



# SUNTAG MANUAL





<b>SUNTAG MANUAL</b>	
Reference No: <b>SM01</b>	Issue: <b>8</b>
Pages: <b>2</b>	Date issued/revised: <b>24 May 2009</b>
Approved by: <b>Suntag Coordinator</b>	Prepared by: <b>Infofish Services</b>

### **Introduction:**

This Manual provides an outline of the management structure, responsibilities and operations of Suntag for collecting data on fishing trips and tagged fish.

### **Master Copy of Manual:**

The master copy of the Suntag Manual is available from the Infofish website at [www.info-fish.net](http://www.info-fish.net). Users are requested to check the website to ensure they are using the current version of this Manual. Advice will be forwarded by email to Club tagging officers whenever the Manual is updated.

### **Structure of the Suntag Manual:**

The Suntag Manual and Work Instructions are based on following the life cycle of a tag from purchase and distribution to fishing trip, fish tagging and finally to recapture. At each stage of the life cycle of a tag there is a Work Instruction that identifies the procedure to follow at that point. (*figure 1*)

### **Format of Work Instructions:**

Work Instructions address requirements based on the following headings:

- Associated Work Instructions
- Replaced Work Instruction
- Aim
- Scope
- Responsibilities
- Procedure
- Records
- Resources

### **Work Instructions forming part of the Suntag Manual:**

SM-WI01	Suntag Management
SM-WI02	Suntag Service Standards
SM-WI03	Suntag Projects
SM-WI04	Tagging Equipment and Tags
SM-WI05	Tag Purchases and Distribution
SM-WI06	How to Tag Fish
SM-WI07	Fishing Trip and Tag Data
SM-WI08	Locations and Tag Maps
SM-WI09	Recaptured Tagged Fish
SM-WI10	Fishing Trip and Tagging Database
SM-WI11	Suntag Awards
SM-WI12	Loading fishing trips to database

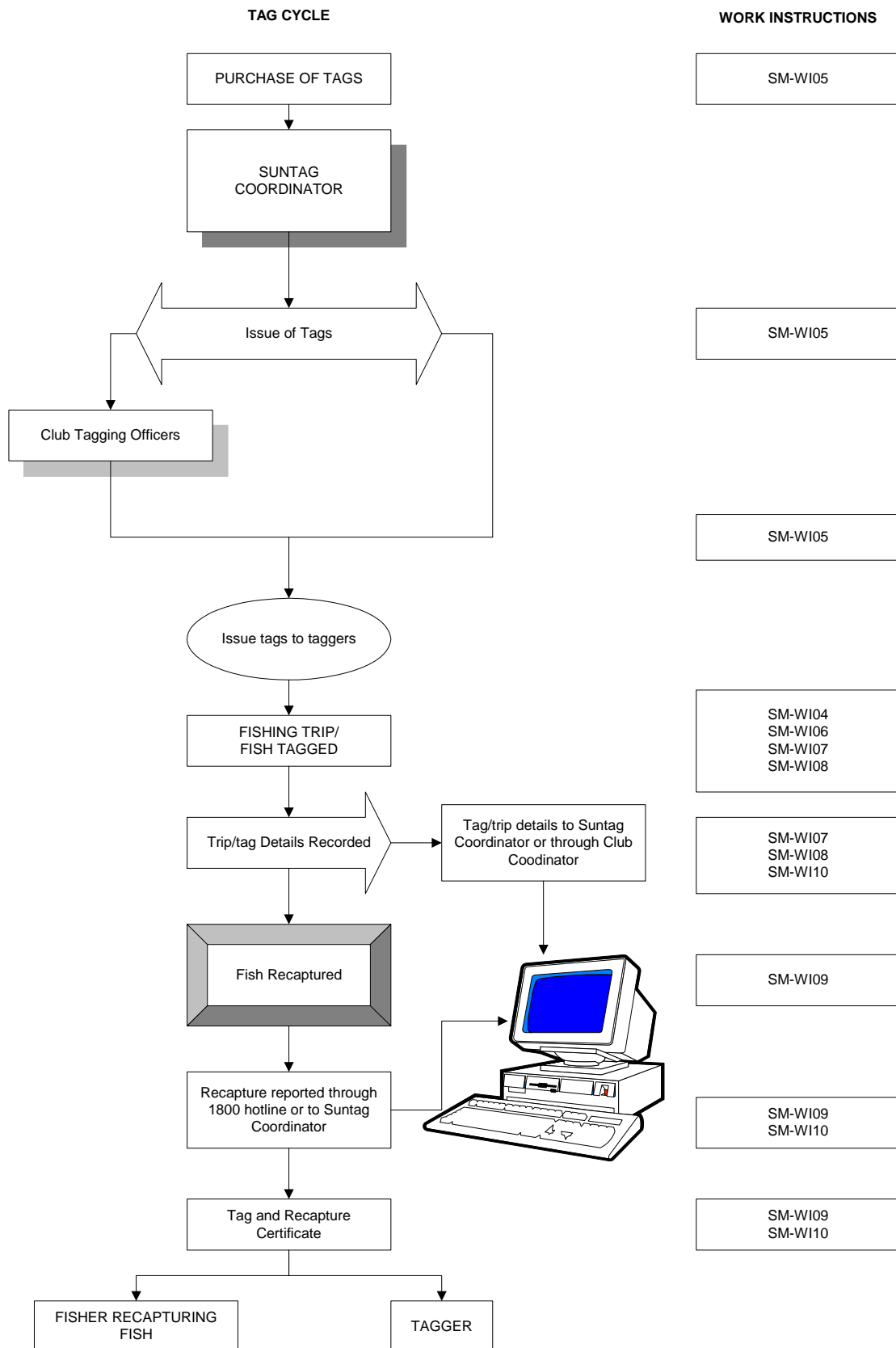


Figure 1: Tagging cycle and the Work Instructions that applies at each step



SUNTAG MANAGEMENT	
Reference No: <b>SM-WI01</b>	Issue: <b>5</b>
Pages: <b>2</b>	Date issued/revised: <b>24 May 2009</b>
Approved by: <b>Suntag Coordinator</b>	Prepared by: <b>Infofish Services</b>

### **Associated Work Instructions:**

SM-WI02	Suntag Service Standards
SM-WI03	Suntag Projects
SM-WI10	Fishing Trip and Tagging Database

### **Replaced Work Instruction:**

The previous Work Instruction that this replaces is:

AM/WI01	Austag Management	19 March 2006
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### **Aim:**

The aim of this Work Instruction is to provide information on the management structure and responsibilities in Suntag.

### **Scope:**

This Work Instruction is applicable to all persons involved in Suntag.

### **Responsibility:**

#### **Suntag Coordinator**

The role of the Suntag Coordinator is:

- Manage Suntag in accordance with the Quality Management System
- Maintain the Suntag Manual and Work Instructions and ensure they are available to Club Tagging Coordinators and taggers
- Maintain a list of projects undertaken as part of Suntag
- Funding and budget
- Promotion of Suntag
- Purchase and primary distribution of tags
- Liaison with Queensland Primary Industries and Fisheries
- Data management and distribution from the Infofish 2006 database
- Distribute Tag and Recapture certificates for recaptures of tagged fish
- Provide data to internal and external customers
- Provide reports to the ANSA Qld executive
- Produce an annual Suntag report
- Manage Tagging Achievement and Tagging Excellence Awards



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## Club Tagging Officers

- Liaison with the Suntag Coordinator
- Maintain club tagging records and forward to Suntag Coordinator monthly
- Issue club tags and maintain a register of tags issued
- Report to the Club and Club Executive on its tagging activities
- Training of Club taggers in correct tagging procedures
- Distribute Club Tag and Recapture certificates
- Local promotion of tagging
- Developing proposals for club or regional tagging projects

## Taggers

- Ensure fish tagged are part of approved projects
- Have knowledge of correct tagging procedures and use of different tags
- Maintain accurate records of fish tagged and recaptures
- Submit details of each fishing trip undertaken no later than 30 days after a fishing trip
- Submit records of fish tagged no later than 30 days after a fishing trip
- Correctly identify species of fish that are tagged
- Provide accurate details of fishing and tagging locations

## **Procedure:**

All persons taking part in Suntag should be aware of their responsibilities as outline in this Work Instruction.

