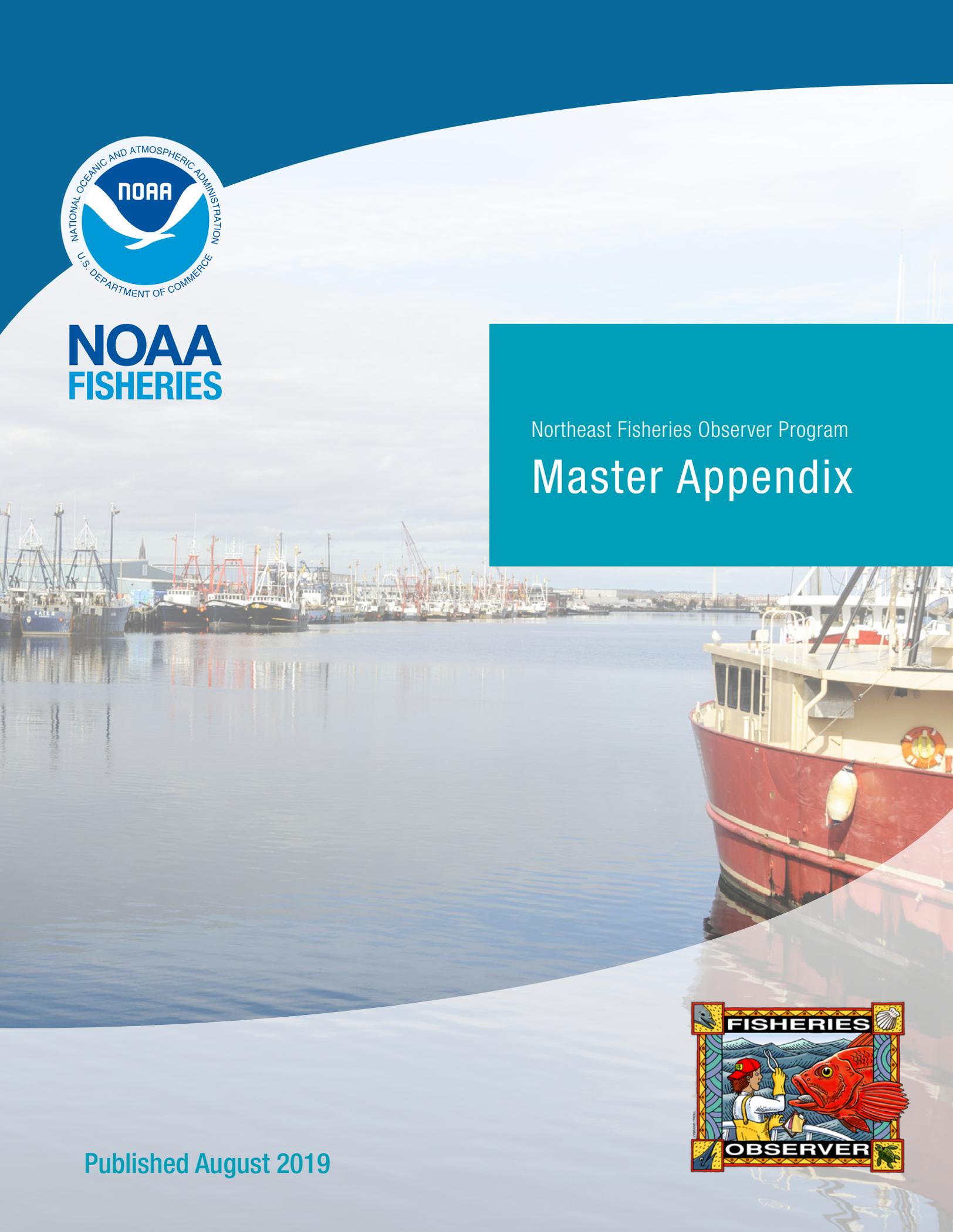




**NOAA**  
**FISHERIES**

Northeast Fisheries Observer Program

# Master Appendix



Published August 2019





# Fisheries Sampling Branch

The National Marine Fisheries Service (NMFS) Northeast Fisheries Science Center (NEFSC) Fisheries Sampling Branch (FSB) collects, maintains, and distributes data for scientific and management purposes in the northwest Atlantic Ocean. FSB manages three separate but related observer programs: the Northeast Fisheries Observer Program (NEFOP), the Industry Funded Scallop (IFS) Observer Program, and the At Sea Monitoring (ASM) Program. For the purposes of this manual, “observers” refers to any observer/monitor working for the FSB.

Observed trips are required under many of the region’s fishery management plans or by other federal laws and authorities, including, Magnuson-Stevens Fishery Conservation and Management Act, Marine Mammal Protection Act, the Endangered Species Act, the and the Sustainable Fisheries Act.

## How to use this Master Appendix

*This document serves as the master resource containing the complete suite of policies, memoranda, documents and reports that detail the FSB’s standards for training, data collection, safety, permitting, and more for our observer programs.*

It is intended to be used together with the following handbooks:

**Northeast Fisheries Observer Program Handbook for the Fishing Industry**

**Northeast Fisheries Observer Program Handbook for Fisheries Observers and Providers**

Both handbooks are available in printed format and electronically as a PDF; this appendix is available as an electronic document only.

In addition to these resources, the FSB provides **three additional program manuals**: (1) the [Operations Manual](#) covers the process of observing a trip and provides detail on trip selection, gear, communication/conflict resolution, fishery-specific information, protected species information, and protocols for biological sampling and catch estimation; (2) the [Observer On-Deck Reference Guide](#) provides summaries and tables intended to enable observers to quickly determine the correct biological sampling protocols and methods, as well as suggested catch estimation strategies, while at sea; and (3) the [Observer Data Entry Manual](#) provides detailed instructions for each data field collected.

*Published August 2019*

*Prepared for the Northeast Fisheries Science Center, Fisheries Sampling Branch (FSB) by Tidal Bay Consulting and Shelly Tallack Caporossi. Content development for these manuals was a collaborative effort, with contributions from over a dozen FSB staff, coordinated by Tania Lewandowski and Amy Martins.*

*The content of this handbook and master appendix are current as of the date of publication. As observer programs evolve, these materials may change and the most current information may be obtained from the FSB. Please also refer to FSB for the most up-to-date rules and regulations, as these materials do not serve as a substitute for federal regulations or agency policies.*



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# Appendix A.

For Fisheries Observers  
and Providers

Following are policies, memorandums, forms and reports of particular relevance to Fisheries Observers and Providers.

## A1. Staff Directory

### Abney, Kathy

*Management Support Assistant*  
Management Support Assistant, FTE  
Phone: (508) 495-2338  
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Responsibility: Administrative support for FSB

### Anderson, Haley

*Data Debriefer*  
Data Debriefer  
Phone: (508) 495-2148  
Email: haley.anderson@noaa.gov  
Responsibility: Data editing (including NEFOP, IFS and ASM)

### Blanc, Russ

*Web Developer*  
Web Developer  
Phone: (508) 495-2141  
Email: russell.blanc@noaa.gov  
Responsibility: Web developer

### Bluemel, Lacey

*Industry Funded Scallop Assistant*  
Biologist  
Phone: (508) 495-2188  
Extended Hours: (508) 560-3550  
Email: lacey.bluemel@noaa.gov  
Responsibility: Scallop VCIC; Industry Funded Scallop Program; Species Verification Program

### Casey, Jennifer

*Data Debriefer*  
Data Debriefer  
Phone: (508) 495-2131  
Email: jennifer.casey@noaa.gov  
Responsibility: Data editing (including NEFOP, IFS and ASM)

### Chamberlain, Glenn

*Northeast Area Lead Assistant*  
Biologist  
Phone: (508) 495-2153  
Email: glenn.chamberlain@noaa.gov  
Responsibility: Data quality, training, and sampling design for high volume Atl. herring and mackerel fisheries and all pot and trap fisheries. Program outreach and seaday accomplishments

### Chidsey, Ricky

*Data Debriefer*  
Data Debriefer  
Phone: (508) 495-2027  
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Responsibility: Data editing (including NEFOP, IFS and ASM)

### Church, Ben

*Data Debriefer*  
Data Debriefer  
Phone: (508) 495-2055  
Email: benjamin.church@noaa.gov  
Responsibility: Data editing (including NEFOP, IFS and ASM); shark identification; Individual Animal Log training

### Cierpich, Sarah

*Pre-Trip Notification System Coordinator*  
Biologist  
Phone: (508) 495-2309  
Extended Hours: (508) 681-9104  
Email: sarah.cierpich@noaa.gov  
Responsibility: Groundfish and pre-trip call-in coordinator; PTNS monitoring, maintenance and reporting

### Collins, Randy

*Data Debriefer*  
Data Debriefer  
Phone: (508) 495-2151  
Email: randy.collins@noaa.gov  
Responsibility: Data editing (including NEFOP, IFS and ASM)

### Cowan, Diana

*Training Coordinator*  
Biologist  
Phone: (508) 495-2283  
Email: diana.cowan@noaa.gov  
Responsibility: Develops, coordinates, executes trainings; NEFOP and ASM training

## Duarte, Debra

*Data Quality Lead*  
Fishery Biologist, FTE  
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Work Cell: (774) 392-7155  
Email: [debra.duarte@noaa.gov](mailto:debra.duarte@noaa.gov)  
Responsibility: Pre- and post-load data quality; electronic editing tool; printing; manual changes; PRA; internal website; observer evaluations

## Dunlap, Charles

*Technology Integration Support Specialist*  
Biologist  
Phone: (508) 495-2035  
Email: [charles.dunlap@noaa.gov](mailto:charles.dunlap@noaa.gov)  
Responsibility: Electronic data collection technology support

## Early, Greg

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Data Debriefers  
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Email: [greg.early@noaa.gov](mailto:greg.early@noaa.gov)  
Responsibility: Data editing (including NEFOP, IFS and ASM)

## Endres, Corey

*EM Support*  
Biologist  
Phone: (508) 495-2292  
Email: [corinne.endres@noaa.gov](mailto:corinne.endres@noaa.gov)  
Responsibility: Sea day accomplishments, NEFOP reports, electronic monitoring (EM) support

## Files, Mackenzie

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Data Debriefers  
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Email: [mackenzie.files@noaa.gov](mailto:mackenzie.files@noaa.gov)  
Responsibility: Data editing (including NEFOP, IFS and ASM)

## Finnegan, James

*Android Programmer*  
IT  
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Responsibility: Android Programmer

## Fyke, Zachary

*Observer Compliance Liaison*  
Biologist  
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Extended Hours: (774) 392-5261  
Email: [zachary.fyke@noaa.gov](mailto:zachary.fyke@noaa.gov)  
Responsibility: Supports observers through direct communication and feedback, incident report follow up, safety program support, communications with NOAA OLE, Coast Guard, program outreach

## Glinos, Diana

*EM Support/DSM*  
EM Support/DSM  
Phone: (978) 809-7100  
Email: [diana.glinos@noaa.gov](mailto:diana.glinos@noaa.gov)  
Responsibility: Dockside Monitoring and Electronic Monitoring support

## Griffin, Ashley

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Data Debriefers  
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Responsibility: Data editing (including NEFOP, IFS and ASM)

## Griffin, Charles

*Facility/Service Support*  
Technician  
Phone: (508) 495-2130  
Email: [charles.griffin@noaa.gov](mailto:charles.griffin@noaa.gov)  
Responsibility: Security support, courier, GOV fleet management, visitor assistance, facility questions and emergency preparedness contact

## Gross, Kara

*Mid-Atlantic Area Lead Assistant*  
Biologist  
Phone: (508) 495-2154  
Extended Hours: (508) 274-4859  
Email: [kara.gross@noaa.gov](mailto:kara.gross@noaa.gov)  
Responsibility: Mid-Atlantic fisheries effort monitoring; safety checklist; safety training

## Gustafson, Kristy

*Northeast Area Lead Assistant*  
Biologist  
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Extended Hours: (774) 392-2735  
Email: [kristen.gustafson@noaa.gov](mailto:kristen.gustafson@noaa.gov)  
Responsibility: Assist NE Area Leads with Atl. Herring issues (Amend. 5); gear standardization, inspection, outreach, training, Mid-Atlantic Area outreach and program development; seaday schedule accomplishments and tracking

## Harner, Bridget

*Data Debriefers*  
Data Debriefers  
Phone: (508) 495-2331  
Email: [bridget.harner@noaa.gov](mailto:bridget.harner@noaa.gov)  
Responsibility: Data editing (including NEFOP, IFS and ASM)

## Harrington, Jack

*Observer Gear & Inventory Support Specialist*  
Observer Gear & Inventory Support Specialist  
Phone: (508) 495-2067  
Email: [john.harrington@noaa.gov](mailto:john.harrington@noaa.gov)  
Responsibility: Organize, inventory, track FSB observer gear. Disperse gear to observers during or after training. Deliver rafts, marel scales or other gear to ports. Assists with observer program outreach

## Heinichen, Maggie

*Pre-Trip Notification System Coordinator*  
Biologist  
Phone: (508) 495-2356  
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Responsibility: Groundfish and pre-trip call-in coordinator; PTNS monitoring, maintenance and reporting

## Janda, Diana

*Trainer*  
Trainer  
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Responsibility: NEFOP, IFS, ASM training, scallop gear lead

## Johnston, Rob

*Dockside Monitor Coordinator*  
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Work Cell: (774) 521-9148  
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Lead for DSM programs associated with Responsibility: Electronic Monitoring. DSM logistics and outreach, data reporting and management; biological sampling. FMRD technical support

## Jones, Andrew (Andy)

*Data Analyst*  
Data Analyst  
Phone: (508) 495-2351  
Email: andrew.jones@noaa.gov  
Responsibility: Produces data products and reports that summarize fisheries data. Supports the development of Electronic Monitoring (EM), improves Pre-trip Notification System, evaluates achievements related to seaday scheduling

## Jurek, Joe

*Fishery Liaison*  
Program Analyst  
Phone: (978) 407-3652  
Responsibility: Provide support to observer program during training and port orientations; relay industry concerns that the program should address

## Keene, Ken

*Mid-Atlantic Area Lead*  
Research Fishery Biologist FTE  
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Responsibility: Research Mid-Atlantic fisheries; observer safety lead; alternative platform program

## Keith, Charles

*Industry Funded Scallop Lead*  
Fishery Biologist, FTE  
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Email: charles.keith@noaa.gov  
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## Kellogg, Loren

*Species Verification Lead*  
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## Ketch, Kristofer (Kristof)

*Data Debrief*  
Data Debrief  
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Responsibility: Data editing (including NEFOP, IFS and ASM)

## Kitts, Cheryl

*Communications Specialist*  
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Phone: (508) 495-2388  
Email: cheryl.kitts@noaa.gov  
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Fishery Biologist, FTE  
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Responsibility: Electronic data collection lead; technology support; scanning (paper log archiving)

## LaForge, Steven

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## Langevin, Elizabeth

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Responsibility: NEFOP and IFS data entry

## Le, Thao

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Responsibility: Data editing (including NEFOP, IFS, and ASM)

## Lewandowski, Tania

*Training Lead*  
Fishery Biologist, FTE  
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Responsibility: Lead for NEFOP & IFS training program implementation & development; educational outreach, FSB Coral Program Lead

## Liebert, Tom

*Web Developer*  
Web Developer  
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Email: thomas.liebert@noaa.gov  
Responsibility: Assists with the technical aspect of the Pre-trip Notification System and Electronic Monitoring. Designs and develops products to support PTNS and EM Monitoring

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Responsibility: Data editing (including NEFOP, IFS and ASM)

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### *Branch Chief*

Supervisory Fishery Biologist, FTE  
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Work Cell: (508) 989-5319  
Email: amy.martins@noaa.gov  
Responsibility: Responsible for the management of the Fisheries Sampling Branch, NEFOP, ASM, and IFS (recruitment, contracts, procurement, budget, action items; seaday schedules; inquiries/complaints/requests)

## McArdle, Katherine

### *Groundfish Lead*

Fishery Biologist, FTE  
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Responsibility: Groundfish Program Lead; COTR on NEFOP Contract Security Enrollment Official, Trusted Agent CACs

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### *Post Data Quality & Reports*

Data Debriefer  
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Responsibility: Post-load data quality; data request tracking; PTNS support; Haddock Catch Cap Monitoring Support

## Mello, Joe

### *Data Processing Lead*

Fishery Biologist, FTE  
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Work Cell: (508) 989-5318  
Email: joe.mello@noaa.gov  
Responsibility: Data processing coordination; COTR duties for labor contracts; species verification of sharks

## Mood, Murali

### *Observer Database Developer/Architect*

Observer Database Developer/  
Architect  
Phone: (508) 495-2330  
Email: murali.mood@noaa.gov  
Responsibility: Design a modernized flexible observer database system. Work with developers to migrate existing timeseries and create products for efficient data extraction by end users

## O'Connell, Jennifer

### *Program & Management Analyst*

Program & Management Analyst, FTE  
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Email: jennifer.o'connell@noaa.gov  
Responsibility: Assists FSB with contracts, procurement, property custody, facility/security/GSA fleet upkeep, budget projections/analysis, milestones, strategic planning and branch performance and quality metrics

## Oriole, Victoria

### *Trainer*

Trainer  
Phone: (508) 495-2075  
Email: victoria.oriola@noaa.gov  
Responsibility: NEFOP, IFS, ASM training, trawl gear lead, secondary freezer contact

## Ouellette, Liz

### *Data Auditor*

Biologist  
Phone: (508) 495-2135  
Email: elizabeth.ouellette@noaa.gov  
Responsibility: Performs audits on data for data quality

## Palmer, Joan

### *Database Project Manager*

Database Project Manager  
Phone: (508) 495-2307  
Email: joan.palmer@noaa.gov  
Responsibility: Oversees observer data modernization project. Leads IT staff to improve database architecture, structures and develop new processing tools

## Pedersen, Johanna

### *Incidental Take Lead*

Biologist  
Phone: (508) 495-2126  
Extended Hours: (508) 566-6071  
Email: johanna.pedersen@noaa.gov  
Responsibility: Incidental take editing; protected species samples and species verification

## Petrus, Stephanie

### *Incidental Take Lead*

Biologist  
Phone: (508) 495-2005  
Extended Hours: (508) 566-6071  
Email: stephanie.petrus@noaa.gov  
Responsibility: Incidental take editing; protected species samples and species verification

## Plourde, Meghan

### *Data Debriefer*

Biologist  
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Responsibility: Data editing (including NEFOP, IFS and ASM). Clam/Quahog pre-brief lead

## Post, Charles (Alex)

### *Trainer*

Trainer  
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Responsibility: NEFOP, IFS, ASM, Safety training

## Potter, Justin

### *EM Support*

Biologist  
Phone: (508) 495-2152  
Email: justin.potter@noaa.gov  
Responsibility: Sea day accomplishments, NEFOP reports, electronic monitoring (EM) support

## Rhyner, Jennifer

### *Data Debriefer*

Data Debriefer  
Phone: (508) 495-2212  
Email: jennifer.rhyner@noaa.gov  
Responsibility: Data editing (including NEFOP, IFS and ASM)

## Roach, Maria

### *Scanning Project*

Technician  
Phone: (508) 495-2385  
Email: maria.roach@noaa.gov  
Responsibility: Document archive and scanning specialist

## Rossi, Nichole (Niki)

*EM Lead and Program Support*

Fishery Biologist, FTE

Phone: (508) 495-2128

Work Cell: (508) 642-6001

Email: nichole.rossi@noaa.gov

Responsibility: Project Lead for Electronic Monitoring System; website updates

## Shield, Gina

*Database Lead*

Fishery Biologist, FTE

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Work Cell: (508) 566-5988

Email: gina.shield@noaa.gov

Responsibility: Database maintenance; data request coordination & data confidentiality; PTNS; seabird specialist

## Staples, Tyler

*Industry Funded Scallop Assistant*

Biologist

Phone: (508) 495-2129

Email: tyler.staples@noaa.gov

Responsibility: Industry outreach; alternate IFS VCIC; data quality, observer gear

## Taylor-Haynes, Ashley

*Trip Accounting*

Biologist

Phone: (508) 495-2321

Email: ashley.taylor-haynes@noaa.gov

Responsibility: Account for and check in trip data; inventory and dispense observer gear and supplies

## Weeks, Sara

*Northeast Area Lead*

Fishery Biologist, FTE

Phone: (508) 495-2227

Work Cell: (508) 642-6005

Email: sara.weeks@noaa.gov

Responsibility: Research Northeast fisheries; Herring PDT support; monitor seadays; outreach; new gear technology

## Westell, Amy

*Data Auditor*

Biologist

Phone: (508) 495-2099

Email: amy.westell@noaa.gov

Responsibility: Performs audits on data for data quality

## Westell, Brian

*Data Debrief*

Data Debrief

Phone: (508) 495-2274

Email: brian.westell@noaa.gov

Responsibility: Data editing; age sample freezer coordinator

## A2. NEFOP Seaday Schedule Selection Protocols

# NEFOP Seaday Schedule Selection Protocols

NOAA, Northeast Fisheries Science Center (NEFSC), Fisheries Sampling Branch (FSB) Northeast Fisheries Observer Program Vessel Selection Procedures for 2019-2020

In the Northeast region of the United States, observer coverage is accomplished through three categories of observers: Northeast Fisheries Observer Program (NEFOP), At-Sea Monitoring (ASM), and Industry Funded Scallop (IFS) observers. Baseline sea day coverage is driven by the results of an annual analysis termed the Standardized Bycatch Reporting Methodology (SBRM), required under the Magnuson-Stevens Fishery Conservation and Management Act (MSA). Observer coverage is supported by the MSA, Marine Mammal Protection Act (MMPA), and the Atlantic Coastal Fisheries Cooperative Management Act (ACFCMA) and the Endangered Species Act. This document describes procedures related to vessel selection for the NEFOP observers working for a federally contracted observer provider, to accomplish the SBRM and MMPA driven sea days on the NEFOP Seaday Schedule in the Greater Atlantic region, from Maine to North Carolina.

The sea days needed to achieve a precision-based performance standard (30% coefficient of variation of the discard estimate) for 15 SBRM species groups (including sea turtles) are estimated, by the NEFSC. Funding levels are determined and a final NEFOP Seaday Schedule is established. The NEFOP Seaday Schedule is a compilation of sea days required under the SBRM and MMPA by fleet, excluding sea days required to monitor discards in the Multispecies groundfish and Industry Funded Scallop programs. Vessel selection for the NEFOP Seaday Schedule trips is done at the fleet level. Fleets are partitioned by 5 classification variables: geographic region (New England or Mid-Atlantic), gear type, mesh category, access area, and trip category. For example, the New England large mesh bottom trawl fleet consists of any vessel landing in a port from Maine to Rhode Island using bottom trawl gear with a codend mesh size of 5.5 inches or greater.

The FSB contracts with an observer service provider, who stations observers in ports throughout the Greater Atlantic Region, to achieve the sea days tasked on the Seaday Schedule. The NEFOP provider is responsible for selecting vessels for coverage and the day to day logistics of observer deployments and support, although a vessel may also be selected by a NMFS employee, or observer acting on behalf of the Regional Administrator. The NEFOP provider, as the NMFS designated contractor, has several ways to inform vessel representatives they have been selected for observer coverage:

- (1) The majority of vessel selections for NEFOP Seaday Schedule trips will occur via phone communication (text message or call). The provider will call the vessel representative to inform them the vessel is selected for it's next trip.
- (2) The provider or observer may also select a vessel in person. This can be done at any time, including shortly before a fishing trip. The provider should attempt phone or in-person selection before resorting to other selection methods.
- (3) If contact cannot be made by other means, or if the vessel has expressed a preference, the provider may send a Selection Letter to the permit holder address, permit holder email or VMS. Once a letter has been received the permit holder is responsible for ensuring the vessel carries an observer to meet the requirements of the letter. Letters may select a vessel for single or multiple trips, a date range or specified number of days at sea. Letters may also specify selection for a specific gear type, Vessel Monitoring System (VMS) declaration code, or mesh size category.

Once a vessel has been notified of observer selection, they must communicate with the designated contractor at least 24 hours prior to deploying on the selected trip. There is no limit to the number of trips a vessel can be selected for within a given month. Observer coverage will be based on sea day requirements and individual vessel activity. Individual fleets should be covered representative of vessel activity; vessels making more trips or longer trips will be responsible for carrying an observer for a greater number of sea days than those who fish less frequently. FSB staff review the previous year's fishing effort and provide guidance to the provider as an estimated target number of sea days needed on an individual vessel. This is based on the number of days the vessels are expected to actively fish within a given calendar quarter and can/should be adjusted based on realized effort within the quarter. FSB provides the Area Coordinators with graphical representations of federally permitted fishing effort and estimated required observer coverage in order to assist the coordinators in communicating target coverage, by vessel.

The NEFOP service provider attempts to cover a vessel no more than the minimum number of trips necessary to ensure that coverage is spread throughout the fleet. If a vessel participates in multiple fleets (uses more than one gear type/mesh category or fishes out of different regions), they may be requested to carry an observer to accomplish sea days for each of those fleets. For example, if an individual vessel uses both large and small mesh gillnet gear on different trips they may be asked to carry an observer on both types of trips.

The Observer program utilizes these procedures to collect representative data and aims to reduce vessel selection bias wherever possible (i.e. try to be fair and even with consistent procedures across all active vessels within a fleet, based on required levels of coverage under the SBRM and MMPA). Observer and/or service provider preference in vessel selection is strictly prohibited. In addition, observer assignment should not incorporate industry preferences. Representative and equitable coverage is required and necessary to prevent incorporating bias into observer data. A service provider's observer assignment must be fair, equitable, representative of fishing activities within the fishing fleet, and able to monitor fishing activity throughout the fishing year. Observer assignment is driven by homeport, observer certification, and observer availability, and should not be influenced by observer preference in accordance with contract requirements and the selection process. Observer discretion in trip coverage is specific only to those vessels with safety deficiencies or health and wellness concerns, and in these cases, the observer is instructed to not deploy for safety concerns.

For more information on NEFOP Seaday Schedule vessel selection contact the Northeast Fisheries Observer program at 508-495-2227

### **A3. National Minimum Eligibility Standards for Marine Fisheries Observers**

***NATIONAL MARINE FISHERIES SERVICE INSTRUCTION 04-109-01***  
***August 6, 2007***

***Science and Technology***  
***National Observer Program Minimum Eligibility Standards***

***NATIONAL MINIMUM ELIGIBILITY STANDARDS FOR MARINE FISHERIES***  
***OBSERVERS***

**NOTICE:** This publication is available at: <http://www.nmfs.noaa.gov/directives/>.

**OPR:** F/ST4 (D. Hansford)

**Certified by:** F/ST4 (S. Brown )

**Type of Issuance:** Revised and Renewed March 18, 2016

***SUMMARY OF REVISIONS:***

This Directive revises the definitions of “fishery” and “**Physical/Medical Condition**” (pg. 4); **revises and replaces the Physical/Medical Condition Examination and Consent Form (pgs. 5-7).**

Signed \_\_\_\_\_

Edward Cyr, Ph.D.

Date

Director, Office of Science and Technology

# NATIONAL MINIMUM ELIGIBILITY STANDARDS FOR MARINE FISHERIES OBSERVERS

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## 1. Introduction/Background

The National Oceanic and Atmospheric Administration’s (NOAA) National Marine Fisheries Service (NMFS) observer programs deploy observers to collect data required for fishery conservation and management under the Magnuson-Stevens Fishery Conservation and Management Act regulations, the Marine Mammal Protection Act, and the Endangered Species Act. Quality observer data are essential for management decisions. Therefore, observers must meet minimum eligibility standards to help ensure professionalism, provide quality assurance, prevent conflicts of interest, and promote agency credibility.

The purpose of this procedural directive is to establish national minimum eligibility standards for individuals admitted to and completing observer training. Detailed standards that implement NMFS Policy Directive 04-109, “National Minimum Eligibility Standards For Marine Fisheries Observers” and this procedural directive can be found in applicable Regional Supplements.

## 2. National Minimum Eligibility Standards for Marine Fisheries Observers

### 2.1 *Education/Experience*

Unless the Regional Administrator or Science Director has waived this requirement, observer candidates must have: 1) a bachelor's degree from an accredited college or university with a major in one of the natural sciences and a minimum of 30 semester hours or equivalent in the biological sciences; 2) at least one undergraduate course in math or statistics; and 3) experience with data entry on computers. All relevant course work must have been completed and performed at a passing level equivalent to similar course requirements at the candidate’s academic institution.

Regional Administrators and Science Directors may waive the education and experience requirements of this section if an observer candidate has acquired the required skills to be considered eligible for observer training through a NMFS authorized alternative training program. While the granting or denial of the waiver is pending, the justification shall be filed at the regional observer program with a copy or copies provided to the National Observer Program

and observer service provider. The alternate training program must include activities and functions including, but not limited to:

- a) participating in or/and observing ocean fishing activities consistent with those that would be required during observer work performance;
- b) participating in fisheries research cruises;
- c) recording data on marine mammal sightings and fishing activities;
- d) tallying incidental take of marine mammals, sea turtles, and sea birds from fishing platforms;
- e) collecting biological samples and specimens from postmortem animals;
- f) entering data into a database using computers; and
- g) completion of a biological training program, equivalent to that received as part of a bachelor's degree, conducted by or approved by NMFS with the specific objective of preparing potential candidates for observer training.

### *2.2 Training Requirement*

Observer candidates must complete required observer training by passing, with an overall score of 80% or greater, written and/or oral tests developed by the program they wish to work in. In addition, candidates must complete the Physical/Medical Condition Examination Form (pgs. 5-7). Failure to pass a training course for one program does not preclude subsequent application to that program or participation in other programs.

### *2.3 Conflict of Interest*

(A) An observer:

1) May not have a direct financial interest, other than the provision of observer services, in the fishery, including, but not limited to,

- (i) Any ownership, mortgage, or other secured interest in a vessel or processor involved in the catching, taking, harvesting or processing of fish;
- (ii) Any business selling supplies or services to any vessel or processor in the fishery;
- (iii) Any business purchasing raw or processed products from any vessel or processor in the fishery.

2) May not solicit or accept, directly or indirectly, any gratuity, gift, favor, entertainment, loan, or anything of monetary value from anyone who either conducts activities that are regulated by NMFS, or has interests that may be substantially affected by the performance or nonperformance of the observer's official duties.

3) May not serve as an observer on any vessel or at any processor owned or operated by a person who previously employed the observer in another capacity (e.g., as a crew member).

4) May not solicit or accept employment as a crew member or an employee of a vessel or processor while employed by an observer provider.

(B) Provisions for remuneration of observers do not constitute a conflict of interest.

(C) For the purposes of these standards a fishery will mean: any fishery that is covered by a regional fishery management council fishery management plan under the Magnuson-Stevens Fishery Conservation and Management Act, the Marine Mammal Protection Act, or Endangered Species Act that requires or possibly requires observer coverage.

#### *2.4 Physical/Medical Condition*

An observer must be physically capable of serving as an observer and performing all required observer duties. An observer must have no condition that could present a safety or health risk to the observer or to others in the environment in which an observer must operate. Not more than 12 months prior to the end of the observer's training by NOAA/NMFS, a licensed physician must complete and sign the Physical/Medical Condition Examination Form (pages 5-7). Prior to the observer candidate's completion of training, this signed form must be provided to the observer provider company.

#### *2.5 Communication Skills*

Observer candidates must be able to clearly and concisely communicate verbally and in writing in English.

#### *2.6 Citizenship or ability to work legally in the U.S.*

All observer candidates must be a U.S. citizen, or a non-citizen who has a green card, TN authorization, H1 visa, or valid work visa, and a social security card.

## PHYSICAL/MEDICAL CONDITION EXAMINATION FORM

Thank you for assisting this NOAA/NMFS observer candidate in his/her goal of becoming a certified NOAA/NMFS observer by completing this PHYSICAL/MEDICAL EXAMINATION FORM.

In order to assist you in this examination, a brief description of a typical working environment of a NOAA/NMFS observer is provided. The working conditions in which NOAA/NMFS observers operate are often very physically demanding. Aboard a boat, the environment can often be very confining in terms of personal space; the observer must be able to work safely in close proximity to moving – and sometimes hazardous --equipment as well as other ship personnel. NOAA/NMFS observers must be able to work aboard boats that operate in inclement weather, that have hard metal decks; the decks are often wet and sometimes slippery. They must be physically capable of lifting heavy weights, e.g. approximately thirty pounds, and of ascending and descending narrow stairways/ladders. They must be physically capable of climbing over rigging, gang ways, and sides of boats while carrying equipment, and standing for relatively long periods of time during potentially long trips, e.g. during trips lasting approximately one (1) to thirty (30) days. They must be physically capable of working with irregular hours of sleep. Generally speaking, an over-all condition of good physical health is required in order for an individual to adequately perform the required duties of an observer.

## Examination

I have examined the following NOAA/NMFS observer candidate: \_\_\_\_\_. On the basis of a routine physical examination, I find as follows:

1. There is no evident physical condition that would prevent this individual from performing the required duties of an observer.

Agree \_\_\_\_\_;

Disagree \_\_\_\_\_; if you disagree, you may supply information that further explains why you disagree.

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2. I am aware of no medication that this individual is required to take that would impair this individual from performing the required duties of an observer. I have asked the individual and the individual has stated that he/she is not required to take any medication that would impair him/her from performing the required duties of an observer.

Agree \_\_\_\_\_;

Disagree \_\_\_\_\_; if you disagree, you may supply information that explains why you disagree.

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3. I am aware of no medication that this individual is required to take that, upon failure to take, would impair this individual from performing the required duties of an observer. I have asked the individual and the individual has stated that he/she is not required to take any medication that, upon failure to take, would impair this him/her from performing the required duties of an observer.

Yes \_\_\_\_\_;

No \_\_\_\_\_; if you answered no, you may supply information that explains why. [Note: A medical condition that can be managed by appropriate medication may not be disqualifying. However, if an individual is required to take medication that, upon failure to take, would impair this individual to some degree, the nature and/or degree of the impairment to the individual is an important factor for NOAA and observer employers to know in order to certify this individual as able to perform the required duties of an observer.]

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Signed: \_\_\_\_\_ Observer Candidate

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_ M.D, a doctor licensed to practice medicine in the state of \_\_\_\_\_.

Dated: \_\_\_\_\_



## A4. AIS Observer Insurance Information



Accuracy, Integrity, Service

# Observer Insurance Information

## Northeast Fisheries Observer Program (NEFOP)

### Required Observer Insurance Coverage

A.I.S., Inc. (AIS) contracts with NOAA Fisheries to provide NEFOP observer services. Below is a general summary of the insurance policies that AIS carries to satisfy contract requirements. Note that this document is for informational purposes only and any contract specific requirements are detailed in the official contract. Further, AIS Insurance Policies are complex documents with exclusions, conditions and limitations which may affect coverage. To the extent there is a conflict between this summary and the terms of these policies, the terms of these policies control.

#### *Maritime Comprehensive General Liability (MCGL)*

This policy covers the policy holder from liability arising from bodily injury and property damage caused by its employees. Bodily injury and property damage to third parties (non AIS employees or equipment) is covered. AIS's MCGL policy has a limit of \$1,000,000.

#### *Maritime Employers Liability (MEL)*

The Maritime Employers Liability Policy covers the policy holder against liability arising from certain claims, and associated defense costs, that an observer (or their estate) could file against their employer if injured or killed while deployed. AIS's MEL policy has a liability limit of \$1,000,000 and is structured to cover vessel owners that carry observers.

#### *Workers' Compensation (WC) Policy*

This policy provides the policy holder's employees who are injured on the job with benefits afforded under the applicable State Workers' Compensation program. AIS's State Workers' Compensation policy applies in all jurisdictions where NEFOP observers are deployed and includes an endorsement for benefits under the federal Longshore and Harbor Workers Compensation Act (USL&H), which may apply in certain circumstances, but is not a contract requirement.

Under the Magnuson-Stevens Act, an observer on a vessel and under contract to carry out responsibilities under the Act or the Marine Mammal Protection Act qualifies as a "federal employee" for purposes of the Federal Employees' Compensation Act (FECA). Therefore, an observer that is injured while deployed at-sea can file for compensation under the FECA. In addition, AIS's State Workers' Compensation policy – and USL&H endorsement – covers observers during the performance of shore-side duties.

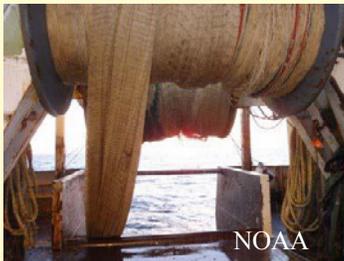
#### *Excess Marine Policy*

This policy increases the limits of each of the above three policies to \$5,000,000, with vessel owners as additional assured when required by contract.



NOAA

For more information or questions regarding observer insurance, contact:  
AIS East Coast  
Operations Manager:  
**Luke Curci**  
**(508-990-9054)**



NOAA

Corporate Office  
14 Barnabas Road/P.O. Box 1009  
Marion, MA 02738  
(508) 990-9054

New Jersey Field Office  
1545 Route 37W, Suite 9  
Toms River, NJ 08755  
(848) 226-3689

[WWW.AISOBSERVERS.COM](http://WWW.AISOBSERVERS.COM)



#### **Corporate Office**

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#### **New Jersey Field Office**

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Toms River, NJ 08755  
(848) 226-3689

#### **What happens if the observer causes property damage on a vessel?**

The purpose of an MGL policy is to cover damage to a vessel caused by the observers. AIS carries an MGL policy with a \$1,000,000 limit and an additional Excess Marine Policy that increases the limit to \$5,000,000. AIS has a blanket Additional Insured clause under the (MEL) policy, providing coverage to the vessel, including legal costs if an observer causes damage or injuries on the vessel or causes a situation that damages additional vessels. AIS must keep these insurance coverages current, under their contract with NOAA fisheries.

#### **Is there insurance that would cover a vessel and captain from a claim filed by an observer?**

Yes, AIS's comprehensive insurance is structured to cover liability arising from claims filed by an observer and the legal costs associated with defending against such claims.

#### **What sort of safety training are observers provided and do they know how to work on vessels safely?**

The observer program's commercial fishing vessel safety training has been designed and reviewed in consultation with the Alaska Marine Safety Education (AMSEA) program to meet national standards. The NEFOP meets and follows the procedural policy on "NOAA Fisheries Observer Safety Training Standards" which provides minimal national safety training standards to prepare observers for the hazards associated with commercial fishing operations. Observers are required to hold a current certification in Red Cross or American Heart Association First Aid and Cardiopulmonary Resuscitation (CPR). All observers are required to complete 20 hours of safety training initially, with refresher trainings every 18 months. During training, observers learn the following skills: how to identify risks, how to properly use all issued-safety equipment (personal locator beacon, survival suit, and personal floatation device), survival techniques, firefighting basics, marine radios and mayday calls, abandon ship, man overboard, de-watering pump, and general overview/layout of vessels. Observers are trained to recognize risks of: hypothermia, rigging and gear hazards; hands on practice of life raft deployment, use of flares, firefighting, and operating de-watering pumps.

NEFOP observers are accustomed to working with a variety of gear types and vessel sizes. Observers draw on their safety training and are encouraged to communicate and work with the crew to perform their duties in a safe manner. If a vessel has a specific safety concern, they are encouraged to contact the observer program to discuss the problem.

