



## **Application for ASMFC Tagging Program Certification**

Please submit this application and any supporting documents via e-mail or postal mail to:

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Questions regarding the certification process or application may be directed to the same person, via e-mail, postal mail, or phone: (703) 842-0740

**Application for Tagging Program Certification  
For Submission to the ASMFC Interstate Tagging Committee**

**IMPORTANT NOTES TO APPLICANTS:**

- You may attach any existing documents about program (i.e. instructions distributed to participants). However your program will be scored **ONLY** on answers provided in the application.
- If you need more space than provided to complete answers on application, please attach extra sheets with any continuation of answers clearly indicated corresponding numbers and letters from application.

**Tagging Program Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Program Web Address:** \_\_\_\_\_

**Date Application Submitted:** \_\_\_\_\_

\_\_\_\_\_

**I. Program objectives and purpose**

**A) Why was/will this tagging program begun/begin?**

\_\_\_\_\_

**B) How is information obtained from program being used or how will it be used?**

\_\_\_\_\_

\_\_\_\_\_

**II. Tagging Program Design**

**Please attach program design documentation (if available) in addition to answering the questions below.**

**A. Was your tagging program developed with input from scientists?      YES / NO**

**If yes, please list scientists and affiliated scientific institutions:**

\_\_\_\_\_

\_\_\_\_\_

**B. Has the design of your tagging program been reviewed by scientists? YES / NO**

**If yes, please list reviewer(s) and give a brief summary of the review:**

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**C. In which geographic area(s) are fish/will fish be tagged and released? [i.e. state(s) & body(ies) of water]**

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**D. Time-line for conducting tagging:**

**For existing/new programs:**

**1. When did/will your tagging program begin?**

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**2. How long will fish be tagged under this program?**

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**3. How long will return information be gathered under this program?**

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**E. Tagging and Sampling :**

**1) What species are/will be tagged?**

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**2) What size range of fish are/will be tagged?**

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**3) Do/Will you set a goal for number of fish (list by species) to be tagged by year?**

**YES / NO**

▪ **If yes, on what is that number based?**

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**4) Have you completed or are you aware of any studies done to investigate how well tags stay in fish once a fish is tagged? YES / NO**

▪ **If yes, please explain.**

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**F. Tag Specifications:**

**1) Tag type?**

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**2) Tag manufacturer and model number?**

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**3) Tag color?**

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**4) Where is tag inserted on/into fish?**

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**5) What information is printed on tags? (list EVERYTHING)**

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**G. Release and Recapture Data Information:**

- 1) For item in each row, check each column for which information is either collected/recorded or sent:

|   | Data Collected at Initial Tagging of Fish | Data Collected at Recapture of Tagged Fish | Recapture Information sent to both anglers (release and recapture) |
|---|---|--|--|
| a) Species  |   |  |  |
| b) Specific Geographic Area                             |   |  |  |
| c) Gear used to catch species                           |   |  |  |
| d) Date of release/recapture                            |   |  |  |
| e) Tag number   |   |  |  |
| f) Length of fish w/units                               |   |  |  |
| g) Fate of fish (i.e. released w/ or w/o tag, landed..) |   |  |  |
| h) Angler contact information                           |   |  |  |

- 2) List any other data/information not listed above table which is collected when fish is tagged initially or recaptured :

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**H. Recapture of Tagged Fish**

|   |  |
|---|--|
| a) How is recapture information obtained from angler?   |  |
| b) Does the program provide recognition /reward (i.e., letter, hat, etc...) for recapture information received?<br>YES / NO<br>If yes,<br>1) Explain recognition.<br>2) How soon is the recognition sent to the angler? |  |
| c) Is the person who tagged the fish informed of a recapture of one of their tagged fish? YES / NO<br>If yes, explain when & how.   |  |

### III. Data

#### A. Data Management

|  |  |
|--|--|
| <p>1) Does your program coordinate with any management agency or scientific institution? YES / NO</p> <ul style="list-style-type: none"><li>• If yes, explain.</li></ul>   |  |
| <p>2) How does your program handle the following:</p> <ul style="list-style-type: none"><li>a) multiple tagging instances?</li><li>b) re-tagging of previously tagged fish, and</li><li>c) re-releasing of previously tagged fish?</li></ul>   |  |
| <p>3) Does your program have a computerized database of release and recapture information? YES / NO</p> <ul style="list-style-type: none"><li>▪ If yes, what software is used?</li></ul>   |  |
| <p>4) Is data from your tagging program used in any type of analysis?</p> <p>YES / NO</p> <p>If yes,</p> <ul style="list-style-type: none"><li>a) Who performs the analysis on your data?</li><li>b) How often is data analyzed?</li><li>c) What type(s) of analyses are done?</li></ul> |  |