## **Records:**

Suntag Coordinator is to maintain a register of Club Tagging Officers.

## **Resources:**

The resource includes all the people that are involved in Suntag



<b>SUNTAG SERVICE STANDARDS</b>	
Reference No: <b>SM-WI02</b>	Issue: <b>6</b>
Pages: <b>3</b>	Date issued/revised: <b>24 May 2009</b>
Approved by: <b>Suntag Coordinator</b>	Prepared by: <b>Infofish Services</b>

**Associated Work Instructions:**

SM-WI01	Suntag Management
SM-WI07	Fishing Trip and Tag Data
SM-WI09	Recaptured Tagged Fish
SM-WI10	Fishing Trip and Tagging Database
SM-WI11	Suntag Awards
SM-WI12	Loading fishing trips to database

**Replaced Work Instruction:**

The previous Work Instruction that this replaces is:

AM/WI02                                      Austag Serviced Standards                                      19 March 2006

**Aim:**

The aim of this Work Instruction is to provide the services standards to be applied in Suntag.

**Scope:**

This Work Instruction applies to the internal operations of the collection of data and the provision of feedback to persons involved in the program. Service standards to customers are negotiated on a project by project basis.

**Responsibility:**

The Suntag Coordinator is responsible for setting the service standards. Club Tagging Coordinators and taggers are required to be aware of and adhere to the standards that apply to Suntag.

**Procedure:**

**Standards for Data Collection**

Data provided electronically on fishing trips or tagged fish is to be forwarded by fishers or Club Tagging Coordinators to the Suntag Coordinator within 14 days of a fishing trip or a fish being tagged.

Data received electronically on fishing trips or tagged fish is to be entered into the Infofish database within 7 days of receipt.

This provides for a maximum of 21 days from the time of a fishing trip or a fish being tagged for entry to the Infofish 2006 database.



Data received other than electronically on fishing trips and tagged fish is to be forwarded by taggers or Club Tagging Coordinators to the Suntag Coordinator within 30 days of a fishing trip or a fish being tagged.

Data on fishing trips or tagged fish received other than electronically is to be entered into the State database within 10 days of receipt.

This provides for a maximum of 40 days from the time a fish is tagged and entered into the State database.

It is quite common for fish to be recaptured within 40 days of being tagged so it is important that there is a minimum time delay in the data being entered in the Infofish 2006 database.

### **Standards for Feedback on Recaptured Tagged Fish**

For recaptures of tagged fish reported by the general public through the 1800 toll free hotline feedback on the tagging details should be provided in real time over the telephone.

Where a recapture is reported through the website, by email or an email address is provided details of the recapture are forwarded by email within 10 working days. For recaptures reported through the Infofish website the fisher can look up the details of the recapture through the website.

For recaptures of tagged fish reported by any means written feedback in the form of a letter and recapture certificate is forwarded within 10 days where tag and recapture details are available. Standard letters and certificates are available to provide this feedback.

Tag and recapture certificates are provided to both the person that recaptured the fish and also to the person that tagged the fish and include the full history of the fish.

### **Standards for Supply of Data to Customers**

Service standards for customers are negotiated on a project by project basis. The "Standard Conditions for the Provision of Suntag Data for Non-Commercial Purposes" document is to be used to formalise agreements for the supply of Suntag data. A copy of this document can be obtained from the Suntag Coordinator.

Data supplied to customers is to include a metadata file that conforms to the ANZLIC guidelines for metadata descriptions. A copy of the standard metafile document can be obtained from the Suntag Coordinator.

### **Records:**

Copies of all agreements for the supply of data to customers are to be maintained as part of the records for the particular project.

An annual report is provided on performance in Suntag compared to the service standards.



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## **Resources:**

Standard Conditions for the Provision of Suntag Data for Non-Commercial Purposes are contained in document QF0023.

Pro forma for the Metadata data file is document QF0017.





<b>TAGGING PROJECTS</b>	
Reference No: <b>SM-WI03</b>	Issue: <b>7</b>
Pages: <b>4</b>	Date issued/revised: <b>24 May 2009</b>
Approved by: <b>Suntag Coordinator</b>	Prepared by: <b>Infofish Services</b>

**Associated Work Instructions:**

SM-WI01	Suntag Management
SM-WI03	Suntag Projects
SM-WI06	How to Tag Fish
SM-WI07	Fishing Trip and Tag Data
SM-WI10	Fishing Trip and Tagging Database
SM-WI11	Suntag Awards
SM-WI12	Loading fishing trips to database

**Replaced Work Instruction:**

The previous Work Instruction that this replaces is:

AM/WI03	Tagging Projects	19 March 2006
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**Aim:**

This Work Instruction outlines the projects included under Suntag.

**Scope:**

This Work Instruction includes the details of all tagging projects under Suntag and the procedure for proposals of new projects.

**Responsibility:**

Taggers are responsible for obtaining a list of current projects in their fishing area. A summary and details of all Suntag projects are available from the Suntag section of the Infofish website [www.info-fish.net](http://www.info-fish.net). The Suntag Coordinator is responsible for maintaining a register of all tagging projects and to undertake a review of that list at least every 2 years.

**Procedure:**

**Tag Project Proposals**

Tagging project proposals should be submitted on form STF0021 (example in *figure 1*). Regional and state projects can be submitted by Clubs and should be submitted to the Suntag Coordinator for consideration and approval in conjunction with Queensland Primary Industries and Fisheries.



## Current Tagging Projects

Copies of the current Tagging Projects can be obtained from the Suntag section of the Infofish website [www.info-fish.net](http://www.info-fish.net) or from the Suntag Coordinator.

## **Records:**

Standard form STF0021 as shown in *figure 1* is available for the submission of project proposals.

Suntag Coordinator to maintain a record of a summary and the details of all projects. A sample summary of tagging projects for Suntag is contained in *figure 2*.

## **Resources:**

Tagging Project is form STF0021.  
Summary of Projects form is QF0025.



Australian National Sportfishing Association
SUNTAG PROJECT
PROJECT NO: SUNTAG SP002

Project Title	Tropical reef species
Project Status	Current
Project significance	Provides tagging data in support of research on tropical reef species
Timeframe	2001/02 – ongoing

Contact Person	Bill Sawynok Suntag
Groups involved	ANSA Qld tagging clubs
Researchers	Northern Fisheries, Southern Fisheries, James Cook University

Objectives	
Objective 1	Collect long term tag and recapture data
Objective 2	Obtain data on movement
Objective 3	Obtain data on growth

Methodology	Tag and recapture data will be collected in accordance with procedures in the Suntag Manual and data will be stored in the Infofish 2006 database
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Locations	East coast of Queensland from Cooktown to NSW border
Species	<p><b>Emperors</b>  Redthroat Emperor  Grass Emperor  Spangled Emperor</p> <p><b>Coral Trouts</b>  Barcheek Coral Trout  Common Coral Trout</p> <p><b>Rockcods</b>  Goldspotted Rockcod  Blackspotted Rockcod</p> <p><b>Tropical Snappers</b>  Saddletail Snapper  Crimson Snapper  Golden Snapper  Mangrove Jack</p>

Funding	Suntag funding provided by Primary Industries and Fisheries
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SUNTAG PO Box 9793 Frenchville Q 4701	Enquiries to: Bill Sawynok Telephone: 07-4928-6133 Fax: 07-4926-3335 Email: <a href="mailto:suntag@info-fish.net">suntag@info-fish.net</a>
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This project form is part of the Suntag Quality Management System and is to be used for projects being undertaken as part of Suntag. For more information see Work Instruction SM-WI03. This form is part of the Suntag Manual and the current version is available from [www.info-fish.net](http://www.info-fish.net).