#### **How does a vessel learn more about an observer provider's insurance?**

AIS will provide copies of insurance documents to display to the vessel owner, operator, or vessel manager, when requested. AIS observers are supplied with certificates of insurance which lists policies and monetary limits and can readily supply information to any captain or owner. AIS can provide additional information regarding observer insurance coverage or discuss any concerns. All inquiries should be directed to Luke Curci (508-990-9054).

AIS meets federal contractual requirements and national standards for observer insurance coverage. As such, once a vessel is selected for NEFOP coverage, they are required to carry an observer and may not lawfully fish in any fishery unless an observer is on board, or the observer requirement has been waived. If a vessel fails to carry an observer on the trip selected for coverage, this will be considered a "trip refusal" and will be investigated by NOAA's Office of Law Enforcement.

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WWW.AISOBSERVERS.COM

## A5. Observer Training Certifications

**Northeast Fisheries Science Center**  
**Fisheries Sampling Branch Observer Programs**  
**OBSERVER TRAINING CERTIFICATIONS**

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II.	Northeast Fisheries Observer Program (NEFOP) Certification Process .....	3
III.	At-Sea Monitoring Program (ASM) Certification Process.....	4
IV.	Industry Funded Scallop Program (IFS) Certification Process: .....	5
V.	FSB Observer Cross Training.....	5
VI.	Maintaining FSB Program Certifications .....	6
VII.	Safety Certification .....	7

The National Marine Fisheries Service (NMFS) Northeast Fisheries Science Center (NEFSC) Fisheries Sampling Branch (FSB) collects, maintains, and distributes data for scientific and management purposes in the Northwest Atlantic. FSB manages three separate but related observer programs: the Northeast Fishery Observer Program (NEFOP), the At-Sea Monitoring Program (ASM) and the Industry Funded Scallop Program (IFS). Here, “observer” refers to any observer/monitor working for FSB.

Observed commercial fishing trips are required under many of the region's fishery management plans, and for some fisheries by federal laws and authorities such as the Marine Mammal Protection Act, the Endangered Species Act, the Magnuson-Stevens Fishery Conservation and Management Act, and the Sustainable Fisheries Act.

The intent of this document is to provide an overview of the certification process and how certifications are maintained for individual FSB observer programs.

## **I. Training Certification Process for All FSB Observer Programs**

### Training

Applicants are evaluated and approved by the FSB staff prior to the start of each training class. Applicants should be in contact with their observer service provider prior to training for expectations, prerequisites<sup>1</sup>, and logistical information needed for training. A list of approved programs and service providers can be found at <http://www.nefsc.noaa.gov/femad/fsb/program.html>. All FSB observer programs require

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<sup>1</sup> For observer qualifications, see the National Observer Program (<http://www.st.nmfs.noaa.gov/observer-home/index#>) and IFS observer qualifications (<http://www.nefsc.noaa.gov/fsb/scallop/>).

Revised September 2016

## FSB Observer Training Certifications

observers to be certified in first aid and CPR (see the FSB Training and Program Standards document <http://www.nefsc.noaa.gov/femad/fsb/training/>). During training, observer candidates are educated in many disciplines including, but not limited to, safety procedures and protocols, conflict resolution training, fish/sea bird/protected species identification, biological sampling, fishing operations/gear, data collection and data submission requirements.

Upon successful completion of the training course, including any training trips occurring during training, and other associated requirements (*e.g.*, meeting and maintaining the FSB Training and Program Standards, achieving a minimum passing score, successfully passing the background security check), the candidate will be approved to begin the certification training trip process.

### Certification

Upon completion of the training, each observer candidate is required to complete a series of certification training trips before final certification is awarded. The number of training trips required will be dependent upon the training program and certification type. These trips should be single day trips and preferably not in special access areas or special management programs, which may require more detailed and time sensitive reporting. In order to be considered a certification training trip, the trip must have observed catch, the required number of hauls should be observed (see the NEFSC Observer Biological Sampling Manual) and all required observer gear must be onboard the vessel. Observer candidates must also submit species verification photos or frozen fish samples from a certification trip.

A trip trainer may be required for at least one of the certification training trips. Trip trainers are experienced observers certified by FSB to accompany observer candidates (see the NEFSC FSB Trip Trainer Certification Standards). The purpose of the trip trainer is to evaluate how well the candidate performs in the field, and how well they can complete the observer tasks without assistance.

All trips must have the required electronic portion, including digital photos, uploaded within 48 hours of landing. Hard copies must be received by FSB within five calendar days (NEFOP and ASM) or four business days (IFS) of landing. Trips should be identified as training trips either by program code (if applicable) or by writing “Training Trip” on the Vessel and Trip Information Log.

### Approval

All certification training trips are edited as a priority and debriefed immediately, typically on the day the trip is received by FSB staff. The observer candidate cannot redeploy until the Data Editor Lead has sent out an email to the observer candidate and service provider approving them for their next trip. Once all certification training trips are successfully completed, the Data Editor Lead will review the data and, if approved, the observer candidate will become an FSB certified observer. Once certified, the observer can

redeploy without further approval on the approved gear type(s). See sections below for individual requirements for each training type.

The first certification training trip must be taken within 2 months of the completion of the training course. No more than 2 months can elapse between certification training trips, unless there are extenuating circumstances, which must be communicated to and approved by the program COTR in advance. No more than 6 months can elapse between training and program certification<sup>2</sup>. If these timelines are not met, the candidate will not become certified and will not continue with the program. An additional certification training trip may be required if data quality is not acceptable by FSB standards. If the additional trip is not acceptable by FSB, the candidate will not become certified.

## II. Northeast Fisheries Observer Program (NEFOP) Certification Process

### Training

The NEFOP observer certification process begins with an intensive training course lasting approximately three weeks conducted at the Observer Training Center. The gear types that are taught and considered core NEFOP gear types are:

1. Gillnet
2. Bottom Trawl

### Certification

A minimum of four certification training trips must be completed in order to achieve final certification. The first trip must be a with a certified trip trainer. Remaining certification training trips will be solo trips on either gillnet or bottom otter trawl vessels. At least one certification training trip must document the ability to take species verification photos and biological samples, such as otoliths and/or scales. No more than one limited gillnet trip will count towards certification. After NEFOP certification, the observer will be approved to observe a multiday trip. The Data Editor Lead must approve the first multiday trip before the observer can deploy on additional multiday trips. Once approval for this occurs, the observer will only need approval for trips on a new gear type.

### **IIa. Additional NEFOP Certifications**

Additional NEFOP gear/fishery certifications are available and include hook and line, high volume fisheries, pot and trap, clam dredge, southern shrimp trawl, NEFOP scallop dredge, and NEFOP scallop trawl. These gear types are taught in modules by the FSB staff and range in length from one day to approximately one week.

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<sup>2</sup> For initial NEFOP and IFS certifications, if the observer does not cover a gear type during their certification training trips, they have up to 1 year from their training date to successfully observe on the other gear type(s), otherwise they will have to attend a refresher for the additional gear type(s).

### Qualifications

In order to be considered for additional NEFOP gear modules an observer must:

1. Be a certified NEFOP observer (completed Gillnet and Trawl training);
2. Complete a minimum of five trips (not to include training trips during training courses or certification training trips);
3. Complete a minimum of twenty sea days as a certified NEFOP or ASM observer;
4. Be in good standing with FSB (*e.g.*, not on priority or probation, no recurrent data or protocol issues/problems); and
5. Maintain the FSB Training and Program Standards

### Training & Certification

A minimum of one certification training trip must be completed in order to achieve final certification. After the certification trip is approved by FSB, the observer will be allowed to continue taking trips on that gear type. If necessary, an additional certification training trip may be required.

## **III. At-Sea Monitoring Program (ASM) Certification Process**

### Training

The ASM observer certification process begins with an intensive training course lasting approximately two weeks conducted at the Observer Training Center. The gear types taught and considered core ASM gear types are:

1. Gillnet
2. Bottom Trawl
3. Longline
4. Handline

### Certification

A minimum of four certification training trips must be completed in order to achieve final certification. There is no requirement for a trip trainer, and certification training trips may be single day or multiday. At least one certification training trip must document the ability to take species verification photos. The first three certification training trips will be evaluated and approved by the Data Editor Lead based on electronic uploads; the fourth evaluation will include a review of paper data from all certification trips. After ASM certification, the observer will be approved to observe a multiday trip. The Data Editor Lead must approve the first multiday trip before the observer can deploy on additional multiday trips. Once approval occurs, the observer will only need approval for trips on a new gear type.

#### **IV. Industry Funded Scallop Program (IFS) Certification Process:**

##### Training

The IFS observer certification process begins with an intensive training course lasting approximately two weeks conducted at the Observer Training Center. The gear types taught and considered core IFS gear types are:

1. Scallop Dredge
2. Scallop Trawl

##### Certification

A minimum of three certification training trips must be completed in order to achieve final certification. There is no requirement for a trip trainer, and certification training trips may be single day or multiday. At least one certification training trip must document the ability to take species verification photos and biological samples, such as otoliths and/or scales. After IFS certification, the observer will only need approval for trips on new gear types.

##### **IVa. Additional IFS Certification (Scallop Trawl)**

An additional IFS scallop trawl certification is available. This gear type is taught in a module by FSB staff and lasts one day.

##### Qualifications

In order to become certified in IFS scallop trawl, an observer must:

1. Be a certified IFS observer;
2. Have completed a minimum of twenty sea days as a certified IFS observer;
3. Be in good standing with FSB (*e.g.*, not on priority or probation, no recurrent data or protocol issues/problems); and
4. Maintain the FSB Training and Program Standards

##### Training & Certification

A minimum of one certification training trip must be completed in order to achieve final certification. After the certification trip is approved by FSB, the observer will be allowed to continue taking trips on that gear type. If necessary, an additional certification training trip may be required.

#### **V. FSB Observer Cross Training**

##### Training

Observers can be cross trained in multiple programs and hold dual certifications. These trainings are taught by FSB staff and are variable in length and scope. Cross trainings focus on the same core gear types as standard core trainings, but are reduced in length to reflect the observers' prior experience.

## FSB Observer Training Certifications

### Qualifications

In order to be considered for an FSB observer cross training, an observer must:

1. Be a certified NEFOP, IFS, or ASM observer;
2. Complete a minimum of five trips (not to include training trips during training courses or certification training trips);
3. Complete a minimum of twenty sea days as a certified observer;
4. Be in good standing with FSB (*e.g.*, not on priority or probation, no recurrent data or protocol issues/problems); and
5. Maintain the FSB Training and Program Standards

#### **Va. NEFOP Observer Certifying as an ASM Observer**

### Certification

A minimum of two ASM certification training trips must be completed in order to achieve final certification. The first certification training trip will be evaluated and approved by the Data Editor Lead based on electronic uploads; the second evaluation will include a review of paper data from both certification trips. A certified trip trainer may be requested by the COTR, the service provider, or the candidate themselves. Certification training trips may be single day or multiday. After ASM certification, the observer only needs approval for trips on a new gear type.

#### **Vb. All Other Cross Trainings**

### Certification

Training trip requirements follow those for initial trainings in the new program.

## **VI. Maintaining FSB Program Certifications**

In order to maintain certification as an observer in all FSB programs, the person must:

1. Maintain the FSB Training and Program Standards;
2. Not have any physical/health job performance limiting factors; and
3. Observe on at least one trip within a 12-month period per program

### NEFOP and IFS Certifications and Gear Approval

Should an observer be certified on a gear type, but not actively observe 12 months from the observer's certification date on that gear, the observer must attend an approved refresher course and successfully complete all requirements (*e.g.*, maintain the FSB Training and Program Standards).

### ASM Certification and Gear Type Approval

All certified ASM observers are required to attend a yearly recertification training based on the anniversary of their certification. Should an observer be certified on a gear type, but not actively observe 12 months from the observer's certification date on that gear,

## FSB Observer Training Certifications

then the observer will be required to wait to be debriefed and approved by the Data Editor Lead prior to deploying on that gear type again.

A COTR can approve an observer to have a two month grace period to obtain their recertification, if lapsed past their year anniversary. The observer cannot work as an ASM observer during this grace period. The service provider must notify FSB staff prior to the lapse of an observer's certification. In the event that the observer is unable to attend recertification training during this two month grace period, the observer will be required to re-attend a core ASM training. A formal request for the observer to re-attend a core ASM training must be submitted to the FSB staff with the reason(s) why the observer was unable to attend the offered recertification trainings. This request must be approved by FSB staff. Recertification is dependent upon successfully completing training and data quality requirements. Refer to the FSB Training and Program Standards for specific details.

### **VII. Safety Certification**

During the core NEFOP, ASM, and IFS trainings observers are required to meet the FSB Physical Standards and successfully complete a two-day safety training course ("Safety I"). This includes hands-on practical stations, a pool session, and a safety exam.

In order to maintain their safety certification, observers are required to complete a two-day safety refresher training course ("Safety II") every 18 months which may include pool and/or open water sessions.

For more details refer to the [FSB Training and Program Standards](#).

**A6. What to Expect  
in Training** - sample  
NEFOP Training Agenda



The following table outlines the training topics with a brief overview found in the NEFOP Training Program.

TRAINING TOPIC	OVERVIEW
<b>Offshore Safety Training</b>	<p>Training is designed specifically for sea going persons. In this course trainees will learn skills that include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Identifying risks</li> <li>• How to properly use all issued safety equipment</li> <li>• Survival techniques</li> <li>• Fire fighting basics</li> <li>• Marine radios &amp; Mayday calls</li> <li>• Abandon ship</li> <li>• Man overboard</li> <li>• De-watering pump</li> <li>• Overview of vessels</li> <li>• Pre-Trip Safety Check Lists</li> <li>• USCG Guest Speaker</li> </ul>
<b>Species Identification</b>	<p>Training will cover fish and other species common to the North Atlantic. This will include:</p> <ul style="list-style-type: none"> <li>• Fish Species ID Exam</li> <li>• Coral ID and reporting</li> <li>• Marine mammal, sea bird, and sea turtle ID/Sampling Exam</li> <li>• Species ID homework and workshops</li> </ul>
<b>Targeted Fishery Training</b>	<p>Training will cover fisheries by gear types used. Training includes how to collect gear, haul, and economic information:</p> <ul style="list-style-type: none"> <li>• Trawl Gear</li> <li>• Gillnet Gear</li> </ul>
<b>Catch Estimation</b>	<p>Training will cover in detail how observers will collect catch information. This includes a combination of:</p> <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Active workshops</li> <li>• Scenarios</li> </ul>
<b>Conflict Resolution</b>	<p>Training is designed to introduce trainees to common problems related to observers and to provide them with a variety of tools to effectively deal with situations associated with a sea going occupation. Specialized training conducted by FSB staff and topic specialist includes:</p> <ul style="list-style-type: none"> <li>• Identifying problems</li> <li>• Common courtesies</li> <li>• Role Plays</li> </ul>
<b>Vessel Training Trips</b>	<p>Candidates will go on an actual commercial fishing vessels, both gillnet and trawl. During these trips, trainees will learn how follow program protocols under the supervision of Training Staff.</p>
<b>Training Workshops/Lectures</b>	<p>Candidates will learn hands on how to:</p> <ul style="list-style-type: none"> <li>• Identify &amp; record gear characteristics</li> </ul>



TRAINING TOPIC	OVERVIEW
	<ul style="list-style-type: none"> <li>• Use &amp; maintain sampling gear</li> <li>• Use &amp; maintain electronic reporting units</li> <li>• ID fish species</li> <li>• Record haul data</li> <li>• Sample and ID Protected Species</li> <li>• Attain fish age structures</li> </ul>
<p style="text-align: center;"><b>Miscellaneous Items</b></p>	<ul style="list-style-type: none"> <li>• Data quality</li> <li>• Falsification of Data &amp; Decertification</li> <li>• Introduction to Staff</li> <li>• Sector Trips</li> <li>• Use of InReach systems for emergency communications</li> <li>• Provider Activities (as needed)</li> </ul>
<p style="text-align: center;"><b>Regulatory/Compliance</b></p>	<p>NMFS Office of Law Enforcement (OLE)</p> <ul style="list-style-type: none"> <li>• Intro to Special Agent. Tom Gaffney</li> </ul> <p>Area Leads</p> <ul style="list-style-type: none"> <li>• Incident Reports</li> <li>• Safety Deficiency Refusals (SDR)</li> <li>• Observer support panel (NEFOP staff, USCG)</li> </ul> <p>Fishery Liaisons</p> <ul style="list-style-type: none"> <li>• Interactive presentation with individuals actively fishing in NEFOP operational area</li> </ul>
<p style="text-align: center;"><b>In-House Training Completion</b></p>	<p>Upon satisfactory completion of program</p> <ul style="list-style-type: none"> <li>• Overall 85% minimum score (see NEFOP Standards for specific breakdown/requirements)</li> </ul>



The following table outlines the training topics with a brief overview found in the IFS Training Program.

TRAINING TOPIC	OVERVIEW
<p><b>Offshore Safety Training</b></p>	<p>Training is designed specifically for sea going persons. In this course trainees will learn skills including:</p> <ul style="list-style-type: none"> <li>• Identifying risks</li> <li>• How to properly use all issued safety equipment</li> <li>• Survival techniques</li> <li>• Fire fighting basics</li> <li>• Marine radios &amp; Mayday calls</li> <li>• Abandon ship</li> <li>• Man overboard</li> <li>• De-watering pump</li> <li>• Overview of vessels</li> <li>• Pre-Trip Safety Check Lists</li> <li>• USCG Guest Speaker</li> </ul>
<p><b>Species Identification</b></p>	<p>Training will cover fish , marine mammal, marine bird and sea turtle species common to the North Atlantic. This will include:</p> <ul style="list-style-type: none"> <li>• Fish Species ID Exam</li> <li>• Marine mammal, sea bird, and sea turtle ID/Sampling Exam</li> <li>• Species ID homework and workshops</li> </ul>
<p><b>Targeted Fishery Training</b></p>	<p>Training will cover fisheries by gear types used. Training includes how to collect gear, haul, and economic information:</p> <ul style="list-style-type: none"> <li>• Scallop Dredge</li> <li>• Scallop Trawl</li> </ul>
<p><b>Catch Estimation</b></p>	<p>Training will cover in detail how observers will collect catch information. This includes a combination of:</p> <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Active workshops</li> <li>• Scenarios</li> </ul>
<p><b>Conflict Resolution</b></p>	<p>Training is designed to introduce common problems related to observers and to provide them with a variety of tools to effectively deal with situations associated with a sea going occupation. Specialized training conducted by FSB staff includes:</p> <ul style="list-style-type: none"> <li>• Identifying problems</li> <li>• Common courtesies</li> <li>• Role Plays</li> </ul>
<p><b>Vessel Training Trip</b></p>	<p>Candidates will go on an actual commercial scallop fishing vessel. Candidates will learn how follow program protocols under the supervision of Training Staff.</p>



TRAINING TOPIC	OVERVIEW
<b>Training Workshops/Lectures</b>	Candidates will learn hands on how to: <ul style="list-style-type: none"> <li>• Identify &amp; record gear characteristics</li> <li>• Use &amp; maintain sampling gear</li> <li>• Use &amp; maintain electronic reporting units</li> <li>• ID fish species</li> <li>• Record haul data</li> <li>• Sample and ID Protected Species</li> <li>• Attain fish age structures</li> <li>• At-Sea Communications</li> </ul>
<b>Miscellaneous Items</b>	<ul style="list-style-type: none"> <li>• Data quality</li> <li>• Falsification of Data &amp; Decertification</li> <li>• Introduction to Staff</li> <li>• Data End User presentation</li> <li>• Provider Activities (as needed)</li> </ul>
<b>Regulatory/Compliance</b>	NMFS Office of Law Enforcement (OLE) <ul style="list-style-type: none"> <li>• Intro to Special Agent. Tom Gaffney</li> </ul> Area Leads <ul style="list-style-type: none"> <li>• Incident Reports</li> <li>• Safety Deficiency Refusals (SDR)</li> </ul> Fishery Liaisons <ul style="list-style-type: none"> <li>• Interactive presentation with individuals active in the scallop fishery</li> </ul>
<b>In-House Training Completion</b>	Upon satisfactory completion of program <ul style="list-style-type: none"> <li>• Overall 85% minimum score (see Training Standards for specific breakdown/requirements also available online)</li> </ul>



The following table outlines the training topics and a brief overview of each covered in the At-sea Monitoring Training Program.

TRAINING TOPIC	OVERVIEW	TIMEFRAME
<p><b>Marine Safety Training</b></p>	<p>Training is designed specifically for sea going persons. In this course trainees will learn skills including:</p> <ul style="list-style-type: none"> <li>• Identifying risks</li> <li>• How to properly use all issued safety equipment</li> <li>• Survival techniques</li> <li>• Firefighting basics</li> <li>• Marine radios &amp; Mayday calls</li> <li>• Abandon ship</li> <li>• Man overboard</li> <li>• De-watering pump</li> <li>• Overview of vessels</li> </ul> <p>Safety Exam (minimum 85%) &amp; Practical (Pass/Fail)</p>	<p>20 hours (2.5 days)</p>
<p><b>Species Identification</b></p>	<p>Training will cover fish and other species common to the N. Atlantic. This will include:</p> <ul style="list-style-type: none"> <li>• Fish ID Exam (minimum 85%)</li> <li>• Marine mammal, sea bird, and sea turtle ID Exam (minimum 85%)</li> <li>• Species ID homework and workshops</li> </ul>	<p>~14 hours</p>
<p><b>Targeted Fishery Training</b></p>	<p>Training will cover the following fisheries, which will include how to collect gear, haul, and economic information:</p> <ul style="list-style-type: none"> <li>• Trawl Fishery</li> <li>• Gillnet Fishery</li> <li>• Bottom Longline Fishery</li> <li>• Handline Fishery</li> </ul>	<p>16 hours</p>
<p><b>Catch Estimation</b></p>	<p>Training will cover in detail how At-sea monitors will collect catch information. This includes a combination of:</p> <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Active workshops</li> <li>• Scenarios</li> </ul>	<p>8 hours</p>
<p><b>Observer Supports &amp; Outreach</b></p>	<p>Training is designed to introduce trainees to common problems related to at-sea monitoring and to provide them with a variety of tools to effectively deal with situations associated with a sea going occupation.</p> <ul style="list-style-type: none"> <li>• Outreach Supports</li> <li>• Incident Reporting</li> <li>• Observer Regulations and Resources</li> </ul>	<p>8 hours</p>



TRAINING TOPIC	OVERVIEW	TIMEFRAME
	<ul style="list-style-type: none"> <li>• Fishermen Liaison</li> <li>• Conflict Resolution</li> <li>• At Sea Communications</li> <li>• Health and Wellness</li> <li>• Office of Law Enforcement Support</li> <li>• Observer Support Panel</li> </ul>	
<b>Vessel Training Trip</b>	Trainees will go on an actual commercial fishing trip. Trainees will learn how follow program protocols under the supervision of Training Staff.	~ 8 hours
<b>Training Workshops</b>	Trainees will learn hands on how to: <ul style="list-style-type: none"> <li>• Identify &amp; record gear characteristics</li> <li>• Use &amp; maintain sampling gear</li> <li>• Use &amp; maintain electronic reporting units</li> <li>• Record haul data</li> </ul>	~16 hours
<b>Miscellaneous Items</b>	<ul style="list-style-type: none"> <li>• Sector Introduction</li> <li>• Security Clearance</li> <li>• Electronic Data Collection</li> <li>• Data Quality</li> <li>• Certification Trip Policy</li> <li>• Meet Your Debriefers</li> <li>• Mentoring Sessions</li> <li>• Introduction to Staff</li> </ul>	~6 hours
<b>NMFS Certification</b>	Upon satisfactory completion of program <ul style="list-style-type: none"> <li>• Overall 85% minimum score</li> </ul>	<b>Total Training 12 days</b>

## ENCOUNTERED FISH SPECIES

### GADIDS

Atlantic Cod  
 Pollock  
 Haddock  
 Cusk  
 Red Hake  
 White Hake  
 Spotted Hake  
 Longfin Hake  
 Silver Hake  
 Offshore Hake

### HERRINGS AND MACKERELS

Atlantic Herring  
 Alewife  
 Blueback Herring  
 Atlantic Thread Herring  
 Atlantic Menhaden  
 American Shad  
 Hickory Shad  
 Gizzard Shad  
 Atlantic Mackerel  
 Chub Mackerel

### FLOUNDERS

Winter Flounder  
 Windowpane Flounder  
 Witch Flounder  
 Yellowtail Flounder  
 Summer Flounder  
 American Plaice Flounder  
 Fourspot Flounder  
 Summer Flounder

### SKATES

Barndoor Skate  
 Smooth Skate  
 Thorny Skate  
 Rosette Skate  
 Little Skate  
 Winter Skate  
 Clearnose Skate

### SQUIDS

Atlantic Longfin Squid  
 Shortfin Squid

### CRUSTACEANS

Jonah Crab  
 Rock Crab  
 Blue Crab  
 Lady Crab  
 Deep Sea Red Crab  
 Spider Crab  
 Northern Stone Crab  
 Snow Crab

### OTHER SPECIES

Atlantic Sturgeon	Shortnose Sturgeon	Monkfish	Lumpfish	Black Sea Bass
Armored Sea Robin	Striped Sea Robin	Northern Sea Robin	Longhorn Sculpin	Sea Raven
Blackbelly Rosefish	Acadian Redfish	Scup	Striped Bass	Bluefish
Beardfish	Butterfish	Buckler Dory	Cunner	Tautog
Atlantic Wolfish	Conger Eel	Fawn Cusk Eel	Ocean Pout	Wrymouth
Hagfish	Atlantic Halibut	Greenland Halibut	Sea Scallop	Coral (Hard and Soft)
Smooth Dogfish	Spiny Dogfish	Chain Dogfish		

### Recommended Resources Sites

<http://www.fishbase.org/>

<https://spo.nmfs.noaa.gov/Circulars/CIRC431.pdf>

[https://www.nefsc.noaa.gov/read/popdy/studyfleet/Documents/Guide\\_Final\\_120813b.pdf](https://www.nefsc.noaa.gov/read/popdy/studyfleet/Documents/Guide_Final_120813b.pdf)

## **A7. Training Agendas:**

NEFOP Training

Agenda Example

NEFOP OBSERVER CERTIFICATION TRAINING AGENDA MARCH 2019

TIME	PRESENTATION/ACTIVITY	PRESENTER	DESCRIPTION
<b>DAY 1</b>	<b>March 11, 2019</b>		
<b>Monday</b>	<b>NEFOP Program Introduction/Security/Fish Lab 1</b>		<b>Tech Park:</b> Training Room and Fish Lab
<b>0800</b>	Training Overview/ General Housekeeping Introductions/Training Standards/Data Confidentiality	Tania Lewandowski	Introduce training program and training staff. General housekeeping and emergency procedures. Program Standards. Building security procedure.
<b>0915</b>	Introduction to Observing in NEFOP	Diana Janda	Introduction to NEFOP trip and gear types.
<b>0930</b>	Training Survival Skills	Training Staff	Tips on how to approach certification training successfully. Overview of the Skills Self Checklist.
<b>0945</b>	<u>Electronic Data Collection Part 1</u> Issue Android Tablet, In-Reach, and Digital Camera FSB Web Portal Reference Materials	Erin Kupcha Charles Dunlap Jim Finnegan Russ Blanc Support: Alex Post	Introduction and issuance of an Android tablet, In-Reach, digital camera, sign issuance checklist. FSB web portal overview. Review all electronic reference materials.
<b>1045</b>	Fish ID In Class Session SVP Session	Alex Post	Highlight Northeast fish species in a classroom setting to review difficult to identify species characteristics.
<b>1130</b>	NEFOP Program Introduction	Amy Martins	Student introductions. Overview of NEFOP Program and Fisheries Sampling Branch organization. Explains the important role of observers within US fisheries.
<b>1200</b>	<b>LUNCH</b>		
<b>Session Times: 1300-1445</b>	<b>Session 1:</b> Group 1 then Group 2 In-Reach & Digital Camera Instruction (Charles Dunlap) NOAA E-Mail Overview (Charles Dunlap) Security Packages Overview (Jenn O'Connell) Station 1: Fingerprinting Station 2: Digital ID Pictures Station 3: : Create NOAA email and upload account, Gear Issuing	Jenn O'Connell Tania Lewandowski Kara (Gibbons) Gross Charles Griffin Diana Cowan Tyler Staples Charles Dunlap Erin Kupcha Kathy Abney	Issuance of fingerprint cards, instruction on how to properly complete security packages.  All individuals will be fingerprinted as a part of the mandatory federal background check, create NOAA e-mail account, and be issued gear.
<b>Session Times: 1500-1700</b>	<b>Session 2:</b> Group 2 then Group 1 <u>Fish ID Lab 1</u>	Diana Janda Alex Post Tori Oriole	Lab: Northeast fish species identification Location: Back Parking lot fish cooler What to Bring: <ul style="list-style-type: none"> <li>• Closed toed shoes &amp; Sweatshirt/jacket</li> <li>• Pen/pencil</li> <li>• Notebook/Fish ID Worksheet/Fish ID Guides</li> </ul>
<b>HOMework ASSIGNMENT:</b> <u>Training Binder:</u> Fish ID Assessment (Due Day 5), Conflict Resolution Survey (Due Day 2)			
<b>Readings:</b> <u>Operations Manual</u> Geographical and statistical areas p. 17 – 18 <u>Data Entry Manual</u> Vessel and Trip Log p. 8 – 12, <u>Fish Guides:</u> NOAA Technical Report- Guide to some trawl-caught marine fishes from Maine to Cape Hatteras, North Carolina <u>PDF Reading:</u> <i>US Regional Fishery Management Councils</i> , “Windowpane Accountability Measures Information Sheet” (pdf tablet)			

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TIME	PRESENTATION/ACTIVITY	PRESENTER	DESCRIPTION
<b>DAY 2</b>	<b>March 12, 2019</b>		
Tuesday	<i>Intro. To Manuals, Log Variables, Catch Est. Intro, Geo Stat., V&amp;T, Electronic Data 2, Fish Lab 2</i>		<b>Tech Park:</b> Training Room and Fish Lab
<b>Homework Due: Conflict Resolution Survey Form</b>			
0800	Fish Self-Assessment 1	Training Staff	
0830	Introduction to Manuals <ul style="list-style-type: none"> <li>• Operations Manual</li> <li>• Data Entry Manual</li> <li>• On-Deck Reference Guide</li> </ul>	Diana Janda Tori Oriole Alex Post	Introduce issued reference manuals: Operations Manual, Data Entry Manual, On Deck Reference Guide
0900	Data Collection Overview	Tori Oriole	What happens to collected observer data.
0930	Trip Formatting and Page Numbering	Diana Janda	Instruction on how to number and submit a trip.
1000	Catch Estimation Part 1	Diana Cowan	Introduction the Catch Estimation Program; includes basic program concepts and ideas to establish a foundation.
1030	Geographical and Statistical Areas	Diana Cowan	An overview of the geographical and statistical areas. Observer will learn how to use charts to plot positions.
1130	<b>LUNCH (Mentoring Meeting 1)</b>		
1230	Vessel and Trip Log	Diana Janda	Introduction to Vessel & Trip Log.
1415	<u>Electronic Data Collection Part 2</u> Introduction to OASIS App and Vessel Trip Tab	Diana Janda Support: Charles Dunlap	Introduction to OASIS, setting credentials, trip info. Vessel & Trip Sector ASM tabs.
1445	<u>Fish ID Lab 2</u>	Alex Post Diana Janda Tori Oriole	Lab: Northeast fish species identification Location: Back Parking lot fish cooler What to Bring: <ul style="list-style-type: none"> <li>• Closed toed shoes &amp; Sweatshirt/jacket</li> <li>• Pen/pencil</li> <li>• Notebook/Fish ID Worksheet/Fish ID Guides</li> </ul>
<b>HOMEWORK ASSIGNMENT:</b> <u>Training Binder:</u> Trawl Mesh Case Study (Due Day 3), IT Security Awareness Course (Print/email certificate Due Day 5), Introduction to Observing Homework (Due Day 3), Introduction to Logs and Data Collection Homework (Due Day 4) <b>Readings:</b> <u>On-Deck Reference Guide (ODRG)</u> p. 21 – 22 and 18 – 20 <u>Operations Manual</u> Observer safety p. 7 - 10			
<b><u>Debrief of the Day (DOD) : Meghan Plourde 1030-1414</u></b>			

NEFOP OBSERVER CERTIFICATION TRAINING AGENDA MARCH 2019

TIME	PRESENTATION/ACTIVITY	PRESENTER	DESCRIPTION
<b>DAY 3</b> Wednesday	<b>March 13, 2019</b>		<b>Tech Park:</b> Training Room
<b>Safety Training</b>			
<b>Homework Due: Intro to Observing, Trawl Mesh Case Study</b>			
<b>Note to Bring for Class Beginning: Immersion suits with attachments (strobe, whistle, mirror, PLB), PFD</b>			
0730	Fish Self-Assessment 2	Training Staff	
0800	Introduction to NEFOP Marine Safety Program	Jenna Rockwell Kara(Gibbons) Gross	Overview of the NEFOP Safety Program.
0830	Offshore Marine Safety Training	Jenna Rockwell Dave Cangarl	Preparing for the Job Survival Kits Preparation for the Emergency: 7 Steps to Survival Personal Flotation Devices (PFDs)
1200	<b>LUNCH</b>		
1245	Offshore Marine Safety Training	Jenna Rockwell Dave Cangarl Kara (Gibbons) Gross Alex Post	Fire Safety & Prevention Fire & Signals Hands on Demonstration USCG Dewatering Pump SOLAS kits Life Raft & Immersion Suits Proper Attire: <ul style="list-style-type: none"> <li>• Closed toed shoes</li> <li>• Long pants</li> <li>• Personal protective equipment (provided)</li> <li>• Bring a packed lunch!</li> </ul>
1715	Day 1 ReCap and Prep	Jenna Rockwell	Skills checklist and preparation for next day.
<b>Readings:</b>			

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NEFOP OBSERVER CERTIFICATION TRAINING AGENDA MARCH 2019

TIME	PRESENTATION/ACTIVITY	PRESENTER	DESCRIPTION
<b>DAY 4</b> Thursday	<i>Safety Training</i>	<b>March 14, 2019</b>	Tech Park: Training Room Mass Maritime Academy Pool: Wareham, MA
<b>HOMEWORK DUE: Intro to Logs and Data Collection</b>			
0800	Offshore Marine Safety Training	Jenna Rockwell Dave Cangarl	Distress Signals Cold Water Near Drowning At-Sea Emergencies <ul style="list-style-type: none"> <li>• POB</li> <li>• Flooding &amp; Damage Control</li> <li>• Abandon Ship and ditch kits</li> </ul>
1100	<b>LUNCH (bring a packed lunch!)</b>		
1145	Leave for Mass Maritime Pool	<u>GOV Drivers:</u> Kara (Gibbons) Gross Alex Post Matt Cunningham	
1200	<b>Pool Session</b>	Jenna Rockwell Dave Cangarl Alex Post Kara (Gibbons) Gross	Swim skills, immersion suits, life raft, PFDs <u>What to Bring: (Change at Tech Park)</u> <ul style="list-style-type: none"> <li>• Bathing suit and Towel</li> <li>• White T-shirt and long pants to get into water</li> <li>• Additional dry change of clothes</li> <li>• PFD</li> <li>• Immersion Suit</li> <li>• Bring a packed lunch!</li> </ul>
1500	Return to Tech Park		Hang gear in warehouse.
1530	Offshore Marine Safety Training	Jenna Rockwell Dave Cangarl	Station Bills
1700	Safety Recap & Conclusion	Jenna Rockwell	Skills checklist.
<b>HOMEWORK ASSIGNMENT: Training Binder(readings) : Oct 2017 Safety Memo (*Sign and return one copy!*)</b>			
<b>Readings: Data Entry Manual PTVSC p. 2 – 3 , Disposition Codes Appeddix M, Fishermen’s Comment Log p. 30</b>			

NEFOP OBSERVER CERTIFICATION TRAINING AGENDA MARCH 2019

TIME	PRESENTATION/ACTIVITY	PRESENTER	DESCRIPTION
<b>DAY 5</b> Friday	<b>March 15, 2019</b>		<b>Tech Park: Training Room</b>
<b>Homework Due: Fish ID Assessment, Signed October 2017 Safety Memo, Security Awareness Course</b>			
0740	Fish Self-Assessment 3	Training Staff	
0800	Safety Checklist <ul style="list-style-type: none"> <li>• USCG Vessel Safety Exam Decal</li> <li>• EVIC Card</li> <li>• Safety Deficiency Reports</li> </ul>	Kara (Gibbons) Gross	Explanation of how the USCG Safety Program works with the fishing industry for safety compliance. Provides students a different perspective of safety aspects within the fishing industry.
0945	USCG Fishing Vessel Safety	Ted Harrington USCG	Representative of the USCG Safety Program directly working with the fishing industry for safety compliance. Provides students a different perspective of safety aspects within the fishing industry.
1115	Simulated Safety Checklist	Kara (Gibbons) Gross Alex Post	Practice completing a safety checklist and issuing an EVIC and SDR.
1135	Health and Wellness Session I	Alex Post	Instructional session on various health and wellness topics one can encounter while observing
1200	<b>LUNCH</b>		
1300	Observer Duty Sheet and Industry Feedback Documents	Tori Oriole	Logs and documents that explain observer duties, options on how fishermen can voice their opinions and concerns about fishing operations, and offer fishermen information about a trip. Documents include: Observer Duty Sheet, Fisherman's Comment Log, Data Release Form, and Fisherman's Comment Card.
1315	Fish Disposition Codes	Tori Oriole Support: Diana Janda Alex Post	Instruction on how to record why species are kept or discarded.
1445	Fish ID Review (classroom)	Diana Janda Alex Post Tori Oriole	Students will review all fish species. An open ended review session and will be available as long as needed.
<b>HOMEWORK ASSIGNMENT: Disposition Code Homework (Due Day 7)</b>			
<b>Readings: Operations Manual Catch Estimation p. 115 – 125, Trawl Section p. 50 – 64 Data Entry Manual Catch Estimation Worksheet p. 197 – 198 On-Deck Reference Guide Trawl Specialized Gears p. 18 – 20 PDF Reading: How discards are calculated for sectors and common pool</b>			

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DOD: Greg Early (13:00)

TIME	PRESENTATION/ACTIVITY	PRESENTER	DESCRIPTION
<b>DAY 6</b> Monday	<b>March 18, 2019</b>		<b>Tech Park:</b> Training Room, Conference Room
	<i>Fish Disp., Catch Estimation 1, Groundfish Overview, Trawl Fisheries, Safety Review</i>		
0800	Catch Estimation Program Part 1 Subsampling to Catch Weights Intro. To Catch Estimation Scale Use Vol to Vol 1 Estimation Methods Catch Estimation Worksheet	Jack Wilson Diana Janda Tori Oriole Support: Amy Westell	Students will learn about the approved FSB catch estimation methods and how to record calculations on the Catch Estimation Worksheet.
1130	Safety Exam Review and Immersion Suit Maintenance	Kara (Gibbons) Gross Alex Post	Review for Safety Exam and Practical Invert immersion suits for proper drying in warehouse.
1200	<b>LUNCH</b>		
1300	Catch Estimation Program <i>Continued</i> Subsampling to Catch Weights Vol to Vol 2 Volume-to-Volume Workshop Catch Estimation Photo Requirements	Jack Wilson Diana Janda Tori Oriole Diana Cowan Support: Amy Westell	Actual application of taught catch estimation theories are exercised during a classroom workshop. Class will split to groups, one in classroom, second in conference room.
1430	Groundfish Overview	KB McArdle	Overview of the Groundfish Program and how it applies to a NEFOP Observer.
1500	Trawl Fisheries 1-Introduction 2-Gear Modification/Specialized Nets	Diana Janda	Intro to the trawl gear and northeast fishing practices. Trawl fishery data logs & specialized gear description/identification.

