

**ALASKA DEPARTMENT OF FISH AND GAME
CODED WIRE TAG SAMPLING PROGRAM**

INSTRUCTIONS for HEAD SHIPMENT SUMMARY FORM

A Coded Wire Tag Head Shipment Summary Form (see attached form) is to be completed for all head shipments sent to the Tag Lab. The supervisor or a designated senior technician must completely fill out this Head Shipment Summary Form. Place it in with the original Coded Wire Tag Sampling Forms in a separate plastic bag and ship them to the Tag Lab with the heads. **KEEP ALL SAMPLING FORMS TOGETHER IN ONE BOX AND LABEL THAT BOX "DATA ENCLOSED."**

Instructions for completing the form are as follows:

Note: specific data items listed on the Head Shipment Summary Form will be identified in these instructions by the use of all capital letters.

SOURCE - Circle **ALL** source(s) included.

SURVEY SITE(S) - List the survey site(s) where the heads were recovered.

HEADS RECOVERED FROM STATISTICAL WEEK # - Fill in the statistical week fish were recovered from (only if commercial or PNP samples) (see attached list of Statistical Weeks).

DATES RECOVERED - List dates during which the fish were recovered (if other than commercial or PNP samples).

SAMPLE #'S - List beginning and ending sample numbers included.

Count the fish heads. Look at the sampling forms and check off the head numbers in the "✓" column as they are accounted for. Record the number of heads in the appropriate boxes below:

Box 1) # of HEADS LISTED ON SAMPLING FORMS - Count the number of heads listed on the sampling forms included in this shipment.

Box 2) # of HEADS SHIPPED WITHOUT DATA - Count the number of heads included in this shipment for which no data is included. These may be heads identified during the previous week but not recovered and not shipped with their sampling forms at that time. (These heads would have been listed as **HEADS NOT SHIPPED** on the Head Shipment Summary Form completed the previous week.) Record head numbers in section "A" below. Heads will not be processed unless they are listed on a sampling form. If a head was not listed on a sampling form previously sent in, then a sampling form must be completed with whatever information, however minimal, is known about it.

Box 3) # of HEADS NOT SHIPPED - Record the number of heads not recovered and therefore not included in this shipment. Record head numbers in section "B" below.

Box 4) ACTUAL COUNT OF HEADS BOXED FOR SHIPMENT - This should be the actual count of heads boxed for shipment.

Section **A) HEADS SHIPPED WITHOUT DATA** - If any heads are shipped **WITHOUT** a sampling form, the head numbers* should be recorded here and the appropriate box checked. Sampling forms may have been sent in a prior statistical week. An explanation may be necessary here or in the **COMMENTS** section. **IF A SAMPLING FORM WAS LOST, GENERATE A NEW ONE. HEADS CANNOT BE PROCESSED AT THE TAG LAB WITHOUT SAMPLING FORMS!**

*** If you are using a cinch with only five digits or numbers simply insert a zero for the first digit.**

Section **B) HEADS NOT SHIPPED** - If any heads are not shipped, the head numbers should be recorded here and the appropriate box checked. The heads may be with the processor, but recovered later, or the heads may be lost and will never be recovered. An explanation may be necessary here or in the **COMMENTS** section.

COMMENTS - Use this area to explain the reason(s) why any head was marked "other" in either section "**A**" or "**B**," or any additional problems that arise. Use the back of the form if necessary.

DATE SHIPPED - The date the shipment is to be sent by **AIR FREIGHT** to the Tag Lab should be recorded.

SUMMARY FORM COMPLETED BY - Fill in the name of the person responsible for completion of this form so we can direct any questions that may arise to the person most familiar with the shipment.

If more space is needed under section "**A**" or "**B**" to list additional heads, use additional Head Shipment Summary Forms as needed, or write on the back of the form.

Remember, when sending several boxes of heads, please place **ALL** sampling forms and the Head Shipment Summary Forms in one box and mark that box "**DATA ENCLOSED.**" Give all boxes a sequence number (e.g., 1 of 3, 2 of 3, 3 of 3).

Please email Detlef Buettner (detlef.buettner@alaska.gov) and John Barton(john.barton@alaska.gov) with the airway bill number or call (907) 465-3483 if you have any questions about the Head Shipment Summary Forms. This form helps us budget our resources so that we can complete prioritized tag processing in the time frame required. It also may help you solve some problems before the heads are shipped to the Tag Lab.

Ship heads (collect if commercial or Cook Inlet sport/escapement; otherwise prepaid) to:

Alaska Department of Fish and Game
CF Division, Mark, Tag and Age Lab
P.O. Box 115526
Juneau, Alaska 99811-5526

CALL UPON ARRIVAL IN JUNEAU
(907) 465-3483