Last updated: 27 April 2009

STF0021/3 27 April 2009

Figure 1: Sample of Suntag project



<b>Australian National Sportfishing Association Queensland Branch</b>
<b>SUNTAG PROJECTS</b>
<b>SUMMARY OF SUNTAG PROJECTS</b>

The following table provides a summary of all Suntag projects or projects that are using Suntag and Infofish Services to manage the tagging data. For details of projects refer to the document under project ID.

<b>LONG TERM DATA COLLECTION</b>			
<b>PROJECT</b>	<b>PROJECT ID</b>	<b>TIMEFRAME</b>	<b>PRIORITY</b>
Suntag Fishing Trips	SP001	1996/97 -	H
Tropical Reef Species	SP002	2001/02 -	H
Rocky Reef Species	SP003	2001/02 -	H
Estuary Species	SP004	2001/02 -	H
Stocked fish tagging in southern impoundments	SP005	2001/02 -	H
Stocked fish tagging in northern impoundments and waterways	SP006	2001/02 -	H
Tagging in Murray/Darling Basin	SP007	1997/98 -	H
Gulf of Carpentaria and Cape York	SP008	1986/87 -	H
<b>RESEARCH OR EXTERNAL PROJECTS</b>			
<b>PROJECT</b>	<b>ID</b>	<b>TIMEFRAME</b>	<b>PRIORITY</b>
Australian Bass in Noosa River	SP009	1986/87 -	H
Long Term Monitoring Program (LTMP) tagging	SP010	2001/02 -	E
Monitoring Barramundi in Fitzroy Basin	SP011	1998/99 -	H
Mud Crabs in Barron River	SP013	1998/99 -	E
Fish Survival from Hooking	SP014	2002/03 -	M
Sawfish tagging in Gulf of Carpentaria	SP015	2002/03 -	E
Queenfish, Cobia, Golden Trevally, Longtail Tuna	SP016	2003/04 -	E
CapReef Monitoring Program	SP017	2004/05 -	E
Sharks in Hervey Bay	SP020	2008/09 -	E
Barramundi in Johnstone River	SP021	1994/95 -	E
Moreton Bay zoning	SP023	2007/08 -	E
Tagging in fishing competitions	SP024	2006/07 -	E
<b>CLUB PROJECTS</b>			
<b>PROJECT</b>	<b>ID</b>	<b>TIMEFRAME</b>	<b>PRIORITY</b>
Mary River Cod in Lake McDonald (restricted)	SP012	1997/98 -	I
Mulloway, Black Jewfish	SP019	2004/05 -	M
Monitoring Shoalwater Bay creeks (restricted)	SP018	1999/00 -	E
Albert River monitoring	SP022	2007/08 -	E

Priority H = high m = medium E = external I = inactive

This form is part of the Suntag Quality Management System and is to be used to summarise projects being undertaken as part of Suntag. For more information see Work Instruction SM-WI03 This form is part of the Suntag Manual and the current version is available from [www.info-fish.net](http://www.info-fish.net).

Last updated: 11 May 2009

QF0025 15 June 2003

Figure 2: Example of Summary of Suntag Projects (check for latest update)



<b>TAGGING EQUIPMENT AND TAGS</b>	
Work Instruction No: <b>SM-WI04</b>	Issue: <b>7</b>
Pages: <b>3</b>	Date issued/revised: <b>24 May 2009</b>
Approved by: <b>Suntag Coordinator</b>	Prepared by: <b>Infofish Services</b>

**Associated Documents:**

SM-WI05                                      Tag Purchases and Distribution  
SM-WI06                                      How to Tag Fish

**Replaced Work Instruction:**

The previous Work Instruction that this replaces is:

AM/WI04                                      Tagging Equipment and Tags                      19 March 2006

**Aim:**

The aim of this Work Instruction is to outline the tags and applicators available for use and the equipment for use in tagging.

**Scope:**

This Work Instruction defines the tags and equipment that are available for use by Suntag taggers. SM-WI06 provides details on how to tag fish.

**Responsibility:**

Suntag taggers are responsible for the purchase of their own tagging equipment however some equipment may be supplied as part of specific projects. Tags are normally available without cost.

**Procedure:**

There are two types of tags approved for use in Suntag and tags and applicators are shown in *figure 1*.

Gun tags (Hallprint TBA2) come in 2 sizes. Smaller gun tags are 3cm in length and are only used on special projects for small fish between 150-200mm long. Larger gun tags are 4.5cm in length and are general use tags for fish between 200-300mm but can be used on larger fish. Gun tags come in a joined strip with 50 tags in one clip.

Dart tags (Hallprint PDT) are available in 8cm size only. These tags are for general use for fish 250mm and over. Dart tags are supplied as individual tags packaged in plastic containers that contain 50 tags.

Tags can be obtained from the Suntag Coordinator or from a Club Tagging Officer.

There are two types of measuring devices available for use in Suntag as shown in *figure 2*.

The roll up measurer (commercially available as a Brag Mat) comes in a kit form with tag applicator and booklet for recording tag details in the field. This measurer is designed for use in a boat and has Velcro strips that allow it be fixed in an appropriate position in the boat. Locating the measurer on the boat gunwale is considered appropriate. This measurer is suitable for fish from 200-1200mm in length.

The fold out tag ruler is suitable for both boat and shore based taggers. This ruler is suitable for fish from 150-800mm in length.



Figure 1: Left to right – clip of anchor tags – tag gun – dart tag applicator – dart tag

Tagging equipment for use in Suntag can be obtained from the online Infofish Store at [www.info-fish.net](http://www.info-fish.net). Brochures are available detailing products available including tagging equipment.

Contact details for Infofish Store are:

Infofish Store  
PO Box 9793  
Frenchville Qld 4701  
Phone: 07-4928-6133  
Fax: 07-4926-3335  
Email: [shirley@info-fish.net](mailto:shirley@info-fish.net)

Tagging equipment can also be purchased from other suitable retail outlets.



Figure 2: top – roll up fish measure – lower left – dart tag tagging kit – lower right – fold up tag ruler

### **Records:**

No record of the specific equipment used by a tagger is required.

### **Resources:**

Tagging equipment and tags.





TAG PURCHASE AND DISTRIBUTION	
Work Instruction No: <b>SM-WI05</b>	Issue: <b>8</b>
Pages: <b>3</b>	Date issued/revised: <b>24 May 2009</b>
Approved by: <b>Suntag Coordinator</b>	Prepared by: <b>Infofish Services</b>

**Associated Documents:**

SM-WI04	Tagging Equipment and Tags
SM-WI06	How to Tag Fish
SM-WI07	Fishing Trip and Tag Data
SM-WI10	Fishing Trip and Tagging Database

**Replaced Documents:**

The previous Work Instruction that this replaces is:

AM/WI05	Tag Purchase and Distribution	19 March 2006
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**Aim:**

The aim of this Work Instruction is to ensure there is an audit trail in place to track the purchase, issuing and usage of tags.

**Scope:**

Work Instruction applies to Suntag Coordinator and Club Tagging Coordinators.

**Responsibility:**

Suntag Coordinator is responsible for the purchase of tags and maintaining a register of distribution to clubs and individuals where applicable. Club Tagging Coordinators are responsible for maintaining a register of distribution of tags within their club.

**Procedure:**

**Purchase of Tags**

Hallprint Pty Ltd is the sole supplier of tags used in Suntag. Details are:

David Hall  
Hallprint Pty Ltd  
15 Crozier Road  
VICTOR HARBOUR SA 5211  
Ph: 08-8552-3149  
Fax: 08-8552-2874  
Email: [davidhall@hallprint.com.au](mailto:davidhall@hallprint.com.au)



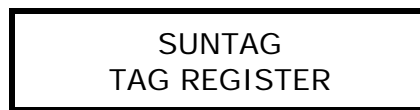


Recommended tag types for use in Suntag are small dart tags PDT and t-bar anchor tags TBA2 (refer to SM-WI04).

When tags are received from the supplier details of the numbers are entered into the Tag Series section of the Infofish 2006 database (refer to SM-WI10).