**HOMEWORK ASSIGNMENT:** Training Binder: Volume to Volume (Due Day 8)  
Readings: Operations Manual Incidental Take Section p. 92 – 98  
Data Entry Manual Trawl Gear Characteristics Log p. 82 – 84, ,  
On-Deck Reference Guide Seal ID p. 43 – 44, pg.52, pgs. 43,44, Guide to Marine Mammals & Turtles of the US Atlantic & Gulf of Mexico pgs12-19, 22-27, 46-49, 52-55, 58, 68, 80 Guide to Marine Mammals & Turtles of the US Atlantic & Gulf of Mexico pgs. 100-109

NEFOP OBSERVER CERTIFICATION TRAINING AGENDA MARCH 2019

TIME	PRESENTATION/ACTIVITY	PRESENTER	DESCRIPTION
<b>DAY 7</b> Tuesday	<b>March 19, 2019</b>		
	<i>Safety Exam, MM ID and Sampling, Trawl Fisheries, Marel Scales, Fish Review</i>		<b>Tech Park:</b> Training Room and Fish Lab
<b>HOMEWORK DUE: Disposition Code</b>			
0800	<b>Safety Exam &amp; Practical:</b> <ul style="list-style-type: none"> <li>Written Safety Exam</li> <li>Safety Practical Stations</li> </ul> Station 1: Immersion Suit Station 2: Liferaft Hydro & Launch Station 3: Mayday Call	Kara (Gibbons) Gross Alex Post Randy Collins Kristy Gustafson	Safety practical includes hands on and written evaluation of trainees safety techniques. Note: A minimum of 85% is required to pass the NEFOP Observer Certification Program.
0930	Marine Mammal Identification and Sampling	Stephanie Petrus Johanna Pedersen	Classroom instruction on marine mammal identification, behavioral characteristics and sampling (pinnipeds, cetaceans).
1130	Marel Scales	Steven LaForge Ricky Chidsey	Introduction to Marel Scales. How to properly operate, calibrate, and maintain Marel Scales.
1230		<b>LUNCH</b>	
1330	Trawl Fisheries Continued 2- Gear Modification/Specialized Nets 3- Trawl Gear Log/Tabs and Calipers	Diana Janda	Overview trawl gear data log/Sector ASM tabs.. Hands on exercise involving proper use of measurement calipers. Recording gear mods/specialized nets.
1545	Fish ID Review	Jack Wilson Tori Oriole Diana Janda Tania Lewandowski	Students will review all fish species. Mock exams will be conducted. This is an open ended review session and will be available as long as needed.
<b>HOMEWORK ASSIGNMENT: Begin Trawl Scenario (due Day 10)</b> <b>Readings: Data Entry Manual</b> Trawl Haul Log p. 91, Twin Trawl Gear Log p. 96, Twin Trawl Haul Log p. 103 , Operations Manual: Seabirds Handout and Beached Birds Guide : pgs 7-15 + 24-32 <u>ODRG</u> Sea Bird ID p. 48, Sea Turtle ID p. 52 <span style="float: right;"><u>DOD: Ashley Griffin (12:45)</u></span>			

NEFOP OBSERVER CERTIFICATION TRAINING AGENDA FEBRUARY 2019

TIME	PRESENTATION/ACTIVITY	PRESENTER	DESCRIPTION
<b>DAY 8</b> Wednesday	<b>March 20, 2019</b>		<b>Tech Park:</b> Training Room, Fish Lab
<b>HOMEWORK DUE: Volume to Volume</b>			
0800	<b>Group 1 : Fish Identification Exam</b> <ul style="list-style-type: none"> <li>Open Book Practical</li> <li>Closed Book Practical</li> </ul> <i>BOTH exams require an average score of 85% with a minimum of 80% on each section successfully pass NEFOP certification.</i>	Jack Wilson Diana Janda Tori Oriole Tania Lewandowski	<b>Fish ID Exam:</b> <u>Open Book:</u> All materials issued during training may be utilized during this portion of the exam. <u>Closed Book:</u> No materials may be used for this portion of the exam.
0900	<b>Group 2: Fish Identification Exam</b> <ul style="list-style-type: none"> <li>Open Book Practical</li> <li>Closed Book Practical</li> </ul> <i>BOTH exams require an average score of 85% with a minimum of 80% on each section successfully pass NEFOP certification.</i>	Jack Wilson Diana Janda Tori Oriole Tania Lewandowski	<b>Fish ID Exam:</b> <u>Open Book:</u> All materials issued during training may be utilized during this portion of the exam. <u>Closed Book:</u> No materials may be used for this portion of the exam.
1000	Deep Sea Coral Identification	Tania Lewandowski	Instruction on deep-sea corals identification and sampling/reporting protocols.
1030	Trawl Fisheries Cont. 4-Trawl Haul Log/Tabs 5- Twin Trawl Gear	Diana Janda	Instruction on the trawl haul log/Sector ASM tabs. Recording twin trawl gear and haul logs.
1230	Conveyor Strategy Assignment Overview	Jack Wilson	Assignment and explanation of the Conveyor HW.
1240	New York Sea Day Program	Corey Endres	Overview of the NY seaday agreement program and specific protocols.
1300	<b>LUNCH</b>		
1400	Sea Bird Identification	Johanna Pedersen Stephanie Petrus Support: Gina Shield	Classroom presentation of seabird identification with accompanying lab, with a hands-on quiz.
1530	Sea Turtle Identification	Stephanie Petrus Johanna Pedersen	Instruction on identifying characteristics, proper tagging and sampling techniques of sea turtles that may be encountered while observing. Classroom instruction is followed by a hands-on turtle lab.
<b>HOMEWORK ASSIGNMENT:</b> Program Comprehension Assessment (due Day 9) , Conveyor Presentations (due Day 12) <b>Readings:</b> <u>Operations Manual</u> Biological Sampling Section p. 146 – 151, Incidental Take Section p. 92 – 98 , <u>Data Entry Manual</u> Length Frequency Log p186-188 <p style="text-align: center;"><b><u>DOD: Thao Le (10:30)</u></b></p>			

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NEFOP OBSERVER CERTIFICATION TRAINING AGENDA FEBRUARY 2019

TIME	PRESENTATION/ACTIVITY	PRESENTER	DESCRIPTION
<b>DAY 9</b>	<b>March 21, 2019</b>		
<b>Thursday</b>	<i>Bio Samp. Atl. States, Safety, Electronic 3-4, Inc Take Session</i>		<b>Tech Park:</b> Training Room/Fish Lab
<b>HOMEWORK DUE: Program Comprehension Assessment</b>			
0800	<u>Fish Biological Sampling Workshop</u> Part 1 : Biosampling (Classroom): Length Frequency Log/SectorASM tabs Length Frequency Workshop Age Structure Videos	Tori Oriole  Support: Diana Cowan Tania Lewandowski Alex Post Diana Janda Jack Wilson	Introduce candidates to their biological sampling gear (e.g. measuring board, knife safety length frequency strips, scales, On Deck Reference Guide) and how to record lengths of priority species. Workshop includes hands on activities using their biological sampling gear and age sampling videos.
0945	<u>Fish Biological Sampling Workshop</u> Part 2 : Biosampling Lab (Fish Lab): Knife Safety Introduction to Biosampling Age Structure Workshop	Diana Janda Jack Wilson Tori Oriole	Practical instruction in the safe removal of age structure samples and how to store and ship them.
1115	Trawl Trip Preparation	Tania Lewandowski Steven LaForge	Overview of what to bring and expect during trawl training trip. Marel Scale review.
1145	Safety Exam Feedback Add Attachments to Safety gear	Kara (Gibbons) Gross Alex Post	Review safety exam. What to bring: <ul style="list-style-type: none"> <li>• Immersion suit</li> <li>• PFD</li> <li>• All attachments</li> </ul>
1215	<b>LUNCH</b>		
1315	<u>Electronic Data Collection 3</u> Using OBPRELIM 994 <u>Electronic Data Collection 4</u> OBPRELIM Trip and Media Upload	Diana Janda Erin Kupcha Jim Finnegan Charles Dunlap Jack Wilson	Overview of OBPRELIM. Using OBPRELIM to enter mock trawl trip and media upload.  What to bring: •Charged Android tablet and digital camera
1415	Incidental Take Protocol Session	Stephanie Petrus Johanna Pedersen	Classroom instruction on how to properly record encountered incidental takes. Inc take upload.
1515	Animal Condition Codes, Entanglements, Sighting Log	Stephanie Petrus Johanna Pedersen	Recognizing various animal conditions and entanglement situations, and how to properly record a protected species sighting.
<b>HOMEWORK ASSIGNMENT: Length Frequency (due Day 11) Incidental Take Homework(due day 12)</b>			
<b>Readings: <u>Operations Manual Trip Overview p13-20</u></b>			

NEFOP OBSERVER CERTIFICATION TRAINING AGENDA FEBRUARY 2019

TIME	PRESENTATION/ACTIVITY	DESCRIPTION
<b>DAY 10</b>	<b>March 22, 2019</b>	
Friday	<i>Trawl Training Trip</i>	<b>Tech Park:</b> Training Room & Sandwich Marina
<b>HOMEWORK DUE: Trawl Scenario HW</b>		
	<b><u>Trawl Training Trip</u></b>	<b>F/V Charger</b> Training Trip Lead: Diana Janda/ Tori Oriole <b>F/V Michelle Jean II</b> Training Trip Lead: Jack Wilson/ Alex Post  Rain Dates: March 23, 24  Driver: Tania Lewandowski /Diana Cowan Classroom Support: Diana Cowan  Additional directions for day’s events will be provided.
	Trawl Trip Upload (OBPRELIM Upload)	Jim Finnegan Charles Dunlap
	*****NOTE*****	<b>You will be uploading your trawl training trip in OBPRELIM Trip ID XXX996</b>
	What to bring: <u>Safety Gear:</u> <ul style="list-style-type: none"> <li>• Immersion Suit with all attachments</li> <li>• PFDs (must be worn throughout trip)</li> </ul> <u>Personal Gear:</u> <ul style="list-style-type: none"> <li>• Sunscreen &amp; sunglasses</li> <li>• Watch</li> <li>• Food</li> <li>• Water</li> <li>• Any needed prescribed medications</li> <li>• Wear layers</li> <li>• Hat</li> </ul>	<u>Work Gear:</u> <ul style="list-style-type: none"> <li>• Boots</li> <li>• Gloves</li> <li>• Foul weather gear</li> <li>• Pencils &amp; Clipboard</li> <li>• Waterproof Notepad</li> <li>• On Deck Reference Guide</li> </ul>
<b>HOMEWORK ASSIGNMENT:</b>		
<b>Readings:</b> <u>Operations Manual</u> IAL p. 179 – 180, <u>Crustacean Log</u> p. 211 <u>ODRG IAL Sampling</u> p. 33 - 36 <u>Operations Manual</u> Gillnet Section p. 23 – 31, <u>Data Entry Manual</u> Gillnet Gear Log p. 33 – 36, <u>ODRG Fixed Gear Components</u> p. 7 - 8 <b>PDF Reading Files:</b> <i>Bottom Tending Gear Used in New England</i>		

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NEFOP OBSERVER CERTIFICATION TRAINING AGENDA FEBRUARY 2019

TIME	PRESENTATION/ACTIVITY	PRESENTER	DESCRIPTION
<b>DAY 11</b> Monday	<b>March 25, 2019</b>		
	<i>Gillnet Fishery, Crustacean Log, Sharks, EM, Protected Species Workshop</i>		<b>Tech Park:</b> Training Room, Quissett Lab, Woods Hole MA
	<b>HOMEWORK: Length Frequency HW</b>		
0800	Gillnet Fisheries 1. Introduction 2. Gillnet Fishery Gear Characteristics Log/Sector ASM tabs	Tori Oriole	Overview of the Gillnet fishery and practices in the northeast and mid-Atlantic Gillnet gear characteristics/Surface Gear/Weak Links, and associated logs explained. Additional instruction on how to properly sample and record hauls in the gillnet fishery.
1045	Crustacean Log	Tori Oriole	How to properly sample and record crustaceans. Lecture and workshop.
1115	Electronic Monitoring in Multispecies Fishery	Nichole Rossi Corey Endres	Observer protocols for EM study vessels.
1145	<b>LUNCH</b>		
Group 1 1300-1500 Group 2 1515-1715	<u>Session 1: WHOI, MRF Lab, Woods Hole</u> Protected Species Sampling Workshop	Stephanie Petrus Johanna Pedersen Alex Post Greg Early	Hands-on incidental take sampling procedures to turtle, bird, pinniped, and cetaceans in lab setting.  What to Bring: <ul style="list-style-type: none"> <li>Note taking paper &amp; Pencil</li> <li>Closed toed shoes (boots)</li> <li>Grunden Bibs</li> </ul>
Group 2 1300-1500 Group 1 1515-1715	<u>Session 2: WHOI, MRF Room 204, Woods Hole</u> Individual Animal Log Reporting Tagged Fish Shark ID  Homework reviews	Joe Mello Ben Church Diana Janda Jack Wilson Tori Oriole	Candidates receive shark ID, and how to properly use the IAL and enter IAL information into Sector ASM.  What to Bring: <ul style="list-style-type: none"> <li>Note taking paper &amp; Pencil</li> </ul>
<b>HOMEWORK ASSIGNMENT:</b> Begin Gillnet Scenario (Due Day 13) <b>Readings:</b> : <u>Operations Manual</u> Deckloading: Groundfish p. 126 – 127, Conveyor Strategies p. 131 - 133 <u>Data Entry Manual:</u> Gillnet Haul Log p. 43, Discard Log p. 205 – 206 <u>ODRG</u> Deckloading p. 24, Conveyor p. 25 <u>PDF Readings</u> Harbor Porpoise Take Reduction Mid-Atlantic and New England <p style="text-align: center; margin: 0;"><b>DOD : Haley Anderson (08:00)</b></p>			

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NEFOP OBSERVER CERTIFICATION TRAINING AGENDA FEBRUARY 2019

TIME	PRESENTATION/ACTIVITY	PRESENTER	DESCRIPTION
<b>DAY 12</b> Tuesday	<b>March 26, 2019</b>		<b>Tech Park: Training Room</b>
	<b>HOMEWORK DUE: Incidental Take Homework, Conveyor Presentation</b>		
0800	<u>Catch Estimation Program Part 2</u> Specialized Components <ul style="list-style-type: none"> <li>• Standard Conveyor Belt Protocols</li> <li>• Discard Log</li> <li>• Deckloading/Cumulative Sum Method</li> </ul>	Jack Wilson Diana Janda Tori Oriole Support: Amy Westell	Instruction of fishery-specific scenarios, and the appropriate Estimation Methods used to account for them.
1145	Debriefing and Editing Meet Your Debriefer	Joe Mello Debriefing Staff	Informal one-on-one meeting with their assigned debriefer.
1200	<b>LUNCH</b>		
1300	Trawl Trip Review	Haley Anderson Greg Early TBD TBD	Review of actual paper logs from training trawl trip. Introduction and use of a trip file worksheet.
1330	Gillnet Fisheries <ol style="list-style-type: none"> <li>3. Review Gillnet Fishery Gear Characteristics</li> <li>4. Gillnet Fishery Haul Log/Tabs</li> </ol>	Tori Oriole	Instruction on how to properly sample and record hauls in the gillnet fishery.
1430	Meet an Observer	TBD	Meet current observers currently working in the field. Open Q and A.
1500	Pinger Tester Worksheet	Stephanie Petrus Johanna Pedersen	Certification on how to properly complete a pinger tester worksheet.
1530	Incidental Take Review Session	Stephanie Petrus Johanna Pedersen	Review protected species homework and review session to prepare for Incidental Take Exam.
<b>HOMEWORK ASSIGNMENT: Study for Incidental Take Exam and Practical , Deckloading and Cumulative Sum (Due Day 14)</b> <b>Readings: Sturgeon Sampling NEFOP Memo 18-001</b> <b>PDF Reading Files (Optional): NOAA (ole) Press Relaease: NOAA Penalize s Fishermen</b> <b><u>DOD: Jenn Casey (13:30)</u></b>			

NEFOP OBSERVER CERTIFICATION TRAINING AGENDA FEBRUARY 2019

TIME	PRESENTATION/ACTIVITY	PRESENTER	DESCRIPTION
<b>DAY 13</b> Wednesday	<b>March 27, 2019</b>		<b>Tech Park:</b> Training Room
<b>HOMEWORK DUE: Gillnet Scenario HW</b>			
0800	<b>Incidental Take Exam and Practical</b>	Stephanie Petrus TBD	The exam is an open book exam on MM, sea bird and sea turtle identification, condition codes, sampling protocols and commenting on incidental takes. (classroom) <b>Note:</b> A minimum of 85% for the identification portion is required to pass the NEFOP Observer Certification Program Practical session focuses on species ID and sampling protocols.(hands on session)
1015	BREAK		
1030	Multi-Gear Scenarios	Jack Wilson	Instruction on procedures for Multi-gear scenarios.
1100	Sturgeon Sampling	Chad Keith Jack Wilson	Instruction on how to properly sample and record sturgeon interactions.
1130	Gillnet Trip Prep	Tania Lewandowski	Overview of Gillnet trip.
1200	<b>LUNCH</b>		
1300	Small Mesh Endorsement Review	Corey Endres	Classroom presentation on small mesh fisheries (eg. butterfish, squid) and their unique protocols.
1315	Incident Reports	Kristy Gustafson Support: Sara Weeks	Introduction to different types of incidents observers are required to report and Instruction on how to document an incident and submit via the web portal.
1415	At-Sea Communications	Alex Post Kara (Gibbons) Gross Support: Erin Kupcha Charles Dunlap Jim Finnegan	Guidance and scenario discussion on using the In-Reach.
1500	<u>Electronic Data Collection Part 5</u> SectorASM Trawl Trip Upload  NOAA app catalog discussion Mobile Device Management	Jack Wilson Support: Erin Kupcha Charles Dunlap Jim Finnegan	SectorASM trawl trip (992) upload using mock ASM trip data. Discuss approved NOAA app catalog and mobile device management.  What to bring: • Charged Android tablet and digital camera
<b>HOMEWORK:</b> <u>PDF Reading Files:</u> <i>NOAA OLE Press Release: NOAA Penalized Fishermen</i>			

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NEFOP OBSERVER CERTIFICATION TRAINING AGENDA FEBRUARY 2019

TIME	PRESENTATION/ACTIVITY	DESCRIPTION
<b>DAY 14</b>	<b>March 28, 2019</b>	
Thursday	<i>Gillnet Training Trip</i>	<b>Tech Park:</b> Training Room, Scituate Harbor
<b>HOMEWORK DUE: Deckloading and Cumulative Sum</b>		
	<b><u>Gillnet Training Trip</u></b>	<p><b>F/V Endeavor</b> Training Trip Lead: Diana Janda/Alex Post</p> <p><b>F/V Mary Elizabeth</b> Training Trip Lead: Jack Wilson/Tori Oriole</p> <p>Rain Date March 29 or Harbor trip</p> <p>Driver: Diana Cowan Classroom Support: TBD</p> <p>Additional directions for day's events will be provided.</p>
	*****NOTE*****	<b>Use your trip data for the Sector ASM upload today! Have tablets ready! Trip ID- XXX997</b>
	<p>What to bring:</p> <p><u>Safety Gear:</u></p> <ul style="list-style-type: none"> <li>• Immersion Suit with all attachments</li> <li>• PFDs (must be worn throughout trip)</li> </ul> <p><u>Personal Gear:</u></p> <ul style="list-style-type: none"> <li>• Sunscreen &amp; sunglasses</li> <li>• Watch</li> <li>• Food</li> <li>• Water</li> <li>• Any needed prescribed medications</li> <li>• Wear layers</li> <li>• Hat</li> </ul>	<p><u>Work Gear:</u></p> <ul style="list-style-type: none"> <li>• Boots</li> <li>• Gloves</li> <li>• Foul weather gear</li> <li>• Pencils &amp; Clipboard</li> <li>• Waterproof Notepad</li> <li>• On Deck Reference Guide</li> </ul>
	Gillnet Trip Upload (ASM Upload)	<p>Jim Finnegan Charles Dunlap</p> <p>Uploading of training trip data.</p>
<b>HOMEWORK: <u>Training Binder:</u> Conflict Resolution Preparatory Assignment</b>		
<b>PDF Reading Files: <u>An Introduction to the History of Fishes in the Gulf of Maine, Sea Grant fact sheet: Bycatch</u></b>		

NEFOP OBSERVER CERTIFICATION TRAINING AGENDA FEBRUARY 2019

TIME	PRESENTATION/ACTIVITY	PRESENTER	DESCRIPTION
<b>DAY 15</b> Friday	<b>March 29, 2019</b>		<b>Tech Park:</b> Training Room
<b>HOMEWORK DUE: Conflict Resolution Preparatory Assignment</b>			
0800	Observer Regulations and Resources	Kristy Gustafson Support: Sara Weeks	Regulation Information, forms and support information found in the observer resources folder.
0900	Break Out Sessions	Training Staff Kristy Gustafson	Sessions discuss concerns while working in the capacity of an observer.
0930	NMFS Enforcement	Agent Tom Gaffney Support: Sara Weeks	NMFS Officer speaks to the class about the role of the Office of Law Enforcement in NMFS.
1015	Health and Wellness Session II	Alex Post	Instructional session and discussion on additional health and wellness topics one can encounter while observing
1040	Classroom Prep/Break	Staff	Break to set up for panel talk.
1050	Observer Support Panel	Kristy Gustafson Sara Weeks Kara (Gibbons) Gross USCG	Present during the session are members of the Observer Support team who are a part of the <i>safety culture</i> that support all observers. The panel will describe the support system that exists for observers should conflict or incident at sea arise and answer questions throughout the session.
1145	Incidental Take Exam/Scenario Review	Stephanie Petrus Johanna Pedersen	Review of exam and common errors made.
1200	Homework Reviews /Exam Preparations	Training Staff	
1230	<b>LUNCH</b>		
1330	Gillnet Trip Review	Brian Westell Meghan Plourde TBD	Edited training trips will be returned to class and debriefed.
1350	Fisheries Liaison	Captain Joe Jurek Support: Kristy Gustafson	An interactive Q&A session with a NEFOP fishery representative.
1430	Vessel Selection	Kristy Gustafson	Process of selecting vessels for observing.
1500	Conflict Resolution	Kristy Gustafson Alex Post Support: Sara Weeks Training Staff	Candidates are presented with possible conflict situations that could occur while performing job duties. Scenarios are covered in lecture and role playing.
<b>HOMEWORK ASSIGNMENT: Complete Self Skills Checklist, Study for Exam</b>			

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NEFOP OBSERVER CERTIFICATION TRAINING AGENDA FEBRUARY 2019

TIME	PRESENTATION/ACTIVITY	PRESENTER	DESCRIPTION
<b>DAY 16</b>	<b>April 1, 2019</b>		
Monday	<i>Exam, Data Quality, Outreach, Electronic 6, Mentoring</i>		Tech Park: Training Room
<b>HOMEWORK DUE: Self Skills Checklist and Feedback Forms (1300)</b>			
0800	<b>EXAM</b>	Training Staff	A comprehensive open book examination **Complete Feedback Forms**
			What to bring: <ul style="list-style-type: none"> <li>All notes, books, manuals</li> <li>Charged tablet &amp; digital camera</li> </ul>
1130	<b>LUNCH (mentor)</b>		
1300	NMFS Outreach	Chad Keith	An overview of outreach materials and opportunities with the NEFOP program.
1315	Certification Trips	Liz Ouellette	Overview of certification trips and what to expect.
1330	Data Quality and Data Evaluation	Debra Duarte	What data quality means to the Program and to an observer. Explanation of how data quality is evaluated.
1430	<u>Electronic Data Collection 6</u> Trip Maintenance	Charles Dunlap	Deletion of practice trips from Sector ASM and OBPRELIM.
1440	Letters of Introduction	Tania Lewandowski	Issuance of Letters of Introduction.
1445	Exam Review	Training Staff	Classroom review of Exam, open Q&A session.
1510	Class Photos	Training Staff	
1515	Log and NMFS Issued gear	Tyler Staples	Issuance of NEFOP logs. LF Strips, age structure envelopes, depth sticks.
1530	Protected Species Sampling Gear Assignment	Stephanie Petrus Johanna Pedersen Chad Keith	Assignment of marine mammal, sea turtle and sturgeon sampling gear.
1600	NEFOP Graduation / Mentor Times	Training Staff	One-on-one mentor debrief for all candidates.

## **A8. Training Checklists -**

specific forms for:

i) NEFOP, ii) ASM and iii) IFS

## NEFOP Observer Training Skills Self Checklist (rev. 04/19)

Below is a detailed outline of the knowledge base and various skills required to be a successful NEFOP observer. Each observer is expected to track their own progress during the Observer Training Program. There will be opportunities throughout training for all trainees to practice individually. It is each trainee's responsibility to take advantage of these unique hands-on learning opportunities.

A8.i. NEFOP

### INSTRUCTIONS

Check the box and record the date as you accomplish and master each task. If you do not feel certain that you can properly perform a skill independently, please let a trainer know so that they can assist you in mastering the task with confidence.

By the end of training, each trainee should be able to successfully demonstrate the following skills:

#### **1. Understanding the Importance of Effective Communication**

- Captain and/or crew Date: \_\_\_\_\_
- Fisheries Sampling Branch staff Date: \_\_\_\_\_

#### **2. Safety Program**

- Complete a Pre-Trip Vessel Safety Checklist Date: \_\_\_\_\_
- Understand Safety Deficiency Report (SDR) and when to issue Date: \_\_\_\_\_
- Issue and use an EVIC Date: \_\_\_\_\_

#### **3. Identify Gear Types, Gear Characteristics and Proper Documentation**

- Trawl Date: \_\_\_\_\_
- Gillnet Date: \_\_\_\_\_
- Multi-Gear Date: \_\_\_\_\_

#### **4. Locating Positional Information**

- Identify where to locate positional information on a commercial fishing vessel (e.g. GPS) within the wheelhouse Date: \_\_\_\_\_
- Determine Statistical Area using charts and FSB approved website Date: \_\_\_\_\_

#### **5. Biological Sampling**

- Achieve length frequencies of fish Date: \_\_\_\_\_
- Achieve actual weights Date: \_\_\_\_\_
- Identify Fish Species Date: \_\_\_\_\_
- Understand the Species Verification Program requirements Date: \_\_\_\_\_
- Removed a set of otoliths from a specimen Date: \_\_\_\_\_
- Removed scale samples from a specimen Date: \_\_\_\_\_

#### **6. NMFS issued gear: Understand how to Properly use and Maintain**

- Large handheld scale (100-110 lb) Date: \_\_\_\_\_
- Small handheld scale (10-12 lb) Date: \_\_\_\_\_
- Marel Scale Date: \_\_\_\_\_
- Vernier calipers Date: \_\_\_\_\_

**NMFS issued gear: Understand how to Properly use and Maintain (cont)**

- Length frequency board Date: \_\_\_\_\_
- Length frequency strips Date: \_\_\_\_\_
- Depth Stick Date: \_\_\_\_\_
- Measuring tapes Date: \_\_\_\_\_
- Waterproof notebook Date: \_\_\_\_\_
- Bushel baskets Date: \_\_\_\_\_
- ID guides (ie. Fish, Marine Mammal, Sea Bird, Sea Turtle) Date: \_\_\_\_\_

**7. Catch Estimation: Understand and Able to Use**

- Volume-to-Volume Method Date: \_\_\_\_\_
- Tally Count Method Date: \_\_\_\_\_
- Basket/tote Count Method Date: \_\_\_\_\_
- Count-to-Count Method Date: \_\_\_\_\_
- Weight-to-Weight Method Date: \_\_\_\_\_
- Cumulative Sum Method Date: \_\_\_\_\_
- Record all calculations on the Catch Est. Wkst Date: \_\_\_\_\_
- Policy to Photograph Catch Est. Wkst Date: \_\_\_\_\_

**8. Protected Species**

- Marine mammal Identification Date: \_\_\_\_\_
- Sea turtle Identification Date: \_\_\_\_\_
- Sea bird Identification Date: \_\_\_\_\_
- Photos required for all Incidental Takes Date: \_\_\_\_\_
- Photos required for all Individual Animal (IAL) species Date: \_\_\_\_\_
- Record Incidental Takes and appropriate comments Date: \_\_\_\_\_
- Removed sample tissue from a marine mammal Date: \_\_\_\_\_
- Tagged a sea turtle Date: \_\_\_\_\_
- Used a pit tag scanner Date: \_\_\_\_\_
- Sturgeon Sampling requirements Date: \_\_\_\_\_
- Collected the minimum marine mammal sampling requirements Date: \_\_\_\_\_

**9. Paper Logs**

- Properly assign page numbers Date: \_\_\_\_\_
- Properly order logs Date: \_\_\_\_\_
- Properly complete all logs Date: \_\_\_\_\_
- Protocol for transcription of notes from waterproof notebook to paper logs Date: \_\_\_\_\_

**10. Tablet and Digital Camera**

- Enter data properly Date: \_\_\_\_\_
- Properly upload a trip Date: \_\_\_\_\_
- Ability to import photos Date: \_\_\_\_\_

**11. Timeliness of Data**

- Electronic data (48 hr)
- Paper data (4 business days)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**12. Outreach Materials: Understand When to Issue and Use Correctly**

Observer

- Field Diary
- Incident Report

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Fishermen

- Fishermen’s Comment Log
- Fishermen’s Comment Card
- Data Release Form

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

General Usage

- Regulatory Compliance Folder Outreach Materials

Date: \_\_\_\_\_

Agreements

- Training & Program Standards
- Confidentiality Agreement (Media)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

I \_\_\_\_\_ (print Full Name) feel confident in my ability to perform the above tasks that have been checked off correctly without supervision.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ASM Training Skills Self Checklist (rev. 04/19)

### A8.ii. ASM

Below is a detailed outline of the knowledge base and various skills required to be a successful at-sea monitor. Each ASM observer is expected to track their own progress during the At-sea Monitoring Training Program. There will be opportunities throughout training for all trainees to practice individually. It is each trainee's responsibility to take advantage of these unique hands-on learning opportunities.

### **INSTRUCTIONS**

Check the box and record the date as you accomplish and master each task. If you do not feel certain that you can properly perform a skill independently, please let a trainer know so that they can assist you in mastering the task with confidence.

By the end of training, each trainee should be able to successfully demonstrate the following skills:

#### **1. Understanding the Importance of Effective Communication**

- Captain and/or crew Date: \_\_\_\_\_
- Fisheries Sampling Branch staff Date: \_\_\_\_\_

#### **2. Safety Program**

- Complete a Pre-Trip Vessel Safety Checklist Date: \_\_\_\_\_
- Understand Safety Deficiency Report (SDR) and when to issue Date: \_\_\_\_\_
- Issue and use an EVIC Date: \_\_\_\_\_

#### **3. Identify Groundfish Gear Types, Gear Characteristics and Proper Documentation**

- Trawl Date: \_\_\_\_\_
- Gillnet Date: \_\_\_\_\_
- Longline Date: \_\_\_\_\_
- Handline and Jigs Date: \_\_\_\_\_
- Multi-Gear Date: \_\_\_\_\_

#### **4. Locating Positional Information**

- Identify where to locate positional information on a commercial fishing vessel (e.g. GPS) within the wheelhouse Date: \_\_\_\_\_
- Determine Statistical Area using charts Date: \_\_\_\_\_
- Determine Statistical Area using FSB approved website Date: \_\_\_\_\_

#### **5. Biological Sampling**

- Achieve length frequencies of fish Date: \_\_\_\_\_
- Achieve actual weights Date: \_\_\_\_\_
- Identify Fish Species Date: \_\_\_\_\_
- Understand the Species Verification Program requirements Date: \_\_\_\_\_

**6. NMFS issued ASM gear: Understand how to Properly use and Maintain**

- Large handheld scale (100 - 110 lb) Date: \_\_\_\_\_
- Small handheld scale (10 - 12 lb) Date: \_\_\_\_\_
- Marel Scale Date: \_\_\_\_\_
- Vernier calipers Date: \_\_\_\_\_
- Length frequency board Date: \_\_\_\_\_
- Length frequency strips Date: \_\_\_\_\_
- Depth Stick Date: \_\_\_\_\_
- Measuring tapes Date: \_\_\_\_\_
- Waterproof notebook Date: \_\_\_\_\_
- Bushel baskets Date: \_\_\_\_\_
- ID guides (ie. Fish, Marine Mammal, Sea Bird, Sea Turtle) Date: \_\_\_\_\_

**7. Catch Estimation: Understand and Able to Use**

- Volume-to-Volume Method Date: \_\_\_\_\_
- Tally Count Method Date: \_\_\_\_\_
- Basket/tote Count Method Date: \_\_\_\_\_
- Count-to-Count Method Date: \_\_\_\_\_
- Weight-to-Weight Method Date: \_\_\_\_\_
- Cumulative Sum Method Date: \_\_\_\_\_
- Record all calculations on the Catch Est. Wkst Date: \_\_\_\_\_
- Policy to Photograph Catch Est. Wkst Date: \_\_\_\_\_

**8. Protected Species**

- Marine mammal Identification Date: \_\_\_\_\_
- Sea turtle Identification Date: \_\_\_\_\_
- Sea bird Identification Date: \_\_\_\_\_
- Photos required for all Incidental Takes Date: \_\_\_\_\_
- Photos required for all Individual Animal (IAL) species Date: \_\_\_\_\_
- Uploading photos Date: \_\_\_\_\_
- Record Incidental Takes and appropriate comments Date: \_\_\_\_\_

**9. Paper Logs**

- Properly assign page numbers Date: \_\_\_\_\_
- Properly order logs Date: \_\_\_\_\_

**Paper Logs (cont)**

- Properly complete all logs Date: \_\_\_\_\_
- Protocol for transcription of notes from waterproof notebook to paper logs Date: \_\_\_\_\_

**10. Electronic Devices**

- Enter data properly Date: \_\_\_\_\_
- Ability to make a wireless connection Date: \_\_\_\_\_
- Properly upload a trip Date: \_\_\_\_\_
- Import digital photos: both Digital Camera & Tablet Date: \_\_\_\_\_

**11. Timeliness of Data**

- Electronic data (48 hr) Date: \_\_\_\_\_
- Paper data ( 4 business days) Date: \_\_\_\_\_

**12. Outreach Materials: Understand When to Issue and Use Correctly**

Observer

- ASM Duty Sheet Date: \_\_\_\_\_
- Field Diary Date: \_\_\_\_\_
- Incident Report Date: \_\_\_\_\_

Fishermen

- Fishermen’s Comment Log Date: \_\_\_\_\_
- Fishermen’s Comment Card Date: \_\_\_\_\_
- Data Release Form Date: \_\_\_\_\_

Agreements

- Training & Program Standards Date: \_\_\_\_\_
- Confidentiality Agreement (Media) Date: \_\_\_\_\_

I \_\_\_\_\_ (print Full Name) feel confident in my ability to perform the above tasks that have been checked off correctly without supervision.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Industry Funded Scallop Observer Training Skills Self Checklist (rev. 04/19)

Below is a detailed outline of the knowledge base and various skills required to be a successful IFS observer. Each IFS observer is expected to track their own progress during the Industry Funded Scallop Training Program. There will be opportunities throughout training for all trainees to practice individually. It is each trainee's responsibility to take advantage of these unique hands-on learning opportunities.

A8.iii. IFS

### INSTRUCTIONS

Check the box and record the date as you accomplish and master each task. If you do not feel certain that you can properly perform a skill independently, please let a trainer know so that they can assist you in mastering the task with confidence.

By the end of training, each trainee should be able to successfully demonstrate the following skills:

#### **1. Understanding the Importance of Effective Communication**

- Captain and/or crew Date: \_\_\_\_\_
- Fisheries Sampling Branch staff Date: \_\_\_\_\_

#### **2. Safety Program**

- Complete a Pre-Trip Vessel Safety Checklist Date: \_\_\_\_\_
- Understand Safety Deficiency Report (SDR) and when to issue Date: \_\_\_\_\_
- Issue and use an EVIC Date: \_\_\_\_\_

#### **3. Identify IFS Gear Types, Gear Characteristics and Proper Documentation**

- Scallop Dredge Date: \_\_\_\_\_
- Scallop Trawl Date: \_\_\_\_\_
- Multi-Gear Date: \_\_\_\_\_

#### **4. Locating Positional Information**

- Identify where to locate positional information on a commercial fishing vessel (e.g. GPS) within the wheelhouse Date: \_\_\_\_\_
- Determine Statistical Area using charts and FSB approved website Date: \_\_\_\_\_

#### **5. Biological Sampling**

- Identify Fish Species Date: \_\_\_\_\_
- Understand the Species Verification Program requirements Date: \_\_\_\_\_
- Achieve actual weights Date: \_\_\_\_\_
- Achieve length frequencies of fish Date: \_\_\_\_\_
- Removed a set of otoliths from a specimen Date: \_\_\_\_\_
- Removed scale samples from a specimen Date: \_\_\_\_\_

#### **6. NMFS issued gear: Understand how to Properly use and Maintain**

- Large handheld scale (100 - 110 lb) Date: \_\_\_\_\_
- Small handheld scale (10 - 12 lb) Date: \_\_\_\_\_
- Marel Scale Date: \_\_\_\_\_
- Vernier calipers Date: \_\_\_\_\_

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**NMFS issued gear: Understand how to Properly use and Maintain (cont)**

- Length frequency board Date: \_\_\_\_\_
- Length frequency strips Date: \_\_\_\_\_
- Scallop sampling board Date: \_\_\_\_\_
- Scallop sampling board placard Date: \_\_\_\_\_
- Depth Stick Date: \_\_\_\_\_
- Measuring tapes Date: \_\_\_\_\_
- Waterproof notebook Date: \_\_\_\_\_
- Bushel baskets Date: \_\_\_\_\_
- ID guides (e.g. Fish, Marine Mammal, Sea Bird, Sea Turtle) Date: \_\_\_\_\_

**7. Catch Estimation: Understand and Able to Use**

- Volume-to-Volume Method Date: \_\_\_\_\_
- Tally Count Method Date: \_\_\_\_\_
- Basket/Tote Count Method Date: \_\_\_\_\_
- Count-to-Count Method Date: \_\_\_\_\_
- Weight-to-Weight Method Date: \_\_\_\_\_
- Cumulative Sum Method Date: \_\_\_\_\_
- Record all calculations on the Catch Est. Wkst Date: \_\_\_\_\_

**8. Protected Species**

- Marine Mammal Identification Date: \_\_\_\_\_
- Sea Turtle Identification Date: \_\_\_\_\_
- Sea Bird Identification Date: \_\_\_\_\_
- Photos required for all Incidental Takes Date: \_\_\_\_\_
- Photos required for all Individual Animal species Date: \_\_\_\_\_
- Record Incidental Takes and appropriate comments Date: \_\_\_\_\_
- Removed sample tissue from a marine mammal Date: \_\_\_\_\_
- Tagged a Sea Turtle Date: \_\_\_\_\_
- Used a pit tag scanner Date: \_\_\_\_\_
- Sturgeon Sampling requirements Date: \_\_\_\_\_
- Collected the minimum Marine Mammal Sampling Requirements Date: \_\_\_\_\_

**9. Paper Logs**

- Protocol for transcription of notes from waterproof notebook to paper logs Date: \_\_\_\_\_
- Properly order logs Date: \_\_\_\_\_
- Properly assign page numbers Date: \_\_\_\_\_
- Properly complete all logs Date: \_\_\_\_\_

**10. Tablet and Digital Camera**

- Enter data properly Date: \_\_\_\_\_
- Properly upload a trip Date: \_\_\_\_\_
- Ability to import photos Date: \_\_\_\_\_

**11. Timeliness of Data**

- Electronic data (48 hr) Date: \_\_\_\_\_
- Paper data (4 business days) Date: \_\_\_\_\_

**12. Outreach Materials: Understand When to Issue and Use Correctly**

Observer

- Field Diary Date: \_\_\_\_\_
- Incident Report Date: \_\_\_\_\_

Fishermen

- Fishermen’s Comment Log Date: \_\_\_\_\_
- Fishermen’s Comment Card Date: \_\_\_\_\_
- Data Release Form Date: \_\_\_\_\_

General Usage

- Regulatory Compliance Folder & Outreach Materials Date: \_\_\_\_\_

Agreements

- Training & Program Standards Date: \_\_\_\_\_
- Confidentiality Agreement (Media) Date: \_\_\_\_\_

I \_\_\_\_\_ (print Full Name) feel confident in my ability to perform the above tasks that have been checked off correctly without supervision.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **A9. Mentoring Program Overview -**

specific forms for: i) NEFOP,  
ii) ASM and iii) IFS



**Goal:**

To advise, provide support and tutor new observer candidates on how to improve data collection and reporting techniques by providing professional guidance during initial certification training.

