

**Northeast Fisheries Science Center (NEFSC) Fisheries Sampling Branch (FSB)  
Pilot Northeast Fisheries Observer Program Recertification Training Agenda  
September 11-13, 2019 (rev. 09/09/19)**

To properly prepare for this training, observers should review all issued materials and complete all assignments.  
Note: The FSB Training Standards, *Participation Grade*, will be affected for observers who are not properly prepared!

<b>PREPARATION FOR TRAINING &amp; ELECTRONIC REVIEW GUIDE</b>
<b>WHAT TO HAVE COMPLETED PRIOR TO TRAINING</b>
Review Trawl and Gillnet Fisheries Review and Species Identification Material via Google Drive NOAA Email
NMFS issued Gear Request Form
Conflict Resolution Homework Assignment: <a href="https://forms.gle/KhjbUVqYuHK3RoCp6">https://forms.gle/KhjbUVqYuHK3RoCp6</a>
<b>MANUALS &amp; GEAR LIST</b>
<b>WHAT TO BRING TO TRAINING: DAY 1 AT 8AM</b>
<p><b>Manuals and Reference Materials:</b></p> <ul style="list-style-type: none"> <li>• Data Entry Manual</li> <li>• Operations Manual</li> <li>• On Deck Reference Guide</li> <li>• Regulatory Compliance Folder</li> <li>• <u>All</u> Marine Mammal, Fish, Sea Bird, Sea Shore, and Sea Turtle ID Guides</li> <li>• Calculator</li> <li>• Pen/Pencil</li> </ul>
<p><b>Gear Certification Program:</b></p> <p>FSB requires that all observers bring <u>all gear every time</u> they come to Tech Park. The only exception is when gear has been checked within the previous two weeks, in which case the observer is not required to bring it again.</p>
<p><b>Observers are required to bring all of the following items to be TURNED IN:</b></p> <p><b>Electronic Gear:</b> Night/Weekend Electronic Support: 508-367-8256. <i>All trips must be uploaded prior to training.</i></p> <ul style="list-style-type: none"> <li>• <b>Charged</b> and updated Tablet and accessories</li> <li>• Charged Digital Camera and accessories</li> <li>• Marel Scales and accessories</li> <li>• In Reach Devices and all accessories</li> </ul>

**Training Location:** *Fisheries Sampling Branch Training Center  
Technology Park, 25 Bernard Saint Jean Drive  
Falmouth MA, 02536*

**Training Contacts:** *Tania Lewandowski 508-495-2264  
Diana Cowan 508-495-2283*

NEFOP RECERTIFICATION TRAINING AGENDA SEPTEMBER 2019

DAY 1	DAY 2	DAY 3
September 11, 2019	September 12, 2019	September, 13 2019
<p><b>0800</b> Welcome to Training Manual Check-In &amp; Gear Certification Program: Gear Drop Off</p> <p><b>0815</b> Housekeeping &amp; Training Standards</p> <p><b>0835</b> Recert Training Objectives &amp; Agenda Review</p> <p><b>0900</b> Updates to the NEFOP Certification Program</p> <p><b>0945</b> Observer Safety Culture Session Incident Reporting &amp; Web Portal Review Regulatory Compliance Folder Review Health &amp; Wellness and At-sea Communications Update</p> <p><b>1100</b> Data Quality Overview</p>	<p><b>0800</b> Incidental Take ID Exam</p> <p><b>0830</b> Disposition Codes Review</p> <p><b>0845</b> Catch Estimation II Catch Estimation Group Homework Presentations</p> <p><b>1000</b> Data Entry Application Advancements Catch Estimation Calculator Pre-Trip Vessel Safety Checklist</p> <p><b>1100</b> Stock Assessment Overview</p>	<p><b>0800</b> Fish ID Exam</p> <p><b>0830</b> NEFOP Recertification Exam</p> <p><b>Mentoring</b></p>
LUNCH 1130	LUNCH 1130	LUNCH 1130: 45 min
<p><b>1230</b> Resolution: Open Discussion</p> <p><b>1400</b> Electronic Data Collection Updates</p> <p><b>1430</b> Species Verification Program</p> <p><b>1445</b> Fish ID Review Assessment</p> <p><b>1530</b> Catch Estimation Group Homework</p> <p><b>1600</b> Incidental Take ID Assessment &amp; Incidental Take Sampling Workshop</p>	<p><b>1230</b> Final Exam &amp; Fish ID Exam Overview</p> <p><b>1300</b> Incidental Take Gear Assessment and Restock</p> <p><b>1345</b> Incidental Take HW &amp; Exam Review</p> <p><b>1400</b> Multi-gear Protocol Review</p> <p><b>1415</b> Fisheries Review: Gear and Sampling Workshop</p> <p><u>Session 1:</u> Trawl Fishery</p> <p><u>Session 2:</u> Gillnet Fishery</p>	<p><b>1215</b> GMRI EM Study</p> <p><b>1225</b> PTNS Overview</p> <p><b>1230</b> Lessons Learned</p> <p><b>1315</b> Safety Updates &amp; Gear Review</p> <p><b>1400</b> Homework Review</p> <p><b>1415</b> Fish ID Exam &amp; Final Exam Reviews</p> <p><b>1500</b> Certified Gear Review</p> <p><b>1515</b> Conclusion &amp; Issue Gear</p> <p><b>1545</b> Electronic Device Session &amp; New Gear Issuance</p>