### Club Tag Register

Club Tagging Coordinators are required to maintain a register of tags issued to their members. This is done using a manual tag register form SF0015 as shown in *figure 1*.



#### CLUB: MUCKADILLA SPORTFISHING CLUB

FIRST TAG	LAST TAG	TAG TYPE	NUMBER OF TAGS	ISSUED TO	DATE ISSUED
Z10051	Z10100	D	50	FRED SMITH	1/1/2000
K25101	K25125	A	25	JOE BLOGGS	2/2/2000
K86926	K86935	D	10	JOHN BROWN	5/3/2000
J56901	J56950	A	50	FRED SMITH	5/5/2000

Figure 1: Sample Manual Tag Register to Track Tags Issued by Club Tagging Coordinators

### Tag Audit Reports

Tag audit reports showing details of tags issued to Clubs/individuals are available on request from the Suntag Coordinator. A sample report is contained in *figure 2*.

### Records:

Details of tags issued by Suntag Coordinator are recorded in the Infofish 2006 database. Details of tags issued by Club Tagging Coordinators are maintained using the manual register SF0015 (or electronic equivalent).

### Resources:

Tags, Tag Register form SF0015, Infofish 2006 database.



First Tag	Last Tag	Tag Type	Date Issued	Issued By	Issued To	Organisation
N54351	N54400	D	4/08/2002	WS	FISHER A	CLUB
N11801	N11850	D	26/11/2000	WS	FISHER A	CLUB
N13001	N13050	D	22/12/2000	WS	FISHER A	CLUB
J58101	J58150	A	9/02/2001	WS	FISHER A	CLUB
N93301	N93350	A	21/12/2002	WS	FISHER A	CLUB
N85551	N85600	A	18/02/2003	WS	FISHER A	CLUB
N57751	N57787	D	24/02/2003	WS	FISHER A	CLUB
P14851	P14900	A	6/11/2003	WS	FISHER A	CLUB
N92201	N92250	A	6/11/2003	WS	FISHER A	CLUB
P61801	P61850	A	13/03/2004	WS	FISHER A	CLUB
P90901	P90950	A	21/12/2004	WS	FISHER A	CLUB
N31851	N31900	A	18/04/2005	WS	FISHER A	CLUB
N27951	N28000	D	18/04/2005	WS	FISHER A	CLUB
P98451	P98500	A	18/04/2005	WS	FISHER A	CLUB

Figure 2: Sample of Audit Report of Tags Issued a Club



<b>HOW TO TAG FISH</b>	
Work Instruction No: <b>SM-WI06</b>	Issue: <b>7</b>
Pages: <b>5</b>	Date issued/revised: <b>24 may 2009</b>
Approved by: <b>Suntag Coordinator</b>	Prepared by: <b>Infofish Services</b>

**Associated Documents:**

SM-WI03	Suntag Projects
SM-WI04	Tagging Equipment and Tags
SM-WI05	Tag Purchases and Distribution
SM-WI07	Fishing Trip and Tag Data
SM-WI08	Locations and Tag Maps
SM-WI09	Recaptured Tagged Fish
SM-WI10	Fishing Trip and Tagging Database
SM-WI12	Loading fishing trips to database

**Replaced Work Instruction:**

The previous Work Instruction that this replaces is:

AM/WI06	How to Tag Fish	19 March 2006
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**Aim:**

The aim of this Work Instruction is to outline how to ensure fish that are to be tagged are released in the healthiest state possible, how to correctly tag fish and the data that needs to be recorded in the field.

**Scope:**

This Work Instruction provides details on how to handle and tag fish, the correct application of tags and the data that needs to be recorded in the field.

**Responsibility:**

ANSA Suntag taggers are responsible for the tagging of fish.

**Procedure:**

**Catching, Handling and Releasing Fish to be Tagged**

Fish intended for tagging should be handled in accordance with the ANSA Code Practice on Releasing fish. Refer to RF COP for the Code of Practice.

**Tagging Technique – Dart tags**

Refer to Work Instruction SM-WI04 for selecting the most appropriate tags for the fish to be tagged.

For dart tags the tag should be inserted in the applicator before fishing commences to minimise the time taken to tag a fish. With the tag in the applicator insert the needle into the side of the fish in the area shown for the location of tags in *figure 1*. For fish with large scales it may be necessary to remove a scale to allow the needle to penetrate the skin. The needle should be pushed into the flesh at an angle of about 45° and through the dorsal rays of the fish spine. The needle should be twisted slightly to ensure the barb locks in behind a dorsal ray. Remove the needle and give the tag a light tug to ensure it has been secured.



Figure 1: Tags can be placed at any point between the two locations indicated

## Tagging Technique – Gun tags

For gun or anchor tags place the tag clip in the hollow at the top of the tag gun before commencing fishing to minimise the time taken to tag a fish. Insert the needle into the side of the fish in the area shown for the location of tags in *figure 1*. Once the needle has been inserted the trigger of the gun is squeezed which fires the tag into the fish as shown in *figure 2*. The gun should then be rotated through around 180° to “set” the t-bar of the tag before removing it. The tag should be given a light tug to ensure it has been set.



Figure 2: Snapper being tagged with a gun tag

## Measuring Fish

Refer to Work Instruction SM-WI04 for selecting the most appropriate measuring device to use.

Correctly measuring fish is important if the data is to be used to determine growth. The fish should be placed on the measuring device with the snout of the fish touching the "L" shaped butt as shown in *figure 4*. For fork tailed fish 2 measurements are required as shown in *figure 3*. These are:

- ❑ TL Total or Length Overall (tip of snout to tip of the tail)
- ❑ FL or Length to Fork (tip of snout to inside fork of the tail)

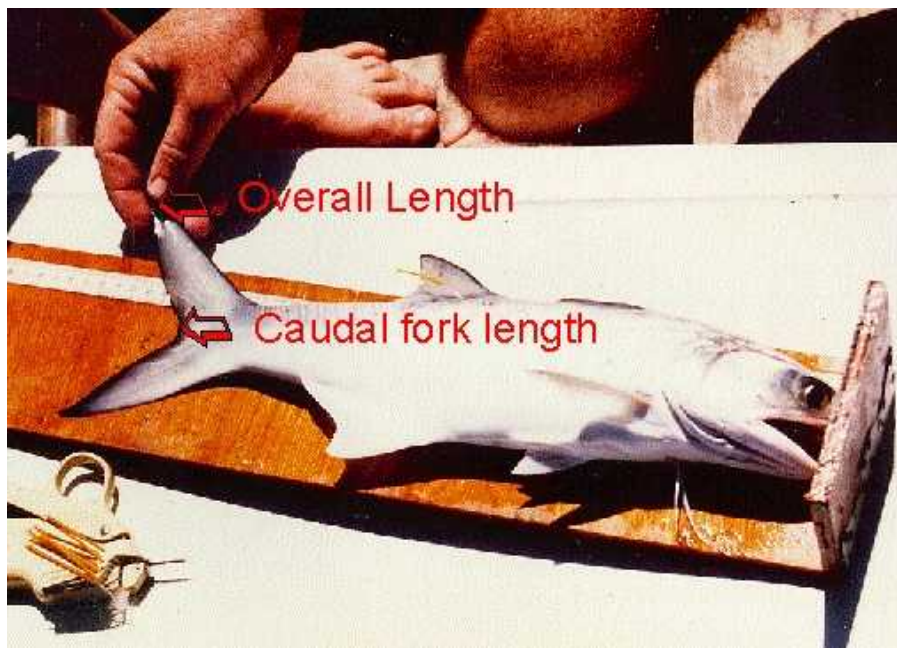


Figure 3: Lengths to be measured for fork tailed fish



Figure 4: Measuring a fish on a roll out measurer



## Sizes of Fish for Tagging

Fish tagged in most projects should be a minimum of 200mm in length however for some projects fish can be tagged from a minimum of 150mm. Tagging of small fish with large tags is not recommended as this is likely to reduce their chances of survival on release. The following is provided as a guide on the minimum sizes of fish to be tagged using the different types of tags.

