

# A1.1 Format of the Handbook

## A. Title

1. The document itself shall be titled “Standard Procedures for Aquatic Animal Health Inspections.”

## B. Chapters

There shall be six chapters plus any necessary appendices.

### 1. Chapter 1 Introduction

This chapter will contain introductory information and explanation about this handbook.

### 2. Chapter 2 Sampling

This chapter will contain information about sampling animals for a health inspection.

### 3. Chapter 3 Bacteriology

This chapter will contain information on sampling, testing, and corroborating samples for bacterial pathogen inspection.

### 4. Chapter 4 Virology

This chapter will contain information on sampling, testing, and corroborating samples for viral pathogen inspection.

### 5. Chapter 5 Parasitology

This chapter will contain information on sampling, testing, and corroborating samples for parasitic pathogen inspection.

### 6. Chapter 6 Polymerase Chain Reaction

This chapter shall contain general protocols and quality assurance and quality control information for utilizing polymerase chain reaction methodologies.

### 7. Appendices

#### a. Appendix 1 The Handbook and Oversight Committee

This appendix will contain the format information for the handbook and procedural information for making changes to this handbook.

#### b. Appendix 2 Handbook Committee and Subcommittee Members

- i. This appendix will keep a record of those individuals serving on any committee or subcommittee, their terms of appointment, and their position on the committee.

- ii. The construction of this appendix shall be as follows:
  - 1. Each subchapter of this appendix will represent one year.
  - 2. Each committee member will be listed as a section within the subchapter of the appendix.
  - 3. Their position on the committee will then be listed as an item under their section.
  - 4. Subcommittee members will be listed as items under the committee member that chairs the subcommittee on which they serve.
  - 5. Entries will include the name, title, and affiliation of the individual.
  
- c. Appendix 3 Position Statements

This appendix will keep a record of all discussions by those individuals serving on any committee or subcommittee, their terms of appointment and their position on the committee. The construction of this appendix will be as follows:

  - i. Each subchapter of this appendix will represent one chapter in the handbook.
    - 1. Introduction will be Appendix 3.1.
    - 2. Sampling will be Appendix 3.2.
    - 3. Bacteriology will be Appendix 3.3.
    - 4. Virology will be Appendix 3.4.
    - 5. Parasitology will be Appendix 3.5.
    - 6. Polymerase Chain Reaction (PCR) will be Appendix 3.6.
    - 7. Appendix 1 changes will be documented in Appendix 3.7.
  
  - ii. Each submission will be a section within the appropriate subchapter of the appendix.
  
  - iii. Each position statement and the resultant changes will then be listed as items under their section.

## **C. Layout**

The layout of the document will be as follows:

- 1. The format will be in outline form.
  - a. The alphanumeric system will be: 1.2, **A**, 1, a, i, *I*, *a*, *i*

- b. Appendices will be also be in outline format with an “A” being placed before the appendix number.
  - i. Appendix 3 of the entire document would be titled and referenced as (A3).
  - ii. Appendix 2 of chapter 3 would be titled and referenced as (3.A2).
2. Chapter Structure
  - a. Each chapter will have its own references.
  - b. Each chapter will have its own appendices.
  - c. Chapters 1 (Introduction), 2 (Sampling), 6 (Polymerase Chain Reaction (PCR)) and the appendices are to serve as references for the other chapters.
3. References to other sections within the handbook will be in the same alphanumeric form as the outline.
  - a. **Example:** Reference (1.2.C.3.a) will be found in chapter 1, subchapter 2, section C, number 3, item a.

## D. Stringency

1. The appropriateness of methodologies shall be determined based on several factors to make these protocols realistic to accomplish.
  - a. The sensitivity of the assay.
  - b. The specificity of the assay.
  - c. The cost of the assay.
  - d. Availability of reagents.
  - e. Availability of technology.
  - f. Manpower requirements.
2. All methods and protocols provided in this handbook shall be referenced and scientifically defensible.
3. The incorporation of additional pathogens into this handbook shall be contingent on the availability of appropriate screening and COROBERATIVE tests, and because such tests are commonly required by fish health regulators.

## **E. Maintenance of the Handbook**

### **1. Handbook Revision and Oversight Committee**

- a. Annual review as requested by open invitation (see process below).
- b. Physical possession of the electronic editable version of the handbook in Microsoft Word format and Adobe PDF format.
  - i. This shall be held by four individuals as follows:
    1. Handbook Revision and Oversight Committee Co-chair, United States Fish and Wildlife Service Representative.
    2. Handbook Revision and Oversight Committee Co-chair, American Fisheries Society – Fish Health Section Representative.
    3. United States Fish and Wildlife Service National Fish Health Coordinator or their duly appointed representative.
    4. Chairman of the American Fisheries Society – Fish Health Section or their duly appointed representative.
- c. Maintain an appendix of position statements to keep track of discussions so as not to revisit issues that have been previously decided when no new information has come available.
  - i. Changes to the handbook shall be recorded as well, so the specifics of any given change can be examined in the future.
  - ii. Dissenting opinions shall be included in the position statements as well.

## **F. Distribution of the Handbook**

1. New versions of the handbook shall be made available by June of even years.
2. Electronic Distribution (Non-Editable) – PDF Format
  - a. Web site
    - i. Initial distribution.
    - ii. Yearly updates.