**Purpose:**

To allow an observer candidate to receive constructive advice and performance feedback on how to successfully complete training and how it may affect their ability to collect unbiased and accurate data in accordance with FSB protocols. The environment during the mentoring process should be comfortable, private, casual, and professional. This process also allows for communication to occur that may help identify and mitigate possible data collection issues (both on an individual and cadre' level) with training, debriefing and operational staff.

**Overview:**

*Mentoring during Training:*

Mentor Assignment:

Each new NEFOP Observer candidate is assigned an instructor as their mentor. The instructor is assigned to a student based on several factors, such as, where the new observer will be home ported and the instructors' experience. The assignment may be changed during training if a better fit is identified. The mentor will advise the student about their progress throughout the training program. An initial overview introducing the mentoring program will occur on the first day of training by the Training Lead. A meeting will occur within two days later with the assigned instructor, this may be a group meeting.

Introducing the Mentoring Program to Candidates:

An overview of the mentor program is given to all candidates on day one of training for all initial certifications (NEFOP, IFS, ASM, IFM) by the Training Lead or designee. The purpose of the mentor program and the role of a mentor is explained and contact information is provided. Candidates also engage in "How to Survive Training" session on day one when training staff again emphasize the support offered through the mentor program. Candidates will then be issued a Skills Self Checklist. The checklist is comprised of several skills and protocols taught during training that a candidate must be able to perform in order to properly observe a trip (eg. age structure removal).

### Mentoring Meetings:

Individual meetings are scheduled where the instructor will review homework, exams, other assignments, professionalism, lab and classroom performance, and to discuss any identified problems. Training trip reviews are included as part of this program and feedback is offered to the candidate on how to improve performance, as well as, to identify their strengths. This is an opportunity where other staff member input can be exchanged via the instructor as well (e.g. editors on training trips, guest lectors). It should be noted that positive feedback is as critical to the program as improvement feedback.

At a minimum, two formal meetings for every candidate are required, a mid-term and final session (these sessions will be identified in the formal class agenda). The mid-term meeting allows the candidate to also provide feedback on how they feel the training session is going for them and identified any sections they may not feel confident in. The Skills Self Checklist is brought to the meeting and topics/protocols/skills are discussed. The final session is an overall performance meeting and the skills checklist is collected and filed in the candidates training file. Additional mentoring meetings are offered as well. These meetings may be initiated by the candidate, instructor, or the Training Lead as needed.

### Documenting and Using Mentor Feedback:

Instructors complete mentoring forms after each meeting to capture meeting discussion topics. Additionally, a shared candidate performance shared drive is created for each initial training. Mentors will also make performance comments (by date of occurrence/observation) which is also used to evaluate overall performance scores (5% of total grade). Updates of candidate performances or concerns are discussed during training team meetings, however, if an urgent matter is identified by any staff, the Training Lead should immediately be advised. Provider COTRs and the Branch Chief are contacted immediately by the Training Lead if any serious problems are identified. The Training Lead is also responsible for a mid-term and post training performance evaluation on all candidates including mentoring feedback, with the appropriate COTR and an observer provider representative.

### *Mentoring post Training:*

To ensure effective communication and instructional consistency, a new observer may contact their mentor after the initial training should they have additional questions pertaining to data quality or additional observer support is requested. If a problem is identified, with any technique/protocol (e.g. fish ID, subsampling protocols), the Training Lead is notified by the instructor/mentor. The Training Lead ensures issues are communicated to the Data Quality Lead and the assigned debriefer as needed. The Branch Chief will be contacted if with any of these issues are identified as falling outside the scope of the mentoring program (e.g. enforcement topics).

Attachments: NEFOP Mentoring Form; NEFOP Skills Self Checklist

## NEFOP Observer Mentoring Program

A9.i. NEFOP

Observer Name & Obs ID: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_

### **Mentoring Interaction Subject Topics and Questions**

Directions to complete the form:

Document any initial concerns that the observer trainee has vocalized. List details of the conversation within the box provided below. Outline the instructor feedback provided, action plan provided, and the follow-up results and/or plan to address the concern.

## NEFOP Observer Mentoring Program

Observer Name & Obs ID: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_

### Mentoring Interaction Subject Topics and Questions

Directions to complete form:

Please circle the appropriate rating for each session with the trainee. Please provide a comment if rating is below a '3' and document as to why the rating is within the unacceptable range.

- Gauge Rating. Instructor should note if the rate increase or declined based on the first mentoring session. If there has been no movement or a decline in score the Instructor should comment and follow up with the student.
- Record any concerns and comments and how they were or will be addressed

Overall Observer Trainee's Well-being & Classroom Support	Rating Gauge
<p>How does the observer trainee feel about becoming an observer? Are there aspects that they are nervous or concerned about?</p> <p>Comments:</p>	<p>Rating: 1 (failing) 2 (poor) 3 (satisfactory) 4 (good) 5 (excellent)</p>
<p>Did the observer trainee feel like they had enough time for exams, quizzes, and homework assignments?</p> <p>Comments:</p>	<p>Rating: 1 (failing) 2 (poor) 3 (satisfactory) 4 (good) 5 (excellent)</p>
<p>Did the observer trainee feel like they had all of their questions answered on their assignments and exams?</p> <p>Comments:</p>	<p>Rating: 1 (failing) 2 (poor) 3 (satisfactory) 4 (good) 5 (excellent)</p>
<p>How comfortable does the observer trainee feel about communicating with the fishermen?</p> <p>Comments:</p>	<p>Rating: 1 (failing) 2 (poor) 3 (satisfactory) 4 (good) 5 (excellent)</p>

<b>Overall Observer Trainee's Well-being &amp; Classroom Support (Cont)</b>	
<p>How comfortable does the observer trainee feel about working on commercial fishing vessels and with the fishing industry in general?</p> <p>Comments:</p>	<p>Rating:</p> <p>1 (failing)</p> <p>2 (poor)</p> <p>3 (satisfactory)</p> <p>4 (good)</p> <p>5 (excellent)</p>
<p>Is the observer trainee's current living situation causing any issues (e.g. events occurring at home or in their personal life) that are detracting from the training?</p> <p>Are there any outside factors that have made their time during training difficult? (Do not need specifics but if we can support we should try to understand how best to help)</p> <p>Comments:</p>	
<p>Does the observer trainee have a plan for their living arrangements and peer support when in the field? (Instructor should advise them to reach out for support when needed)</p> <ul style="list-style-type: none"> <li>• Staying in contact with the Program staff and with other observers</li> <li>• Living with other observers vs. living alone and the challenges that might be for either</li> </ul> <p>Comments:</p>	
<p>How is the observer trainee transitioning, if moving to a new area to work?</p> <p>Comments:</p>	<p>Rating:</p> <p>1 (failing)</p> <p>2 (poor)</p> <p>3 (satisfactory)</p> <p>4 (good)</p> <p>5 (excellent)</p>
<p>Does the observer trainee feel that they are having any issues with the training staff or support staff in the training?</p> <p>Comments:</p>	<p>Rating:</p> <p>1 (failing)</p> <p>2 (poor)</p> <p>3 (satisfactory)</p> <p>4 (good)</p> <p>5 (excellent)</p>

<b>Overall Observer Trainee's Well-being &amp; Classroom Support (Cont)</b>	
<p>Does the observer trainee feel educated regarding how to handle seasickness?</p> <p>Comments:</p>	<p>Rating:</p> <p>1 (failing)</p> <p>2 (poor)</p> <p>3 (satisfactory)</p> <p>4 (good)</p> <p>5 (excellent)</p>
<p>Any Additional Topics Discussed:</p>	
<b>Observer Trainee's Physical &amp; Tangible Skill Set</b>	
<p>How confident does the observer trainee feel identifying species: Fish, invertebrates, sharks, Marine Mammals, Sea Turtles, and Sea Birds etc.?</p> <p>Are they comfortable with the Program's ID guides and resources?</p> <p>Comments:</p>	<p>Rating:</p> <p>1 (failing)</p> <p>2 (poor)</p> <p>3 (satisfactory)</p> <p>4 (good)</p> <p>5 (excellent)</p>
<p>How does the observer trainee feel with accomplishing the goals of the Species Verification Program (SVP)?</p> <p>Comments:</p>	<p>Rating:</p> <p>1 (failing)</p> <p>2 (poor)</p> <p>3 (satisfactory)</p> <p>4 (good)</p> <p>5 (excellent)</p>
<p>How comfortable does the observer trainee feel using and maintaining the issued observer tools: Calipers, spring/dial scales, measuring tape, and depth stick ect.?</p> <p>Comments:</p>	<p>Rating:</p> <p>1 (failing)</p> <p>2 (poor)</p> <p>3 (satisfactory)</p> <p>4 (good)</p> <p>5 (excellent)</p>
<p>How well-versed does the observer trainee feel regarding their issued observer tools and their ability to read units properly?</p> <p>Comments:</p>	<p>Rating:</p> <p>1 (failing)</p> <p>2 (poor)</p> <p>3 (satisfactory)</p> <p>4 (good)</p> <p>5 (excellent)</p>

**Observer Trainee's Physical & Tangible Skill Set (Cont)**

<p>How comfortable does the observer trainee feel using and maintaining the issued electronic devices: Digital camera, Marel Scale, Tablet, inReach?</p> <p>Comments:</p>	<p>Rating:                      1 (failing)                      2 (poor)                      3 (satisfactory)                      4 (good)                      5 (excellent)</p>
<p>How proficient does the observer trainee feel with the process and collection of the electronic data requirements?</p> <p>Comments:</p>	<p>Rating:                      1 (failing)                      2 (poor)                      3 (satisfactory)                      4 (good)                      5 (excellent)</p>
<p>How comfortable does the observer trainee feel their ability is choosing and implementing catch estimation methods?                      Note: Any other conflicting catch estimation programs protocol that might cause confusion.</p> <p>Comments:</p>	<p>Rating:                      1 (failing)                      2 (poor)                      3 (satisfactory)                      4 (good)                      5 (excellent)</p>
<p>How confident is the observer trainee feel about their overall safety conducting their job?                      (Examples to include but not limited to Drugs onboard, Emotional health/support, Knowing their resources/supports (Provider/Debrief), On docks early morning/late night)</p> <p>Comments:</p>	<p>Rating:                      1 (failing)                      2 (poor)                      3 (satisfactory)                      4 (good)                      5 (excellent)</p>

**Observer Trainee's Physical & Tangible Skill Set (Cont)**

How comfortable does the observer trainee feel using and maintaining the issued safety devices: PLB, PFD, Immersion suit and attachments?

Any concerns with safety survival skills to include but not limited to:

- Life raft deployment,
- PLB use,
- inReach use,
- Emergency egress,
- Mayday Calls using the radio,
- Conflict resolution skills,
- Observer support resources (USCG, FSB Emergency Action Plan)

Comments:

Mentor: Discuss any concerns that you have notices or that has been brought to your attention: (List the concerns)

Comments: (Record the trainees' responses in comments and how they were addressed)

Any Additional Topics Discussed:

# ASM Observer Mentoring Program

Observer Name & Obs ID: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_

A9.ii. ASM

## Mentoring Interaction Subject Topics and Questions

Directions to complete the form:

Document any initial concerns that the observer trainee has vocalized. List details of the conversation within the box provided below. Outline the instructor feedback provided, action plan provided, and the follow-up results and/or plan to address the concern.

## ASM Observer Mentoring Program

**Observer Name & Obs ID:** \_\_\_\_\_

**Reviewer Name:** \_\_\_\_\_

### Mentoring Interaction Subject Topics and Questions

Directions to complete form:

Please circle the appropriate rating for each session with the trainee. Please provide a comment if rating is below a '3' and document as to why the rating is within the unacceptable range.

- Gauge Rating. Instructor should note if the rate increase or declined based on the first mentoring session. If there has been no movement or a decline in score the Instructor should comment and follow up with the student.
- Record any concerns and comments and how they were or will be addressed

<b>Overall Observer Trainee's Well-being &amp; Classroom Support</b>	<b>Rating Gauge</b>
<p>How does the observer trainee feel about becoming an observer? Are there aspects that they are nervous or concerned about?</p> <p>Comments:</p>	<p>Rating: 1 (failing) 2 (poor) 3 (satisfactory) 4 (good) 5 (excellent)</p>
<p>Did the observer trainee feel like they had enough time for exams, quizzes, and homework assignments?</p> <p>Comments:</p>	<p>Rating: 1 (failing) 2 (poor) 3 (satisfactory) 4 (good) 5 (excellent)</p>
<p>Did the observer trainee feel like they had all of their questions answered on their assignments and exams?</p> <p>Comments:</p>	<p>Rating: 1 (failing) 2 (poor) 3 (satisfactory) 4 (good) 5 (excellent)</p>
<p>How comfortable does the observer trainee feel about communicating with the fishermen?</p> <p>Comments:</p>	<p>Rating: 1 (failing) 2 (poor) 3 (satisfactory) 4 (good) 5 (excellent)</p>

<b>Overall Observer Trainee's Well-being &amp; Classroom Support (Cont)</b>	
<p>How comfortable does the observer trainee feel about working on commercial fishing vessels and with the fishing industry in general?</p> <p>Comments:</p>	<p>Rating:</p> <p>1 (failing)</p> <p>2 (poor)</p> <p>3 (satisfactory)</p> <p>4 (good)</p> <p>5 (excellent)</p>
<p>Is the observer trainee's current living situation causing any issues (e.g. events occurring at home or in their personal life) that are detracting from the training?</p> <p>Are there any outside factors that have made their time during training difficult? (Do not need specifics but if we can support we should try to understand how best to help)</p> <p>Comments:</p>	
<p>Does the observer trainee have a plan for their living arrangements and peer support when in the field? (Instructor should advise them to reach out for support when needed)</p> <ul style="list-style-type: none"> <li>• Staying in contact with the Program staff and with other observers</li> <li>• Living with other observers vs. living alone and the challenges that might be for either</li> </ul> <p>Comments:</p>	
<p>How is the observer trainee transitioning, if moving to a new area to work?</p> <p>Comments:</p>	<p>Rating:</p> <p>1 (failing)</p> <p>2 (poor)</p> <p>3 (satisfactory)</p> <p>4 (good)</p> <p>5 (excellent)</p>
<p>Does the observer trainee feel that they are having any issues with the training staff or support staff in the training?</p> <p>Comments:</p>	<p>Rating:</p> <p>1 (failing)</p> <p>2 (poor)</p> <p>3 (satisfactory)</p> <p>4 (good)</p> <p>5 (excellent)</p>

<b>Overall Observer Trainee's Well-being &amp; Classroom Support (Cont)</b>	
<p>Does the observer trainee feel educated regarding how to handle seasickness?</p> <p>Comments:</p>	<p>Rating:</p> <p>1 (failing)</p> <p>2 (poor)</p> <p>3 (satisfactory)</p> <p>4 (good)</p> <p>5 (excellent)</p>
<p>Any Additional Topics Discussed:</p>	
<b>Observer Trainee's Physical &amp; Tangible Skill Set</b>	
<p>How confident does the observer trainee feel identifying species: Fish, invertebrates, sharks, Marine Mammals, Sea Turtles, and Sea Birds etc.?</p> <p>Are they comfortable with the Program's ID guides and resources?</p> <p>Comments:</p>	<p>Rating:</p> <p>1 (failing)</p> <p>2 (poor)</p> <p>3 (satisfactory)</p> <p>4 (good)</p> <p>5 (excellent)</p>
<p>How does the observer trainee feel with accomplishing the goals of the Species Verification Program (SVP)?</p> <p>Comments:</p>	<p>Rating:</p> <p>1 (failing)</p> <p>2 (poor)</p> <p>3 (satisfactory)</p> <p>4 (good)</p> <p>5 (excellent)</p>
<p>How comfortable does the observer trainee feel using and maintaining the issued observer tools: Calipers, spring/dial scales, measuring tape, and depth stick ect.?</p> <p>Comments:</p>	<p>Rating:</p> <p>1 (failing)</p> <p>2 (poor)</p> <p>3 (satisfactory)</p> <p>4 (good)</p> <p>5 (excellent)</p>
<p>How well-versed does the observer trainee feel regarding their issued observer tools and their ability to read units properly?</p> <p>Comments:</p>	<p>Rating:</p> <p>1 (failing)</p> <p>2 (poor)</p> <p>3 (satisfactory)</p> <p>4 (good)</p> <p>5 (excellent)</p>

**Observer Trainee's Physical & Tangible Skill Set (Cont)**

<p>How comfortable does the observer trainee feel using and maintaining the issued electronic devices: Digital camera, Marel Scale, Tablet, inReach?</p> <p>Comments:</p>	<p>Rating:                      1 (failing)                      2 (poor)                      3 (satisfactory)                      4 (good)                      5 (excellent)</p>
<p>How proficient does the observer trainee feel with the process and collection of the electronic data requirements?</p> <p>Comments:</p>	<p>Rating:                      1 (failing)                      2 (poor)                      3 (satisfactory)                      4 (good)                      5 (excellent)</p>
<p>How comfortable does the observer trainee feel their ability is choosing and implementing catch estimation methods?                      Note: Any other conflicting catch estimation programs protocol that might cause confusion.</p> <p>Comments:</p>	<p>Rating:                      1 (failing)                      2 (poor)                      3 (satisfactory)                      4 (good)                      5 (excellent)</p>
<p>How confident is the observer trainee feel about their overall safety conducting their job?                      (Examples to include but not limited to Drugs onboard, Emotional health/support, Knowing their resources/supports (Provider/Debrief), On docks early morning/late night)</p> <p>Comments:</p>	<p>Rating:                      1 (failing)                      2 (poor)                      3 (satisfactory)                      4 (good)                      5 (excellent)</p>

**Observer Trainee's Physical & Tangible Skill Set (Cont)**

How comfortable does the observer trainee feel using and maintaining the issued safety devices: PLB, PFD, Immersion suit and attachments?

Any concerns with safety survival skills to include but not limited to:

- Life raft deployment,
- PLB use,
- inReach use,
- Emergency egress,
- Mayday Calls using the radio,
- Conflict resolution skills,
- Observer support resources (USCG, FSB Emergency Action Plan)

Comments:

Mentor: Discuss any concerns that you have notices or that has been brought to your attention: (List the concerns)

Comments: (Record the trainees' responses in comments and how they were addressed)

Any Additional Topics Discussed:

# IFS Observer Mentoring Program

Observer Name & Obs ID: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_

## Mentoring Interaction Subject Topics and Questions

Directions to complete the form:

Document any initial concerns that the observer trainee has vocalized. List details of the conversation within the box provided below. Outline the instructor feedback provided, action plan provided, and the follow-up results and/or plan to address the concern.

## IFS Observer Mentoring Program

**Observer Name & Obs ID:** \_\_\_\_\_

**Reviewer Name:** \_\_\_\_\_

### Mentoring Interaction Subject Topics and Questions

Directions to complete form:

Please circle the appropriate rating for each session with the trainee. Please provide a comment if rating is below a '3' and document as to why the rating is within the unacceptable range.

- Gauge Rating. Instructor should note if the rate increase or declined based on the first mentoring session. If there has been no movement or a decline in score the Instructor should comment and follow up with the student.
- Record any concerns and comments and how they were or will be addressed

<b>Overall Observer Trainee's Well-being &amp; Classroom Support</b>	<b>Rating Gauge</b>
<p>How does the observer trainee feel about becoming an observer? Are there aspects that they are nervous or concerned about?</p> <p>Comments:</p>	<p>Rating: 1 (failing) 2 (poor) 3 (satisfactory) 4 (good) 5 (excellent)</p>
<p>Did the observer trainee feel like they had enough time for exams, quizzes, and homework assignments?</p> <p>Comments:</p>	<p>Rating: 1 (failing) 2 (poor) 3 (satisfactory) 4 (good) 5 (excellent)</p>
<p>Did the observer trainee feel like they had all of their questions answered on their assignments and exams?</p> <p>Comments:</p>	<p>Rating: 1 (failing) 2 (poor) 3 (satisfactory) 4 (good) 5 (excellent)</p>
<p>How comfortable does the observer trainee feel about communicating with the fishermen?</p> <p>Comments:</p>	<p>Rating: 1 (failing) 2 (poor) 3 (satisfactory) 4 (good) 5 (excellent)</p>

<b>Overall Observer Trainee's Well-being &amp; Classroom Support (Cont)</b>	
<p>How comfortable does the observer trainee feel about working on commercial fishing vessels and with the fishing industry in general?</p> <p>Comments:</p>	<p>Rating:</p> <p>1 (failing)</p> <p>2 (poor)</p> <p>3 (satisfactory)</p> <p>4 (good)</p> <p>5 (excellent)</p>
<p>Is the observer trainee's current living situation causing any issues (e.g. events occurring at home or in their personal life) that are detracting from the training?</p> <p>Are there any outside factors that have made their time during training difficult? (Do not need specifics but if we can support we should try to understand how best to help)</p> <p>Comments:</p>	
<p>Does the observer trainee have a plan for their living arrangements and peer support when in the field? (Instructor should advise them to reach out for support when needed)</p> <ul style="list-style-type: none"> <li>• Staying in contact with the Program staff and with other observers</li> <li>• Living with other observers vs. living alone and the challenges that might be for either</li> </ul> <p>Comments:</p>	
<p>How is the observer trainee transitioning, if moving to a new area to work?</p> <p>Comments:</p>	<p>Rating:</p> <p>1 (failing)</p> <p>2 (poor)</p> <p>3 (satisfactory)</p> <p>4 (good)</p> <p>5 (excellent)</p>
<p>Does the observer trainee feel that they are having any issues with the training staff or support staff in the training?</p> <p>Comments:</p>	<p>Rating:</p> <p>1 (failing)</p> <p>2 (poor)</p> <p>3 (satisfactory)</p> <p>4 (good)</p> <p>5 (excellent)</p>

<b>Overall Observer Trainee's Well-being &amp; Classroom Support (Cont)</b>	
<p>Does the observer trainee feel educated regarding how to handle seasickness?</p> <p>Comments:</p>	<p>Rating:</p> <p>1 (failing)</p> <p>2 (poor)</p> <p>3 (satisfactory)</p> <p>4 (good)</p> <p>5 (excellent)</p>
<p>Any Additional Topics Discussed:</p>	
<b>Observer Trainee's Physical &amp; Tangible Skill Set</b>	
<p>How confident does the observer trainee feel identifying species: Fish, invertebrates, sharks, Marine Mammals, Sea Turtles, and Sea Birds etc.?</p> <p>Are they comfortable with the Program's ID guides and resources?</p> <p>Comments:</p>	<p>Rating:</p> <p>1 (failing)</p> <p>2 (poor)</p> <p>3 (satisfactory)</p> <p>4 (good)</p> <p>5 (excellent)</p>
<p>How does the observer trainee feel with the special protocols if gray meats and/or nematodes are present in the catch?</p> <p>Comments:</p>	<p>Rating:</p> <p>1 (failing)</p> <p>2 (poor)</p> <p>3 (satisfactory)</p> <p>4 (good)</p> <p>5 (excellent)</p>
<p>How does the observer trainee feel with accomplishing the goals of the Species Verification Program (SVP)?</p> <p>Comments:</p>	<p>Rating:</p> <p>1 (failing)</p> <p>2 (poor)</p> <p>3 (satisfactory)</p> <p>4 (good)</p> <p>5 (excellent)</p>
<p>How comfortable does the observer trainee feel using and maintaining the issued observer tools: Calipers, spring/dial scales, measuring tape, and depth stick ect.?</p> <p>Comments:</p>	<p>Rating:</p> <p>1 (failing)</p> <p>2 (poor)</p> <p>3 (satisfactory)</p> <p>4 (good)</p> <p>5 (excellent)</p>

<b>Observer Trainee's Physical &amp; Tangible Skill Set (Cont)</b>	
<p>How well-versed does the observer trainee feel regarding their issued observer tools and their ability to read units properly?</p> <p>Comments:</p>	<p>Rating:</p> <p>1 (failing)</p> <p>2 (poor)</p> <p>3 (satisfactory)</p> <p>4 (good)</p> <p>5 (excellent)</p>
<p>How comfortable does the observer trainee feel using and maintaining the issued electronic devices: Digital camera, Marel Scale, Tablet, inReach?</p> <p>Comments:</p>	<p>Rating:</p> <p>1 (failing)</p> <p>2 (poor)</p> <p>3 (satisfactory)</p> <p>4 (good)</p> <p>5 (excellent)</p>
<p>How proficient does the observer trainee feel with the process and collection of the electronic data requirements?</p> <p>Comments:</p>	<p>Rating:</p> <p>1 (failing)</p> <p>2 (poor)</p> <p>3 (satisfactory)</p> <p>4 (good)</p> <p>5 (excellent)</p>
<p>How comfortable does the observer trainee feel their ability is choosing and implementing catch estimation methods?</p> <p>Note: Any other conflicting catch estimation programs protocol that might cause confusion.</p> <p>Comments:</p>	<p>Rating:</p> <p>1 (failing)</p> <p>2 (poor)</p> <p>3 (satisfactory)</p> <p>4 (good)</p> <p>5 (excellent)</p>

**Observer Trainee's Physical & Tangible Skill Set (Cont)**

How confident is the observer trainee feel about their overall safety conducting their job? (Examples to include but not limited to Drugs onboard, Emotional health/support, Knowing their resources/supports (Provider/Debrief), On docks early morning/late night)

Comments:

- Rating:
- 1 (failing)
  - 2 (poor)
  - 3 (satisfactory)
  - 4 (good)
  - 5 (excellent)

Does the observer trainee understand that only the vessel's crew is allowed to gut fish or cut scallops?

Comments:

How comfortable does the observer trainee feel using and maintaining the issued safety devices: PLB, PFD, Immersion suit and attachments?

Any concerns with safety survival skills to include but not limited to:

- Life raft deployment,
- PLB use,
- inReach use,
- Emergency egress,
- Mayday Calls using the radio,
- Conflict resolution skills,
- Observer support resources (USCG, FSB Emergency Action Plan)

Comments:

Mentor: Discuss any concerns that you have notices or that has been brought to your attention: (List the concerns)

Comments: (Record the trainees' responses in comments and how they were addressed)

Any Additional Topics Discussed:

## A10. Trip Evaluation Form

## Trip Evaluations

### In Training Trip

### Rating System

<b>1</b>	Unacceptable, no understanding of what is required, failed to complete task.
<b>2</b>	Poor, basic understanding of concept but requires further instruction, significant assistance needed.
<b>3</b>	Average, some mistakes, may need some assistance to complete task.
<b>4</b>	Above average, minimal mistakes, minimal assistance needed.
<b>5</b>	Expert, very knowledgeable, no mistakes, no assistance needed.
<b>NA</b>	Not applicable to current trip or program type.

### Trip Information

Trainee's Name	Trip Number	Trainer's Name

### Evaluation

Activity	Rating	Comments
1. Complete the Pre-Trip Vessel Safety Checklist in a timely manner: <ul style="list-style-type: none"> <li>Locating and obtaining appropriate information from safety equipment</li> <li>Asking for help from crew when appropriate</li> </ul>	1-Unacceptable <input type="radio"/> 2-Poor <input type="radio"/> 3-Average <input type="radio"/> 4-Above Average <input type="radio"/> 5-Expert <input type="radio"/> Not Applicable <input type="radio"/>	
2. Demonstrate appropriate usage of all required reference materials, including: <ul style="list-style-type: none"> <li>Biological Sampling Manual</li> <li>Program Manual</li> <li>ID guides</li> <li>On Deck Reference Guides</li> </ul>	1-Unacceptable <input type="radio"/> 2-Poor <input type="radio"/> 3-Average <input type="radio"/> 4-Above Average <input type="radio"/> 5-Expert <input type="radio"/> Not Applicable <input type="radio"/>	
3. Demonstrate appropriate usage of all required equipment, including: <ul style="list-style-type: none"> <li>Large and small scale</li> </ul>	1-Unacceptable <input type="radio"/> 2-Poor <input type="radio"/> 3-Average <input type="radio"/> 4-Above Average <input type="radio"/> 5-Expert <input type="radio"/>	

<ul style="list-style-type: none"> <li>• Calipers</li> <li>• LF board</li> <li>• Digital camera</li> <li>• Field notebook</li> </ul>	<p>Not Applicable <input type="radio"/></p>	
<p>4. Explain observer duties to captain, and offer:</p> <ul style="list-style-type: none"> <li>• Comment card</li> <li>• Fishermen's Comment Log (if appropriate)</li> <li>• Copy of the trip data</li> </ul>	<p>Yes <input type="radio"/>          No <input type="radio"/>          NA <input type="radio"/></p>	
<p>5. Identify and record gear characteristics, and collect accurate measurements</p>	<p>1-Unacceptable <input type="radio"/>          2-Poor <input type="radio"/>          3-Average <input type="radio"/>          4-Above Average <input type="radio"/>          5-Expert <input type="radio"/>          Not Applicable <input type="radio"/></p>	
<p>6. Demonstrate safety awareness, including:</p> <ul style="list-style-type: none"> <li>• Identifying gear hazards</li> <li>• Deciding when to go on deck</li> <li>• Using caution while on deck</li> </ul>	<p>Yes <input type="radio"/>          No <input type="radio"/>          NA <input type="radio"/></p>	
<p>7. Record accurate haul data in an organized manner, including:</p> <ul style="list-style-type: none"> <li>• Dates/Times/Locations</li> <li>• Environmental Conditions</li> <li>• Gear Condition</li> </ul>	<p>1-Unacceptable <input type="radio"/>          2-Poor <input type="radio"/>          3-Average <input type="radio"/>          4-Above Average <input type="radio"/>          5-Expert <input type="radio"/>          Not Applicable <input type="radio"/></p>	
<p>8. Correctly identify all species</p> <ul style="list-style-type: none"> <li>• Use appropriate resources, as needed</li> </ul>	<p>1-Unacceptable <input type="radio"/>          2-Poor <input type="radio"/>          3-Average <input type="radio"/>          4-Above Average <input type="radio"/>          5-Expert <input type="radio"/>          Not Applicable <input type="radio"/></p>	
<p>9. Choose and implement proper catch estimation techniques</p>	<p>1-Unacceptable <input type="radio"/>          2-Poor <input type="radio"/>          3-Average <input type="radio"/>          4-Above Average <input type="radio"/>          5-Expert <input type="radio"/>          Not Applicable <input type="radio"/></p>	
<p>10. Record accurate data in an organized manner, such as:</p> <ul style="list-style-type: none"> <li>• All actual and estimated weights (e.g., tally/tote)</li> <li>• Checker pen dimensions and depths</li> <li>• Subsample weights</li> </ul>	<p>1-Unacceptable <input type="radio"/>          2-Poor <input type="radio"/>          3-Average <input type="radio"/>          4-Above Average <input type="radio"/>          5-Expert <input type="radio"/>          Not Applicable <input type="radio"/></p>	

<p>11. Establish a safe and operational sampling station, with view of all catch</p>	<p>Yes <input type="radio"/></p> <p>No <input type="radio"/></p> <p>NA <input type="radio"/></p>	
<p>12. Collect appropriate biological samples from priority species, such as:</p> <ul style="list-style-type: none"> <li>• Length frequencies</li> <li>• Age structures (NEFOP)</li> <li>• Reference Biological Sampling Manual, as needed</li> </ul>	<p>1-Unacceptable <input type="radio"/></p> <p>2-Poor <input type="radio"/></p> <p>3-Average <input type="radio"/></p> <p>4-Above Average <input type="radio"/></p> <p>5-Expert <input type="radio"/></p> <p>Not Applicable <input type="radio"/></p>	
<p>13. Willingness to work</p>	<p>1-Unacceptable <input type="radio"/></p> <p>2-Poor <input type="radio"/></p> <p>3-Average <input type="radio"/></p> <p>4-Above Average <input type="radio"/></p> <p>5-Expert <input type="radio"/></p> <p>Not Applicable <input type="radio"/></p>	
<p>14. Interact with captain and crew in a positive and professional manner, and work cooperatively with them</p>	<p>1-Unacceptable <input type="radio"/></p> <p>2-Poor <input type="radio"/></p> <p>3-Average <input type="radio"/></p> <p>4-Above Average <input type="radio"/></p> <p>5-Expert <input type="radio"/></p> <p>Not Applicable <input type="radio"/></p>	
<p>15. Ask appropriate questions to obtain most accurate answers</p>	<p>Yes <input type="radio"/></p> <p>No <input type="radio"/></p> <p>NA <input type="radio"/></p>	
<p>16. Overall attitude and ability to perform duties</p>	<p>1-Unacceptable <input type="radio"/></p> <p>2-Poor <input type="radio"/></p> <p>3-Average <input type="radio"/></p> <p>4-Above Average <input type="radio"/></p> <p>5-Expert <input type="radio"/></p> <p>Not Applicable <input type="radio"/></p>	
<p>17. <b>Additional comments</b> Include any additional concerns about the trainee's performance that could impact their overall training assessment.</p>	<p>---</p>	

Save

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## A11. Certification Training Trip Evaluation Sheet

# NEFSC FSB Certification Training Trip Evaluation Sheet

Northeast Fisheries Science Center Fisheries Sampling Branch

Trainee's Name:	Trainee's Provider:
Obs/Trip ID:	Date of Trip:
Vessel:	Port:
Trainer's Name:	Trainer's Position:
Trip Type (circle one):      NEFOP      ASM	Gear Type:

Please evaluate the trainee's proficiency completing each task. Use the following rating system, or mark "Y" (yes) or "N" (no). Comments must be provided for any task receiving a score of 3 or less, or for which "N" is indicated. Include any additional comments related to the trainee's competence in the provided boxes and complete the summary on the last page.

### Rating System

1	Unacceptable, no understanding of what is required, failed to complete task
2	Poor, basic understanding of concept but requires further instruction, significant assistance needed
3	Average, some mistakes, may need some assistance to complete task
4	Above average, minimal mistakes, minimal assistance needed
5	Expert, very knowledgeable, no mistakes, no assistance needed
NA	Not applicable to current trip or program type

ACTIVITY	Rating 1-5	COMMENTS		
<b>PREPAREDNESS</b>				
1. Bring all required reference materials, including: <ul style="list-style-type: none"> <li>• Operations Manual*</li> <li>• Data Entry Manual*</li> <li>• On Deck Reference Guide</li> </ul> *Electronic versions on tablet are acceptable	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Y</td> <td style="width: 50%; text-align: center;">N</td> </tr> </table>	Y	N	<i>{List any materials not brought}</i>
Y	N			
2. Demonstrate appropriate usage of all required reference materials, including: <ul style="list-style-type: none"> <li>• Operations Manual*</li> <li>• Data Entry Manual*</li> <li>• On Deck Reference Guide</li> </ul> *Electronic versions on tablet are acceptable				
3. Bring all required equipment, including: <ul style="list-style-type: none"> <li>• Large and small scale, Marel scale</li> <li>• Calipers</li> <li>• LF board and strips</li> <li>• Digital camera</li> <li>• Electronic entry system (tablet)</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Y</td> <td style="width: 50%; text-align: center;">N</td> </tr> </table>	Y	N	<i>{List any equipment not brought}</i>
Y	N			

ACTIVITY	Rating 1-5		COMMENTS
4. Demonstrate appropriate usage of all required equipment, including: <ul style="list-style-type: none"> <li>• Large and small scale, Marel scale</li> <li>• Calipers</li> <li>• LF board and strips</li> <li>• Digital camera</li> <li>• Field notebook</li> </ul>			<i>{List any equipment not brought}</i>
5. Explain observer duties to captain, and offer: <ul style="list-style-type: none"> <li>• Fishermen's Comment Card</li> <li>• Fishermen's Comment Log (if appropriate)</li> <li>• Data Request Form</li> </ul>	Y	N	
<b>SAFETY CHECKLIST</b>			
6. Complete the Pre-Trip Vessel Safety Checklist in a timely manner, including: <ul style="list-style-type: none"> <li>• Locating and obtaining accurate information from safety equipment</li> <li>• Asking for help from captain/crew when appropriate</li> </ul>			
7. Bring all required safety equipment, including: <ul style="list-style-type: none"> <li>• PFD (and wear on deck)</li> <li>• Immersion suit (and proper storage)</li> <li>• Personal EPIRB</li> <li>• InReach</li> </ul>	Y	N	<i>{List any equipment not brought}</i>
<b>GEAR INFORMATION</b>			
8. Identify and record gear characteristics, and collect accurate measurements			
9. Demonstrate safety awareness, including: <ul style="list-style-type: none"> <li>• Identifying gear hazards</li> <li>• Deciding when to go on deck</li> <li>• Using caution while on deck</li> </ul>	Y	N	
<b>HAUL INFORMATION</b>			
10. Record accurate haul data in an organized manner, including: <ul style="list-style-type: none"> <li>• Dates/Times/Locations</li> <li>• Environmental Conditions</li> <li>• Gear Condition</li> </ul>			
<b>SPECIES ID</b>			
11. Correctly identify all species <ul style="list-style-type: none"> <li>• Use appropriate resources, as needed</li> </ul>			<i>{List any misidentified species}</i>
12. Gather appropriate samples/photos for the Species Verification Program	Y	N	

ACTIVITY	Rating 1-5		COMMENTS
<b>CATCH ESTIMATION</b>			
13. Choose and implement proper catch estimation techniques			
14. Record accurate data in an organized manner, such as: <ul style="list-style-type: none"> <li>• All actual and estimated weights (<i>e.g.</i>, tally/tote)</li> <li>• Checker pen dimensions and depths</li> <li>• Subsample weights</li> </ul>			
<b>BIOLOGICAL SAMPLING</b>			
15. Establish a safe and operational sampling station, with view of all catch	Y	N	
16. Collect appropriate biological samples from priority species, such as: <ul style="list-style-type: none"> <li>• Length frequencies</li> <li>• Age structures (NEFOP)</li> <li>• Refer to On Deck Reference Guide, as needed</li> </ul>			
<b>PROTECTED SPECIES</b>			
17. Demonstrate where and how a marine mammal watch would be performed (NEFOP)	Y	N	
18. <i>If an incidental take occurs:</i> <ul style="list-style-type: none"> <li>• Collect incidental take data and photos</li> <li>• Collect samples (NEFOP)</li> <li>• Follow incidental take protocols</li> </ul>			
<b>OVERALL</b>			
19. Interact with captain and crew in a positive and professional manner, and work cooperatively with them			
20. Ask appropriate questions to obtain most accurate answers	Y	N	
21. Overall attitude and ability to perform duties			

**ADDITIONAL COMMENTS:**

Summarize the trainee's overall performance during the training trip. Be sure to include feedback on both positive (what they did well) and negative (where they can improve) aspects, as well as the trainee's potential ability to complete the duties of an observer in the future. Comment as to whether the trainee would be able to complete the tasks without a trainer present.