#### B. Data Quality Assurance:

|  |  |
|--|--|
| <p>1) Are data checks performed for accuracy of release and recapture data?</p> <p>YES / NO</p> <p>If yes,</p> <ul style="list-style-type: none"><li>a) How are data checked?</li><li>b) Who checks your data?</li><li>c) How often are data checked?</li><li>d) Are data checked against data sheets?</li></ul> |  |
| <p>2) Are any provisions in place to check for obvious errors (i.e. fish species captured out of expected range)?</p>  |  |
| <p>3) If database is computerized, does your data entry system have any automatic data checks incorporated into the data entry program? YES / NO</p> <ul style="list-style-type: none"><li>▪ If yes, explain.</li></ul>  |  |

**IV. Commitment Level**

A. How many full time/ part time/ volunteer staff run your program? \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

B. If recognition/rewards are provided, does the program have funding to provide them over the life of the program? YES / NO

Explain: \_\_\_\_\_

C. How long will the program accept recapture information after the tagging efforts have been terminated? \_\_\_\_\_

D. When your program is completed, can you arrange to have someone else respond to tag returns? YES / NO

Explain: \_\_\_\_\_

E. What is your programs long term plan for data storage and availability?

YES / NO

Explain: \_\_\_\_\_

**V. Training**

A. Describe, in detail, your training program for taggers.

\_\_\_\_\_  
\_\_\_\_\_

B. Who trains the taggers, and what is their experience or qualification?

\_\_\_\_\_  
\_\_\_\_\_

**VI. Program communication with anglers and management agencies.**

A. Will summary tagging data be made available to participants in your program and interested parties? YES / NO

Explain: \_\_\_\_\_

\_\_\_\_\_

B. Is your program and reward information advertised to the public? YES / NO

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

C. Does your program communicate to taggers? YES / NO

If yes, how often? \_\_\_\_\_

\_\_\_\_\_

D. Is feedback including release information provided to recapturers? YES / NO

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

F. Are data provided to fishery management agencies? YES / NO

If yes,

1) In what format? \_\_\_\_\_

\_\_\_\_\_

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2) To which person or program do you submit your data?

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**G. Does your program use outreach or publicity to inform the general public of your tagged fish and how to report recaptures? ? YES /NO**

If yes, explain: \_\_\_\_\_

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## APPLICATION EVALUATION CRITERIA

### I. Project/Program Objectives (14 points)

- *Does the program have appropriate scientific or management objective(s) that justify a tagging project/program solution?*
- *Are the data being used?*

### II. Program and Scientific Design (51 Points)

- *Is the design (scientist involvement, sample methods, location, and expected number of tag releases) appropriate to obtain project objectives?*
- *Are tag specifications and application technique appropriate for the target species?*
- *Are release methods and recapture procedures (handling) appropriate for the program objectives?*
- *Are the timeline, timing, and geographic location of releases appropriate relative to chosen objectives and hypotheses to be tested?*
- *Are sufficient data elements present to allow conclusions to be reached to support the program objectives?*

### III. Data Acquisition and Data Management (QA/QC) (20 points)

- *Are Quality Assurance/Quality control methods sufficient to ensure accuracy and integrity of all data?*
- *Do chosen analysis methods allow conclusions to be reached relative to study objectives?*
- *Is the chosen hardware / software suitable for the tasks expected*
- *Are archival modes sufficient to allow future access and analysis of data by other researchers?*

### IV. Commitment to program (15 points)

- *Is there sufficient assurance that the program has the necessary support (staff, funding, infrastructure) to address the project objectives and respond to tag returns and data requests in the future?*

### V. Training / Education (10 Points)

- *Is there adequate evidence that program participants will be properly trained in tag/release/recapture methods, and that those methods will be properly followed?*

### VI. Communications and Outreach (10 Points)

- *Do sufficient opportunities exist for communication with the public to assure that project objectives are met?*
- *Do sufficient opportunities exist for communication of study results to program participants and other relevant bodies (Reports, web pages, etc)?*

#### Notes for Scoring Applications:

- Minimum score for certification = 80 percent, or 96 points
- Certification is for entire program, not by section of application or species tagged.
- Response to programs should include suggestions for improvement to obtain certification (by criteria).