

## PIT Tag Pre-Approval Process

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The following tag types are currently available. They can only be purchased in units of 100.

- 12 mm full-duplex tag
- Preloaded 12 mm full-duplex tag
- 9 mm full-duplex tag
- Preloaded 9 mm full-duplex tag

You will utilize the Pacific States Marine Fisheries Commission (PSMFC) Tag Distribution and Inventory (TDI) web application (<http://www.ptagis.org/log-in>) to provide the number of tags requested and the date the tags will be needed. Once your Contracting Officers Representative (COR) has reviewed and approved your tag request, you will be notified by the TDI auto-generated email. Specification of tag recipients (by project personnel) and distribution of approved requests (by PSMFC) will likewise be made through the TDI application, as outlined in more detail below. Please complete your initial tag requests by September 30 for the upcoming fiscal year (but no later than two weeks before requested delivery date). If later in the year you need to make adjustments to your order, please contact your COR and/or the BPA PIT Tag Coordinator (information below), as well as making the necessary changes in the PTAGIS TDI web application.

### New to PIT Tag Requests?

If your project has not previously requested tags, please contact your project's COR and/or the **PIT Tag Coordinator** (Tim Ludington, 503-230-4988) to set up your request. The project can then be added into TDI. Each new point of contact will need to obtain a login and password to the PTAGIS system and then be added to the specific project as a point of contact.

### PIT Tag Distribution Process Overview

**Step 1.** Tag Request Invitation: You will receive an email by early September requesting that you input your tag orders by the end of September for the coming fiscal year (October through September). Until you receive this invitation, the system will not let you place orders for the next fiscal year as only one fiscal year is activated at a time.

**Step 2.** Log into [ptagis.org](http://ptagis.org) with your PTAGIS user information and navigate to the [Tag Distribution Inventory](#) (TDI) under Services. (Don't have a login? See "New to PIT Tag requests" above.) Once logged into TDI, navigate to **Manage Requests**, click on **Add Request**, select your project and fiscal year, and add a new request with a "Do not ship before" and "Do not ship after" date. In the **Add tags** section, fill in the quantity requested. Choose from the 3 shipping options, which will open up boxes to fill in your information or choose from saved addresses. Then **Save Request**. [Link here for Detailed Instructions](#).

**Step 3.** Once your tag request has been approved by your COR, you will be notified by a TDI auto-generated email.

### No Tags Needed This Year?

If you will not be requesting tags for the coming fiscal year, log into TDI and click **I do not need tags this year** button. Select your project from the list and click **Submit** button.

If for the foreseeable future, your project will not be using PIT tags, please contact the PIT Tag Coordinator (see above) to remove your project from the active list.