**A12. Trip Trainer  
Certification Standards  
and Evaluation Sheet**

# **NEFSC FSB Trip Trainer Certification Standards**

Northeast Fisheries Science Center Fisheries Sampling Branch

## Summary

All FSB observer trainees, upon completion of an initial Observer Training Course, must deploy on a set number of certification training trips before becoming fully certified observers (see [Observer Training and Certification](#) document). At least one of these trips, typically the first, must be taken with a certified trip trainer. The purpose of the trip trainer is to evaluate the trainee's performance and aptitude with regard to FSB observing and sampling protocols. Each trip trainer must be certified by an FSB staff member before taking observer trainees on trips. The trainer candidate must be proficient in FSB data collection protocols, and capable of successfully instructing and evaluating observer trainees on their certification trips. The trainer must meet minimum levels of field work and data quality standards to maintain their trip trainer certification.

## Definition of Terms

- COTR: Contracting Officer Technical Representative; the FSB staff member responsible for overseeing the program contract; here it also refers to the Industry Funded Scallop (IFS) program liaison.
- Observer Trainee: a person having recently completed an observer training course, but who is not yet certified in that observer program; here, the “trainee”.
- Trip Trainer: a certified, experience observer who accompanies a new observer trainee one or more of their certification training trips; here, the “trainer”.
- Certification Training Trip: one or more trips that observer trainees are required to take in order to complete observer certification. See the [Observer Training and Certification](#) document.
- Trip Trainer Certification: the process by which a trip trainer candidate becomes a certified trip trainer.
- Trip Trainer Candidate: an experienced observer who is being considered for trip trainer certification, which includes a trip trainer certification trip; here, the “candidate”.
- Trip Trainer Certification Trip: a trip in which a trip trainer candidate performs the duties of a certified trip trainer, and an FSB staff member performs the duties of an observer trainee.

## Trip Trainer Role Expectations

The trip trainer’s primary duties are to evaluate how well an observer trainee would perform on their own deployments, and identify potential issues for FSB data editors and data quality staff. This includes:

- Coordinating with the trainee before the trip,
- Reviewing and evaluating:
  - Species identification,
  - Sampling methods, and
  - Documentation,
- Facilitating communication between the observer and the captain and crew,
- Providing suggestions for improvement during the certification training trip, and
- Completing and submitting an evaluation form (see [Certification Training Trip Evaluation](#))

The evaluation form can serve as a model for items to be reviewed, demonstrated, and/or discussed during the trip. All items applicable to that program should be reviewed, even if not applicable to that particular trip (*e.g.*, a

NEFOP observer trainee should “Demonstrate where and how a marine mammal watch would be performed” (#17) regardless of what gear type or sampling protocols they are following).

The trip trainer candidate should perform all duties of a certified trip trainer, including coordinating with the trainee before the trip, reviewing and evaluating species ID, sampling methods, documentation, and communication with the captain and crew, as well as submitting a full evaluation of the trainee.

Trip evaluations should be submitted within 48 hours of the training trip to the Data Quality Lead, Data Editor Lead, and program COTR.

### Trip Trainer Candidate Qualifications and Certification Process

Observer service providers must submit a formal request for a trip trainer certification trip. Candidates will undergo a thorough data quality evaluation. To be considered for a certification trip, the candidate must:

- Be certified in the program for which they are requesting trip trainer certification, with at least 6 months since initial training;
- Have observed at least 20 seadays in the previous 6 months in that program (*e.g.*, if a candidate is seeking to become certified as a NEFOP trip trainer, any ASM or IFS trips will not count toward their seaday total); and
- Maintain a good data quality standing (*i.e.*, not be on priority or probation, no outstanding trip issues)

Qualified candidates must take a trip trainer certification trip with an FSB staff member. The service provider and the COTR will coordinate to schedule the certification trip. During the trip, the staff member will act (roleplay) as a new observer trainee. The trip trainer candidate should perform all duties of a certified trip trainer (see *Trip Trainer Role Expectations* above), including submitting a full evaluation of the “trainee”. All trip documentation will use the “trainee’s” observer ID and trip number. The trip trainer candidate should perform as they would with a new observer, not an experienced staff member. The staff member may intentionally make mistakes common of a new observer.

After the trip, the FSB staff member will complete an evaluation of the trip trainer candidate (see *Trip Trainer Certification Evaluation*) for review by the FSB Data Quality Team. The Data Quality Lead will notify the observer and service provider if and when the candidate is approved. The candidate will be considered a certified trip trainer as of that date, and may act as a trainer for new observer trainees.

### Becoming Trip Trainer Certified in more than one Observer Program

Trip trainers may be certified in both the NEFOP and ASM programs and take observer trainees on both types of trips. The trainer must be complete trip trainer certification in one program before requesting an additional trip trainer certification. The trainer must meet the aforementioned qualifications for the program for which they are requesting additional certification, and may have to complete a second trip trainer certification trip.

Currently there are no requirements for trip trainers in the ASM or IFS program.

## Maintaining the Trip Trainer Certification

Trip trainer certification will expire one (1) year from initial certification, or one (1) year from the date of the last trip taken as a trip trainer. If the certification has lapsed, the service provider may request a review by FSB staff, who may decide to extend the certification by no more than six (6) months from the expiration date.

All trip trainers must maintain an average of at least 5 trips and 20 seadays within the 6 months prior to accompanying any new observer trainees on a Certification Training Trip in that program. The trainer may not accompany observer trainees on a gear type that they have not observed on themselves in the prior 6 months. This is to ensure that they are staying current on protocols and skills needed for a new observer. Exceptions to these criteria may be made on a case-by-case basis.

Trainers may not take observer trainees out if the trainer is on any priority or probationary status. They may resume trip trainer duties as soon as they complete the requirements of the priority or probation plan. If FSB receives negative feedback from industry members regarding a trip trainer's behavior or quality, on solo trips or as a trainer, they must immediately stop taking observer trainees while FSB investigates the matter. If the issue is determined to be a valid data quality concern, the trip trainer certification will be revoked. The service provider may request a review of the trip trainer certification no sooner than six (6) months after the date of revocation. FSB may decide at that time to reinstate trip trainer certification, with or without another trip trainer certification trip.

# NEFSC FSB Trip Trainer Certification Evaluation Sheet

Northeast Fisheries Science Center Fisheries Sampling Branch

Candidate's Name:	Candidate's Provider:
FSB Staff Name:	FSB Staff Position:
Obs/Trip ID:	Date of Trip:
Vessel:	Port:
Trip Type (circle one):      NEFOP      ASM	Gear Type:

To be completed by the FSB staff member acting in the role of a “trainee” on a trip trainer certification trip. Please evaluate the trip trainer candidate’s proficiency completing each task. Mark “Y” (yes) or “N” (no) to indicate that the candidate successfully performed each activity. Comments must be provided for any task for which “N” is indicated. Include any additional comments related to the candidate’s competence in the provided boxes and complete the summary on the last page. The trip trainer candidate must complete a Training Trip Evaluation for the “trainee”.

ACTIVITY	Completed Efficiently?		COMMENTS
<b>PREPAREDNESS</b>			
1. Review appropriate usage of all required reference materials, including: <ul style="list-style-type: none"> <li>• Operations Manual*</li> <li>• Data Entry Manual*</li> <li>• On Deck Reference Guide</li> </ul> *Electronic versions on tablet are acceptable	Y	N	
2. Review appropriate usage of all required equipment, including: <ul style="list-style-type: none"> <li>• Large and small scale, Marel scale</li> <li>• Calipers</li> <li>• LF board and strips</li> <li>• Digital camera</li> <li>• Field notebook</li> <li>• Electronic entry system (tablet)</li> </ul>	Y	N	
3. Ensure trainee explains observer duties to captain, and offers: <ul style="list-style-type: none"> <li>• Fishermen's Comment Card</li> <li>• Fishermen's Comment Log (if appropriate)</li> <li>• Data Request Form</li> </ul>	Y	N	

ACTIVITY	Completed Efficiently?		COMMENTS
<b>SAFETY CHECKLIST</b>			
4. Assist with completing the Pre-Trip Vessel Safety Checklist in a timely manner, including: <ul style="list-style-type: none"> <li>• Locating and obtaining accurate information from safety equipment</li> <li>• Asking for help from captain/crew when appropriate</li> </ul>	Y	N	
5. Bring all required safety equipment for self (trainer), and make sure trainee has gear, including: <ul style="list-style-type: none"> <li>• PFD (and wear on deck)</li> <li>• Immersion suit (and proper storage)</li> <li>• Personal EPIRB</li> </ul>	Y	N	<i>{List any equipment not brought}</i>
<b>GEAR INFORMATION</b>			
6. Ensure measurements of gear are taken properly, and configuration recorded accurately.	Y	N	
7. Discuss safety awareness, including: <ul style="list-style-type: none"> <li>• Identifying gear hazards</li> <li>• Deciding when to go out on deck</li> <li>• Using caution while on deck</li> </ul>	Y	N	
<b>HAUL INFORMATION</b>			
8. Make sure trainee records haul data in an organized manner, including: <ul style="list-style-type: none"> <li>• Dates/Times/Locations</li> <li>• Environmental Conditions</li> <li>• Gear Condition</li> </ul>	Y	N	
<b>SPECIES ID</b>			
9. Review species identification and field characteristics <ul style="list-style-type: none"> <li>• Reference observer resources for identification</li> </ul>	Y	N	
<b>CATCH ESTIMATION</b>			
10. Review and help implement proper catch estimation techniques	Y	N	
11. Ensure trainee records accurate data in an organized manner, such as: <ul style="list-style-type: none"> <li>• All actual and estimated weights (e.g., tally/tote)</li> <li>• Checker pen dimensions and depths</li> <li>• Subsample weights</li> </ul>	Y	N	

ACTIVITY	Completed Efficiently?		COMMENTS
<b>BIOLOGICAL SAMPLING</b>			
12. Discuss how to establish a safe and operational sampling station, with view of all catch	Y	N	
13. Instruct and/or demonstrate taking biological samples from priority species, such as: <ul style="list-style-type: none"> <li>• Length frequencies</li> <li>• Age structures (NEFOP)</li> <li>• Refer to On Deck Reference Guide, as needed</li> </ul>	Y	N	
<b>PROTECTED SPECIES</b>			
14. Review where and how a marine mammal watch would be performed (NEFOP)	Y	N	
15. <i>If an incidental take occurs, help:</i> <ul style="list-style-type: none"> <li>• Collect incidental take data and photos</li> <li>• Collect samples (NEFOP)</li> <li>• Follow incidental take protocols</li> </ul>	Y	N	
<b>OVERALL</b>			
16. Facilitate communication with the captain and crew.	Y	N	
17. Identify and correct any mistakes made by trainee.	Y	N	
18. Overall attitude and ability to relay information to a trainee. (Mark on a scale of 1 to 5, with 1 being very poor and 5 being excellent).			

**ADDITIONAL COMMENTS:**

Summarize the candidate’s overall performance during the training trip. Be sure to include feedback on both positive (what they did well) and negative (where they can improve) aspects, as well as the candidate’s potential ability to complete the duties of a trip trainer with observer trainees.

## A13. Program Standards



**UNITED STATES DEPARTMENT OF COMMERCE**  
**National Oceanic and Atmospheric Administration**  
 NATIONAL MARINE FISHERIES SERVICE  
 Northeast Fisheries Science Center  
 166 Water Street  
 Woods Hole, MA 02543-1026

## **NORTHEAST FISHERIES SCIENCE CENTER FISHERIES SAMPLING BRANCH**

### **NORTHEAST FISHERIES OBSERVER PROGRAM, INDUSTRY FUNDED SCALLOP OBSERVER PROGRAM, AND AT-SEA MONITORING PROGRAM**

The National Marine Fisheries Service (NMFS) Northeast Fisheries Science Center (NEFSC) Fisheries Sampling Branch (FSB) collects, maintains, and distributes data for scientific and management purposes in the Northwest Atlantic. FSB manages three separate but related observer programs: the Northeast Fisheries Observer Program (NEFOP), the Industry Funded Scallop (IFS) Observer Program, and the At-Sea Monitoring (ASM) Program. Here “observer” refers to any observer or monitor working for FSB.

### **PROGRAM STANDARDS**

This document outlines the program standards for all three FSB observer programs. Observers and trainees are required to maintain the FSB Program Standards including current and future training sessions, and for the entirety of their FSB observer career.

### **PHYSICAL STANDARDS**

Physical standards must be met and maintained for all FBS trainings, including current and future training sessions, and for the entirety of their FSB observer career.

#### **Physical Standards**

All observer candidates must be certified by a licensed physician to be physically fit to work as an observer on domestic commercial fishing vessels. The physician must understand the observers’ job and working conditions. Physical considerations include, but are not limited to:

1. Ability to swim 100 meters (tested during safety training)
2. Ability to swim 25 meters in an immersion suit (tested during safety training)
3. Ability to tread water for three minutes (tested during safety training)
4. Ability to don an immersion suit in 60 seconds or less (tested during safety training)
5. Ability to perform various water survival skills i.e. boarding life raft, cold water skills, etc. (tested during safety training)
6. Ability to climb a ladder
7. Ability to properly lift and carry 50 pounds
8. Ability to manage chronic motion sickness
9. Ability to live in confined quarters

A licensed physician must certify within 12 months prior to the end of the FSB observer’s initial training program that the applicant is physically capable of serving as an observer. Documentation must be provided to the program 14 calendar days *prior* to the observer applicants’ training start date. Any physical condition that could limit an observer duties while at sea or ashore may be grounds for a failed medical certification. Though not limited to, some examples are: asthma, heart conditions, current pregnancy, diabetes, joint conditions, previous injuries that may affect work performance, inner ear injuries, head injuries, etc.

Disclosure of Existing Medical Conditions: Please list any changes in your health since physician clearance.

If there are any medical conditions that may affect your ability to perform your duties as an observer trainee, please inform the training lead immediately and list them in the provided space below. Conditions may include, but are not limited to: asthma, heart conditions, current pregnancy, diabetes, joint conditions, previous injuries that may affect work performance (e.g. inner ear injuries, head injuries, back injuries, etc).

List any medical conditions below or record ‘NONE’

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Physical Standards not met and/or maintained are grounds for removal from any or all FSB observer certification programs.

I, \_\_\_\_\_ (Print Full Name), have fully read and understand the Physical Standards for an observer.

---

Signature

---

Date

### **SAFETY TRAINING ACKNOWLEDGEMENT OF RISK**

I, \_\_\_\_\_ (Print Full Name), recognize the activity in which I desire to participate involves risk of injury, which may include but are not limited to: striking objects when entering the water, cardiac arrest, ventricular fibrillation, inadvertent gasping and inhalation of water, sudden drowning syndrome or drowning from other causes, hypothermia, falls from walking on slippery surfaces, and other injuries which may occur due to the use of safety and survival equipment such as distress flares, liferafts, personal floatation devices, dewatering pumps, fire extinguishers, etc.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## STANDARDS of CONDUCT

Observers work in a self-supervised capacity and must maintain high standards of conduct. Observers are required to follow the outlined Standards of Conduct at all times. Standards of Conduct must be met and maintained for all FSB trainings, including current and future training sessions, and for the entirety of their FSB observer career.

Observers:

1. Must maintain a professional, respectful, and objective demeanor at all times
2. Must be able to work independently, while following technical instructions
3. Must be able to get along well with others
4. Must be able to collect and record data in an unbiased manner
5. Must not have ever been decertified as an observer, due to problems with data quality or standards of conduct, from any observer program. Observer's references of previous employment shall be verified by the observer provider, as a qualifying requirement
6. Must not provide false statements to the government. Any observer or observer candidate involved in falsification of data or false statements shall be removed from all FSB programs

Falsification of Data is defined as: *The act of deliberately or knowingly fabricating data collected during observed fishing trips, this includes intentional recording of inaccurate data, intentional omission or deletion of data, intentional plagiarism, or, in general, the selective alteration of data*

7. While employed as an observer, maintain professional relations with fishing industry members. Personal relationships with fishing industry members may lead to behaviors which violate the Standards of Conduct
8. Must wear appropriate work and field attire during all trainings and while working in the capacity as an FSB observer
9. Must demonstrate respect and the ability to follow confidentiality policies
10. Must not solicit or accept, directly or indirectly, any gratuity, gift, favor, entertainment, loan, or anything of monetary value from anyone who conducts fishing or fishing related activities that are regulated by NMFS, or who has interests that may be substantially affected by the performance or nonperformance of the official duties of an observer
11. Must not engage in any use or distribution of illegal substances
12. Must not consume alcohol during training, debriefings, or up to six hours prior to deployment when working in the capacity as an observer
13. May be subject to random drug testing by their employer or by the US Coast Guard as a result of an investigation. Observers should not volunteer or agree to submit to a drug test at the request of a fishing vessel owner or operator.

14. Must complete their own trip paperwork and submit associated electronic data to NMFS within the appropriate timeframe
15. Shall arrive 1 hour prior to the scheduled departure time (reference Late Observer Policy)
16. Shall not sleep overnight onboard a vessel at dock nor be onboard alone without a vessel representative
17. May only sign authorized NMFS documents while employed as an FSB observer
18. May not work, collect data, or take samples for any program not approved by NMFS while working in the capacity as an FSB observer
19. Must submit all data and samples collected with the correct trip number to FSB within the appropriate time frame
20. Sign and adhere to the Training Standards
21. Sign and adhere to the Physical Standards and Acknowledgement of Risk
22. Sign and adhere to the Standards of Conduct (this document)
23. Sign and adhere to the Statement of Non-Conflict of Interest
24. Sign and adhere to the Statement of No Fisheries Related Convictions
25. Sign and adhere to NMFS FSB Confidentiality Agreement (provided during training)

Standards of Conduct not met and/or maintained are grounds for removal from any or all FSB observer certification programs.

I, \_\_\_\_\_ (Print Full Name), have fully read and understand the Standards of Conduct for an observer.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## STATEMENT OF NON-CONFLICT OF INTEREST

I, the undersigned, of this document, declare under penalty of perjury, under the laws of the United States of America that all statements contained in this document are true and correct, with full knowledge that all statements made in this document are subject to investigation. Any false or dishonest answer to any question may be grounds for denial or termination by FSB of an observer candidate and/or decertification as an FSB observer. The signer of this document is free from a conflict of interest<sup>1</sup> as described in the following paragraph:

An observer:

- (i) Must not have a direct<sup>2</sup> or indirect interest (financial or otherwise) in the fishery the observer is covering, managed under Federal regulations, including, but not limited to:
  - a. any ownership, mortgage holder, or other secured interest in a vessel or processor involved in the catching, taking, harvesting or processing catch
  - b. any business selling supplies or services to any vessel or processor in the fishery the observer is covering
  - c. any business purchasing raw or processed products from any vessel or processor in the fishery the observer is covering
  - d. any groundfish sector or sector manager
  - e. advocacy groups
  - f. research institutions
  - g. consultant groups
- (ii) Must not have any close family members including but not limited to spouse, parent, child, or siblings or other members of their household with a direct or indirect interest in the fishery the observer is covering, as defined above (a-g)
- (iii) May not serve as an observer on any vessel or at any shore-side facility owned or operated by a person who previously employed the observer
- (iv) May not solicit or accept employment as a crew member or an employee of a vessel or shore-side facility in a commercial fishery while assigned as an observer to any vessel or shore-side owned by the assigned vessel's owner

<sup>1</sup> Conflict of Interest: participation in activities or relationships with other persons, resulting in the impairment or possible impairment of a person's objectivity in performing the contract work.

<sup>2</sup> Direct Financial Interest: any source of income to, or capital investment or other interest held by, an individual, partnership, or corporation or an individual's spouse, immediate family member or parent that could be influenced by performance or nonperformance of observer or observer provider duties.

- (v) Must perform one's duties as an observer without regard to any preference by representatives of fishing vessels
- (vi) Must not solicit or accept, directly or indirectly, any gratuity, gift, favor, entertainment, loan, or anything of monetary value from anyone who conducts fishing or fishing related activities regulated by NMFS, or who has interests that may be substantially affected by the performance or nonperformance of the official duties of an observer

- (vii) Must not, in any way, misuse his/her position, including, but not limited to improper use or disclosure of information, aiding in a known violation, falsification of data, or failure to report complete and accurate data

I \_\_\_\_\_, hereby claim, to the best of my  
 Enter Full Name  
 knowledge, to be free from any conflict of interest, with regards to becoming a FSB observer.

Statement of Non-Conflict of Interest not met and/or maintained are grounds for removal from any or all FSB observer certification programs.

I, \_\_\_\_\_ (Print Full Name), have fully read and understand the Statement of Non - Conflict of Interest for an observer.

\_\_\_\_\_  
 Signature Date

Northeast Fishery Observer Program (2012). *Contract: Section H.2 Conflict of Interest*, NOAA, NMFS, NEFSC, FSB  
 Solicitation Number:  
 Bridge Contract: EA-133F-12-RP-0058  
 IDIQ Contract: EA133F-11-RP-0153

Northeast Fisheries At-sea Monitor Program (2012). *Contract: Section H.2 Conflict of Interest*, NOAA, NMFS, NEFSC, FSB  
 Solicitation Numbers:  
 MRAG, Americas: EA133F10CQ0015  
 AIS, Inc.: EA133F10CQ0011  
 East West Technical Services: EA133FCQ0012

Department of Commerce NOAA 50 CFR Part 648 (2007). *Northeast Federal Registry Volume 72, No. 113 Fisheries of Northeastern United States; Atlantic Sea Scallop Fishery; Amendment 13*



## A14. Pre-Trip Vessel Safety Checklist (PTVSC)

Vessel name

[Grid for Vessel name]

Trip ID

[Grid for Trip ID]

Hull number

[Grid for Hull number]

Date landed (MM/DD/YYYY)

[Grid for Date landed]

Northeast Fisheries Science Center, Fisheries Sampling Branch  
**PRE TRIP VESSEL SAFETY CHECKLIST (PTVSC)**

For each safety item shade **■** in the appropriate box.  
**Y = yes, N = no, NR = not required**

It is **MANDATORY** that all safety items on board a fishing vessel that are highlighted in **BOLD** print be current (not expired) in order for an observer to deploy on a trip.

Please comment on any safety or stability related issues in the provided spaces on the back of the PTVSC

**Y**   **N**   **NR**

**Vessel Orientation**

**Current USCG Commercial Fishing Vessel Safety Examination Decal**

**\*Required for all vessels carrying an observer on board**

Safety Decal Number [Grid] Expiration [Grid] (MM/YY)

**Emergency Position Indicating Radio Beacon (EPIRB)**

**\*Required for all vessels operating beyond 3 miles**

Hydrostatic release service expiration [Grid] (MM/YY)

Battery expiration [Grid] (MM/YY)

Does the alphanumeric code (UIN) on the NOAA SARSAT decal match the UIN code on EPIRB?

Is the EPIRB registered to the vessel or vessel owner? Expiration [Grid] (MM/YY)

**Life raft(s)**

**\*Not required for vessels within 12 mi. of coast, ≤ 3 people and length <36'.**

Hydrostatic release service expiration [Grid] (MM/YY)

Raft service (repack) expiration [Grid] (MM/YY)

Capacity [Grid]

Is the life raft configured correctly? See back of sheet for figure of the hydrostatic release

**Immersion suits and personal flotation devices**

**\*PFDs are required to be worn by the observer while out on deck**

Are there enough for everyone on board? Keep yours easily accessible.

**Life rings**

**Vessels <26' = cushion, >26' = 1 life ring buoy, >65' = 3 life ring buoys**

**Fire extinguishers**

**\*Not required for vessels <26' with outboard motor(s) and portable fuel tanks**

**Emergency signaling flares** \*Check expiration dates

**<3mi. = night light and smoke or 3 day/night flares; >3mi. = 3 parachute, 6 hand held, 3 smoke**

**First aid material**

**Radio(s)**

Were there any stability concerns/issues, either because of behavior or vessel design, during this trip? **\*See back of sheet for examples. If yes, please comment.**

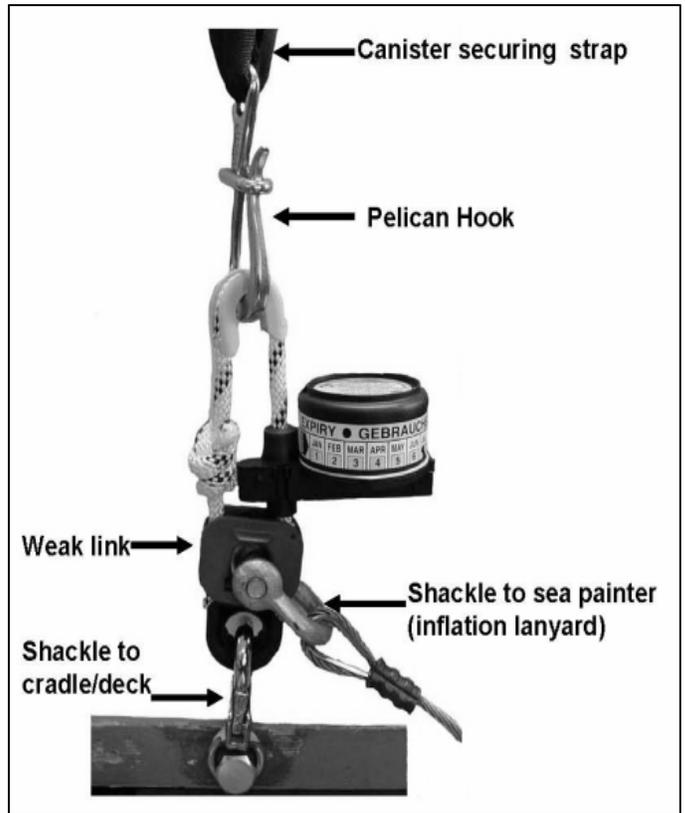
Did you provide any additional comments?

The following is a suggested list of examples that you should check or consider while doing a vessel walk through. They are listed here to assist you in determining the relative safety of a particular vessel. A more comprehensive list is detailed in the program manual.

- Note potentially hazardous areas/conditions (e.g. winches, overhead wires, rusted or worn shackles and blocks, combustible items, exposed exhaust pipes/manifolds, drive chains, pulleys or belts)
- Visualize egress routes for all possible emergency scenarios (fire, flooding, dark, capsizing) and mentally note landmarks
- Is the life raft and EPIRB located in a float free area? Would you be able to access these items if conditions were icy or the wheelhouse was on fire?
- Is there a station bill posted and is your role clear during all shipboard emergencies?
- Discuss with the captain if safety drills are conducted on this vessel? (May include fire, flooding, abandon ship, etc.) Will one be conducted when you are on board?

The following are examples of things to consider related to the vessel design or fishing practices which may compromise vessel stability.

- Note the roll period of the vessel (quick, snappy roll is more stable than a slow or sluggish roll)
- Does the vessel list excessively?
- Do the fishing practices involve a pattern of towing heavy bags or dumping the catch to one side of the vessel?



**Safety Comments**

**Stability comments**

**WHEN WAS THE LAST TIME YOU CHECKED YOUR PERSONAL SAFETY EQUIPMENT?**

Check the appropriate box for the method that was used to verify EPIRB expiration dates:

I visually inspected the EPIRB; Record EVIC information below if one was issued  
 EVIC number       Date issued     (MM/YY)

I used a previously issued EVIC; Record EVIC information below  
 EVIC number       Date issued     (MM/YY)

I used approved USCG documentation that was issued within the last 90 days (comments & expiration dates required)

Signature \_\_\_\_\_

Date \_\_\_\_\_

**A15. Informational**  
**Reminders:** for PTVSC,  
EPIRBs, EVICs, life rafts  
and SDR procedures



October 11, 2017

MEMORANDUM FOR: A.I.S., Inc.,  
East West Technical Services,  
Fathom Resources LLC, and  
MRAG Americas  
At-Sea Monitors, Industry Funded Scallop Observers, and Northeast  
Fisheries Observer Program Observers

FROM: Amy S. Martins *BSA for Amy Martins*  
Branch Chief, Fisheries Sampling Branch (FSB)

SUBJECT: Informational Reminders for Completing the Pre-Trip Vessel Safety  
Checklist, EPIRB Visual Inspection Card, Valise Life Rafts, and  
Safety Deficiency Reporting Procedures

The purpose of the Pre Trip Vessel Safety Checklist (PTVSC) is to improve safety at sea for all observers, increase personal safety awareness, and provide accurate, vessel specific, safety information to Fisheries Sampling Branch (FSB). These data are closely reviewed by FSB staff by a process which includes comparing data collected from previous trips and performing random vessel checks in the field. Lately, there has been some confusion on how to properly record and/or use some of the items on the PTVSC. The following information explains proper protocols as it relates to Emergency Position Indicating Radio Beacons (EPIRBs), EPIRB Visual Inspection Cards (EVICs), life rafts and Safety Deficiency Reporting (SDR) procedures.

#### **Verifying the Emergency Position Indicating Radio Beacon (EPIRB)**

- **Visual Inspection** - The captain or a qualified crew member removes the EPIRB from the mounting bracket or housing unit for the observer to visually inspect the hydrostatic release, battery and NOAA COPAS-Search and Rescue Satellite Aided Tracking (SARSAT) registration expiration dates, and to confirm that the unit is registered to the vessel and the alphanumeric Unique Identification Numbers (UIN) on the registration and EPIRB match. Record the expiration dates in the appropriate boxes on the front of the PTVSC. When applicable, complete and issue an EPIRB Visual Inspection Card (EVIC)<sup>1</sup>. Complete the back, bottom section of the PTVSC by shading the *Visual Inspection* box and carefully record the *EVIC Number* and *Date Issued*. **Observers are never allowed to remove the EPIRB from its bracket or housing unit to conduct a visual inspection.**

<sup>1</sup> Refer to section "Issuing an EPIRB Visual Inspection Card (EVIC)" for additional information

- **Previously Issued EVIC** - The captain will provide the observer with a previously issued EVIC and if not expired, the observer will shade the *YES* boxes related to the EPIRB and but will NOT record the expiration dates on the front of the PTVSC. The back, bottom section of the PTVSC will be completed by shading the box for the second verification option and carefully recording the *EVIC Number* and *Date Issued*. If an EVIC has expired or was issued more than 90 days prior, the observer is required to visually inspect the EPIRB. Observers may also choose to visually inspect the EPIRB instead of using this form of documentation.
- **Approved United States Coast Guard (USCG) Documentation** - Acceptable documentation would be the USCG Commercial Fishing Vessel Safety Exam (CFVSE) form that lists all the EPIRB expiration dates (hydrostatic release, battery, NOAA registration and the UIN ("Beacon ID")). The exam form must have been completed within the last 90 days. If these criteria are met then shade the *YES* boxes related to the EPIRB and record the expiration dates on the front of the PTVSC. Complete the back, bottom section of the PTVSC by shading the *Approved USCG documentation* box and provide comments in the comment section. DO NOT issue an EVIC. If the examination form does not include the expiration dates, UIN or the safety exam occurred more than 90 days ago, the observer is required to visually inspect the EPIRB. Observers may also choose to visually inspect the EPIRB instead of using this form of documentation.

### **Additional EPIRB Information**

In situations where the expiration dates on the EPIRB equipment are illegible or not visible, the observer may use alternate paperwork to verify the expiration dates, including:

- USCG documentation that lists expiration dates and was issued within the last 90 days
- A receipt showing that the hydrostatic release was purchased within the last 2 years
- A sticker placed by the manufacturer or installer with a legible expiration date
- A current, previously issued EVIC
- A confirmation email or screen shot from the NOAA SARSAT website that shows that the EPIRB is currently registered to the vessel with NOAA and the UIN matches that of the EPIRB if the vessel is waiting for the registration decal to arrive. If the registration is expired, the vessel owner or captain can reregister the EPIRB by going online to the [NOAA SARSAT Beacon Registration](#) site.

If a vessel is not required to carry an EPIRB but has one on board, all expiration dates need to be current for an observer to deploy. In these cases, the expired EPIRB can either be removed from the vessel or be marked “for training” or “demonstration only” for the observer to take the trip.

### **Issuing an EPIRB Visual Inspection Card (EVIC)**

The purpose of the EVIC is to provide observers with additional options and flexibility when inspecting EPIRBs and to reduce the burden placed on the fishermen in having to remove the EPIRB for a visual inspection every trip. To issue a card, an observer **MUST** visually inspect the EPIRB, record the hydrostatic release, battery, and NOAA registration expiration dates and note whether the UINs match and the unit is registered to the vessel on the front of the PTVSC. When completing the EVIC, please note that there are two sections to record the expiration date of the EVIC. The expiration date recorded in the first (top) section is to be used if all components on the EPIRB will not expire over the next 90 days. The second (bottom) section is to be completed if one or more of those components will expire over the next 90 days. If multiple items expire within 90 days, only record the date of the component with the earliest expiration. Complete the EVIC by recording the *Date Issued* and *Vessel Name*, fill in the single, appropriate *EVIC Expiration Date*, then *Sign* and record your *ObsID*. **Observers are not to record the expiration dates of all EPIRB components nor of other safety equipment on either side of this card.** The observer will explain the purpose of the card to the captain, inform them that the card is good for 90 days, or until a component of the EPIRB expires if it is within 90 days, and recommend that the card be kept in an accessible area to show to future observers.

An observer has the option to visit a vessel the day before departing on a trip to issue an EVIC and complete the EPIRB section of the PTVSC. Again, this is in place to help eliminate some of the stress associated with checking the EPIRB at the beginning of the trip.

### **Life Rafts**

The life raft on a vessel must be visually inspected before every trip in order to obtain the expiration dates for the hydrostatic release and annual repacking/servicing, to make sure the raft has sufficient capacity for everyone on board (including the observer), and to ensure it is configured correctly with a hydrostatic release or approved mechanism to ensure the raft will “float free” in an emergency.

In situations where the expiration dates on the life raft are illegible or not visible, the observer may use alternate paperwork to verify the expiration dates, including:

- A receipt showing that the hydrostatic release was purchased within the last 2 years
- A sticker placed by the manufacturer or installer with a legible expiration date

If a vessel is not required to carry a life raft, but has one on board, all expiration dates must be current for an observer to deploy. In these cases, the expired life raft can either be removed from the vessel or be marked “for training” or “demonstration only” for the observer to take the trip.

### **Life Raft Capacity and Valise Life Rafts**

The capacity of the life raft should accommodate everyone, including the observer, for the duration of the trip. If the presence of the observer exceeds the capacity of the life raft then arrangements can be made by the contractor to supply the vessel with a valise life raft. A valise life raft is provided as a courtesy to meet life raft capacity requirements, however, it CANNOT be used to take place of a raft on board the vessel if the annual servicing or hydrostatic release dates are expired. Observers should complete the *Life Raft* section of the PTVSC with expiration dates of the vessel's installed life raft and provide the service expiration date and capacity of the valise life raft in the comments.

If a valise life raft is not available, the captain can choose to either leave a crew member on shore, or obtain another life raft of sufficient capacity for everyone on board. In the case of the latter, the observer would record the capacity and expiration dates of the new raft and ensure it is installed correctly before deploying.

### **Do Not Deploy and Safety Deficiency Reporting (SDR) Procedures**

**Observers are not permitted to sail on vessels without completing the entire PTVSC or with expired or insufficient safety equipment.** If an observer is unable to visually inspect gear because the captain or crew are unwilling to assist, or if they encounter gear that is expired or in insufficient quantity while completing the PTVSC that cannot be replaced in a timely manner, they should contact their Area Coordinator, not deploy on the trip and follow the proper SDR procedures as listed:

1. Complete the PTVSC to the best of your ability, including the dates of the expired equipment
2. Fill out 2 copies of the OLE Letter, handing one copy to the captain, clearly specifying the vessel has been selected for an observer and if they deploy without an observer they will be in violation. Copies of this letter are provided in the Regulator Compliance Folder and should always be carried by observers
3. Log onto the NOAA Observer Web Portal and complete an Incident Report with reason "Safety Deficiency"
4. Submit an Incident Report within 12 hours and mail FSB a copy of OLE letter and the PTVSC in the provided pre-addressed, stamped envelopes within 24 hours of incident

If an observer is unable to inspect safety equipment due to unsafe conditions (e.g., icing) or if expiration dates or UINs are illegible or not marked and proper paperwork is absent, observers should not deploy, but should not issue an SDR. In these instances, observers should call their Area Coordinator and submit an Incident Report with reason "Concerns about Safety" within 12 hours.

Observers always have the right to refuse deployment on any vessel for safety related concerns. If this occurs because of issues not covered on the PTVSC, the observer will contact their Area Coordinator and submit an Incident Report with reason "Concerns about Safety" within 12 hours.

### **Data Quality Measures**

Observers are required to adhere to all protocols and standards listed above and submit complete and accurate Safety Checklists. FSB staff will follow-up on any concerns or errors identified on the PTVSC, including not checking essential safety equipment, not collecting required expiration dates, deploying on vessels with expired or insufficient safety equipment, or if patterns of trips with unacceptable numbers of blanks or formatting errors develop. Depending on the severity of the issue, observers may be placed on priority or probation.

If you feel you may need some additional training or have any question regarding safety equipment, the PTVSC, or EVIC, please contact Ken Keene ([kenneth.keene@noaa.gov](mailto:kenneth.keene@noaa.gov), 732-872-3070) or Kara Gibbons ([kara.gibbons@noaa.gov](mailto:kara.gibbons@noaa.gov), 508-495-2154).

#### Attachments:

Pre-Trip Vessel Safety Checklist (PTVSC)

EPIRB Visual Inspection Card (EVIC)

Office of Law Enforcement (OLE) Letter

**EPIRB VISUAL INSPECTION CARD  
NMFS NORTHEAST FISHERIES OBSERVER PROGRAM**

14664

On \_\_\_\_\_ (mm/dd/yy), onboard the F/V \_\_\_\_\_ (vessel name), I visually inspected the expiration dates for the Emergency Position Indicating Radio Beacon (EPIRB) hydrostatic release, battery and NOAA SARSAT registration. These items will NOT expire during the next 90 days, which will be on \_\_\_\_\_ (mm/dd/yy). I also verified that the UIN on the NOAA SARSAT decal matches the UIN code on the EPIRB.

