

INSTRUCTIONS FOR COMPLETING AND SUBMITTING ADULT ASSESSMENT TRAP CATCH DATA

1. Navigate to the website <http://trapping.glfsc.org> and login using the following username and password. **TRAP CATCHES MUST BE ENTERED DAILY.**

Contractors:

Username: last name (in all small letters)

Password: fish

U.S. Fish and Wildlife Service:

Username: Employee ID

Password: fish

It is *very important* that you either fill out every section of the Adult Assessment Trap Catch form that applies to your catch or take complete field notes as you will use your notes to enter your information into the database, which is used to generate various informational reports.

2. Upon entering the trap catch web entry system, you will enter the following information on screen number one:
 - a. **Office:** pre-selected and will always be Marquette.
 - b. **Lake, Mainstream, and Site:** pre-coded on your trap catch sheets, use dropdown to select.
 - c. **Date:** Month, day and year.
 - d. **Time:** Use 24 hour format. Enter time rounded to the nearest 10 minutes. Example - 2:14 p.m. will be entered as 1410.
 - e. **Air temp and water temp:** Use whole number format. Enter temperature to the nearest degree Celsius.
 - f. **Turbidity:** Use drop down menu to select the appropriate description.

1-Clear	Bottom seen distinctly through 4 or more feet of water.
2-Slightly turbid	Bottom indistinct at 1 to 4 feet.
3-Turbid	Bottom indistinct at less than 1 foot.
 - g. **Flow (average velocity of river at site):** Use drop-down menu to select the appropriate description.

11 – Sluggish, <0.5 ft/sec
12 – Moderate, 0.5 – 1.5 ft/sec
13 – Rapid, 1.5 – 3 ft/sec

14 – Torrential, > 3 ft/sec

- h. **Dissolved Oxygen (mg/L):** Enter DO meter reading (taken at release) to the nearest tenth.
- i. **Problems:** Use drop-down menu to select the appropriate description.
 - 31 – None, trap in same position
 - 32 – High mortality due to strong current, but in proper position
 - 33 – Damaged by vandalism, but in proper position
 - 34 – Funnels clogged by debris
 - 35 – Filled to capacity, cannot accommodate more lamprey
 - 36 – Out of position or submerged due to high water, vandalism, etc.
 - 37 – Funnels exposed, partially or fully, due to low water
 - 38 – Damaged by vandalism, high water, logs; not fishing properly
 - 40 - Removed trap(s) due to high water
- j. **Efficiency:** Use drop-down menu to select the appropriate description. Estimate your trap efficiency based on proper trap position and flow through the trap, number of funnels fishing properly, and other problems encountered since last trap check. If you have two traps and one is fishing at 100%, but the other is only 50% your combined efficiency is 75%. Estimate combined efficiency of all traps as best you can.
- k. **Staff gauge reading:** If applicable, enter reading to the nearest hundredth of a foot.
- l. **Comments:** If applicable, enter any comments concerning the conditions, equipment, or trap catch.
- m. **Contractor Name:** Click on the name of the person servicing the site; if more than one person serviced trap, hold down the <CTRL> key while selecting the names.

3. Click Continue and enter the following data on screen 2:

- a. **First time capture:**
 - Record the number of live and dead unmarked sea lampreys caught in each trap for each day, the totals will automatically update. *Number traps left to right looking upstream.*
 - Record the number of males and females that are first time captures, the totals will automatically update.
 - Record the number scanned for coded wire tags for each trap in Lake Erie, the total will automatically update.
 - Record the number of coded wire tags detected during the scanning process for each trap in Lake Erie, the total will automatically update.

- Record the numbers of lampreys released (total, males, and females), and use the drop down menu to select the fin clip 1,1. All lamprey tagged in U.S. waters will have a 1,1 (front dorsal, rear dorsal) clip while those tagged in the St. Mary's river by DFO will receive a 2,1 clip. These are the only fin clips which will be use in 2022.

b. Recapture:

- Record the number of live and dead recaptured sea lampreys caught in each trap for each day, the totals will automatically update.

4. Click Continue and enter the following data on screen 3:

a. Recaptures by fin clip and sex:

- Select the fin clip code from the drop down box and then enter the number of males and females with that fin clip (Only 1,1 or 2,1 in the St. Mary's River). The totals will automatically update. The total at the bottom of this table must equal the total number of recaptures on front.

5. Click Continue and enter the following data on screen 4:

a. Recaptures, length/weight:

- Record the lengths (mm) and weights (g) of no more than 25 males **and** 25 females.

6. Click Continue and enter the following data on screen 5:

a. Other Species Catch:

- Select the species name from the drop down list and then enter the number of alive and dead specimens caught in the trap, the totals will automatically update. There is only space for ten species, if you have more than that, please add to comments. If species of capture is not included in the drop-down list, please record in comments. Release all live fish as quickly as possible. ****BE SURE TO RECORD AND FREEZE ANY ROUND GOBY AND RUFFE CAUGHT** REFER TO APPENDIX I FOR INSTRUCTIONS.**

7. Review all your data and click submit. **You must submit your trap catches daily.** You can review your submissions at any time simply by logging into the database and going to "My Submissions", where you can review, edit, and delete your records.

8. File your notes and/or hard copy trap catch sheets for future data verification.

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9. Call or email the designated supervisor for your trap site between 8:00 a.m. and 9:00 a.m. each Monday to report on the previous week's (Sunday through Saturday) the operation of the traps and nets, per the scope of work. If you fail to do so, this information will be documented and may be used in future consideration of sea lamprey contracts.

Trapping Contact:

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