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
<b>DAY 1</b> <i>Wednesday</i>	<b>September 11, 2019</b> <b>Tech Park:</b> Training Room, Warehouse, and Cooler		
<b>HOMEWORK</b>	Dispute Resolution Form (Electronic)		
<b>0800</b>	Welcome to Training & Manual Check-In Tablets Collected: Reviewed and Upload Presentations	Training Staff Tori Oriole Charles Dunlap	Students have all material listed on first page of the agenda available in the training room. Training staff will check all required manuals for good working condition and the most current revision. <u>Electronic Gear (IT) Staff:</u> Tablets -Returned at 0945
	Gear Certification Program: Gear Drop Off NMFS Gear Request Forms Trip Paperwork & Write-in-Rain Notebooks	Jack Harrington Ashley Taylor-Haynes Randy Collins	GCP gear will be dropped off by students in warehouse. <u>Gear Certification Staff:</u> Calipers and Scales. <u>Safety Staff:</u> PFD's, Survival Suits, and PLB's. <u>Trip Paper/Notebook</u> will be checked-in w/Ashley or Randy Office# 218
<b>0815</b>	General Housekeeping & Training Standards	Tania Lewandowski	General housekeeping and emergency procedures. Review Recertification Program Standards. Issue Key Code for Doors: 63535
<b>0835</b>	Recertification Training Objectives & Agenda Review	Diana Cowan	Review the NEFOP Recertification training objectives and overview of the course agenda and expectations.
<b>0900</b>	Updates to the NEFOP Program	Katherine McArdle	Updates within the NEFOP and Groundfish Fisheries; Sea Day Achievements and Sectors groundfish coverage rates.
<b>0945</b>	Observer Safety Culture Session <ul style="list-style-type: none"> <li>• Incident Report &amp; Web Portal</li> <li>• Regulatory Compliance Program</li> <li>• Health &amp; Wellness</li> <li>• At-sea Communications Updates</li> </ul>	Kristy Gustafson Alex Post Support: Kara Gross & Zach Fyke	Promoting a safety culture: observer communications engagement session. Interactive session using a trip path simulation to demonstrate the Program's directives for safety related situations on a trip. Additional Support: Chad Keith
<b>1100</b>	Data Quality Review	Debra Duarte	Data Quality Program standards are reviewed as well as corrective measures that will be taken should an individual display low data quality.
<b>1130</b>	<b>LUNCH</b>		
<b>1230</b>	Resolution: Open Discussion	Kristy Gustafson Kara Gross Support: Zach Fyke	Students discuss in an open forum situations that have occurred while performing job duties. Follow-up support as needed in the Lessons Learned session. Additional Support: Training Staff and Kristof Ketch
<b>1400</b>	OASIS Application Updates	Charles Dunlap Erin Kupcha Jim Finnegan	Updates and modifications required for the OASIS Application. Review any consistent issues and solutions with the students. General check-up of the devices and usability reviewed with students.
<b>1430</b>	Species Verification Program Summary	Tori Oriole	SVP: Observer's current progress and overview. Support: Loren Kellogg
<b>1445</b>	Fish ID Review Assessment	Training Staff	Fish ID: Review fish species identification and test preparation.
<b>1530</b>	Catch Estimation Group Assignments	Training Staff	Students are given Catch Estimation Group assignments and detailed instruction on how to complete the homework.
<b>1600</b>	Incidental Take Assessment		Assessment Quiz: Marine mammal, sea bird, and sea turtle identification.
<b>1615</b>	Incidental Take Sampling Workshop Station 1: Group Discussion & 'Find the Answer' Game Station 2: Sea Bird, Sea Turtle, and Mammal	Stephanie Depasquale Johanna Pedersen Support: Meghan Plourde	Sampling Workshop Station 1: Classroom discussion and manual game Station 2: Inc Take sessions that will review ID characteristics and sampling protocols
<b>Due End of Day</b>	<b>Turn in NMFS Request Form (if not yet)</b>		
<b>HOMEWORK ASSIGNMENT</b>	Catch Estimation Group Homework, Study for Inc Take ID Exam, Disposition Code Assignment, and all Inc Take Kits: MM, Turtle, & Pit Tag Scanner	<b>Homework Location</b> Issued in Class and Folder	<b>Due Date</b> September 12 <sup>th</sup> @ 8am