Dart tags – minimum size of 250mm

Standard gun tags – minimum size of 200mm

Small gun tags – minimum size of 150mm

Small gun tags are only provided to taggers working on specific projects that have considerable experience in tagging.

## Dealing with Barotrauma

Reef fish brought up quickly from deep water suffer from barotrauma. In severe cases fish have their stomach pushed out through their mouth as a result of gases in the swim bladder expanding or bulging eyes. Less severe symptoms include a hard stomach.

One method of treating barotrauma is to “vent” the swim bladder. The most appropriate method of venting can depend on the fish species however for most species inserting a fine hollow needle in line with the top of the pectoral fin and down from the 4<sup>th</sup> dorsal spine will allow the swim bladder to deflate.

Another method is to use a “shotline” which is a weighted barbless hook attached to a line. This is used to return the fish quickly to the bottom and a pull on the line releases the barbless hook. The alternative methods are shown in *figure 5*.



Figure 5: Alternate methods for dealing with barotrauma



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**Records:**

Field sheets or books should be used to record details of each fish caught or tagged while fishing. Refer to Work Instruction SM-WI07 for details of the data that needs to be recorded on tagged fish.

**Resources:**

Tagging equipment, tags, measuring device, field recording sheet (preferably waterproof) or field book.



<b>FISHING TRIP AND TAG DATA</b>	
Work Instruction No: <b>SM-WI07</b>	Issue: <b>12</b>
Pages: <b>3</b>	Date issued/revised: <b>24 May 2009</b>
Approved by: <b>Suntag Coordinator</b>	Prepared by: <b>Infofish Services</b>

### **Associated Documents:**

SM-WI02	Suntag Service Standards
SM-WI03	Suntag Projects
SM-WI04	Tagging Equipment and Tags
SM-WI05	Tag Purchases and Distribution
SM-WI06	How to Tag Fish
SM-WI08	Locations and Tag Maps
SM-WI10	Fishing Trip and Tagging Database
SM-WI12	Loading fishing trips to database

### **Replaced Work Instruction:**

The previous Work Instructions that this replaces are:

AM/WI07	Fishing Trip and Tag Data	19 March 2006
AM/WI09	Collecting Scientific Data	19 March 2006

### **Aim:**

This Work Instruction specifies the data to be recorded on fishing trips and for tagged fish.

### **Scope:**

This Work Instruction is applicable to all ANSA members and fishers that provide data on their fishing trips. It is not limited to those members involved in tagging.

### **Responsibility:**

Suntag taggers, fishers or those collecting fishing trip data are responsible for the completion and submission of fishing trip data to the Suntag Coordinator or Club Tagging Officer. Club Tagging Officers are responsible for forwarding all fishing trips provided to them to the Suntag Coordinator.

### **Procedure:**

Data on fishing trips is collected through the Infofish 2006 e-trip form STET27. This form is a Microsoft Excel spreadsheet. The Infofish 2006 e-trip form contains a complete help system to assist fishers fill in the form. A paper version of the fishing trip form Infofish 2006 f-trip (STFT27) is available for fishers that do not have access to a PC.





Fishers should complete the Infofish 2006 e-trip or f-trip form after each fishing trip and forward by email/fax/mail to the Suntag Coordinator or to their Club Tagging Coordinator, who in turn will forward to the Suntag Coordinator.

The Suntag Fishing Trip system is aimed at collecting details of members fishing trips. Data is collected on every fish caught as this provides the maximum value from the data collected. [Infofish 2006 e-trip form.xls](#) is available as a Microsoft Excel workbook for collecting of fishing trip information. The "Suntag Trip sheet" worksheet is the datasheet for recording the data. The worksheet can be printed out and filled in manually by those fishers without access to a computer or the manual form as shown in *figure 3* can be used..

Data collection is in 2 parts. Suntag Fishing Trip data is required to be supplied by all fishers while Suntag Research data is only required to be filled in by those participating in research projects or are prepared to provide the data voluntarily.

### **Data to be collected on a fishing trip**

Data required from all fishers in the yellow section of the e-trip form includes:

- Details of the duration of the fishing trip
- Details of the number of participants
- Details of all fish tagged, kept or released.

### **Data to be collected to assist research projects**

Additional data can be collected to assist in specific research projects or can be supplied voluntarily. Only those sections required for a specific research project need to be completed. Research data is collected in the blue section of the e-trip form on the following:

- GPS location (not published or reported)
- Barotrauma
- Injury to fish
- Hook(s) used and hooking location
- Gear used to catch fish
- Other data of use in research such as chemical markers

### **Help in filling out the data sheet**

[Infofish 2006 e-trip form.xls](#) includes a worksheet titled "Filling out the Sheet" that provides information on how to fill out the form and what information is required in each field. Also included is a worksheet titled "Sample Sheet filled out" that provides a sample of a filled out form.

### **Records:**

Data may be collected on field sheets or in field books and then later transferred to the Suntag Fishing Trip file/sheet. Waterproof paper or plastic is recommended for field sheets. Field sheets should be able to collect all the data required.

[Infofish 2006 e-trip form.xls](#) contains form QF0026 for the recording of all Suntag data in worksheet "Suntag trip sheet". State or local versions of the data sheet with relevant logos are acceptable however data fields must not be altered.





# SUNTAG MANUAL

## Australian National Sportfishing Association Ltd



### SUNTAG FISHING/TAG TRIP SHEET



Trip Id:		Tag Sheet No:	
Date	Start Time	Finish Time	
Start time is time of arrival at boat ramp or water's edge to go fishing and finish time is time of leaving ramp or water's edge			
Submitted by	Club		



FISHING TEAM


PLEASE RECORD DETAILS OF ALL FISH CAUGHT NOT JUST THOSE THAT ARE TAGGED

Tag No	Angler	Species	Date	Total Length (mm)	Fork Length (mm)	Location	Map	Grid	Comments Ret Cond	Swim Bladder	Bait (B) Lure (L)
K78459	J Bloggs	Dusky Flathead	15/8/98	465		Maroochy Riv	SC21	J19	1		B
J04567	Fred Smith	Yellowfin Bream	15/8/98	250	230	Eudlo Ck	SC21	K14	1		B
K56878	Bob Jones 07-3456-7890	Dusky Flathead 14 Cranky St Muckadilla	15/8/98	380		Maroochy Riv	SC21	J19	Recapture Released 1		L
K	Joe Bloggs	Dusky Flathead	15/8/98	650		Maroochy Riv	SC21	O17			L
K	Bob Jones	Sand Whiting	15/8/98	280		Maroochy Riv	SC21	O17			B
R	Fred Smith	Dusky Flathead	15/8/98	0		Maroochy Riv	SC21	J19			L
R	Bob Jones	Brown Stingray	15/8/98	400	(width)	Maroochy Riv	SC21	J19			B
R	Fred Smith	Tanwhine	15/8/98	230		Maroochy Riv	SC21	J19			B
J04568	Fred Smith	Yellowfin Bream	15/8/98	270		Maroochy Riv	SC21	N17	1		L

Tag number \* - (J01234) if fish tagged – K if fish kept – R if fish released without tag (eg undersized) – (J01234 Recap) if recapture of a fish already tagged

Return Sheet to: Suntag Coordinator PO Box 9793 FRENCHVILLE 4701  
Ph: 07-4928-6133 Fax: 07-4926-3335  
Email: [bill@info-fish.net](mailto:bill@info-fish.net)

**IMPORTANT:** Fishing tag/trip data on the trip sheet to be forwarded to the Suntag Coordinator or through the Club Tagging Officer at the end of each month.