**- - IF ITEMS WILL EXPIRE WITHIN 90 DAYS LIST DATES BELOW - -**

EPIRB hydrostatic release : \_\_\_\_\_ (mm/yy) EPIRB NOAA SARSAT registration: \_\_\_\_\_ (mm/yy)

EPIRB battery expiration date: \_\_\_\_\_ (mm/yy)

.....  
Observer Id: \_\_\_\_\_ Observer signature: \_\_\_\_\_

This card is for the vessel's records and may be presented to subsequent observers when completing their PRE TRIP VESSEL SAFETY CHECKLIST and safety orientation. Observers are not to open or handle the EPIRB to obtain these dates. Observers are not to record the expiration dates for other safety equipment on this form. The captain or other designee must handle the EPIRB. The USCG encourages monthly inspections of your EPIRB. OMB Control No. 0648-0593 thru 11/30/2015



UNITED STATES DEPARTMENT OF COMMERCE  
 National Oceanic and Atmospheric Administration  
 NATIONAL MARINE FISHERIES SERVICE  
 GREATER ATLANTIC REGIONAL FISHERIES OFFICE  
 55 Great Republic Drive  
 Gloucester, MA 01930-2276

DATE: \_\_\_\_\_

To whom it may concern:

The F/V \_\_\_\_\_, official number or state vessel license number \_\_\_\_\_, has been selected on \_\_\_\_\_ to carry a National Oceanic and Atmospheric Administration (NOAA) National Marine Fisheries Service (NMFS) certified observer, but has been deemed inadequate or unsafe to carry an observer due to the following conditions.

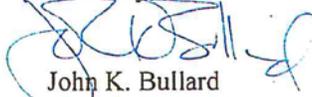
- \_\_\_\_\_ The vessel does not have a current United States Coast Guard (USCG) Commercial Fishing Vessel Safety Examination (CFVSE) decal or written exemption from the decal requirement.
- \_\_\_\_\_ The Vessel does not have one or more of the following safety devices currently inspected, in working order, and in sufficient quantity:
  - \_\_\_\_\_ (1) Personal floatation devices/immersion suits;
  - \_\_\_\_\_ (2) Ring buoys or other allowable floatation;
  - \_\_\_\_\_ (3) Distress signals;
  - \_\_\_\_\_ (4) Fire extinguishing equipment, when required;
  - \_\_\_\_\_ (5) Emergency position indicating radio beacon (EPIRB), when required; and
  - \_\_\_\_\_ (6) Survival craft, when required, with sufficient capacity to accommodate the total number of persons, including the observer(s), that will embark on the voyage.

Because this vessel has been selected to carry an observer on its next fishing trip, it is illegal for this vessel to engage in the following fishing activity without an observer on board.

- 1) Any Category I or II fishery currently listed under the Marine Mammal Protection Act.
- 2) Any federally permitted fishery in the Northeast region listed in 50 C.F.R. Sections 648.11(a) and 697.12. Currently, those species are Atlantic Sea Scallops, Northeast Multispecies, Monkfish, Skates, Atlantic Mackerel, Squid, Butterfish, Scup, Black Sea Bass, Bluefish, Spiny Dogfish, Atlantic Herring, Tilefish, Atlantic Deep-Sea Red Crab, Summer Flounder (moratorium permit), American Lobster, Atlantic Surfclam, and Ocean Quahog.

An observer cannot depart on this vessel until the safety deficiencies identified above have been corrected. The owners and operators of vessels fishing in one of the fisheries listed above without carrying an observer or receiving a waiver to carry an observer may be subject to enforcement actions, which could include seizure and forfeiture of the vessel's catch, civil monetary penalties, and permit sanctions. Once the corrective measure(s) have been complete, please contact Sara Weeks for Northeast Vessels at (508) 642-6005 and Mike Tork for Mid-Atlantic Vessels at (508) 495-2339; (508) 274-4859.

Sincerely,

  
 John K. Bullard  
 Regional Administrator

  
 Tim Donovan  
 Acting Assistant Director, Northeast Enforcement Division  
 NOAA Office of Law Enforcement

OMB Control No.: 0648-0593  
 Expires on: 10/31/2018



## A16. Safety Deficiency Reporting Letter



DATE: \_\_\_\_\_

To whom it may concern:

The F/V \_\_\_\_\_, official number or state vessel license number \_\_\_\_\_, has been selected on \_\_\_\_\_, to carry a National Oceanic and Atmospheric Administration (NOAA) National Marine Fisheries Service (NMFS) certified observer, but has been deemed inadequate or unsafe to carry an observer due to the following conditions.

\_\_\_ The vessel does not have a current United States Coast Guard (USCG) Commercial Fishing Vessel Safety Examination (CFVSE) decal or written exemption from the decal requirement.

\_\_\_ The Vessel does not have one or more of the following safety devices currently inspected, in working order, and in sufficient quantity:

- \_\_\_ (1) Personal floatation devices/immersion suits;
- \_\_\_ (2) Ring buoys or other allowable floatation;
- \_\_\_ (3) Distress signals;
- \_\_\_ (4) Fire extinguishing equipment, when required;
- \_\_\_ (5) Emergency position indicating radio beacon (EPIRB), when required; and
- \_\_\_ (6) Survival craft, when required, with sufficient capacity to accommodate the total number of persons, including the observer(s), that will embark on the voyage.

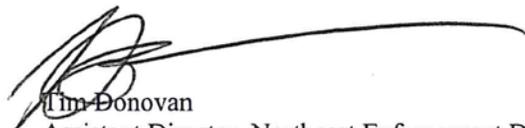
Because this vessel has been selected to carry an observer on its next fishing trip, it is illegal for this vessel to engage in the following fishing activity without an observer on board.

- 1) Any Category I or II fishery currently listed under the Marine Mammal Protection Act.
- 2) Any federally permitted fishery in the Northeast region listed in 50 C.F.R. Sections 648.11(a) and 697.12. Currently, those species are Atlantic Sea Scallops, Northeast Multispecies, Monkfish, Skates, Atlantic Mackerel, Squid, Butterfish, Scup, Black Sea Bass, Bluefish, Spiny Dogfish, Atlantic Herring, Tilefish, Atlantic Deep-Sea Red Crab, Summer Flounder (moratorium permit), American Lobster, Atlantic Surfclam, and Ocean Quahog.

An observer cannot depart on this vessel until the safety deficiencies identified above have been corrected. The owners and operators of vessels fishing in one of the fisheries listed above without carrying an observer or receiving a waiver to carry an observer may be subject to enforcement actions, which could include seizure and forfeiture of the vessel's catch, civil monetary penalties, and permit sanctions. Once the corrective measure(s) have been complete, please contact Sara Weeks for Northeast Vessels at (508) 642-6005 or Ken Keene for Mid-Atlantic Vessels at (732) 872-3070.

Sincerely,

  
 Michael Pentony  
 Regional Administrator

  
 Tim Donovan  
 Assistant Director, Northeast Enforcement Division  
 NOAA Office of Law Enforcement



OMB Control No.: 0648-0593  
 Expires on: 10/31/2018

Revised 03/2018

## A17. Vessel Safety Gear Expiration Reminder



February 26, 2019

MEMORANDUM FOR: A.I.S., Inc.,  
East West Technical Services,  
Fathom Resources LLC, and  
MRAG Americas  
At-Sea Monitors, Industry Funded Scallop Observers, and  
Northeast Fisheries Observer Program Observers

FROM: Amy S. Martins   
Branch Chief, Fisheries Sampling Branch (FSB)

SUBJECT: Vessel Safety Gear Expiration Reminder

This memo serves to remind of the requirement that a vessel's safety gear, as checked on the vessel safety checklist (50 CFR § 600.746(f)), **needs to be "current" for the entirety of the trip** (50 CFR § 600.746(h)):

*(f) Vessel safety check. Prior to the initial deployment, the vessel owner or operator or the owner or operator's designee must accompany the observer in a walk through the vessel's major spaces to ensure that no obviously hazardous conditions exist. This action may be a part of the vessel safety orientation to be provided by the vessel to the observer as required by 46 CFR 28.270. The vessel owner or operator or the owner or operator's designee must also accompany the observer in checking the following major items as required by applicable USCG regulations:*

- (1) Personal flotation devices/ immersion suits;*
- (2) Ring buoys;*
- (3) Distress signals;*
- (4) Fire extinguishing equipment;*
- (5) Emergency position indicating radio beacon (EPIRB), when required, shall be registered to the vessel at its documented homeport;*
- (6) Survival craft, when required, with sufficient capacity to accommodate the total number of persons, including the observer(s), that will embark on the voyage; and*
- (7) Other fishery-area and vessel specific items required by the USCG.*

*(h) Duration. The vessel owner or operator is required to comply with the requirements of this section when the vessel owner or operator is notified orally or in writing by an observer, a NMFS employee, or a designated observer provider, that his or her vessel has been selected to carry an observer. The requirements of this section continue to apply through the time of the observer's boarding, at all times the observer is aboard, and at the time the observer disembarks from the vessel at the end of the observed trip.*

Prior to deployment, an observer/monitor/coordinator should discuss with the vessel operator the expected length of the trip and expiration of the vessel's safety equipment. If it becomes apparent that any USCG required safety gear is to expire during the voyage, an observer/monitor cannot deploy.

If the vessel operator is unsure of the exact return date, a reasonable estimate will suffice. If the captain offers the observer a range of days, the observer should assume the longer duration when calculating the expected date land. If safety gear expires within those dates, an observer/monitor cannot deploy. If expiry dates are outside, but close to, the estimated dates, it is best practice to alert the vessel operator of the expiring gear. The observer/monitor should make the operator aware that if the vessel is boarded while expired gear is on board there can be detrimental consequences set upon them by the USCG (i.e., termination of trip, enforcement actions, etc.).

For observer deployments with multiple trips (including aborted or transit trips), if a vessel is to land from a trip that has gone longer than expected and any piece of safety equipment has expired while at sea, the vessel must replace the gear before the observer redeploys with the vessel. The observer is required to conduct a complete safety check prior to the next trip within that deployment if any safety equipment has been replaced.

Again, if safety gear expires during a planned voyage (standard and/or transit trips), an observer/monitor **cannot** deploy. Inform the vessel operator of the concern and issue an OLE Corrective Measures Letter (SDR Letter) accordingly.

For questions about vessel safety gear contact:

Ken Keene

NEFSC FSB Mid-Atlantic Area Lead/Observer Safety Coordinator

Office Phone: 732-872-3070, Cell Phone: 774-392-7606

E-mail: [Kenneth.Keene@noaa.gov](mailto:Kenneth.Keene@noaa.gov)

Attachments:

1. Pre-Trip Vessel Safety Checklist (PTVSC)

## A18. Proper Usage of Valise Life Rafts



November 1, 2017

MEMORANDUM FOR: A.I.S., Inc.,  
East West Technical Services,  
Fathom Research LLC, and  
MRAG Americas  
At-Sea Monitors, Industry Funded Scallop Observers, and  
Northeast Fisheries Observer Program Observers

FROM: Amy S. Martins   
Branch Chief, Fisheries Sampling Branch (FSB)

Ken Keene  
Mid-Atlantic Area Lead/Safety Coordinator 

SUBJECT: Proper Usage of Valise Rafts

The NEFSC Fisheries Sampling Branch would like to reiterate the proper usage of valise rafts by NEFSC FSB certified observers. Per USCG regulations, "A valise-packed inflatable liferaft may be carried in addition to the vessel's installed liferaft to meet the aggregate capacity to accommodate the total number of individuals on board the vessel when the addition of a NMFS observer on board the vessel causes the number of persons to exceed the capacity of the vessel's liferaft." A valise packed liferaft **CANNOT** be used in place of a vessel's liferaft. For example, if a vessels raft is out for service, you **CANNOT** substitute a valise raft. A second example, if a vessels raft is out of service date, you **CANNOT** use a valise packed liferaft as a substitute, even though the vessel liferaft is on board.

When **CAN** valise packs be used? When an observer's presence exceeds the number of allowable people as delineated by a vessels in-service liferaft (see USCG Memorandum below). Again, FSB cannot stress enough the importance that we are using valise packed liferafts correctly. They are only to be used when the observer's presence exceeds the total allowable persons on board for the vessel's liferaft. A vessel **MUST** have its own liferaft that accommodates all persons on board, is within service date, is USCG or SOLAS approved, and is setup correctly for float-free deployment for a valise raft to be utilized by our observer program.

Thanks for your attention to this matter. Any questions feel free to contact: Ken Keene:  
kenneth.keene@noaa.gov, 732-872-3070  
Kara Gibbons: kara.gibbons@noaa.gov, 508-495-2154

Attachment:  
Final CG Approval - Valise Liferaft Memo to D7



16711

JUL 15 2008

## MEMORANDUM

From:   
M. M. ROSECRANS  
(COMDT) CG-5433

Reply to: CG-5433  
Attn of: Jack Kemerer  
202-372-1249

To: CGD SEVEN (dp)

Thru: CG LANTAREA (Ap)

Subj: NMFS OBSERVERS AND VALISE PACKED LIFERAFTS

Ref: (a) CGD SEVEN (dp) Memorandum 16711 of 3 June 2008  
(b) NOAA Fisheries and USCG Memorandum of Agreement on Observer Safety dtd 21 December 2004  
(c) Requirements for Commercial Fishing Industry Vessels, 46 CFR Part 28  
(d) Implementation of Lifesaving Equipment Requirements for Commercial Fishing Vessels, NVIC 1-92 and Change 1  
(e) COMDT (G-MVI-4) Letter 16711.10 of 18 December 1993

1. Issue. The NMFS Observer Program Managers and USCG District Prevention and CFVS Program Managers have requested interpretation and guidance on the use of valise-packed inflatable liferafts by NMFS observers, such as in reference (a). This is particularly applicable when an observer embarks on a fishing vessel that has an installed inflatable liferaft with sufficient capacity to accommodate only the crew of the vessel. The question then is whether or not the carriage of a valise-packed liferaft in addition to the currently installed liferaft provides an acceptable safety equipment level and such carriage is consistent with the intent and letter of the requirements set forth in 46 CFR Part 28.

### 2. Discussion.

a. References (b) through (e) state and discuss safety and survival equipment requirements regarding commercial fishing vessels. On smaller vessels, the installed liferaft often only has the capacity to accommodate the crew and not the NMFS observer. These may be four-man, non-SOLAS, but Coast Guard-approved liferafts. In these instances, NMFS has provided the observer with a valise-packed liferaft to ensure there is survival craft capacity for the observer. This action has been accepted by the Coast Guard as meeting the equipment requirements. There has been no change to the Coast Guard's acceptance of a NMFS observer bringing aboard a valise-packed liferaft that is Coast Guard-approved to meet the aggregate survival craft capacity to accommodate the total number of individuals on board the vessel.

b. In order for the observer's valise-packed liferaft to be acceptable for use and meet the survival equipment requirements onboard a commercial fishing vessel, the valise liferaft must be Coast Guard approved, as must the vessel's installed liferaft. A valise-packed liferaft will carry a 160.051/...series Coast Guard approval number. A valise-packed liferaft is not a SOLAS-approved liferaft, but is Coast Guard-approved for domestic service. The liferaft must also be fitted with a service pack appropriate to the area in which the vessel will be operating.

- c. Service pack types for non-SOLAS liferafts and valise-packed liferafts include:
- "Ocean Service" or "Ocean Service (A)" – for operating beyond 50 miles of the coastline;
  - "Limited Service" or "Limited Service (B)" – for operating between 20-50 miles of the coastline, cold waters; or
  - "Coastal Service" – for operating between 20-50 miles of the coastline in warm waters, or beyond the Boundary Line between 12-20 miles of the coastline in cold waters.

Note: the above service pack and liferaft requirements apply to documented vessels and undocumented vessels with more than 16 individuals on board.

d. The intent of the regulations and the guidance provide in NVIC 1-92 is that each vessel must have one or more inflatable liferafts of a combined capacity large enough to accommodate every person on board, and its service pack type based on the vessel's operating area. Liferafts placed on a vessel after September 15, 1991 must be of a type approved by the Commandant. Coast Guard-approved SOLAS liferafts are for six persons or greater and will carry approval numbers in the 160.151/...series. Survival equipment packs on SOLAS liferafts are marked "SOLAS A" for Ocean Service and "SOLAS B" for Limited Service. SOLAS liferafts must be stowed so as to float free and automatically inflate in the event the vessel sinks. Coast Guard-approved Non-SOLAS liferafts, including valise-packed liferafts, for domestic service are for four persons or greater and will carry approval numbers in the 160.051/...series. The survival equipment packs installed on Non-SOLAS liferafts are as listed in paragraph 2.c. Non-SOLAS liferafts must be kept readily accessible for launching or be stowed so as to float free in the event the vessel sinks. A valise-packed liferaft that is placed in the wheelhouse or ready room can be considered readily accessible for launching if it is kept where it can be reached immediately without constraint and its access is not blocked in any way.

3. **Action.** The interpretations discussed above regarding carriage of valise-packed inflatable liferafts by NMFS observers whenever they embark on a commercial fishing vessel should be distributed to all units and personnel who are involved with examining commercial fishing vessels and enforcing safety regulations applicable to such vessels. Specifically, examiners and boarding personnel must understand the following:

- a. A valise-packed inflatable liferaft may be carried in addition to the vessel's installed liferaft to meet the aggregate capacity to accommodate the total number of individuals on board the vessel when the addition of a NMFS observer on board the vessel causes the number of persons to exceed the capacity of the vessel's liferaft.
- b. A valise-packed inflatable liferaft, when carried aboard a vessel by a NMFS observer, must be Coast Guard-approved, have a 160.051/...series approval number, and be fitted with the appropriate survival equipment pack for the area in which the vessel will be operating.
- c. A valise-packed inflatable liferaft, when carried aboard a vessel by a NMFS observer, must be placed or stowed where it is unobstructed and readily accessible for launching in an emergency.

#

Copy: All District (dpi)  
NOAA NMFS Observer Program Manager

## A19. Gear Certification Program Memorandum

## NEFSC Fisheries Sampling Branch Policies

### **Gear Maintenance**

The National Marine Fisheries Service (NMFS) Northeast Fisheries Science Center (NEFSC) Fisheries Sampling Branch (FSB) collects, maintains, and distributes data for scientific and management purposes in the northwest Atlantic Ocean. FSB manages three separate but related observer programs: the Northeast Fisheries Observer Program (NEFOP), the Industry Funded Scallop (IFS) Observer Program, and the At Sea Monitoring (ASM) Program. Here, "observers" refers to any observer/monitor working for the FSB.

#### Purpose

FSB observers carry a number of critical gear items on every deployment, such as safety equipment, sampling tools, and electronic devices. Because of the harsh working conditions at sea, gear must continually be updated, maintained, and replaced. Equipment that does not meet minimum standards can negatively affect the quality of data collected and compromise observer safety.

This memo outlines the proper maintenance and storage of observer gear. Following these guidelines will significantly extend the usability of the equipment, reducing cost to FSB and the observer providers, as well as minimizing the time observers spend getting new equipment.

FSB staff will review and verify observer gear whenever possible. Observers should bring all issued gear every time they come to the Observer Training Center ("Tech Park" in Falmouth, MA) for gear certification. At the time of the writing of this memo, the Gear Certification Program is still in a pilot phase, and a formalized memo will be distributed in the future.

#### Lost, Stolen, or Damaged Gear

The observer service provider is responsible for all NMFS-issued gear distributed to observers. Proper documentation is required in the event Government-issued gear is lost or stolen. The service provider is therefore required to provide the following:

1. Written statement (from observer) identifying the gear lost and manner in which the gear was lost, using the attached Gear Damage/Loss Report.
2. Police report describing the theft and identifying which items were stolen (required for stolen property only).
3. Reimbursement (equal to the value of the equipment when purchased) or replacement to the Government for the gear lost, if the observer is deemed to be at fault.

Gear that is damaged or suspected of not functioning properly should be immediately reported to FSB using the attached Gear Damage/Loss Report. Non-functioning equipment may not be used on observed fishing trips, as it may cause significant errors in data collection. FSB staff will assess damaged gear and work with manufacturers to repair the gear when possible. Any damage caused by negligence that requires repairs will be charged to the service provider.

In addition, FSB may place observers on probation status for significant gear neglect to either NMFS- or service provider-issued gear. Indications of gear neglect include significant damage outside of the normal wear-and-tear expected in the at-sea environment, or improper maintenance causing the gear to become unusable sooner than expected (*e.g.*, not rinsing metallic equipment in fresh water, causing substantial amounts of rust).

FSB will evaluate all gear whenever possible, and mark any gear that is inadequate for future use as “failing” the inspection. Observers may be recommended for probation if the following patterns of gear neglect are noted:

- 3 or more items “failing” a single gear inspection,
- the same item “failing” two or more inspections in a 6-month period, or
- any single “failed” item costing NMFS more than \$1000 in repair/replacement charges.

During the probation period, observers must:

- Follow all FSB guidelines for gear maintenance.
- Submit a digital photo of all gear laid out in such a manner that FSB staff can determine the physical condition of the gear:
  - Immersion suit taken out of bag, showing all accessories securely attached
  - Spring scales and calipers rinsed in fresh water, showing any rust
  - Marel scale rinsed in fresh water, with batteries removed and stored properly
    - At least one photo should show the scale number
  - Incidental take kits, with all items removed from bags
    - Close-up of turtle pliers and tags, showing any rust
  - ToughPad, showing any scratches, cracks, or debris
  - Digital camera, showing any scratches, cracks, or debris
    - The photo of the digital camera can be taken with the ToughPad camera
  - Photos should be uploaded at the same time as the trip, coded as “Observer Duties”
- Check the calibration of the scales and report to FSB after each trip, following the attached Self-Check Worksheet, including:
  - Small (10-lb) spring scale – test weight of 1 full gallon of water (such as a jug of water available at many stores)
  - Large (100-lb) spring scale – test weight of 1 full gallon and 3 full gallons of water
  - Marel (electronic) scale – perform 1-day calibration as described in the Marel scale maintenance documents
    - Record on both the Self-Check Worksheet and the Marel Scale Log
  - PIT tag scanner – test sample tag as described in the Observer Program Manual
- Immediately report any gear problems to FSB staff.

The photographs and worksheet submitted for each trip must be reviewed and approved by FSB staff before the observer may redeploy on another probation trip. After 3 trips, NMFS will decide whether the probation requirements have been satisfied.

If there is further evidence of gear neglect within 1 year of coming off probation, the observer may be recommended for decertification. If 1 year passes without a gear inspection, the observer must coordinate with FSB to arrange a gear inspection.

## Gear Usage

Observers are expected to carry and use their issued field gear on all deployments. This gear may be issued by NMFS or by the observer provider company. Lack of proper equipment can result in significant data loss.

On every trip, the following pieces of equipment are considered “critical gear”:

- Safety gear, including survival suit, personal locator beacon (PLB), and personal floatation device (PFD)
- Charged digital camera
  - Bringing an uncharged camera does NOT constitute being prepared for the trip. Cameras must be charged and ready to use at all times during an observed trip.
- Android tablets (currently only required on groundfish trips)
- Calipers (required on trawl, pot/trap, and dredge gears; strongly recommended on others)
- Length Frequency board(s) and strip(s)
- Spring scales and Marel scale (if issued)
- Incidental take kits, fully stocked
- Regulatory permits, forms to be given to captain (data release, OLE letters, etc.)
  - Rest of the Regulatory Compliance Folder recommended but not critical
- Observer identification (CAC)

If a piece of equipment was not brought on an observed trip, the observer must inform FSB as soon as possible after the trip lands. If issued a Marel scale but not able to bring it, a comment must be provided on the Marel Scale Worksheet indicating the reason.

FSB staff will evaluate reasons for not bringing equipment on a case-by-case basis. Events deemed “acceptable” may result in a warning. If an excuse is deemed “unacceptable”, that observer will be immediately placed on priority status for the next 3 trips. The observer will be allowed to deploy on back-to-back trips, but after the third trip they must wait for FSB to review their data and verify that all required equipment was brought.

*Example:* An observer reports that they cannot bring their Marel scale on a trip because the boat is too small. This is generally an acceptable reason, but FSB will compare with previous trips on that vessel. If multiple other observers were able to bring their Marel scale on the same boat recently, it will be considered an unacceptable excuse.

If an observer has a second incident of unacceptable missing gear, they will be put on probation for the next 3 trips. During probation they must take and submit a picture of all their gear on the vessel (the picture itself will serve as proof of the charged camera), and may not redeploy on the next trip until FSB has reviewed the picture and sent an approval notice.

## **NEFSC Fisheries Sampling Branch**

### **Gear Damage/Loss Report**

This form is used to document significant damage or loss to NMFS-issued sampling gear that is issued to an observer for use on commercial fishing trips. The observer to whom the gear was issued should complete as much information as possible, and submit to their COTR with the trip data logs (if damage/loss occurred at sea) or within 48 hours (if damage/loss occurred on land). If gear was stolen, a copy of the police report must be included.

**Lost or stolen ToughPads** must be reported to Erin Kupcha ([Erin.Kupcha@noaa.gov](mailto:Erin.Kupcha@noaa.gov)) immediately to protect confidential information.

Observer Name: \_\_\_\_\_ Observer ID: \_\_\_\_\_ Provider: \_\_\_\_\_

Gear Type: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Reported by: \_\_\_\_\_ Date: \_\_\_\_\_

Description of Damage/Loss: \_\_\_\_\_  
\_\_\_\_\_

Cause of Damage/Loss: \_\_\_\_\_  
\_\_\_\_\_

Observer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----  
For FSB Staff use only:

Additional Details: \_\_\_\_\_  
\_\_\_\_\_

Estimated cost to repair/replace: \$ \_\_\_\_\_ Date of estimate: \_\_\_\_\_

Outcome: \_\_\_\_\_ Signature: \_\_\_\_\_

**Fisheries Sampling Branch  
Observer Gear Certification Program  
Self-Check Worksheet**

Observer's Name: \_\_\_\_\_

Observer ID: \_\_\_\_\_

Observers on probation for gear negligence must complete this form after each probation trip, and submit it with their trip logs. If you have non-functioning or missing equipment, please contact FSB before deploying on your next trip. Describe any issues on back.

ITEM	DESCRIPTION	RESULT
Calipers	Good Condition, not rusted	Y / N
	Slide moves freely	Y / N
	Screw prevents slide from falling out	Y / N
Small Spring Scale	Good Condition, not rusted	Y / N
	Weight of 1 gallon of water	____. ____ lbs If not between 7.5 and 9.1, replace
	Scale Number	
Large Spring Scale	Good Condition, not rusted	Y / N
	Weight of 1 gallon of water	____ lbs If not between 7 and 9, replace
	Weight of 3 gallons of water together	____ lbs If not between 22 and 28, replace
	Scale Number	
Marel Scale	Good Condition	Y / N
	Calibration	Fit value: ____ Calibration weight: ____ lbs
	Scale Number	
Incidental Take Kits	Good Condition, dry	Y / N
	PIT Tag scanner reads test tag	Y / N
Immersion Suit	Good Condition, accessories attached	Y / N
Electronics	Good Condition, including accessories	Y / N

Observer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Safety Gear:

Observer safety is of utmost importance. Safety gear is required on every observed fishing trip. The safety gear issued to observers is comprised of:

- Personal Flotation Device (PFD)
- Immersion suit
- Personal Locator Beacon (PLB)
- Light, mirror, and whistle

## *Maintenance*

The PFD and immersion suit should be free of defects. All observers should be able to don an immersion suit in under 60 seconds. The immersion suit zipper should be waxed regularly (until it moves easily), and the suit should be stored with the zipper 1-2" from the bottom.

The PLB must have a current NOAA SART registration decal. In the case of an emergency, a non-registered PLB may cause delays to search and rescue teams. Expired PLB batteries must be replaced. Each PLB must be tested by the observer at least once per month to ensure proper working condition.

The PLB, light, mirror, and whistle should be attached to the immersion suit and placed securely inside the suit pocket. Long, tangled strings can inhibit or delay donning of the suit in an emergency.

Each observer should also have at least 10 EPIRB Visual Inspection Cards (EVICs) at any time. These are issued to vessels after a visual inspection of the vessel's EPIRB.

## Electronic Gear:

FSB issues several types of electronic gear that are used to capture and store information quickly, as well as to transmit real-time data. The electronic gear issued to observers will vary depending on program type, and is comprised of:

- Data Entry Hardware (iPAQ, ToughBook, and/or ToughPad)
- Digital Camera
- Accessories:
  - SD card(s)
  - Charger(s)
  - Adapter(s)

Electronics must always be brought to inspection fully charged and with all accessories. Chargers, SD cards, and adapters are individually assigned to a single observer, and should not be shared or transferred.

## *Maintenance*

The data entry software should be the most up-to-date version. The data entry hardware device should be in good working order. Although issued electronics are designed for the at-sea environment, they should not be left soaking in water. Screens and keyboards should be cleaned with a damp cloth using fresh water and then air-dried. Any fish scales or debris should be removed and parts should be brushed clean (*e.g.*, with an old toothbrush). Devices that are physically damaged (*e.g.*, broken screens) or malfunctioning may not be used.

Accessories should be kept with the device to which they are issued. Chargers and adapters should be kept clean and dry, and should be free from defects (*e.g.*, cut cables).

### Spring Scales:

Scales are critically important for weighing species on every trip. All observers are issued two spring scales, but the exact style may vary between observers and providers. The small scale is accurate to the tenths place and has a maximum load of 12-15 lbs. The large scale is accurate to the whole number and has a maximum load of 100 lbs or more.

#### *Maintenance*

Scales are prone to rust if not properly maintained. Some scales have small parts, such as indicator arrows, that can break or fall off during normal use, which decreases the accuracy of reading the weight. After repeated use, the springs in the scales will stretch, resulting in inaccurate weight readings. FSB requires all scales to read within 10% of the actual value, and will compare the scale readings to known weights during certification checks.

Scales should be rinsed in fresh water after use to prevent rust. Observers should regularly check that scales are properly tared between and during hauls. If an observer suspects inaccurate readings, they should immediately contact FSB for a certification check and/or replacement scales.

### Marel Scale:

Marel electronic motion-compensating scales are issued to some observers, depending on provider and trip type history. Marel scales are generally easier to read and can handle a larger weight than spring scales. A limited number of scales in two sizes are available: the larger scale can weigh up to 150 lbs at a time, the smaller scale can weigh up to 60 lbs at a time. Not all observers will be issued a Marel scale.

If a Marel scale does not meet FSB standards, the observer may not use that scale but may deploy with certified spring scales.

#### *Maintenance*

Marel scales are prone to rust if not properly maintained. During a trip, the scale must be rinsed down with water, removing all slime and debris. After a trip, the scale must be dismantled and thoroughly washed with fresh water. The case must be washed with fresh water and allowed to dry before repacking. Scales must be visually inspected for any damage, foreign objects, or rust. The display screen should be in proper working condition.

Observers must perform and document daily calibration tests for each day on the water (documented on the Marel Scale Log) as well as Fit Value tests for each haul on which the scale was used (recorded on the Catch Estimation Worksheet). The Fit Value indicates the performance of the calibration, and should be less than 25 (less than 70 in rough weather is acceptable). The calibration weight is the readout when the 5-kg weight is read by the scale, and should be within the range of 11.00 - 11.05 lbs. Scales with values outside this range may not be used.

In addition to the scale, all parts must be stored in the scale case when not in use, including: batteries, Marel scale reference guide, silicon grease, and calibration weights. The case should be kept in good condition.

## Calipers:

Calipers are used to measure mesh sizes in the trawl and scallop dredge fisheries. They are also used to measure certain trap dimensions in the lobster, crab, and fish pot/trap fisheries, and may be used for measuring line thickness in the gillnet and longline fisheries.

## *Maintenance*

Calipers are prone to rust if not properly maintained. Calipers that have thoroughly rusted shut may not be used. Rust can be prevented by rinsing in fresh water after use, and lubricating with WD-40 or other mineral oils. Numbers (size markings) must be legible.

Two screws at the right-hand side of the caliper prevent the slide from falling out. If these screws are missing and cannot be replaced, then the device should not be used.

## Incidental Take Gear:

Incidental take gear is used when sampling a marine mammal or sea turtle at sea. This gear is issued in two separate kits ("Mammal Kit" and "Turtle Kit"), the contents of which will differ by observer certification (see full list below).

### Mammal Kit (NEFOP & IFS)

Tags (yellow, begin with D0 or D0A)

10 for NEFOP, 5 for IFS

Face shield, gloves

3 work slates

Disposable camera

12' measuring tape

Tyvek tags, pencil, Sharpie

Temperature probe

2 black 'body bags'

Plastic bags, multiple sizes

Zip ties

Face Shield

### Mammal Kit (ASM)

10 tags (yellow, begin with D0 or D0A)

Zip ties, gloves

### Face Shield

### Turtle Kit (NEFOP & IFS)

10 tags (metal, Inconel)

Waterproof handouts & log

5 biopsy punches

Tagging pliers

5 vials saturated salt H<sub>2</sub>O

Measuring tape (10' or 12')

Betadine and alcohol wipes

Parafilm, Whirl-paks

Write-on tape, pencil, Sharpie

Dive slate

Gloves

Tweezers, toothpick

## *Maintenance*

Most incidental take gear is designed to withstand the at-sea environment. Some pieces of equipment, such as tagging pliers, are prone to rust if not properly maintained. During a trip, the entire turtle kit should be stored in a waterproof bag away from seawater (*e.g.*, not in a bucket on deck). After use, the incidental take kits must be allowed to dry fully, especially the turtle kit. Rust on pliers and/or tags can cause infection to live sea turtles.

Incidental takes should be tagged according to the protocols for the particular species and program (see the Biological Sampling Manual). Observers must have a sufficient number of tags and other biological sampling equipment before deploying on a trip (see list above).

### Other Gear:

Other gear issued to FSB observers may include:

- Length frequency board(s) and strips
- Sturgeon sampling vials
- Measuring tapes (small and large)
- Depth stick
- Waterproof notebooks
- Field diaries

These items should require minimal maintenance, such as cleaning with fresh water. Any item that is broken may not be used.

Waterproof notebooks should be submitted to FSB when they are full, or when they contain at least 5 trips worth of data. As notebooks are submitted, FSB will send replacements via postal mail. Observers should have at least 2-3 notebooks at any time.

Field diaries should be submitted to FSB when they are full, contain at least 5 trips worth of data, or contain information relevant to a submitted Incident Report (*e.g.*, harassment, interference with observer duties, injury).

## A20. Species Verification Program Compliance



January 1, 2014

MEMORANDUM FOR: A.I.S., Inc.,  
East West Technical Services,  
Fathoms Research LLC, and  
MRAG Americas  
At-Sea Monitors, Industry Funded Scallop Observers, and  
Northeast Fisheries Observer Program Observers

FROM: Amy S. Van Atten  
Branch Chief, Fisheries Sampling Branch (FSB)

SUBJECT: Species Verification Program Compliance

In January 2011, the Fisheries Sampling Branch issued a memo (2011-001) describing the Species Verification Program requirements. Species verification is a critical component of data quality. Incorrect identification can cause significant problems for fisheries management.

In the past three years, many observers have complied with all SVP requirements; however, the overall compliance is lower than desirable for a robust program. To improve data quality, FSB is implementing a minimum compliance rate of 85% for all observers, for each quarter.

### **Compliance calculation and reports**

Under the SVP, observers are required to submit photographs or samples of 30 species each quarter (see list on last page). Percent compliance is calculated as the number of species correctly submitted (verified) divided by the number of species encountered during the quarter. Photographs or samples that are unidentifiable (*e.g.*, blurry photographs, missing identifying characteristics) or incorrect are not counted towards the percent compliance.

Each quarter, FSB will send an electronic summary to each observer with his or her history for that quarter. These summaries will be computed 7 days after the end of the quarter, to account for late photo/sample submissions. Photographs and samples submitted more than 7 days late will not be counted toward the observer's compliance for that quarter, but will be reviewed for accuracy and used to evaluate trip data.

## Incorrect submissions

Observers should identify all animals to the most specific taxonomic level possible. FSB staff will review incorrect identifications with the observer as soon as possible. After an incorrect submission, the observer must submit photographs and/or samples of that species, when encountered, until correct identification can be verified. One correct (verified) submission will satisfy the quarterly requirement.

## Consequences of low compliance

At the end of each quarter, observers that do not meet the minimum compliance (see table below) will immediately be placed on priority status for the following 3 months, with no restrictions on trip deployments. If they have not met the minimum compliance at the end of that quarter, they will be placed on probation for the following 3 trips.

For each probation trip, they will be required to submit photographs or samples of all SVP species encountered before redeploying on the next trip. If all required photographs are not submitted, the observer may be recommended for decertification. If the observer successfully complies with the probation requirements, they will be notified by FSB staff that they are no longer on probation and may resume taking trips as usual. If an observer fails to meet minimum compliance within one year of coming off probation, they may be recommended for decertification. See the [FSB Data Quality Monitoring and Improvement Measures](#) memo for more information about probation and decertification.

The table below identifies the required number of species correctly submitted (verified) for minimum compliance, based on the number of species encountered. Note that where 85% does not calculate to a whole number, the required number was rounded down (*i.e.*, in the observer's favor).

# of species encountered	# of species required	# of species encountered	# of species required	# of species encountered	# of species required
1	0	11	9	21	17
2	1	12	10	22	18
3	2	13	11	23	19
4	3	14	11	24	20
5	4	15	12	25	21
6	5	16	13	26	22
7	5	17	14	27	22
8	6	18	15	28	23
9	7	19	16	29	24
10	8	20	17	30	25

## Changes to required species list

In January 2011, NEFOP and IFS observers were assigned a list of 30 required species, and ASM observers were assigned a shortened list of 20 required species. For simplification, all observers will be required to submit photographs or samples from the complete list of 30 species (see last page) starting next quarter (January to March 2014). Because of the high number of cross-trained observers, most ASM observers are already submitting these species.

Observers are still required to send in the following species on **all** herring trips: Atlantic herring, blueback herring, alewife, hickory shad, American shad, menhaden, and Atlantic mackerel. Herring submissions will be tracked on a trip-by-trip basis. Observers who fail to submit encountered herring species on a trip will be warned that they must submit those species when next encountered. Failure to do so may result in probation.

Thank you for your hard work and continued dedication to our observer programs.

## Contacts

Species Verification	Loren Kellogg	(508) 495-2159	<a href="mailto:Loren.Kellogg@noaa.gov">Loren.Kellogg@noaa.gov</a>
Data Quality Lead	Debra Duarte	(508) 495-2304	<a href="mailto:Debra.Duarte@noaa.gov">Debra.Duarte@noaa.gov</a>

**Enclosure:** Updated Species Verification on-deck reference guide, to replace previous version

Please send in actual specimens or photographs of the following species for each quarter.

