project of the Pacific States Marine Fisheries Commission (PSMFC). PTAGIS staff develops and manages the information system to collect and report PIT tag data from sites within the CRB. PTAGIS staff maintain large scale PIT tag detection sites (interrogation systems) designed to operate at high-capacity fish passage facilities and report the data in near real time to the data repository. PTAGIS also supports data contributions from numerous small-scale interrogation systems managed by other agencies, typically located in the tributaries of the CRB.

RELATIONSHIP TO PSMFC:

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

PURPOSE:

The goal of the PTSC is to provide technical guidance to PTAGIS staff related to the implementation of PIT tagging and interrogation systems to provide a comprehensive, robust PIT tag database for the CRB that is accessible to all interested parties.

The purpose of the PTSC is to:

- a) **Advise** - Provide technical guidance for the tagging activities, interrogation facilities and data management of PTAGIS.
- b) **Contribute** - Provide feedback to the PSMFC Executive Director on the performance of PTAGIS staff.
- c) **Educate** - Facilitate implementation of standardized tagging techniques to ensure high quality marking. Coordinate training and documentation for taggers and other field

personnel involved with the PIT tag tagging system as needed. Coordinate community workshops every four to five years or as needed.

- d) **Conform** - Establish system specifications to assure integrity and continuity of this regional dataset.
- e) **Inform** - Provide coordinated recommendations to appropriate agencies on activities and programs that further the goals of the PTSC and PTAGIS.
- f) **Notify** - Identify and forward policy issues to appropriate agencies for resolution.

MEMBERSHIP:

The PTSC currently includes designated representatives from the Columbia River Inter-Tribal Fish Commission (CRITFC), the States of Idaho, Oregon, and Washington, various federal entities, and others included by the PTSC such as the Fish Passage Center (FPC). Sovereigns may choose to be represented by CRITFC or participate directly. Membership is open to all Fish & Wildlife Agencies with management responsibilities within the CRB, pending approval by the PTSC.

Interested parties without direct PTSC representation may bring issues or concerns before the PTSC through state, federal, and/or tribal agency representatives.

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

All meetings are open to interested parties. PTSC reserves the right to conduct portions of meetings during closed (private) sessions to uphold any confidentiality requirements; however, decisions must take place during an open session.

OPERATING PROCEDURES:

The PTSC will elect a Chairperson every two years by majority vote of its members. The Chairperson will assume responsibility for the scheduling of meetings and ensure coordination and communication between meetings among PTSC members and PTAGIS staff. The Chairperson will provide the Fish Passage Advisory Committee (FPAC) Chairperson with a copy of the proposed agenda for distribution to FPAC members. The PTSC will annually review member agency tagging plans and activities to assist in coordinating training and will provide input to PTAGIS on computer and logistical issues. The PTSC will meet at least annually and on an as needed basis as determined by the Chairperson. Members may request meetings as needed to address issues of concern. Minutes will be issued from each meeting and published on the PTAGIS website.

PTSC members are responsible for reviewing requests from users to add new Validation Codes, MRR Projects, MRR Sites, Tag Masks, and Interrogation Sites to the PTAGIS system. Once a user submits a request on the PTAGIS website, an email is sent to the entire PTSC. One member is designated to review the request based on the requester's organization and logs in to the PTAGIS website to approve the request, cancel the request, or ask for more information from the requester.

The PTSC may issue internal directives and other reports as it believes to be appropriate. The PTSC may infrequently develop subcommittees to address specialized areas of concern, such as

Instream PIT Tag Detection Systems (IPTDS). Upon request, the PTSC will review proposals and requests from non-member organizations to coordinate data integrity and consistency. The PTSC will submit internal advisory comments on proposals to member agencies. The PTSC will operate on a consensus basis.

FUNDING:

Travel and per diem costs are the responsibilities of each participating representative.