Figure 3: Manual form for collecting data on fishing trips and tagged fish



LOCATIONS AND TAG MAPS	
Work Instruction No: <b>SM-WI08</b>	Issue: <b>3</b>
Pages: <b>3</b>	Date issued/revised: <b>29 June 2003</b>
Approved by: <b>R&amp;D Director</b>	Prepared by: <b>Austag Coordinator</b>

**Associated Documents:**

SM-WI06	How to Tag Fish
SM-WI07	Fishing Trip and Tag Data
SM-WI09	Recaptured Tagged Fish
SM-WI10	Fishing Trip and Tagging Database
SM-WI12	Loading fishing trips to database

**Replaced Work Instruction:**

The previous Work Instruction that this replaces is:

AM/WI08	Locations and Tag Maps	19 March 2006
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**Aim:**

The aim of this Work Instruction is to obtain information accurate to about 1km on locations where fish are tagged.

**Scope:**

This Work Instruction provides details of the use of map/grid or alternatives to record location details of where fish have been tagged.

**Responsibility:**

ANSA Austag Taggers are responsible for obtaining maps of the areas in which they undertake fishing/tag trips. The Suntag Coordinator is responsible for maintaining a set of tag grid maps and making them available to Club Tagging Officers and taggers.

**Procedure:**

**Suntag Tag Maps**

A standard set of grid maps are available for most locations where tagging projects are being undertaken. These maps are based on 1:250,000 standard topographical maps. Each map has been superimposed with a standard square grid that is 1km<sup>2</sup> although some maps may have a non-standard grid size. *Figure 1* shows a sample map. Suntag maps are available from [www.info-fish.net](http://www.info-fish.net) under Suntag Maps or a CD containing all the maps for Queensland can be purchased from the Infofish Store.

## Locations

Three elements for locations are to be recorded on Fishing/Tag Trip Sheet (refer to SM-WI07). These are:

- Location which is a description of the location where the fish was tagged, for rivers and creeks the name is sufficient eg Baffle Creek
- Map is the map code which is usually a 3 or 4 letter/number code eg BFF
- Grid is the specific grid square that identifies where the fish was tagged eg M12 for the junction of Baffle and Euleilah Creek

For locations where no tag grid map is available then a description of the location is required. In this case enough detail should be recorded to identify the location to within 1km eg Crystal Creek/3km from mouth.

For offshore locations the use of GPS coordinates is the most appropriate method for recording location. Where GPS coordinates are supplied these are only available to persons authorised to have access to the database and are not provided where there is public disclosure of tag information. GPS coordinates should be supplied in the standard GPS format:

Latitude 24.14.125S

Longitude 153.35.402E

Internet mapping systems such as Google Earth can be used to determine latitude and longitude.

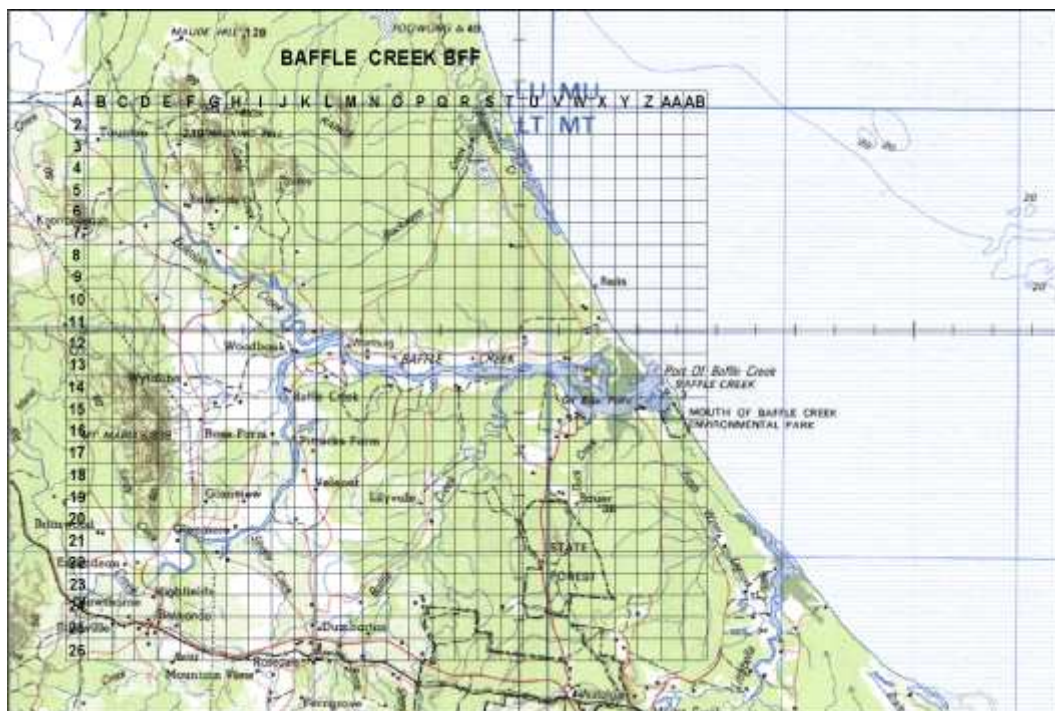


Figure 1: Sample tag grid map Baffle Creek BFF



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**Records:**

Location details are recorded on Fishing/Tag Trip sheets.

**Resources:**

Suntag grid maps for Queensland can be downloaded from [www.info-fish.net](http://www.info-fish.net).



<b>RECAPTURED TAGGED FISH</b>	
Work Instruction No: <b>SM-WI09</b>	Issue: <b>6</b>
Pages: <b>4</b>	Date issued/revised: <b>24 May 2009</b>
Approved by: <b>Suntag Coordinator</b>	Prepared by: <b>Infofish Services</b>

**Associated Documents:**

SM-WI06	How to Tag Fish
SM-WI07	Fishing Trip and Tag Data
SM-WI08	Locations and Tag Maps
SM-WI10	Fishing Trip and Tagging Database
SM-WI12	Loading fishing trips to database

**Replaced Work Instruction:**

The previous Work Instruction that this replaces is:

AM/WI09	Recaptured Tagged Fish	19 March 2006
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**Aim:**

The aim of this Work Instruction is to ensure that all information on the recapture of tagged fish is correctly collected, entered in the Infofish 2006 database and appropriate feedback is provided.

**Scope:**

This Work Instruction applies to the Suntag Coordinator and covers the collection of data on recaptured fish, entry of data to the Infofish 2006 database and the form of feedback to be provided on recaptured fish.

**Responsibility:**

The Suntag Coordinator is responsible for the collection of data on recaptured fish, entry of data to the Infofish 2006 database and providing feedback on recaptured fish.

**Procedure:**

**Information Required on Recaptured Tagged Fish**

The following information is required to be collected on tagged fish that have been recaptured:

- Tag number (or numbers if 2 tags in fish)
- Name, address and telephone number of person recapturing fish
- Whether recreational or commercial fisher or researcher
- Species
- Date recaptured









tagging and recapture of the fish with another certificate containing the same details going to the tagger of the fish. A sample certificate is in *figure 1*.

For members of the fishing public that catch a tagged fish the service standard for Suntag is that written feedback is to be provided within 10 working days (see Work Instruction SM-WI02) where the tag and recapture details are available. Where the tag details are not available it is necessary to trace that information as quickly as possible so that the certificate can be forwarded.

Certificates to ANSA taggers can be forwarded direct to the individual or through the relevant Club.

## **Incentives for the Reporting Recaptures**

Some specific projects provide a reward for the reporting of recaptured tagged fish. Rewards may take the form of t-shirts, caps, badges, drink coolers and sometimes cash. Wherever a reward is provided it should be sent out with the certificate to the fisher. Rewards are most often used where there is the need for the fish frame to be retained.

## **Keep Frame**

In some tagging projects fish have been injected with a chemical marker to assist with ageing of the fish. In these cases the frame of the fish is required so that the otolith can be recovered for ageing. These fish have "KEEP FRAME" included on the tag.

Such fish can be filleted as normal however the frame, including the head should be kept frozen until it is collected. When these fish are reported it is important that arrangements should be made with the relevant researcher to have the frames collected as soon as possible.