Miscellaneous	Code	Photograph 1	Photograph 2	Photograph 3
Scup	3295	whole animal (side shot)		
Longfin Squid	8010	whole animal (side shot)		
Shortfin Squid	8020	whole animal (side shot)		
Redfish	2400	whole animal (side shot)	inside of mouth	
Ocean Pout	2500	whole animal (side shot)		

Gadids	Code	Photograph 1	Photograph 2	Photograph 3
Cod	0818	whole animal (side shot)		
Haddock	1477	whole animal (side shot)		
Pollock	2695	whole animal (side shot)		
Red Hake	1520	whole animal (side shot)	pelvic and dorsal filaments	rakers above the flexion point
White Hake	1539	whole animal (side shot)	pelvic and dorsal filaments	rakers above the flexion point
Silver Hake	5090	whole animal (side shot)	all rakers on first gill arch	removed from body
Offshore Hake	5080	whole animal (side shot)	all rakers on first gill arch	removed from body

Skates	Code	Photograph 1	Photograph 2	Photograph 3
Barndoor	3680	whole animal (top of disk)	whole animal (bottom of disk)	
Clearnose	3720	whole animal (top of disk)		
Little	3660	whole animal (top of disk)	close-up of rough/smooth patch or claspers	
Smooth	3690	whole animal (top of disk)		
Thorny	3700	whole animal (top of disk)		
Winter	3670	whole animal (top of disk)	close-up of rough/smooth patch or claspers	

Flounders	Code	Photograph 1	Photograph 2	Photograph 3
Am. Plaice	1240	whole animal (eyed side)	whole animal (blind side)	
Summer	1219	whole animal (eyed side)	whole animal (blind side)	
Windowpane	1250	whole animal (eyed side)	whole animal (blind side)	
Winter	1200	whole animal (eyed side)	whole animal (blind side)	close-up of lateral line
Witch	1220	whole animal (eyed side)	whole animal (blind side)	
Yellowtail	1230	whole animal (eyed side)	whole animal (blind side)	close-up of lateral line

Herrings	Code	Photograph 1	Photograph 2	Photograph 3
Alewife	0010	whole animal (side shot)	gut lining	upper profile of lower jaw
Blueback	1120	whole animal (side shot)	gut lining	upper profile of lower jaw
Am. Shad	3474	whole animal (side shot)	rakers on first gill arch	upper profile of lower jaw
Hickory Shad	1730	whole animal (side shot)	rakers on first gill arch	upper profile of lower jaw
Atl. Herring	1685	whole animal (side shot)		
Menhaden	2210	whole animal (side shot)	dorsal view (scales in front of dorsal fin)	

The highlighted herring species must be sent in for every trip targeting herring. In addition to the highlighted species, Atlantic mackerel (2120) must be sent in for every trip targeting herring, but is not required on non-herring trips. Blue highlights indicate a change from previous requirements.

\*\*\*Bag, tag, and send in all Fish NK's along with photographs of the specimen.\*\*\*  
 \*\*\*Make sure to include something in each picture for scale.\*\*\*

## A21. Electronic Devices and Media Confidentiality Agreement

**National Oceanic and Atmospheric Administration (NOAA)  
Northeast Fisheries Science Center (NEFSC)  
Fisheries Sampling Branch (FSB)**

**ELECTRONIC DEVICES & MEDIA CONFIDENTIALITY AGREEMENT**

*Electronic Devices are defined as any hardware issued to you by the FSB.*

*Media is defined as any photos, videos, communication, recordings or any other type of data associated with the electronic devices issued to you by the FSB.*

- All Media originating from any electronic devices issued to you by the FSB is considered **property of the U.S. Government** under this agreement.
- Electronic devices issued to you are **not permitted for personal use**.
- Electronic devices issued to you **can not** be connected to any **personal devices** (e.g. cameras, phones, tablets, etc.).
- Personal devices **can not** be used to collect media **at any time** during your deployment.
- Media **can not** be shared with anyone outside of the FSB.
- Media **can not** be downloaded or transferred to any personal or public devices.
- Media **can not** be used on any social media services (e.g. Facebook, Twitter, Instagram, etc.).
- Precautions **must be taken** to ensure media security when using any public access points such as Wi-Fi.
- Precautions **must be taken** to protect all usernames and passwords associated with your issued accounts.
- Precautions **must be taken** against loss, theft or damage to electronic devices or accessories issued to you.
- Precautions **must be taken** to avoid collecting any media that identifies any vessels or crew members.
- Media can only be used with software approved by the FSB.

I \_\_\_\_\_ understand that in order for me to carry out my fisheries related work deployments, I require access to NOAA Fisheries Service Government electronic devices and/or NOAA Fisheries Service data files which may contain information declared to be held confidential by NOAA Fisheries Service.\*

In using NOAA Fisheries Service electronic devices and data, I agree to uphold the government's security provisions for preserving the safety and integrity of the systems accessed and protecting against misuse or destruction of the computer systems and data being accessed.\*

I am fully aware of the civil and criminal penalties for unauthorized disclosure, misuse, or other violations of the confidentiality of such statistics.\*

Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_

Personal or Work Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Observer Service Provider: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NEFSC Security Officer: \_\_\_\_\_ Date: \_\_\_\_\_

\*Details can be found within NOAA Administrative Order 216-100. A copy can be provided upon request.

## A22. Data Access Agreement



**Individual Computer/Network/Data Access Agreement**

Last \_\_\_\_\_ First \_\_\_\_\_ Initial \_\_\_\_\_

**Work Organization Information Only:**

Organization \_\_\_\_\_

Office Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Office Phone: \_\_\_\_\_ E-Mail/Internet Address \_\_\_\_\_

Office or Lab Location:  WH  NA  MI  SH  OR  Other: \_\_\_\_\_

For use with the IMMEDIATE RESPONSE INFORMATION SYSTEM (IRIS) only.

Personal Phone \_\_\_\_\_ Personal E-Mail Address \_\_\_\_\_

**EMPLOYER/SPONSOR**

**EMPLOYMENT STATUS**

<input type="checkbox"/> NMFS <input type="checkbox"/> Other Federal Agency _____ <input type="checkbox"/> State Agency <input type="checkbox"/> Fishery Mgt. Council <input checked="" type="checkbox"/> Other _____	<input type="checkbox"/> Federal Staff <input checked="" type="checkbox"/> Contractor (Specify Contract #) _____ <input type="checkbox"/> Commissioned <input checked="" type="checkbox"/> Associate (check type) <input type="checkbox"/> Student/Intern <input type="checkbox"/> Post-doc <input type="checkbox"/> Guest <input type="checkbox"/> Volunteer <input type="checkbox"/> Observer
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**NETWORK ACCOUNTS REQUIRED:**

**DATABASE ACCESS:**

<input type="checkbox"/> Oracle Account <input type="checkbox"/> Network (Unix) Account <input type="checkbox"/> Network (AD) Account <input type="checkbox"/> Email Account (LDAP) _____ <input type="checkbox"/> Data Only; No Account <input type="checkbox"/> VPN Access For Fisheries Sampling Branch staff: <input type="checkbox"/> Data Entry <input type="checkbox"/> Editor For Ecosystems Surveys Branch staff: <input type="checkbox"/> SVDBS Audit User	<input type="checkbox"/> Ecosystems Survey (svdbs) <input type="checkbox"/> Commercial Fisheries (cfdb) <input type="checkbox"/> <input type="checkbox"/> Observer Data (obdbs) Other: _____ Other: _____
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**LENGTH OF TIME ACCESS IS REQUIRED:**

Account Access will NOT be granted if date information is incomplete.

**Temporary Staff Only (Contractors, Associates, Other nonpermanent)**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
 (mm/dd/yyyy) (mm/dd/yyyy)

**Permanent Staff Only:**

Start Date: \_\_\_\_\_  
 (mm/dd/yyyy)

To be completed by NEFSC Data Management Systems Staff

Account Type :  Administrator  End User

ACCOUNT ACCESS GRANTED; RESTRICTIONS IMPOSED; DMS Form 2;  
 Revised 9/23/2014



**Individual Statement of Non-Disclosure**

This is to certify:

1. It has been determined by: **Name of COR/Supervisor/Sponsor:** Amy Martins

**Title:** Branch Chief, FSB **Org/Contact Number:** 508-495-2266

that in order for me to carry out my fisheries-related work assignments I require access to NMFS Government computer systems and/or NMFS data files which may contain information declared to be held confidential by NMFS. My affiliation with the NMFS Greater Atlantic Regional Fisheries Office or the Northeast Fisheries Science Center is:

Employee Type:  NMFS  Associate  Commissioned  Contractor

Other Federal Government Employee (Agency) \_\_\_\_\_ Division \_\_\_\_\_

State Employee (State) \_\_\_\_\_ and Division \_\_\_\_\_

2. Are you a Foreign National?  No  Yes Country \_\_\_\_\_

3. In using NMFS computers and data I agree to uphold the government's security provisions for preserving the safety and integrity of the systems accessed and protecting against misuse or destruction of the computer systems and data being accessed.

4. I have read NOAA Administrative Order 216-100 (PROTECTION OF CONFIDENTIAL FISHERIES STATISTICS) and/or NOAA Administrative Order 212-13 (NOAA Information Technology Security Policy). [http://www.corporateservices.noaa.gov/ames/administrative\\_orders/chapter\\_216/216-100.html](http://www.corporateservices.noaa.gov/ames/administrative_orders/chapter_216/216-100.html)

5. I am fully aware of the civil and criminal penalties for unauthorized disclosure, misuse, or other violation of the confidentiality of such statistics.

6. I will not knowingly disclose any statistics identified as confidential under this agreement to any person or persons, except as authorized by the NMFS Assistant Administrator for Fisheries, or the Administrator's designee, in accordance with the law, as authorized by the NOAA office of General Counsel.

**Name of User**

Amy Martins

**Name (Supervisor/Program Mgr)**

**Access Certification**

**Signature**

**Signature**

**Signature of the NEC-ISSO**

**Date**

**Date**

**Date**

**A23. Department of  
Commerce Likeness  
and Profile Release**

**DEPARTMENT OF COMMERCE  
LIKENESS AND PROFILE RELEASE**

I, \_\_\_\_\_ hereby, grant to the U.S. Department of Commerce (“Commerce”) the irrevocable, lifetime, royalty free, non-exclusive, worldwide right to use my name, image, likeness, portrait, or voice (hereinafter “Likeness”) in all forms, in all manners, and in all media now existing or to be created in the future, as part of the activities of the NOAA Fisheries, Northeast Fisheries Science Center

**Fisheries Sampling Branch**

---

[*identify activity*]

I also grant to Commerce the irrevocable right to use biographical information about me and my organization (“Profile”) in all forms, in all manners, and in all media now existing or to be created in the future, as part of the above-referenced activities.

Further, I waive any right to inspect or approve my Likeness or Profile in finished version in which I or my organization appear and/or incorporating the Likeness(s), including written copy that may be created and appear in connection therewith. I hereby waive any claims I may have based on any usage of any video, photographs, or works derived there from, including but not limited to claims for invasion of privacy or publicity or for libel.

I further release and absolve Commerce from any liability resulting from any use of my Likeness or Profile. It is expressly agreed, however, that Commerce is under no obligation to use said Likeness or Profile for any purpose whatsoever. Moreover, I understand that Commerce will not compensate me in any way or pay me for use of my Likeness or Profile.

I hereby warrant that I have sole copyright ownership of any written copy, photograph(s), video, film footage, and/or any information presented by me or provided to Commerce, or that I have obtained permission from the copyright owner(s). Further, I agree to indemnify Commerce in the event that it suffers liability or damages as a result of its use of any written copy, photograph(s), video, film footage, and/or any information referenced in this paragraph.

I further warrant that I am of full age of majority and that I have every right to contract in my own name in the above regard. I further state that I have read this Release and that I am fully familiar with and understand the contents thereof. I agree that this release shall be binding on me, my legal representatives, heirs, and assigns.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Address/Contact Information: \_\_\_\_\_

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## A24. FSB Observer Regulations and Resources



# Fisheries Sampling Branch OBSERVER REGULATIONS AND RESOURCES

Kristen Gustafson  
NEFSC / FMRD / FSB  
May 2018

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## Regulations Pertaining to Observer Coverage

### Magnuson-Stevens Fishery Conservation and Management Act (MSA)

<https://www.fisheries.noaa.gov/topic/laws-policies#magnuson-stevens-act>

The Magnuson-Stevens Fishery Conservation and Management Act (Magnuson-Stevens Act) is the primary law governing marine fisheries management in U.S. federal waters. First passed in 1976, the Magnuson-Stevens Act fosters long-term biological and economic sustainability of our nation's marine fisheries out to 200 nautical miles from shore.

#### Mandates:

- If selected, vessels must take an observer
- Notify observer when fishing begins/ends
- Provide accommodations equivalent to the crew
- Allow access to radio and GPS
- Allow observer access to any log's associated with catch (VTR)
- Allow storage of samples
- Can not interfere with observing procedures
- Cannot assault, harm, harass, impede, intimidate observers

### MSA Observer Health and Safety Regulations

[http://www.nefsc.noaa.gov/fsb/program/obs\\_health\\_safety\\_regs\\_fr110107.pdf](http://www.nefsc.noaa.gov/fsb/program/obs_health_safety_regs_fr110107.pdf)

These amendments apply to any vessel designated to carry an observer as part of a mandatory or a voluntary observer program under the Magnuson-Stevens Act, the MMPA, the ATCA, SPTA, or any other U.S. law. This final rule clarifies and updates prohibitions; requires pre-trip vessel safety checks; clarifies that corrective measures are required prior to an observer being deployed aboard a vessel; adopts an alternate NMFS safety equipment examination using a NMFS Pre-trip Safety Checklist for U.S. Coast Guard (USCG) Category I vessels (vessels less than 26 ft. (8 m)) under certain circumstances when a USCG Commercial Fishing Vessel (CFV) Safety Examination cannot be conducted; and clarifies that observer safety requirements apply from the time a vessel is notified of an observer requirement, rather than on the day the fishing trip is scheduled to begin. This action strengthens the ability of NMFS to assist with observer program compliance issues. This final rule revises the prohibitions of §600.725 to prohibit tampering with or destroying an observer's samples or equipment, or interfering with a NMFS approved observer.

#### Requires a vessel with an observer to:

- Possess a current USCG Safety Decal
- Allow the observer to complete the Pre-Trip Vessel Safety Checklist
- Prohibits tampering or destroying observer samples and/or equipment

### Sector Monitoring Regulations § 648.87

<https://www.law.cornell.edu/cfr/text/50/648.87>

- 50 CFR § 648.87 paragraph (b)(1)(v)
- Dictates requirements / goals of the At-Sea Monitor program
- States that a vessel may not leave port without an ASM once assigned
- Prohibits discarding of legal size groundfish

## Endangered Species Act (ESA) - Sea Turtle Conservation; Observer Requirement for Fisheries

<https://www.fisheries.noaa.gov/national/bycatch/sea-turtle-observer-requirement-annual-determination>

The purpose of the annual determination is to annually identify, per the Endangered Species Act (ESA), commercial or recreational fisheries operating in state and/or Federal waters in the Atlantic Ocean, Gulf of Mexico, and Pacific Ocean that would be required to take sea turtle observers upon our request in order to:

- learn more about sea turtle interactions in that fishery
- evaluate existing measures to reduce or prevent prohibited sea turtle "takes"
- determine whether additional measures may be necessary to prevent sea turtle takes

The fisheries identified through the Annual Determination process will be required to carry sea turtle observers upon our request for a 5-year period. At the end of a 5-year period they may be relisted.

## Marine Mammal Protection Act (MMPA, 1994)

<https://www.fisheries.noaa.gov/topic/laws-policies#marine-mammal-protection-act>

The Marine Mammal Protection Act (MMPA) was enacted on October 21, 1972. All marine mammals are protected under the MMPA. The MMPA prohibits, with certain exceptions (commercial fishing operations), the "take" of marine mammals in U.S. waters and by U.S. citizens on the high seas, and the importation of marine mammals and marine mammal products into the U.S.

- Mandates all US commercial fisheries be placed in one of three categories depending on the frequency of injury or mortality of marine mammals during fishing operations
- Allows NMFS to deploy observers in both federal and non-federal commercial fisheries, as published in the List of Fisheries
- Observer coverage is required for all Category I and II fisheries (as determined by the List of Fisheries (LOF) every year)

### **ANY VIOLATIONS OF THE MMPA / ESA OR INTENTIONAL TAKES OF PROTECTED SPECIES SHOULD BE REPORTED**

#### List of Fisheries (LOF)

<https://www.fisheries.noaa.gov/national/marine-mammal-protection/2018-list-fisheries>

The List of Fisheries (LOF) classifies U.S. commercial fisheries into one of three Categories according to the level of incidental mortality or serious injury of marine mammals:

- frequent incidental mortality or serious injury of marine mammals
- occasional incidental mortality or serious injury of marine mammals
- remote likelihood of / no known incidental mortality or serious injury of marine mammals

The Marine Mammal Protection Act (MMPA) mandates that each fishery be classified by the level of mortality and serious injury of marine mammals that occurs incidental to each fishery is reported in the annual Marine Mammal Stock Assessment Reports for each stock.

- Observer coverage is required for all Category I and II fisheries

#### Marine Mammal Authorization Program (MMAP) Certificate - 2018

<http://www.greateratlantic.fisheries.noaa.gov/mmap>

## Late Observer Policy

<https://fish.nefsc.noaa.gov/PTNS/LateObserverPolicy.pdf>

Should the observer fail to arrive at the vessel at the scheduled sail time, it is recommended that the vessel captain call the observer service provider program manager at the phone number listed above to ensure that the proper trip information was communicated.

Once assigned an observer, a trip may not sail without an observer unless it has been issued a written or verbal waiver from NEFOP. If an assigned observer is late, the vessel must call the PTNS line to obtain a waiver prior to sailing.

## Northeast Multispecies (Groundfish) Fishing Year Regulations

<https://www.greateratlantic.fisheries.noaa.gov/sustainable/species/multispecies/>

Implementing regulations are found at 50 CFR Part 648 Subpart F. The Northeast multispecies fishery is managed by the New England Fishery Management Council using a variety of management tools, including days-at-sea, special management programs, and sectors. The fishery involves numerous species of groundfish found throughout the Greater Atlantic region. The fishery is executed using primarily trawl, gillnet, and hook gear.

## Framework Adjustment 57

<https://www.greateratlantic.fisheries.noaa.gov/nr/2018/April/18multifw572018recrulephl.html>

Through Framework 57, they have set catch limits for 20 groundfish stocks for the 2018-2020 fishing years (May 1, 2018-April 30, 2020), including the 3 stocks managed jointly with Canada. The framework increases quotas for 11 stocks compared to 2017, including: Georges Bank cod (139%), Gulf of Maine cod (41%), and Gulf of Maine haddock (190%). Quotas are decreasing for nine stocks, including Southern New England yellowtail flounder (-75%) and Gulf of Maine winter flounder (-45%).

- Revises to the distribution of the common pool trimester TACs;
- Modifies accountability measures for Atlantic halibut;
- Southern New England/Mid-Atlantic yellowtail flounder, for the scallop fishery;
- Southern windowpane flounder, for non-groundfish trawl vessels;
- Sets a Georges Bank cod catch target for the recreational fishery.

## Multispecies Info Sheet

<https://www.greateratlantic.fisheries.noaa.gov/regs/infodocs/multipossessionlimits.pdf>

## U.S. / Canada Management and Special Access Programs for Sector Vessel

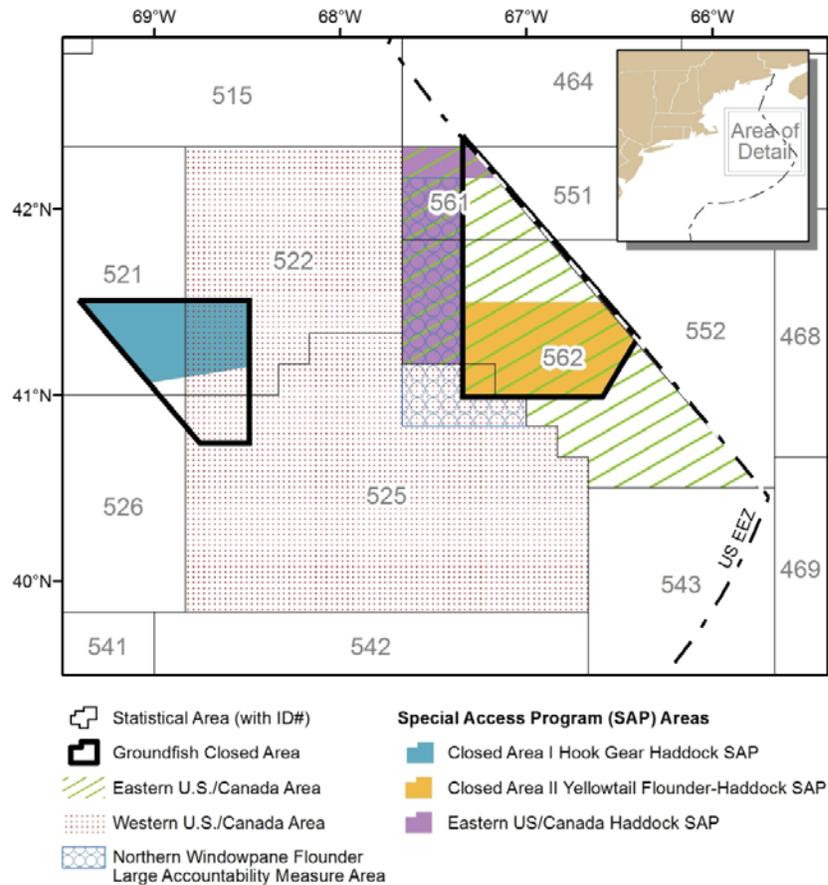
<https://www.greateratlantic.fisheries.noaa.gov/regs/infodocs/sectoruscanadaandsaps.pdf>

Within the U.S./Canada Management Area, Georges Bank (GB) cod, GB haddock, and GB yellowtail flounder are managed under Total Allowable Catches (TACs), which are developed with Canada. The U.S./Canada Management Area is divided into the Western Area and the Eastern Area. The Eastern Area encompasses the U.S. portion of the U.S./Canada shared stock of GB cod and GB haddock, as well as a portion of GB yellowtail flounder stock. The Western Area encompasses the remaining area of the U.S./Canada GB yellowtail flounder stock. Within the Eastern Area, there are two special access programs (SAPs), and a third SAP that sits partially within the Western Area.

### When Fishing in The US Canada Management Area use Program Codes:

ASM: **231**

NEFOP: **130**



## Atlantic Sea Scallop Fishery; Amendment 13

<http://www.nefsc.noaa.gov/fsb/scallop/07scalamend13fr.pdf>

This final rule implements Amendment 13 to the Atlantic Sea Scallop Fishery Management Plan (Scallop FMP). Amendment 13 was developed by the New England Fishery Management Council (Council) to permanently re-activate the industry- funded observer program in the Scallop FMP through a scallop total allowable catch (TAC) and days-at-sea (DAS) set- aside program that helps vessel owners defray the cost of carrying observers.

The following observer program management measures are implemented by this rule:

- Requirements for becoming an approved observer service provider
- Observer certification and decertification criteria
- Notification requirements for vessel owners and/or operators
- This action also requires scallop vessel owners, operators, or vessel managers to procure certified fishery observers for specified scallop fishing trips from an approved observer service provider
- Allows adjustments to the observer program to be done through framework action

## Atlantic Sea Scallop Management Measures for Fishing Years 2019 & 2020

<https://www.fisheries.noaa.gov/action/framework-adjustment-30-atlantic-sea-scallop-fishery-management-plan>

Establishes scallop specifications and other measures for fishing years 2019 and 2020.

## Industry – Funded Scallop Observer Program Call-In Guide

<https://www.greateratlantic.fisheries.noaa.gov/nr/2017/February/callinguide.html>

All vessels must call **(508) 495-2100** to notify the observer program of their intent to fish.

Limited Access (LA) Vessels MUST provide 72 hours' notice before the intended sail date. Notice should be no more than 10 days prior to sail date. Date requests within the 72 hours' notice window will not be granted.

LA General Category Vessels (LAGC) MUST notify weekly by Thursday for the upcoming calendar week (Sunday through Saturday.) Calls will not be back-dated if received after the calendar week has begun.

## MARPOL

<http://www.imo.org/en/about/conventions/listofconventions/pages/international-convention-for-the-prevention-of-pollution-from-ships-%28marpol%29.aspx>

### What is MARPOL?

MARPOL is The International Convention for the Prevention of Pollution from Ships, the primary international assemblage dedicated to preventing marine pollution from ships whether it is accidental or intentional. MARPOL currently comprises six annexes:

- Annex I: Regulations for the Prevention of Pollution by Oil (2 October 1983)
- Annex II: Regulations for the Control of Pollution by Noxious Liquid Substances in Bulk (2 October 1983)
- Annex III: Prevention of Pollution by Harmful Substances Carried by Sea in Packaged Form (1 July 1992)
- Annex IV: Prevention of Pollution by Sewage from Ships (27 September 2003)
- Annex V: Prevention of Pollution by Garbage from Ships (31 December 1988)
- Annex VI: Prevention of Air Pollution from Ships (19 May 2005)

### What should observers report?

Observers will likely only be able to identify and report Annex I and Annex V violations:

#### **Annex I: Pollution by Oil**

Observers should report any discharge of oil that causes a sheen or discoloration to the surface of the water, or discharges that cause a sludge or emulsion to appear beneath the surface of the water (see attached instructions for more details on how to identify pollution by oil). Discharge of oil from properly functioning vessel engines and bilges is not considered harmful and is not considered a violation.

#### **Annex V: Pollution by Garbage**

Observers should report any garbage disposed of at sea that consists of or includes plastic. This includes synthetic ropes, fishing nets, plastic garbage bags, and ashes from plastic products that have been incinerated.

### How to Report a MARPOL Violation

- Identify the potential violation.
- Notify the captain (if the observer feels comfortable doing so).
- Immediately document any details (who, what, when, where, how) in the Field Diary.
- Within 12 hours of landing from the trip submit a statement in the form of an Incident Report, and send in the field diary with your trip data.

FSB staff will then follow up with the US Coast Guard sector the vessel is working in.

Keep in mind that observers should never advise the captain or crew of the regulations, try to interpret the regulations or give legal advice; observers are there only to observe and record information. The US Coast Guard or NOAA Office of Law Enforcement will follow up on any suspected violations; however the bulk of suspected MARPOL violations may not require enforcement action and may be handled through education to the vessels. If you have questions regarding potential MARPOL violations or reporting procedures please contact Sara Weeks at (508) 495-2227 or Sara.Weeks@noaa.gov.

# Observer Resources

## NEFOP Seaday Schedule

<http://www.nefsc.noaa.gov/fsb/SBRM/>

## Port Agent Information

<https://www.greateratlantic.fisheries.noaa.gov/sed/portagents/portagents.html>

<p><b>Portland, ME - Pam Thames</b> Office: (207) 780-3322 Fax: (207) 780-3340 U.S. Customs House 312 Fore Street, Suite 102 Portland, ME 04101</p> <p>Area of Coverage: Maine</p>	<p><b>East Hampton NY – Vic Vecchio</b> Office: (631) 324-3569 Cell: (978) 609-4155 Fax: (631) 324-3314 62 Newtown Lane #203 East Hampton, NY 11937-2483</p> <p>Area of Coverage: New York</p>
<p><b>Gloucester MA – Caleb Gilbert</b> Office: (978) 281-9338 Fax: (978) 281-9372 55 Great Republic Drive Gloucester, MA 01930</p> <p>Area of Coverage: New Hampshire, Northern MA, Cape Ann</p>	<p><b>Toms River NJ – Joanne Pellegrino</b> Office: (732) 818-1311 Cell: (978) 609-7980 Fax: (732) 349-4319 26 Main Street Suite O Toms River, NJ 08753</p> <p>Area of Coverage: North &amp; Central New Jersey</p>
<p><b>New Bedford MA – Bill Duffy</b> Office: (508) 717-0210 Cell: (978) 290-1723 Fax: (508) 717-0301 53 North 6th St Suite 211 New Bedford, MA 02740-6110</p> <p>Area of Coverage: Southern MA, the Cape &amp; Islands</p>	<p><b>Northfield NJ – Josh O’Connor</b> Office: (609) 884-2113 Cell: (978) 290-9339 Fax: (609) 884-4908 1750 Zion Road, Suite 101 Northfield, NJ 08225</p> <p>Area of Coverage: Southern New Jersey, Delaware, Maryland</p>
<p><b>Point Judith RI – Walter Anoushian</b> Office: (401) 783-7797 Cell: (978) 609-4145 Fax: (401) 782-2113 83 State Street 2nd Floor Narragansett, RI 02882-0547</p> <p>Area of Coverage: Rhode Island, Connecticut</p>	<p><b>Hampton VA – Steve Ellis</b> Office: (757) 723-3369 Cell: (978) 609-4147 Fax: (757) 728-3947 1026F Settlers Landing Road Hampton, VA 23669-5103</p> <p>Area of Coverage: Virginia, Maryland, North Carolina</p>

## Observer Program 2018 List of Freezers

State	Location	Hours	Size	Issues	Contacts	Status
MA	DMF - 30 Emerson Ave, Gloucester, MA	Flexible, call to check gate status	Large chest freezer	whole animals OK	Charlie Pitts (978) 979-7167	OK to freeze, call first
MA	Bergies Seafood INC 8 Hassey St. New Bedford, MA	Flexible	Large freezer	Samples only, no whole animals	Mark Bergeron (508) 999-4447	OK to freeze, call first
MA	Whaling City Display Auction 62 Hassey St. New Bedford, MA	Flexible	Large cooler	Samples only, no whole animals	Peter Medeiros 24h:(508) 990-0799 or (508) 328-7673	OK to store briefly, call first
RI	URI Research Aquarium (bottom floor) Aquarium Rd, Narragansett RI (brick building)	85:30 MF	Walk in Freezer	Whole animals OK Must be bagged, clean, & labeled with contact info, removal date	Ed Baker (401) 573-0124	OK to freeze, call first
RI	NMFS Port Office 83 State St, Point Judith, RI (behind RI engine)	84:30 MF	Medium chest (4.5" x 2.5")	Must be clean / dry. NO whole animals	Walter Anoushian O:(401) 7837797 C:(401) 575-0124 can text cell	OK to freeze small samples, call first
NC	UNC Wilmington 601 South College Road Wilmington NC	Flexible	Walk in Freezer	whole animals OK	Bill McLellan (910) 962-7266	OK to freeze, call first
NC	NMFS Beaufort Lab 101 Pivers Island Beaufort, NC	9-5 call office, after hours use pager	Large walk in	whole animals OK	Anny Gorgone (252) 7288609	OK to freeze, call first
NJ	NMFS Port Office 1750 Zion Road, Suite 101 Northfield, NJ 08225	8:304:30 M-F	Small freezer 5 x 2.5"	Small samples only	Joshua O'Connor (609) 884-2113	OK to freeze, call first
NJ	Jenkinson's Aquarium 300 Ocean Ave Point Pleasant NJ	Winter 9:30-5 M-F 10-5 S&S, Summer 10-10 7days	Small Chest Freezer	whole animals OK	Cindy Claus Linelle Smith Laura Graziano (732) 892-0600	OK to freeze, call first
NJ	NEFSC Sandy Hook Lab 74 Magruder Rd, Sandy Hook Highlands, NJ	Flexible	8 x 10 freezer	whole animals OK (may be size limits depending on avail space)	Amanda Plantamura (732) 872-3025	OK to freeze, call first
NY	Riverhead Foundation 428 E. Main St., Riverhead, NY	Flexible	12 ft x12 ft freezer	Large whole animals OK	Maxine Montello (631) 278-7316 or (631) 369-9840	OK to freeze, call first
VA	NMFS Port Office 1026F Settlers Landing Road, Hampton, VA (across from Hampton Univ.)	9-5 MF	Medium chest (4" x 2.5")	Only Samples, NO whole animals	Steve Ellis (port agent) (757) 723-3369	OK to freeze small samples, call first
VA	VIMS Eastern Shore Lab 10 Atlantic Avenue Wachapreague, VA	84:30 M-F	Small chest 2x3x4"	Only Samples, NO whole animals	Dr. Richard Snyder (757) 7875816	OK to freeze, call first
VA	Virginia Marine Science Museum 1213 Southern Blvd. Virginia Beach, VA	Flexible	Large Freezer	Whole animals OK (must be < 6") <i>*limit on avail storage time</i>	Susan Barco O:(757) 385-7575 aftr hrs (757) 385-7576 C:(757) 615-2740	OK to freeze, call first

Updated 2018

## Report a Dead Whale/ Report a Right Whale

<http://www.nmfs.noaa.gov/pr/health/report.htm#northeast>

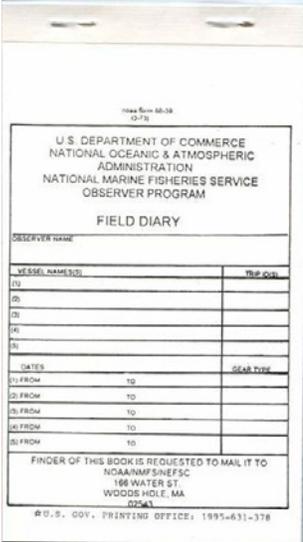
Marine Mammal and Sea Turtle Stranding and Entanglement Hotline 866-755-NOAA (6622)

### Field Diary Instructions

The purpose of the field diary is to provide additional documentation for certain activities and/or situations. The field diary is official, and the exclusive property of the National Marine Fisheries Service (NMFS). It must be safeguarded and with the observer at all times. It cannot be tampered with, destroyed, or discarded by the observer or any other non-government employee. As property of the government, the field diary is not releasable by the observer to anyone, including vessel captains/owners. If further questions arise on this topic, the person should be referred to Sara Weeks (508) 495-2227.

The field diary also serves as a valuable supplement to log data. As such, it must be completed in a timely and chronological manner, in conjunction with the observer's data. Completion of the field diary should not detract from the amount or quality of overall trip data. However, field diary documentation should never be completely foregone when other observer duties take priority.

The observer should use a field diary to document compliance situations, safety issues, gear conflicts, and US Coast Guard boarding's. No more than 5 day trips may be recorded in one diary.



The image shows the cover of a field diary. At the top, it says '1984 Form 08-10 10-78'. Below that, it reads 'U.S. DEPARTMENT OF COMMERCE NATIONAL OCEANIC & ATMOSPHERIC ADMINISTRATION NATIONAL MARINE FISHERIES SERVICE OBSERVER PROGRAM'. The title 'FIELD DIARY' is prominently displayed. Below the title, there is a section for 'OBSERVER NAME'. The main body of the form is a table with columns for 'VESSEL NAME(S)' and 'TRIP CODE'. The table has four rows, each with a sub-column for 'DATE' and 'GEAR TYPE'. The 'DATE' sub-column is further divided into 'FROM' and 'TO' columns. At the bottom of the form, there is a note: 'FINDER OF THIS BOOK IS REQUESTED TO MAIL IT TO NOAA/NMFS/NEFSC 106 WATER ST WOODS HOLE, MA 02541'. At the very bottom, it says 'U.S. GOV. PRINTING OFFICE: 1995-631-378'.

#### 1. Labeling the Diary

Each field diary is labeled on the cover, in permanent marker, to include the following information:

- The observer's name and corresponding Trip ID number(s)
- The vessel name(s) and USCG documentation number(s) (i.e. vessel Hull number).
- The beginning and ending dates of documentation for each trip
- Corresponding gear type (fishery/ fisheries).

Include a header page with the above information for each individual trip entered into the diary.

#### 2. Recording Dates and Times

Dates and times are recorded in the following manner, so that all diary documentation is consistent and easy to read:

- Record, in the center of the page, the date for each day of diary documentation. If a day's documentation continues beyond one page, record the date at the top of each subsequent page. If a different day's documentation occurs mid-page, skip a line or two between days, and be sure to record the new date.
- Record the local time, using the 24 hour clock (0000 -2359), to the left side of the page. Each entry must have a time preceding it. The time is separate and distinct from the actual documentation of text.

### 3. Recording Entries

Each entry in the diary is documented in the manner detailed below. All documentation is objective in nature. Personal opinions, judgmental statements, and other comments do not belong in the official field diary. Record only factual information.

- All diary documentation is recorded in pen.
- Each entry is set off to the right of its corresponding time. Skip a line between each entry.
- Entries must be concise, but provide all of the necessary details, facts, and observations.
- Record activities using vocabulary consistent with the manual. Do not use observer-specific jargon or abbreviations. Whenever possible, use action verbs to begin sentences (e.g. weigh, check, sample, speak, set, haul, observe, etc.) instead of personal pronouns (e.g. I, he, she).
- Make sure any information which is “trip data” is also recorded on the appropriate tab(s)/log(s).
- Write legibly. If a mistake is made, do not white-out, tear out, or otherwise obscure the original entry. Use a single line through an incorrect entry, and initial and date any changes made to the original text.
- Record entries in a chronological manner.
- Record entries from the top of the page to the bottom. Do not turn the diary around when turning pages.

### 4. Situations Requiring Documentation

Diary entries are made to document the following situations:

- **Compliance Situation:** As soon as a compliance situation begins to occur (i.e. refusal to take an observer, harassment of an observer, impeding an observer’s duties, etc.), commence documentation in the field diary. Be as specific and factual as possible. Present a clear picture of the development of the situation. The following guidelines are especially pertinent to documentation of a compliance situation:
  - Provide factual identification of the problem area, as soon as it is perceived, even if the perception is only slight. If the perception is mistaken, or the action corrected, no harm will occur from the additional documentation.
  - Provide the time, location, and listing of other individuals present at each incident.
  - Provide exact quotations of involved individuals, whenever possible.
  - If the situation is resolved, provide clear documentation as to when and how.
- **Safety Issue:** Any relevant safety issue regarding a particular vessel, deployment, fishery, etc. is be recorded. If a captain ever states a safety issue as the reason for not allowing a monitor’s sampling activities to occur, this should be clearly documented, and the conditions cited as unsafe described.
- **Gear Conflict:** A gear conflict is when two or more vessels and/or the vessels’ gear interact during fishing activities. All of the events surrounding the incident should be recorded in detail, including what happened to any foreign gear brought onboard the vessel. If the monitor was not present to witness the conflict, the monitor should record the captain’s story, as told to him/her, along with any other information available. At the trip’s end, a signed statement describing the gear conflict must be submitted by the monitor to NMFS.
- **US Coast Guard Boarding:** Occasionally, the vessel to which an observer is deployed may be boarded by the US Coast Guard. The following information is necessary to record:
  - Boarding and debarking times of US Coast Guard personnel.
  - US Coast Guard vessel name.
  - Boarding officer(s) name(s).
  - The reason for the boarding.

- Description of the observer’s involvement in the boarding, if any.
- Description of any problems that occurred during the boarding.
- Any relevant safety issues surrounding the boarding incident
- **Other Unusual Events:** Field diaries can also be used to document any unusual situations at sea, such as actions that might be deemed as illegal activities (i.e. retaining prohibited species)
  - It is good to document these types of situations in case of an enforcement situation where you may be questioned about vessel crew activities.

## Enforcement Boarding Report

<https://fish.nefsc.noaa.gov/fsbportal/>

The U.S. Coast Guard and other enforcement agencies make periodic boardings of fishing vessels to inspect them for fisheries and safety violations. If the USCG boards the vessel you are on, introduce yourself and show them your id. Remain available, but in the background. Do not remove yourself completely from the scene unless asked to do so. Do not join in any discussions between boarding party members and vessel personnel unless asked to do so. Please cooperate and provide assistance if requested.