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
<b>DAY 2</b> <i>Thursday</i>		<b>September 12, 2019</b>	<b>Tech Park:</b> Training Room and Conference Room
<b>HOMEWORK</b>	Catch Estimation Group Homework and Disposition Code Assignment	<b>Demonstrations 0845</b>	
<b>0800</b>	<b>Incidental Take Identification Exam</b> <i>Exam requires a minimum of 85%</i>	Stephanie Depasquale Johanna Pedersen	<b>Inc Take ID Exam Open Book:</b> Materials may be used for this portion of the exam. Tablet required for electronic exam.
<b>0830</b>	Disposition Code Review	Tori Oriole Support: Amy Westell	Review how observers record species and the specific reason they are kept or discarded. Updates on any current issues or discussions.
<b>0845</b>	Catch Estimation Group Hw Scenarios  Catch Estimation II Review Review Discarding Events & Log	Student Presentations Diana Janda Tori Oriole Alex Post	Each group will demonstrate the assigned catch estimation scenario according to NEFOP protocols and the group's individual at-sea experiences. Overview of current catch estimation methods. Clear up common errors and/or misunderstandings.
<b>1000</b>	Data Entry Application Advancements • Catch Estimation Calculator • Pre-Trip Vessel Safety Checklist	Jim Finnegan Michael Ryan Charles Dunlap	Review new OASIS applications features and solutions.
<b>1100</b>	Stock Assessment Overview	Kristy Gustafson Support: Katherine McArdle	Overview of how NEFOP Observer data is used within regulation, fisheries science, and management.
<b>1130</b>	<b>LUNCH</b>		
<b>1230</b>	Final Exam & Fish ID Exam Overview Disposition Code Assignment Feedback	Training Staff	A brief overview of the exams schedule for the final day of training and what to expect. <b>What to Bring to Exams:</b> • All Manuals • Charged Tablet • Calculator
<b>1300</b>	Incidental Take Gear Assessment and Restock	Stephanie Depasquale Johanna Pedersen	Students will review their own Inc. Take Gear, clean, and restock.
<b>1345</b>	Incidental Take Exam Review	Stephanie Depasquale Johanna Pedersen	Review Inc Take ID Exam
<b>1400</b>	Multi-Gear Protocol Review	Tori Oriole	Review of multi-gear scenarios and how to properly document.
<b>1415</b>	<u>Fishery Review &amp; Gear and Sampling Workshop</u>  <u>Session 1:</u> Trawl Fishery: Trawl Logs, Mesh Measurements, Various Catch Estimation Methods, and IAL (Training Room)  <u>Session 2:</u> Gillnet Fishery: Gillnet Logs, Tally and Actual weights, Length Frequencies (Warehouse)	<i>Overview:</i> Diana Cowan <i>Session 1:</i> Diana Janda Training Room <i>Session 2:</i> Tori Oriole Support: Alex Post Bridget Harner	Overview of the NEFOP certification trawl and gillnet fishery. A gear and sampling workshop will review each gear type of Gillnet and Trawl and have hands-on experiences measuring mesh, "working up" a catch on the Catch Estimation Worksheet, recording length frequencies, documenting an IAL species, and documenting on NEFOP logs. <b>What to Bring:</b> • Clipboard • Pencil • Calculator • Digital Camera (charged) • Write-in-Rain Notebook
<b>HOMEWORK ASSIGNMENT</b>	Trawl & Gillnet: Gear and Sampling Workshop Assignments, and all Electronic Issued Devices & Accessories	<b>Homework Location</b> Provided during session	<b>Due Date</b> September 13 <sup>th</sup> @ 8am