## **Records:**



Details of recaptures of tagged fish are recorded by the Suntag Coordinator in the Recaptured Tagged Fish register and then entered in the Infofish database. Once the details of recaptured tagged fish are entered into the database certificates can be printed along with a covering letter explaining the program and the recapture. If the person recapturing the fish or the tagger has an email address the details of the recapture can be forwarded by email direct from the database.

## **Resources:**


1800 toll free hotline number, Recaptured Tagged Fish form QF0020 and register, computer, Infofish 2006 database and blank Austag Tag and Recapture certificates.



Figure 1: Austag Tag and Recapture Certificate provided to Fisher and Tagger

**SUNTAG  
RECAPTURE SHEET**



**TAG RETURN CHECK SHEET NO:**

TAG NO	ANGLER	SPECIES	DATE	LOA/LCF	LOCATION	ADDRESS/PHONE NO/COMMENTS		
	R S						K	F
	C O						R	C
	R S						K	F
	C O						R	C
	R S						K	F
	C O						R	C
	R S						K	F
	C O						R	C
	R S						K	F
	C O						R	C
	R S						K	F
	C O						R	C
	R S						K	F
	C O						R	C
	R S						K	F
	C O						R	C

R=Recreational C=Commercial S=Scientific O=Other E=Estimated M=Measured K=Kept R=Released F=File C=Certificate  
 CIRCLE DETAILS APPROPRIATE TO EACH RECAPTURE/RETURN

Figure 2: Suntag Recapture Sheet for Recording in the Recapture Register



<b>FISHING TRIP AND TAGGING DATABASE</b>	
Work Instruction No: <b>SM-WI 10</b>	Issue: <b>6</b>
Pages: <b>3</b>	Date issued/revised: <b>24 May 2009</b>
Approved by: <b>Suntag Coordinator</b>	Prepared by: <b>Infofish Services</b>

**Associated Documents:**

SM-WI01	Suntag Management
SM-WI02	Suntag Service Standards
SM-WI03	Suntag Projects
SM-WI04	Tagging Equipment and Tags
SM-WI05	Tag Purchases and Distribution
SM-WI07	Fishing Trip and Tag Data
SM-WI08	Locations and Tag Maps
SM-WI09	Recaptured Tagged Fish
SM-WI11	Suntag Awards
SM-WI12	Loading fishing trips to database

**Replaced Work Instruction:**

The previous Work Instruction that this replaces is:

AM/WI10                                      Fishing Trip and Tagging Database    19 March 2006

**Aim:**

This Work Instruction provides details of the Infofish 2006 database that is the standard database used to collect tag and fishing trip details in Suntag.

**Scope:**

This Work Instruction applies to State Tagging, Club Tagging Coordinators and individual taggers who are collecting data for entry to the Infofish 2006 database.

**Responsibility:**

The Suntag Coordinator is responsible for maintaining data and managing the Infofish 2006 database.

**Procedure:**

**Minimum Hardware/Software Requirements**

The minimum requirements to access Infofish 2006 are:

- Windows based PC
- Windows 2000 or Windows XP
- Access to the Internet via ADSL



## **Authorised Access to Infofish 2006**

Access to Infofish 2006 is limited to those users that have an approved login and password. To obtain a login contact the Suntag Coordinator at [bill@info-fish.net](mailto:bill@info-fish.net).

Access is limited to read only and also limited to specific sections of the database depending in the level of authorisation provided.

## **Virus Protection**

Virus scanning software with current virus detection files should be in use on all PCs accessing Infofish 2006 to minimise the possibility of damage to the database from virus infection.

## **Data Collected in Infofish 2006**

Four levels of data are collected through Infofish 2006:

- Data on tags issued and used (see SM-WI05)
- Data on tagged fish (see SM-WI07)
- Fishing trip catch and effort data (see SM-WI07)
- Recapture data for tagged fish (see SM-WI09)

## **Fish Trip Sheet**

An electronic fishing trip sheet Infofish 2006 e-trip (see SM-WI07) is available to record all details of a fishing trip for entry to Infofish 2006. All data is collected on this form for upload to Infofish 2006.

Each Infofish 2006 e-trip is stored on hard disk and as a paper copy to provide a permanent record of each fishing trip. Paper records of Infofish 2006 trip sheets are maintained in individual fisher files and archived after 3 years.

## **Fish Species Names**

Fish species names recorded in Infofish 2006 are in accordance with Standard Fish Names in Australia located at [http://www.marine.csiro.au/caabsearch/caab\\_search.fish\\_names\\_list](http://www.marine.csiro.au/caabsearch/caab_search.fish_names_list).

## **Importing Data from Infotag Database**

Data from the superseded database Infotag 2000 has been transferred to the Infofish 2006 database. Data in the previous Infotag 2000 database is no longer maintained however the database is still available should reference to the database be required.

## **Importing Data from Other Database Systems**

While data is preferred to be collected through Infofish 2006 e-trip it can be collected in a range of database or spreadsheet programs. Provided the data conforms to the standards required by Suntag it can be transferred to the Infofish 2006 e-trip for uploading to Infofish 2006.

Any club or individual proposing to collect data in a non standard database should check with the Suntag Coordinator for the minimum requirements for data entry.



## **Records:**

Infotag 2006 database stores all data collected as part of Suntag and other programs such as CapReef. A standard process is maintained for daily backup of the database.

## **Resources:**

Infotag 2006 database  
Infotag 2000 database (superseded)



<b>SUNTAG AWARDS</b>	
Work Instruction No: <b>SM-WI 11</b>	Issue: <b>5</b>
Pages: <b>4</b>	Date issued/revised: <b>25 May 2009</b>
Approved by: <b>Suntag Coordinator</b>	Prepared by: <b>Infofish Services</b>

**Associated Documents:**

SM-WI01	Suntag Management
SM-WI02	Suntag Service Standards
SM-WI03	Suntag Projects
SM-WI04	Tagging Equipment and Tags
SM-WI05	Tag Purchases and Distribution
SM-WI06	How to Tag Fish
SM-WI07	Fishing Trip and Tag Data
SM-WI08	Locations and Tag Maps
SM-WI09	Recaptured Tagged Fish
SM-WI10	Fishing Trip and Tagging Database
SM-WI11	Suntag Awards
SM-WI12	Loading fishing trips to database

**Replaced Work Instruction:**

The previous Work Instruction that this replaces is:

AM/WI11	Austag Awards	19 March 2006
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**Aim:**

The aim of this Work Instruction is to provide information on the requirements and processing of Suntag awards.

**Scope:**

This Work Instruction is applicable to all projects being undertaken in Suntag.

**Responsibility:**

The Suntag Coordinator is responsible for processing all awards.

**Procedure:**

**Available Awards**

There are 4 Suntag awards that are available:

- Tagging Master Award
- Tagging Achievement Award
- Tagging Excellence award
- Frequent Tagger Award



## **Tagging Achievement Award**

The Tagging Achievement Award (TAA) is determined once a year and requires no application. The Suntag Coordinator will determine after 31 August each year the number of taggers that have achieved the award in the preceding financial year.

The award requires achieving 200 points for each species based on the number of fish tagged and the points rating for each species. The number of fish tagged of each species required to qualify for the award is maintained on form QF0019 (*figure 2*).

The determination of the award will be based on the total number of fish tagged of each species from 1/1/1993 to 30 June in the current year. A list of all award recipients is maintained under Suntag Awards on the Infofish website at [www.info-fish.net](http://www.info-fish.net).

The award will be in the form of a Tagging Achievement Award certificate (*figure 1*) which is forwarded to recipients each year by 30 October.

## **Tagging Excellence Award**

The Tagging Excellence Award (TEA) is the same as the TAA however a total of 2,000 tagging points are required to qualify eg in Suntag for Barramundi a total of 670 fish are required to be tagged. This award commenced on 1/7/2001. The process for determination of the award is the same as for the TAA.

The award will be in the form of a Tagging Excellence Award certificate which is forwarded to recipients each year by 30 October.

