


Fisheries Division  Policy & Procedure	Program: Division Administration	
	Chapter: Document Management	Date Approved: 10/26/2006
	Responsible Program: Fisheries Resource Management Program	
Title: Status of the Fishery Resource (SFR) Reports and Management Plans		Number: 01.08.002

REFERENCES

Fisheries Division Policy and Procedure 01.08.001 Publish Fisheries Research, Technical, and Special Reports.

Schneider, J. C., and J. W. Merna. 2000. Survey reports. Chapter 5 in Schneider, J. C. (ed.) 2000. Manual of fisheries survey methods II: with periodic updates. Michigan Department of Natural Resources, Fisheries Special Report 25, Ann Arbor.

Michigan DNR Fisheries Division Fish Collection System.

POLICY

Staff will complete a Status of the Fisheries Resource (SFR) report and management plan (when necessary) for various Michigan water bodies, such as Status and Trends evaluations and other surveys that provide sufficient information for a comprehensive report. Basin coordinators are responsible to work with Supervisors to review the upcoming surveys for potential selection for SFRs through the work planning process on an annual basis. Management Unit supervisors will insure that SFR reports (and management plans when required) are written for appropriate surveys.

EXPLANATION

Fisheries Division publishes scientific management and research reports with the goal of documenting the status of aquatic ecosystems, improving fisheries management practices and science, and providing information to the public. Within the Division's document series the SFR report meets these criteria. An SFR report describes the current and former status of a fishery and provides management recommendations.

Fisheries Division personnel established this report series in the 1980s to promote formalization and documentation of management options following major, community-level fishery surveys or activities on inland waters. Fisheries Division invests significant resources conducting field surveys, and it is necessary to provide high-quality documentation of management history. This includes the latest survey results and interpretations, management philosophy, and management recommendations for record keeping and ease of distribution to both the public and department staff.

The SFR reports and management plans are now incorporated into the Fish Collection System to improve efficiency of peer reviews and timeliness for completing reports. For some water bodies, especially those that require no management action, a separate management plan is not warranted. A management plan is required when extensive management activity is planned. Management plans elaborate on management direction by providing proposed solutions, time frames, expected benefits, and evaluation plans for specific problems. In many instances a fishery management prescription should be linked to the management plan. A management plan will always be linked to an existing SFR report.

An SFR systems coordinator (within Research Section) shall organize and assign reviewers.

PROCEDURE

The SFR reports are written within modules in the Fish Collection System under a standardized protocol and format which makes them available to the public via the internet.

An example of an **SFR report** can be found in Schneider and Merna (2000).

The structure of an SFR report is as follows:

- I. Environment
 - A. Location
 - B. Geology and geography
 - C. Watershed description
 - D. Chemical and physical characteristics
 - E. Development, public ownership, and access
- II. Fishery Resource
 - A. History of the fishery
 - B. Current status of the fish community with summary tables
 - C. Analysis and discussion
- III. Management Direction
 - A. Current
 - B. Goals and expectations
 - C. Obstacles to attainment of goals
- IV. References
- V. Hydrographic map (if available)

Self-guided process: Within the Fish Collection System, authors are self-guided through the various sections of the SFR report and are provided with easy reference to: a) guidelines; b) example text; and c) inserting text from other reports. Two tabs or sections available to the author include a "Review" and "Status" tab. The "Status" tab documents the progress of the SFR report write-up and review. This step should always be accompanied with an e-mail embedded within the SFR module.

Once a report is written (see flow diagram), the author will send it for review to the system coordinator. This is done automatically through e-mail and a change in the status of the report to "Sent To Coordinator". The system coordinator will have one week to assign the review and change the SFR report status to "Sent to Review". A pre-selected list of reviewers may be composed of: fisheries research personnel, management unit supervisors, basin coordinators, and senior management biologists.

Comments between the reviewer and author can be incorporated into the "Review" tab or the reviewer may provide comments to the author by e-mail, phone, or hard copy, as long as it is done in a timely fashion. Reviewers will be allotted 30 days to conduct a "light" review of the author's: 1) presentation of valid concepts and conclusions; 2) logical analysis and thought flow; and 3) grammatical correctness. The reviewer will send notification of completion of the review via e-mail to the system coordinator.

The SFR report status at this point will be changed to "Reviewed". The author then has 30 days to work with the reviewer to incorporate edits. Upon completion, the author will change the status of the report to "Waiting Approval". The "Approval" tab should be checked by the management unit supervisor at this point. Management unit supervisors should edit the SFR report prior to any of these steps.

The system coordinator and author will insure that management unit supervisors pre-review the SFR report, and change the status in a timely fashion to "Approved" when the process is completed. Finally, once the SFR report is approved, the author will notify the Fisheries Division website liaison of its completion. The website liaison will make the report ready for the DNR website and send an electronic copy to the Fisheries Division Librarian at the Institute for Fisheries Research.

An example of a **management plan** for an SFR report can be found in Schneider and Merna (2000).

The structure of a management plan is as follows:

- I. Objectives. Must be specific and have measurable end points. There may be several per goal. Example: "Reduce angling mortality of adult bass from 0.50 to 0.35 by 1995."
- II. Proposed management action. Provide a detailed description of proposal. For example: "Delay opening day on bass until the last Saturday in June and raise the size limit to 18 inches. This will require a regulation change through a Directors Order."
- III. Expected results. Provide the best quantified prediction of the outcome of the action, even an educated guess. For example:

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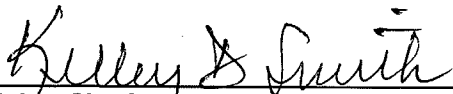
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"About 25 percent of the trout will be harvested by anglers, resulting in an annual harvest of 100-200 trout from this 100-acre lake."

IV. Evaluation plan. Describe how the management action will be evaluated. For example: "We will evaluate trout fishing from voluntary angler reports and trout survival and growth via a tagging study beginning in 1999 with results being provided in a future SFR."

The same self-guided process described above is utilized for writing management plans.



Division Chief Signature

October 26, 2006

Status of the Fisheries
Resource Report Process