Please make note of the following details in your notebook during an enforcement boarding to later submit via the observer portal:

1. Vessel and Captain’s name
2. Date and time of boarding begin and end
3. Name or number of boarding vessel
4. Number of personnel in the boarding party
5. Boarding officers name and rank
6. Were you asked for identification?
7. Did the boarding party request to see your data?
8. Were there any areas of concern or citations?
9. Was the fishing trip terminated?
10. Record the details of the boarding

## In What Situations Should a Vessel Contact the USCG?

- During and/or after any type of vessel casualty (fire, flooding, grounding, collision, etc.) even if the situation seems manageable or under control
- When an injury, illness or ailment cannot be treated and pain or symptoms worsen or become unbearable i.e., a medical emergency

If you are in doubt about the seriousness of the situation, contact your provider for guidance:

- A.I.S. Observer Coordinator 774-200-1688
- EWTS I 24/7 Hotline 860-910-4957
- Fathom I Observer Program Department Head 24/7 508-951-2038
- MRAG I Northeast 24 Hour Line 877-768-7121

# Health and Wellness Resources

## Bed Bugs

[http://www.nefsc.noaa.gov/fsb/memos/2014/NEFOP\\_Memo\\_14\\_010\\_Alert\\_Bed\\_Bug\\_Awareness.pdf](http://www.nefsc.noaa.gov/fsb/memos/2014/NEFOP_Memo_14_010_Alert_Bed_Bug_Awareness.pdf)

<https://www.epa.gov/bedbugs/do-it-yourself-bed-bug-control>

Bed bug encounters may be becoming more common on commercial fishing vessels. Remember to check sleeping areas on the vessel for signs of bed bugs. Bed bugs are small, flat, wingless insects with 6 legs that live off the blood of animals or humans. They do not transmit diseases, although they are a nuisance. Once you depart the vessel, if you suspect you have been exposed to bed bugs, it is very important to treat for bed bugs in order to prevent the spread to another fishing vessel or your home.

Actions that need to be taken if you think you have been exposed to Bed bugs:

- Alert the captain.
- Complete an Incident Report.
- Since bed bugs are easily transferred from one place to another, be careful when removing items from the infested area. Place all items in plastic bags before moving them.
- Double bag (sealed plastic bags) all bedding and infested items before bringing into your car or home. Discard bags once items have been treated.
- For items that can be washed, wash immediately in hot (113°F or higher) water twice. Dry on high heat (113°F or higher) twice for 60 minutes.
- Double bag additional items that can't be laundered and place in a chest freezer for 4 days. Freezing is lethal to bed bugs and their eggs. There are 2 chest freezers at the Observer Training Center that can be used for this treatment (call first). These freezers can hold immersion suits and PFD's. Most home freezers aren't cold enough. Items must be kept at 10° F, or lower, for 4 days.
- If something can't be washed or discarded spray with non-toxic bed bug spray, seal in a plastic bag and leave intact for up to two months.
- Properly dispose of all items that might be infested and can't be treated.
- If needed, hire a professional before things escalate.
- If you are sensitive to the bites or are having a reaction, please call your doctor to discuss treatment

## Suspected Drug Use

<http://www.narconon.org/drug-abuse/signs-symptoms-of-drug-abuse.html>

If you suspect the vessel operator of using drugs while at sea or if crew behavior is making you feel unsafe. Contact NEFOP support staff via InReach and we will work with you to determine the best course of action.

Submit an incident report within 12 hours of landing if you suspected operator abuse of alcohol or drugs or if you felt unsafe during your trip.

Observers should not volunteer or agree to submit to a drug test at the request of a fishing vessel owner or operator.

Contact Sara Weeks, Northeast Area Lead with questions 508-642-6005

## MRSA

<https://www.cdc.gov/mrsa/community/index.html>

MRSA is methicillin-resistant *Staphylococcus aureus*, a type of staph bacteria that is resistant to several antibiotics. In the general community, MRSA most often causes skin infections. If left untreated, MRSA infections can become severe and cause sepsis - a life-threatening reaction to severe infection in the body.

If you notice someone displaying the signs or symptoms of a MRSA infection or you are informed by Captain/crew of someone with a MRSA infection on the vessel, this is a valid reason you may refuse to sail on a trip even if the vessel is safety compliant.

If you suspect you have a MRSA infection while at sea. Contact NEFOP support staff via InReach and we will work with you to determine the best course of action.

To prevent another MRSA infection and to prevent spreading MRSA to others:

- Keep taking any antibiotics prescribed by your doctor. Don't take half-doses or stop before you complete your prescribed course.
- Clean your hands often, especially before and after changing your wound dressing or bandage.
- People who live with you should clean their hands often as well.
- Keep any wounds clean and change bandages as instructed until healed.
- Avoid sharing personal items such as towels or razors.
- Wash and dry your clothes and bed linens in the warmest temperatures recommended on the labels. Tell your healthcare providers that you have MRSA.
- Your doctor may have more instructions for you.

## NOAA Sexual Assault / Sexual Harassment Helpline

<https://www.noasashhelpline.org/>

**866-288-6558**

Free, Confidential Support 24/7

Service is operated by RAINN, the nation's largest anti-sexual violence organization

Through this service, support specialists provide live, confidential, one-on-one support. All services are anonymous, secure, and available worldwide, providing the NOAA community with the help they need, anytime, anywhere.

## Coping with an Accident at Sea

by Sunny Rice

<http://doi.org/10.4027/cas.2015>

Those of us who work and live near the sea are used to dealing with stressful situations, but surviving an accident at sea might bring up a different kind of pressure. As you begin to take care of your immediate needs after an accident, you may be concerned by the emotions or physical sensations you continue to feel, even though you are out of immediate danger. Not everyone will respond to a disaster at sea in the same way—even people who lived through the same incident. But researchers have found that there are some common reactions among survivors.

### How our brains experience a life-threatening situation

Current research suggests that our brains respond in a unique, self-preserving manner when we experience a situation that feels like our lives or the lives of others are in danger. The memory of the life-threatening event bypasses the hippocampus—the area of the brain that helps you understand where you are and navigate in space. As a result, these memories are not firmly linked to a specific place and time and may resurface unexpectedly.

### What you may be experiencing now

The most common reactions to at-sea disasters are

- Trouble sleeping and nightmares.
- Feeling overly jumpy and/or easily startled.
- Loss of concentration.
- Increased irritability or anger.

You may also experience

- Flashbacks—memories, feelings, or sensations of the event that come back unexpectedly.
- Intense physical or emotional reactions when you smell, hear, feel, or see things that remind you of what happened (examples: diesel smell, rocking motion).
- A desire to avoid places, people, or other activities that remind you of the event.
- An inability to remember important details about the event.
- A sense of numbing, detachment, or lack of emotions.
- A lack of awareness of your surroundings (being in a daze or things seem “unreal”).
- Less interest in your usual activities.
- Hopelessness.
- Feeling that you must always be on the lookout for danger.

These symptoms are extremely common reactions to traumatic experiences.

### What you can do to help yourself

Talking or writing about what you have experienced and how you are feeling is one of the most effective actions you can take to help yourself and prevent future problems. When you are in a safe environment, reflecting on what happened helps your mind make sense of the events and gain a sense of control over the difficult memories. This helps your mind “contain” the memories by placing the events securely in the time and location in which they occurred so that they are less likely to “intrude” unexpectedly and uncontrollably.

While close friends and family can be a great source of support, don't be discouraged if other people have a hard time understanding your reactions. Talking about what happened can sometimes be difficult in a small coastal community. You might worry that your story will frighten others who also spend time on the water, you may hesitate to talk about the ways human error could have contributed to the disaster, or you may worry about overwhelming your loved ones. You might also feel that some people are interested in your story only for its shock value. It is up to you to decide who you are comfortable sharing your story with. It may be easier to talk to someone outside your normal social circle, such as a counselor, doctor, nurse, or clergy person. Professional support can provide much-needed confidentiality, understanding, and a neutral perspective. If you have trouble finding someone to talk to, the NAMI hotline (1-800-950-6264) is a good place to start.

### Talking to other survivors of your accident

Other people who experienced the same accident you did can be a great source of comfort for you and may be the first people you talk with about your experience. But keep in mind when talking with them that reactions will not be the same for everyone in the incident. Some people may have a much stronger response than you do, or interpret the level of danger differently. Also, a person who has already experienced many threatening situations may find that each new traumatic experience has a stronger impact than the last one.

### Other actions that may be helpful

- Engage in pleasant, distracting activities off and on, but try not to completely avoid thinking or talking about what happened.
- Get adequate rest and eat healthy foods.

- Try to maintain a normal schedule.
- Take breaks and reminisce about those who lost their lives in the incident, if applicable.
- Focus on something practical you can do now.
- Use relaxation techniques.
- Keep a journal.
- Exercise in moderation. Exercising within 24 hours of the event will help your body process the stress hormones that flooded your body during the incident.

For the longer term, one researcher found that survivors have been helped by:

- Focusing on their sense of purpose or mission in life.
- Attachment to loved ones.
- Maintaining a sense of humor.

### Actions that are not helpful

- Using alcohol or drugs to cope.
- Withdrawing from family, friends, pleasant activities.
- Working too much.
- Violence or conflict.
- Doing risky things.
- Extreme avoidance of places or activities that might remind you of the event.
- Excessive TV or computer games.

### When to see a health care provider

Counselors, doctors, nurses, and clergy people will be happy to talk with you about your experiences. If the symptoms listed above are interfering with your functioning at work or at home a month or more after your accident, or if you are anxious or depressed, it is a good idea to talk to a counselor or health care provider. Don't avoid getting help. You and the ones you love deserve it.

### When you do go back out on the water

Residents of coastal communities are very connected to the sea. At some point, possibly very soon after your emergency, you may decide to go back on the water. Trust yourself about when is the best time for you, but don't avoid the activities or career you love because of the anxiety you think they might provoke.

You will likely notice some changes when you go back to sea. Your perception of what is safe may change. Being out on the water may re-trigger responses you thought were over. This is common. Your anxiety will most likely get a little better each time you return to the water, and gradually challenging yourself to do so can be a helpful step in recovery. According to one researcher, "Some people come out of disasters in better condition than they went in. They are psychologically healthier, with improved personal and working lives, a stronger sense of purpose and clearer perspective on their own lives."

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by **Sunny Rice** Alaska Sea Grant Marine Advisory Agent, University of Alaska Fairbanks, Petersburg, AK (907) 772-3381 [sunny.rice@alaska.edu](mailto:sunny.rice@alaska.edu) and **Bethany Rice, MSW** (counselor and sea accident survivor)

## A25. NMFS Mishap Report

**Instructions: Report all work-related mishaps as soon as possible, within no more than 24 hours of the incident. Please do not delay reporting simply to gather all the items of the report. Completing sections 1 - 4 in the initial report is fine, as Section 5 information can be added as investigations occur and details become known.**

**Save this form to your desktop. Complete form. Email completed form to Jack Emberg ([jack.emberg@noaa.gov](mailto:jack.emberg@noaa.gov)), Linda Arlen ([linda.arlen@noaa.gov](mailto:linda.arlen@noaa.gov)) and your direct supervisor.**

<b>Confidential NMFS Mishap Report</b>	
<b>1. Agency Bureau</b>	
DEPARTMENT OF COMMERCE	NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
<b>Line Office</b>	
NATIONAL MARINE FISHERIES SERVICE	
<b>2. Facility Information</b>	
Facility Identification	<i>See Page 3 – Please Copy / Paste your selection here</i>
Facility Type	N/A
Facility Name	
Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
City	
State	
Zip Code	
<b>3. Employee Information</b>	
Employee First Name	
Employee Middle Name	
Employee Last Name	
Employee Job Title	
Employee Phone Number (999-999-9999)	
Government Employee?	Y/N
Non-Government Personnel with Personal Indemnity Agreement?	Y/N
Supervisor First Name	
Supervisor Middle Name	
Supervisor Last Name	
Supervisor Job Title	
Supervisor Phone Number (999-999-9999)	
<b>4. Incident Information</b>	
Incident Date (MM/DD/YYYY)	
Incident Time (HH:MI-24 hr clock)	
Incident Location	
Did the incident occur under any of the following conditions (put X in front of all that apply)	Boat    Dive    Plane    Enforcement
Incident Type	<i>See Page 3 – Copy / Paste your selection here</i>

Medical Treatment?	Y/N
Did the incident result in any death(s), in-patient hospitalization(s), amputation(s), loss of eye(s), permanent employee disability, condition(s) that pose an imminent and severe threat to other employees, or property/vehicle damage in excess of \$1,000,000?	Y/N
Incident Description (600 Characters)	
<b>5. Supervisory Investigation and Corrective Action</b>	
Each incident must be investigated by a supervisor. Fill out this section with information currently available. If information is incomplete or further details are discovered in the course of the investigation, submit a Follow-Up report later.	
Investigation Date (MM/DD/YYYY)	
Was injury caused by employee's willful misconduct, intoxication, or intent to injure self or another? If yes, explain in Investigation Details.	Y/N/TBD
Was the incident a result of violation of established safety policies? If yes, explain in Investigation Details.	Y/N/TBD
Has the employee received training to perform this procedure safely? If yes, explain in Investigation Details.	Y/N/TBD
Are changes necessary in the operations or procedures to prevent this type of incident in the future? If yes, explain in Investigation Details.	Y/N/TBD
Investigation Details (600 Characters)	
Corrective Action Taken/Planned (600 Characters)	

## Section 2: Facility Identification:

ORONO ME - Maine Field Station

WOODS HOLE MA - NEFSC Woods Hole Laboratory/Carson Lane/Falmouth Tech Park/Pocasset Warehouse

NARRAGANSETT RI - NEFSC Narragansett Laboratory

MILFORD CT – NEFSC Milford Laboratory

SANDY HOOK NJ – NEFSC James J. Howard Laboratory

VESSEL – Any Vessel – Anywhere

Facility Not Listed – Please add appropriate Facility name and location

## Section 4: Incident Type:

Select the Incident Type that best represents the main cause of the incident. For example, if a climber is stung by a wasp and then falls, the incident type should be "Stung By" not "Fell, different level".

Effects caused by, or resulting from, the primary incident should be described in the "Incident Description" field. If unsure, select the last option, "Unclassified" and provide details in the "Incident Description" field.

STRUCK

STRUCK BY

STRUCK BY FALLING OBJECT

STRUCK AGAINST

FALL, SLIP, TRIP

FELL, SAME LEVEL

FELL, DIFFERENT LEVEL

SLIP, TRIP, NO FALL

CAUGHT

CAUGHT ON

CAUGHT IN

CAUGHT BETWEEN

PUNCTURED,

LACERATED

PUNCTURED BY

CUT BY

STUNG BY

BITTEN BY

CONTACT

CONTACT WITH

CONTACT BY

EXERTION

LIFTED, STRAINED BY

STRESSED BY

EXPOSURE

INHALATION

INGESTION

ABSORPTION

TRAVELING IN

OTHER, UNCLASSIFIED





## Appendix B.

### For Industry

Following are policies, memorandums, forms and reports of particular relevance to vessel Captains and crew members.

## B1. IFS Observer Program Requirements



## Industry Funded Scallop Observer Program Requirements

With the start of the new scallop fishing year, we wanted to take this opportunity to remind all vessel owners and captains of the call-in requirements and regulations concerning the Industry Funded Scallop Observer Program.

It is a requirement that all Limited Access and Limited Access General Category Individual Fishing Quota (IFQ) permitted scallop vessels fishing in federal waters call the automated Interactive Voice Response (IVR) phone system at 508-495-2100 to declare their intent to fish, prior to the start of their trip(s). Upon calling in, all vessels will receive a confirmation number that **must** be retained. If selected for coverage, vessels must provide this confirmation number to the observer service provider companies so a record of contact can be logged for NMFS. Within 24 hours of calling the IVR, vessels will receive an automated email on their VMS units indicating selection or waiver status. If desired, this email can also be sent to additional addresses which should be provided to the NMFS Scallop Vessel Call-In Coordinator (VCIC). If you do not receive a confirmation message within 24 hours please call the VCIC at 508-495-2188 or the after-hours/weekend line (9 am to 9 pm) at 508-560-3550.

### Information for General Category IFQ vessels:

LAGC IFQ vessels are required to call the IVR on a weekly basis to declare their intent to fish during the upcoming calendar week (Sunday to Saturday). Please note that only **one** call is required to declare your intent to fish any day(s) during that calendar week. NMFS requires that all vessels notifying under a General Category IFQ permit do so through the call-in system **at least 72 hours** prior to the start of the calendar week. Vessels must call the IVR by Thursday 0001 hours in order to notify us of their intent to fish during the upcoming calendar week, beginning the following Sunday. Calls received after the calendar week has started will **not** be “back-dated”. If you are unsure of your plans for the upcoming week, NMFS advises that you call the IVR if there is a chance you will fish, in order to be compliant.

If selected for observer coverage, the owner, operator, or vessel manager must contact the observer service providers with **at least 48 hours** of notice to arrange for observer deployment. You may call the provider companies in any order you prefer, however, in order to be considered compliant **all** provider companies must be contacted prior to a selected LAGC vessel sailing without an observer. As required by regulations, the providers maintain records of all calls from vessels requesting observer services, and NMFS will confirm that attempts to obtain observer coverage have been made for each vessel selected. If you fish without an observer and have not contacted all provider companies, this will be considered a refusal and will be reported to NOAA’s Office of Law Enforcement. You will also be considered non-compliant if you fish without fulfilling the notification requirements as VMS trip records and IVR calls are frequently checked.

### Information for Limited Access vessels:

Limited Access vessels are required to notify **at least 72 hours** prior to, but **no more than 10 days** before their intended sail date. Please note that vessel requests for sail dates less than 72 hours out will **not** be processed as requested. If requiring a fishing area change for an existing confirmation number, or if the trip is being delayed more than 48 hours past the initial sail date due to weather, mechanical issues, etc., please refrain from calling a new trip in through the IVR and instead, contact the VCIC who will be happy to assist you.

If selected for observer coverage, the owner, operator, or vessel manager must contact the observer service providers with **at least 48 hours** of notice to arrange for observer deployment. You may call the provider companies in any order you prefer, however, in order to be considered compliant **all** provider companies must be contacted prior to the vessel



sailing without an observer. As required by regulations, the providers maintain records of all calls requesting observer services, and NMFS will confirm that attempts to obtain observer coverage have been made for each vessel selected. If no observers are available through any of the providers, Limited Access vessels must contact the VCIC to request a formal waiver prior to departing. NMFS will verify that all providers have been contacted before issuing any waivers. If you fish without an observer and have not contacted all provider companies this will be considered a refusal and will be reported to NOAA's Office of Law Enforcement. You will also be considered non-compliant if you fish without fulfilling the notification requirements as VMS trip records and IVR calls are frequently checked.

**Reminder that Observers are Prohibited from Shucking Scallops:**

Please note that any observer deployed on a Limited Access or Limited Access General Category scallop trip is prohibited by law from assisting the crew in shucking scallops. Observers are not permitted to shuck and must not solicit or accept, directly or indirectly, any gratuity, gift, favor, entertainment, loan, or anything of monetary value from anyone who conducts fishing or fishing related activities that are regulated by NMFS, as outlined by the Fisheries Sampling Branch Observer Program Standards of Conduct and Statement of Non-Conflict of Interest. Captains and/or crew may not request observers to participate in crew duties such as shucking. Observers must be able to perform their duties and collect and record data in an unbiased manner. Reports of observers shucking or being asked to shuck while deployed on Industry Funded Scallop trips will be directed to the Office of Law Enforcement.

Please contact us if you have any questions. This letter is intended as a courtesy and in no way takes the place of, or changes the regulations found at 50 CFR 648.11(g). We appreciate your cooperation in this matter.

**The current Industry Funded Scallop Observer providers are:**

A.I.S. Inc. 774-200-1688  
East West Technical Services Inc. 860- 910-4957  
Fathom Research LLC. 508-990-0997  
MRAG Americas 877-768-7121

This information and more regarding the program can be found at the following website:  
<https://www.nefsc.noaa.gov/fsb/scallop/>

You can access the Industry Funded Scallop Observer Program Call-In Guide at:  
[https://www.nefsc.noaa.gov/fsb/scallop/Industry\\_Scallop\\_Call\\_In\\_Guide.pdf](https://www.nefsc.noaa.gov/fsb/scallop/Industry_Scallop_Call_In_Guide.pdf)

**Chad Keith**

Industry Funded Scallop Lead  
508-495-2067

**Lacey Bluemel**

Scallop Vessel Call-In Coordinator  
508- 495-2188

**Tyler Staples**

Industry Funded Scallop Assistant  
508-495-2129

## B2. Guide for Calling into the IVR System

## **Industry-Funded Scallop Observer Program Call-In Guide**

**Limited Access (LA) Vessels MUST** provide 72 hours' notice before the intended sail date. Notice should be no more than 10 days prior to sail date. Date requests within the 72 hours' notice window will not be granted.

**LA General Category Vessels (LAGC) MUST** notify by Thursday for the upcoming calendar week (Sunday through Saturday). Only one call per calendar week is required. Calls will not be back-dated if received after the calendar week has begun.

### **STEP I – Call the Automated IVR System at (508) 495-2100**

1. **Press 1** to report a trip and follow the message prompts
2. **Gear type:** Press 1 for Scallop Dredge  
Press 2 for Scallop Trawl
3. **Permit type:** Press 1 for a Limited Access trip  
Press 2 for a General Category IFQ trip
4. **Area:** For Mid Atlantic Open Area, press 4, then press # key  
For Georges Bank Open Area, press 5, then press # key  
For Closed Area I Access Area, press 7, then press # key  
For Mid Atlantic Access Area, press 9, then press # key  
For Nantucket Lightship West Access Area, press 10, then press # key
5. **Phone #:** Enter your 10 digit phone number (**DO NOT** use '1' before the area code)
6. **Permit #:** Enter your 6 digit permit number
7. **Name:** Please speak clearly, first, last name then press # key
8. **Port:** Please say the city and state you intend to sail from, then press # key
9. **Sail Date:** Please say the month, day, and year, then press # key

You will receive a confirmation number which **MUST** be retained.

A waiver or observer selection email from NMFS will be sent to your VMS unit within 24 hours.

If you do not receive a notification within 24 hours, contact the NMFS at (508) 495-2188

If you are issued a waiver, you may begin your trip.

If you receive an observer notice, please follow the instructions in Step II.

### **STEP II – When selected to carry an observer**

If selected for observer coverage you **MUST** provide at least 48 hours' notice to the observer providers.

You are required to call **all four** of the observer providers in an attempt to obtain coverage, but you may choose to hire any provider that is available.

#### **Current Industry Funded Scallop Observer Providers**

**A.I.S. Inc. (774) 200-1688**

**East West Technical Services Inc. (860) 910-4957**

**Fathom Research LLC. (508) 990 – 0997**

**MRAG Americas, Inc. (877) 768-7121**

Please call the Vessel Call-in Coordinator at (508) 495-2188 or (508) 560-3550 (after-hours cell) if there are no observers available from any of the providers and you would like to request a waiver, or if you are cancelling or delaying your trip more than 48 hours beyond the intended sail date.

## B3. Vessel Selection Letter



**UNITED STATES DEPARTMENT OF COMMERCE**  
**National Oceanic and Atmospheric Administration**  
 NATIONAL MARINE FISHERIES SERVICE  
 GREATER ATLANTIC REGIONAL FISHERIES OFFICE  
 55 Great Republic Drive  
 Gloucester, MA 01930-2276

Date Prepared: \_\_\_\_\_

Dear Vessel Owner, Operator, or Fisherman:

As an active participant in a fishery that requires Federal Fisheries Observer coverage, NOAA's National Marine Fisheries Service has selected your fishing vessel,

F/V \_\_\_\_\_

(United States Coast Guard (USCG) documentation or state # \_\_\_\_\_), to take an observer on:

your next \_\_\_\_\_ fishing trip(s) or next \_\_\_\_\_ days fishing;

all fishing trips between the dates of \_\_\_\_\_ and \_\_\_\_\_.

Additional trip criteria (if applicable):

When fishing the following gear type(s), \_\_\_\_\_;

When fishing under the following Vessel Monitoring System (VMS) declaration code(s), \_\_\_\_\_;

When fishing under a non - groundfish Vessel Monitoring System (VMS) declaration code.

**You must notify the Observer Service Provider representative noted below at least twenty four (24) hours before the start of the vessel's next fishing trip.** If you received this letter on the same day as a planned fishing trip, you must notify the Observer Service Provider immediately upon receiving this letter.

You must contact:

\_\_\_\_\_ at phone number \_\_\_\_\_  
 (Contact name, completed by NMFS, Observer Service Provider staff, or observer and contact phone number)

**You are required by the Magnuson-Stevens Fishery Conservation and Management Act, the Endangered Species Act, and/or the Marine Mammal Protection Act to facilitate observer deployment by complying with the instructions in this letter. Failing to notify the observer program as instructed in this letter or fishing without an observer when required is unlawful and may subject you to fines and permit sanctions.**

**Observer Safety Requirements**

A vessel must meet all applicable USCG safety regulations. These requirements are generally outlined in the most current USCG publication 'Federal Requirements for Commercial Fishing Industry Vessels' available at: <http://www.fishsafe.info/>. All certificates, equipment and equipment servicing, registrations, and hydrostatic releases must be current/not expired and a vessel must have a current USCG Commercial Fishing Vessel (CFV) Safety Examination decal or a USCG certificate of examination with proof of passing the USCG CFV Safety Examination.

Once a vessel is selected for coverage, the assigned observer is required to review emergency instructions with the vessel operator and complete a pre-trip safety check of the vessel's emergency equipment prior to departing on a trip. If a vessel fails to pass the required pre-trip safety check, the observer may not deploy

Revised 03/2018



## B4. NEFOP Letter of Introduction



UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
NATIONAL MARINE FISHERIES SERVICE  
Northeast Fisheries Science Center  
166 Water Street  
Woods Hole, MA 02543-1026

April 1, 2019

To Whom It May Concern:

Please accept this letter as an introduction for **Mr./Ms. XXXXX** who is currently employed by **Provider Name. Provider Name** provides fisheries observers from Maine through North Carolina, under a contract with the National Marine Fisheries Service, Northeast Fisheries Science Center. **His/Her** training was completed on April, 2019.

Please afford **Mr./Ms. XXXXX** your cooperation and accommodations to perform **his/her** job duties. Observers are placed onboard commercial fishing vessels to observe catch, in support of the Magnuson Stevens Act (50 CFR ' 600.725, ' 600.746, ' 648.11), Marine Mammal Protection Act (16 USC 1387 ' 118), and the Endangered Species Act (16 USC 1531 *et seq.*, 16 USC 742a ' 222). Observers have completed a minimum of an 16-day course which covers the following topics: safety aboard fishing vessels, conduct at sea, mission and purpose of the observer program, duties and priorities, introduction to fisheries management, catch estimation methods, orientation to fishing gear, fish and other marine species identification, data confidentiality, electronic data transmission, and conflict resolution. It is critical that they collect and record accurate and non-biased information on fishing activities. These observations are used to assess total catch, allow for assessments of impacts of incidental catch of protected species, and support research studies on contaminants, life history, and geographic ranges of marine fauna, and analysis of gear characteristics and effects on catch and bycatch. You may also request a copy of your trip logs by completing a "Data Release Form", available from observers, our office, or website below.

Any complaints of observer harassment, discrimination, interference, and/or intimidation will be reported to the NMFS Office for Law Enforcement. Observers may not accept any gifts or direct payment in any form from the vessel. If you have any questions or comments concerning

the presence or performance of this observer, please direct them to Amy Martins, NEFSC, Fisheries Sampling Branch, at (508) 495-2266 or [Amy.Martins@noaa.gov](mailto:Amy.Martins@noaa.gov). For more information regarding the Northeast Fisheries Observer Program, please visit our website at: <http://www.nefsc.noaa.gov/femad/fsb/>.

Thank you very much for your cooperation. Observers collect data that are essential to our science and the management of regional fisheries and we are grateful for your support and participation in this process.

Sincerely,

Jonathan Hare Ph.D.  
Science and Research Director

## B5. Late Observer Policy



Northeast Fisheries Science Center  
Northeast Fisheries Observer Program

## **Late Observer Policy for Fishermen**

This policy has been developed to provide guidance on what to do if a vessel is expecting an observer and the observer is not present at the time and location provided by the vessel in its pre-trip notification.

The Northeast Fisheries Observer Program (NEFOP) does not accept observers being late for a trip. Observers recognize this, and it should be a rare occurrence that an observer is late for a trip. Observers should not delay scheduled fishing operations. Observers with unacceptable reasons for being late will be put on probation, which may result in decertification.

This late observer policy relies on the following communication protocol:

Clear trip information is relayed directly from the captain to the observer, including:

- Sail date
- Sail time (specify AM or PM)
- Expected trip length
- Location the vessel is tied or moored
- A current contact phone number for the captain

When a multiday trip is delayed, observers should be provided with advance notice once a new sail date and time is established, so that they may prepare for the trip and travel to the vessel.

As trip details may change due to weather and other unpredictable variables, it is critical that all parties clearly communicate trip details. Information provided via the Pre-Trip Notification System (PTNS), such as time of departure, is meant to be the best estimation at the time of the notification. If trip details change from what was submitted in the PTNS, the final trip information must be conveyed to the observer assigned to the trip by establishing contact with the provider/observer before the vessel sails. Vessels providing false information in the PTNS or to the observer will be referred to the Office for Law Enforcement.

## Observer Service Provider Program Manager Contacts

**A.I.S., Inc.** – Lucas Curci, 609-802-4072

**East West Technical Services** – Karl Cygler, 860-223-5165

**Fathom** – Jenna Rockwell, 508-951-2038

**MRAG Americas** – Danielle Kane, 206-661-7438

It is strongly recommended to observers that they arrive one hour prior to the scheduled sail time to allow sufficient time for locating the vessel, unloading sampling gear, and parking. When the captain (or his/her designee) is present, the observer may board the vessel, find a secure area for their gear, and start the pre-trip safety check.

Should the observer fail to arrive at the vessel at the scheduled sail time, it is recommended that the vessel captain call the observer service provider program manager at the phone number listed above to ensure that the proper trip information was communicated. These contact numbers are also provided in the PTNS email a vessel receives when an observer has been assigned to their trip.

If a captain is unsure if their trip has an observer assigned or was issued a waiver, they may check their selection status on the PTNS website, using their permit number and PIN at <http://fish.nefsc.noaa.gov/PTNS/>. They may also check their notification emails. They may also call the PTNS line at the number below.

### PTNS Line – available 24/7

1-855-FISHES1

1-855-347-4371

**Once assigned an observer, a trip may not sail without an observer unless it has been issued a written or verbal waiver from NEFOP. If an assigned observer is late, the vessel must call the PTNS line to obtain a waiver prior to sailing.**

When calling the PTNS line, identify the vessel name, permit number, the PTNS confirmation number, your name and number, and describe the reason for calling. The phone call will be logged, and if the call does not come in during business hours, NEFOP staff will be contacted right away.

## B6. Fishermen's Comment Card

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
NATIONAL MARINE FISHERIES SERVICE  
NORTHEAST FISHERIES SCIENCE CENTER  
NORTHEAST FISHERIES OBSERVER PROGRAM  
166 WATER STREET  
WOODS HOLE, MA 02543



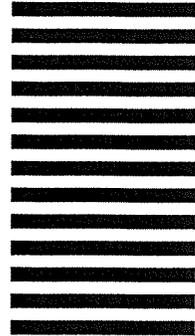
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NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
NATIONAL MARINE FISHERIES SERVICE  
NORTHEAST FISHERIES SCIENCE CENTER  
NORTHEAST FISHERIES OBSERVER PROGRAM  
166 WATER STREET  
WOODS HOLE MA 02543-9910



*To mail, fold on this line and apply wafer seal to close.*

OMB Control No.: 0648-0593  
Expiration Date: 10/31/2018

## IMPORTANT!!

### FISHERMEN'S COMMENT CARD

### NORTHEAST FISHERIES OBSERVER PROGRAM

The information on this form will be used by the National Marine Fisheries Service to evaluate how well the observers are performing their duties and to serve as a line of communication between the fishermen and the Observer Program. This form and other information about the Northeast Fisheries Observer Program are available on the web at: <http://www.nefsc.noaa.gov/femad/fsb/>.

**PAPERWORK REDUCTION ACT STATEMENT:** The information provided on this form will be used by the National Marine Fisheries Service (NMFS) to improve observer training under section 403(b) of the Magnuson-Stevens Act (16 U.S.C. 1801, et seq.), which will assist NMFS to collect information that is used in analyses that support the conservation and management of living marine resources and that are required under the Magnuson-Stevens Fishery Conservation and Management Act (MSA), the Endangered Species Act (ESA), the Marine Mammal Protection Act (MMPA), the National Environmental Policy Act (NEPA), the Regulatory Flexibility Act (RFA), Executive Order 12866 (EO 12866), and other applicable law. The public reporting burden for this form is estimated to average 15 minutes per response, including the time for completing, reviewing, and transmitting the information on the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to: Amy Martins, National Marine Fisheries Service, Northeast Fisheries Science Center, Northeast Fisheries Observer Program, 166 Water Street, Woods Hole MA 02543-1026. Providing the requested information is voluntary. All identifying data submitted will be handled as confidential material in accordance with NOAA Administrative Order 216-100, Protection of Confidential Fishery Statistics. Other information collected on this form may be subject to public release under various statutes. Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number. This is an approved information collection under OMB Control No. 0648-0593 through 10/31/2018.



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Obcmc

OMB Control No.: 0648-0536  
Expiration Date:

Trip ID

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4) Did the observer explain their sampling requirements and protocols?

Yes

No

5) Did the observer record the positions (latitude/longitude or lorans) of all of the hauls?

Yes

No

6) Did the observer weigh and take length measurements of fish caught during trip?

Yes

No

7) Did the observer collect the catch information from the work deck of the vessel?

Yes

No

8) Did the observer identify fish species correctly?

Yes

No

9) Did the observer review the safety checklist with you?

Yes

No

10) Did the observer inform you of measuring the gear characteristics?

Yes

No

11) Did the observer ask you for the trip-level and tow-level target species?

Yes

No

12) Did you have any other concerns regarding the observer or observing procedures, or safety issues during the trip? If so, please explain in comments section below.

Yes

No

**SECTION II OF II**

Would you like more information from the observer program?

Copy of this trips logs (If so, signature: \_\_\_\_\_)

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- Booklet with a detailed description of the observer program
- Data Release Policy with a Data Release Form
- Observer Program Vessel Safety Checklist
- Federal Register with List of Fisheries (Categorization of Fisheries, MMPA)
- Other (please specify): \_\_\_\_\_

If you requested information, please include your mailing address?

Phone Number    -

Email Email address

Mail Address

City                      State

Zip Code

Additional space for comments below:

***Thank you for taking the time to provide your input.***

## B7. NEFOP Interview Questions for Captains

**SECTION J  
ATTACHMENTS**

**Attachment 25**

**Captain Interview Questions**

Tripid \_\_\_\_\_

Date of Trip(s) \_\_\_\_\_ Date of Interview \_\_\_\_\_

Vessel Name \_\_\_\_\_

Operator Name \_\_\_\_\_

Was the observer on time?	Y	N
Did the observer clearly explain his/her duties to you?	Y	N
Did the observer give you the Observer Duties Sheet?	Y	N
Did the observer explain their duties in regards to incidental takes of marine mammals, turtles and sea birds?	Y	N
Was there a marine mammal, turtle or seabird caught during this trip?	Y	N
Did the observer measure the gear (i.e. codend if this is a trawl trip)?	Y	N
Did the observer weigh the catch?	Y	N
Did the observer take lengths (or shell heights) and biological samples (if required) from the catch?	Y	N
Did the observer wear their PFD (life vest) while on deck?	Y	N
Did the observer hinder your operations in any way?	Y	N
Did the observer get along well with you and your crew?	Y	N
Is the observer welcome on your vessel again?	Y	N
Did the observer offer the captain a comment card?	Y	N

## B8. Trip Data Release Form

## Trip Data Release Form

PAPERWORK REDUCTION ACT STATEMENT: The information provided on this form will be used to ensure that the data for a specific trip is not provided to a person who does not have authority to obtain that data under the confidentiality requirements of the Magnuson-Stevens Fishery Conservation and Management Act (MSA) and the Marine Mammal Protection Act (MMPA). Meeting those confidentiality requirements are critical for collecting information that is used in analyses that support the conservation and management of living marine resources and that are required under the MSA, the Endangered Species Act (ESA), the MMPA, the National Environmental Policy Act (NEPA), the Regulatory Flexibility Act (RFA), Executive Order 12866 (EO 12866), and other applicable laws. The public reporting burden for this form is estimated to average 2 minutes per response, including the time for completing, reviewing, and transmitting the information on the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to: Amy Martins, National Marine Fisheries Service, Northeast Fisheries Science Center, Fisheries Sampling Branch, 166 Water Street, Woods Hole, MA 02543-2266. Providing the requested information is required to deliver the copy of the trip to the requested location and to release the trip data. The information on this form will be kept confidential as required under Section 402(b) of the MSA (18 U.S.C. 1881a(b)) and regulations at 50 C.F.R Part 600, Subpart E. Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number. This is an approved information collection under OMB Control No. 0648-0593 through 10/31/2018.

### Policy for Data Requests of NMFS Observer-Obtained Information

1. The only individuals who may request and receive data include: the owner(s), or the captain acting as an authorized representative for the owner(s), of a vessel participating in the National Marine Fisheries Service (NMFS) Northeast Fisheries Science Center (NEFSC) Observer Program. No other individuals may be issued any data under this policy.
2. Any data request must be submitted in writing on a form letter which may be obtained from a NMFS Observer, or the address below. Two signatures are required on this letter: that of the individual requesting the data, and that of the individual releasing the data. All letters must then be returned to the following address:  
Chief, Fisheries Sampling Branch  
National Marine Fisheries Service  
Northeast Fisheries Science Center  
166 Water Street  
Woods Hole, MA 02543-1097  
Any questions or other requests relating to data release should also be directed to the above address.
3. It should be understood that upon release of the requested data, the recipient then becomes responsible for it.
4. The individual signing the letter as the “releaser” must issue the information in compliance with this policy.
5. Data may not be released upon an oral request, or without first completing and signing the authorized release letter mentioned above.
6. Field diaries do not meet the specifications of releasable data under the policy. No field diaries may be copied for, or reviewed by, vessel owners or captains.
7. Release of data for trips in which more than one vessel participated (*i.e.*, pair trawl trips) may only occur if both vessel owners or captains complete and sign data release letters.
8. Any requests for historical data (*i.e.*, data that an observer has already mailed in) should be forwarded to the address above.
9. All letters should be completed in pen, not pencil.

**NMFS FISHERIES OBSERVER PROGRAM  
TRIP DATA RELEASE FORM**

Request Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Observer Trip ID # \_\_\_\_\_

Vessel Name \_\_\_\_\_

USCG Doc # \_\_\_\_\_

Date Landed \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
PRINT Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
PRINT Mailing Address:

Captain

Owner

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Copies Released By: \_\_\_\_\_ Date \_\_\_\_\_ Edited? Yes\_ No\_

**(For NMFS Office Use)**

▼ | TEAR AT PERFORATION AND RETAIN BELOW SECTION FOR YOUR RECORDS | ▼

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The data you receive may be preliminary and not yet completely reviewed.

Observer Trip ID # \_\_\_\_\_

Date Requested \_\_\_\_\_

Mail Request To:

Chief, Fisheries Sampling Branch  
National Marine Fisheries Service  
Northeast Fisheries Science Center  
166 Water Street  
Woods Hole, MA 02543-1097

Questions or Comments:

Gina Shield  
508-495-2139





**NOAA Fisheries, Northeast Fisheries Science Center**  
**Fisheries Sampling Branch**  
**Observer Training Center at Tech Park**  
25 Bernard East Saint Jean Drive, East Falmouth, MA 02536  
(508) 495-2130 or (508) 495-2000  
[neobserver.info@noaa.gov](mailto:neobserver.info@noaa.gov)