## **Frequent Tagger Award**

This award recognises taggers that gain a minimum of 1,000 points. Each fish is worth 1 point regardless of the species. All species on the Tagging Species or Project list in a particular state are eligible. This award commenced on 1/11/2000 and fish tagged after 1/1/1985 are eligible and points can be accumulated over any time period.

The form of the award is:

- Certificate of recognition as a Frequent Tagger
- Personal copy of the Austag Sportfish Tagging Report (or equivalent annual report)
- Personal service direct from the relevant State Tagging Coordinator for tags and tagging certificates
- Priority for the issue of tags
- Can obtain up to 200 tags at a time from the relevant State Tagging Coordinator
- Presentation package in recognition of reaching Frequent Tagger status.

No application for this award is required. The State Tagging Coordinator will check the tagging database quarterly to determine taggers that qualify. A letter will be sent to each tagger that attains that status.





**Records:**

Details of fish tagged in each of the Austag programs are maintained in each of the State tagging databases.

**Resources:**

Austag databases, inbuilt reports in the database are available to calculate the TAA and TEA.



Figure 1: Sample Tagging Achievement Award Certificate





The following table provides a summary of points required and the number of fish to be tagged as part of approved Suntag projects to be eligible for a Suntag Tagging Excellence Award (TEA) or Tagging Achievement Award (TAA). This is **NOT** a Tagging Species List - for details of Tagging Species refer to Suntag projects. Details of awards are contained in Work Instruction SM-WI11.

### SUNTAG TAGGING AWARDS

ELIGIBLE SPECIES	PTS	TAA	TEA
Barramundi	3	67	670
Bass - Australian	3	67	670
Bream - Pikey	3	67	670
Bream - Yellowfin	2	100	1000
Cod - Murray	6	34	340
Coral Trout – Barcheek	3	67	670
Coral Trout – Common	3	67	670
Emperor - Grass	4	50	500
Emperor - Red	6	34	340
Emperor – Redthroat	4	50	500
Emperor - Spangled	6	34	340
Flathead - Dusky	2	100	1000
Javelin - Barred	2	100	1000
Javelin - Speckled	4	50	500
Jewfish - Black	6	34	340
Jewfish - Mulloway	6	34	340
Mangrove Jack	6	34	340
Perch - Golden	3	67	670
Perch - Pearl	6	34	340
Queenfish	4	50	500
Rockcod - Blackspotted	3	67	670
Rockcod - Goldspotted	3	67	670
Snapper – Golden (Fingermark)	6	34	670
Snapper - Crimson	6	34	340
Snapper - Saddletail	6	34	340
Snapper	3	67	670
Threadfin - Blue	3	67	670
Threadfin - King	3	67	670
Trevally - Giant	3	67	670

PTS = Points for species to calculate Award numbers - minimum of 200 points  
TAA = Fish to be tagged for Tagging Achievement Award (Qld) after 1/9/1987  
TEA = Fish to be tagged for Tagging Excellence Award (Qld) after 1/1/1987

This form is part of the Suntag Manual which is available from [www.info-fish.net](http://www.info-fish.net).

Last updated: 28 April 2009

QF0019/1 15 Jan 2002

Figure 2: Number of fish required to be tagged for Achievement Awards



LOADING FISHING TRIPS TO DATABASE	
Work Instruction No: <b>SM-WI 12</b>	Issue: <b>2</b>
Pages: <b>2</b>	Date issued/revised: <b>25 May 2009</b>
Approved by: <b>Bill Sawynok</b>	Prepared by: <b>Infofish Services</b>

### **Associated Documents:**

SM-WI01	Suntag Management
SM-WI02	Suntag Service Standards
SM-WI03	Suntag Projects
SM-WI04	Tagging Equipment and Tags
SM-WI05	Tag Purchases and Distribution
SM-WI06	How to Tag Fish
SM-WI07	Fishing Trip and Tag Data
SM-WI08	Locations and Tag Maps
SM-WI09	Recaptured Tagged Fish
SM-WI10	Fishing Trip and Tagging Database
SM-WI11	Suntag Awards
SM-WI12	Loading fishing trips to database

### **Replaced Work Instruction:**

The previous Work Instruction that this replaces is:

INF/W002	Infofish Loading Fishing Trips to Database 23 October 2007
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### **Aim:**

To enable fishing trips recorded on Infofish 2006 e-trip forms to be loaded to the Infofish 2006 database.

### **Scope:**

This Work Instruction covers the process of transferring data collected on Infofish 2006 e-trip forms (STET27) to the Infofish database.

### **Responsibility:**

Only persons that are authorised by Infofish Services to load data to the Infofish 2006 database are permitted to use this Work Instruction.

### **Procedure:**

Fishing trips recorded on Infofish 2000 e-trip forms are stored on the Infofish network in a directory accessible over the local area network. Trips records are stored on R drive (data on 'infofish-file') in a directory that covers data collected each year based on a financial year eg Suntag 2007-08. Trips records are stored in this directory on the following basis:



1. Club, organisation or event name eg Brisbane or CapReef/Boat Ramp Surveys
2. Individual name of person supplying trip records eg Michael Dohnt or Date of Boat Ramp Survey
3. Some records are grouped by event or activity eg Rocky Barra Bounty

For each individual or event there is a manual record maintained as well as the electronic record. Paper records are stored in a document wallet for each individual or event. These records are maintained in the Infofish filing system.

Validate e-trip form data before loading to Infofish 2006 database.

1. Locate document wallet for individual or event
2. Locate electronic copy of e-trip form to be loaded to the database and open with Microsoft Excel
3. Check all data on e-trip form to ensure it conforms to the data standards (included with e-trip form)
4. Save the e-trip form to the correct directory
5. Check that the trip code is correct and that it is sequentially numbered
6. Print a copy of the trip sheet and attach to the field record if there is one
7. Store the paper record in the document wallet for that individual or event and then store the document wallet in filing system

Load e-trip form to database

1. Log onto database at [www.database.info-fish.net](http://www.database.info-fish.net) using your authorised login and password (provided by Infofish Services)
2. Select trip sheets from the menu bar on the left side of the screen
3. In the trip code field type the trip code sequence for the trip to be loaded – type the code plus the trip number and click on the search button so that it brings up the last 10 records eg CTWS08 will bring up all records from CTWS080-089
4. Select add trip sheet and browse to locate the trip to be loaded to the database eg CTWS085
5. In the Upload Sheet window under Tag Sheet Name type the full code for the trip - this is the same name as the trip file name eg CTWS085
6. Click on the save button to load the trip – a loading trips dialogue box will indicate progress in loading the trip
7. Click on search again to check that the trip now appears in the list – if the trip does not appear then it is likely that the trip code was incorrectly entered
8. If everything is OK the trip is ready to be loaded to the database
9. For the trip to be loaded under Action click on Maintain and then save in the dialogue box – this will transfer the data from the trip sheet to the database
10. To check to see that the data has been correctly transferred to the database select trip details on the menu on the left of the screen if a full trip with effort details
11. Under trip code type the code plus the trip number and click on the search button so that it brings up the last 10 records eg CTWS08 will bring up all records from CTWS080-089
12. Go to the trip eg CTWS085 that was loaded and select view to review the details and add other details such as location and map
13. Click on save to save the record and then back to get to the list of trips – click on search again to check that the data has been saved



14. To check the catch details go to Catch Details on the menu on the left of the screen and type in the individual trip code eg CRWS085
15. This will bring up the catch records for that trip – check that all details are there
16. For tagged fish check that all tag numbers are there – if the number is already in the database it will not allow a duplicate record to be loaded and it will store them in a separate duplicate table
17. For duplicated tag numbers these will need to be checked to determine the correct data and the incorrect record will need to be re-entered manually
18. Once a trip has been checked and everything is OK the next trip sheet can be loaded following the same sequence from step 2.

## **Records:**

The Infish 2006 database is housed in Brisbane by Quality IT and maintained by One Pixel.

Electronic record of trip stored in individual or event directory.

Paper record of trip and document wallet for individual or event.

## **Resources:**

A suitable Windows PC computer that has broadband access to the Internet.