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
<b>DAY 3</b> <i>Friday</i>	<b>September 13, 2019</b> Tech Park: Training Room		
<b>HOMEWORK</b>	Trawl & Gillnet: Gear and Sampling Workshop Assignments		
<b>0800</b>	<b>Fish Identification Exam</b> <i>Exam requires a minimum of 85%</i>	Training Staff	<b>Fish ID Exam Closed Book:</b> No materials may be used for this portion of the exam. Tablet required for electronic exam.
<b>0830</b>	<b>NEFOP Recertification Exam Written and Practical Exam</b> <ul style="list-style-type: none"> <li>All fisheries and protocols</li> <li>All logs and worksheets</li> <li>Species Identification</li> <li>Incidental Take protocols</li> <li>Successfully upload a trip using Tablet (Trip #971C)</li> </ul>	Training Staff	<b>NEFOP Recertification Exam Open Book:</b> Observers will be able to utilize all materials provided during training to complete this exam. The exam will include multiple choice, true/false, short answer and fill in the blank.
	Turn In Training Feedback Forms		
<b>1130</b>	Mentoring (If needed)	<b>LUNCH (45 min)</b>	
<b>1215</b>	Electronic Monitoring Program	Corey Endres	Electronic Monitoring program's protocols.
<b>1225</b>	Pre-Trip Notification System (PTNS)	Sarah Cierpich	Overview of the Groundfish Sector trip selection process for ASM Program.
<b>1230</b>	Lessons Learned	Katherine McArdle Chad Keith	Feedback to students about current industry issues and the FSB response to these issues for observers.
<b>1315</b>	Safety Updates & Gear Review	Alex Post Kara Gross	Update students with any new safety measures; protocol or common safety issues to be aware of. Return Gear Certified safety equipment with quick overview.
<b>1400</b>	Workshop Homework Review	Training Staff	Review all homework assignments for feedback.
<b>1415</b>	Fish ID and Final Exam Review	Training Staff	Review exam results with trainees.
<b>1500</b>	Certified Gear Review Marel Scale Updates	Jack Harrington Ricky Chidsey Steve LaForge	Return certified gear; provide feedback on results and students sign the Gear Certification Program checklist.
<b>1515</b>	Conclusion of Training Retrieve Certified Gear & NMFS Logs	Tania Lewandowski Training Staff Support: Randy Collins Jack Harrington	Issue Training Certificates Requested NMFS gear and paper logs: Training Table Certified Gear: Warehouse
<b>1545</b>	Electronic Device Session <ul style="list-style-type: none"> <li>Tablet Trip Maintenance</li> <li>New Device Issuance</li> </ul>	Charles Dunlap Jim Finnegan	Tablets will be cleared of all recertification trip work. New electronic devices will be reviewed and issue <b>What to Bring:</b> <ul style="list-style-type: none"> <li>All issued electronic devices (charged) and accessories</li> </ul>