# AT SEA MONITORING TRAINING AGENDA AUGUST 16-30, 2011

| WEEK 1 | | | |
|---|---|---|---|
| **DAY 1** | **DAY 2** | **DAY 3** | **DAY 4** |
| Tuesday: October 18, 2011 | Wednesday: October 19, 2011 | Thursday: October 20, 2011 | Friday: October 21, 2011 |
| **0800**<br>**Welcome/Introductions/ Housekeeping** | **0800**<br>**Training Video** | **0800**<br>**ASM Job Tasks** | **0800**<br>**McMillan Offshore Survival** |
| **0900**<br>**Program Introduction** | **0900**<br>**Introduction to At-sea Monitoring** | **0900**<br>**Introduction to Safety Program** | |
| **1030**<br>**Security Overview** | **1000**<br>**Geographic & Statistical Areas** | **0915**<br>**McMillan Offshore Survival** | |
| **1130**<br>**Gear Size Selection** | **1030**<br>**Groundfish Gear Workshop**<br>Gillnet & Longline | **1215**<br>**Issue Safety Gear** | **1100**<br>**USCG F/V Safety** |
| | **LUNCH (1145)** | | |
| **LUNCH** | | **LUNCH (1230)** | **LUNCH** |
| Session Times:<br>**1300-1500; 1500-1700**<br>**Session 1: Fish ID Lab**<br>Species Verification Program<br>**Session 2: Fingerprinting & Meet Your Editor (1430 & 1630)** | **1245**<br>**Groundfish Gear Workshop Continued**<br>Trawl | **1315**<br>**Safety Checklist** | Depart 1300<br>**1330**<br>**McMillan Offshore Survival**<br>Pool Session |
| | | **1400**<br>**McMillan Offshore Survival**<br>Flares & Fire Fighting Lecture | |
| | **1530**<br>**Special Management Programs** | **1530**<br>**Flares & Fire Fighting Field Exercise** | |
| | **1600**<br>**Fish ID** | **1630**<br>**Fish ID Review** | **1600**<br>**Issue PLBs** |

# AT SEA MONITORING TRAINING AGENDA AUGUST 16-30, 2011

| WEEK 2 | | | | |
|---|---|---|---|---|
| **DAY 5** | **DAY 6** | **DAY 7** | **DAY 8** | **DAY 9** |
| Monday: October 24, 2011 | Tuesday: October 25, 2011 | Wednesday: October 26, 2011 | Thursday: October 27, 2011 | Friday: October 28, 2011 |
| Session Times:<br><br>**0800-0900 ; 0900-1000**<br><br>**Session 1: *FISH ID EXAM***<br><br>**Session 2: Mentoring #1** | **0800**<br>**Introduction to Manuals** | **0800**<br>**Groundfish Haul & Data Reporting** | **0800**<br><br>**Catch Estimation** | **0800**<br>***INCIDENTAL TAKE EXAM*** |
| | **0900**<br>**Issue iPAQ** | | | |
| **1000**<br><br>**Safety Workshop**<br>Immersion Suit Attachments<br>Safety Practical Stations<br><br>**Safety Practical** | | **1000**<br>**Length Frequency Log & Workshop** | | **1015**<br>**Data Quality Session** |
| | **1030**<br><br>**Introduction to Paper Logs** | **1115**<br><br>**Uploading Protocols** | | **1045**<br><br>**Regulatory Compliance Folder** |
| **LUNCH** | **LUNCH (1100)** | | **LUNCH (1145)** | **LUNCH (1130)** |
| | **1200**<br><br>**Trip Logs & Trip Tab** | **LUNCH (1215)** | | |
| **1300**<br>**Depart**<br>Woods Hole or Falmouth | | **1315**<br><br>**Incidental Take ID Session** | **1245**<br><br>**Electronic Monitoring** | **1230**<br><br>**Incident Report** |
| **Session Times:**<br><br>**1330-1500 ; 1500-1630**<br><br>**Session 1: Dockside & Vessel Tour**<br>Woods Hole<br><br>**Session 2: Safety Practical Written Exam**<br>Clarke Conference | **1400**<br>**Gear Logs & Gear Tabs** | | **1315**<br><br>**Incidental Take Protocols Tab/Log** | **1300**<br><br>**Office of Law Enforcement** |
| | | **1445**<br>**IAL Tab/Log** | **1500**<br><br>**Cooler Session** | **1330**<br><br>**Data Collection Workshop** |
| | **1515**<br>**Fish Disposition Codes** | **1545**<br>**Digital Camera**<br>**&**<br>**Practice Session** | **1600**<br><br>**Incidental Take Review** | **1700**<br>**Exam Review** |

# AT SEA MONITORING TRAINING AGENDA AUGUST 16-30, 2011

| WEEK 3 | |
|---|---|
| **DAY 10** | **DAY 11** |
| Monday: October 31, 2011 | Tuesday: November 1, 2011 |
| **Training Trip**<br><br>**Session Times: 0600; 0945**<br><br>**Session 1:** Group 1 & Group 3<br>**Session 2:** Group 2 & Group 4<br><br>**Training Trip**<br>**Woods Hole**<br><br>**FV Equinox**<br>**FV Caitlyn Elizabeth** | **0800**<br><br>***ASM FINAL EXAM***<br><br>**Mentoring #2** |
| | **LUNCH** |
| | Session Times:<br><br>**1300-1430: 1430-1600**<br><br>**Session 1: Conflict Resolution**<br><br>**Session 2: Training Trip Editor Review & What to Bring** |
| | **1615**<br><br>**Class Photo** |
| | **1630**<br><br>**Program Conclusion** |

| TIME | PRESENTATION/ACTIVITY | FACILITATOR | DESCRIPTION |
|---|---|---|---|
| **DAY 1 Tuesday** | **October 18, 2011**<br>***Introductions, Species Verification Program, Fingerprinting and Mentoring Assignments*** | | **Tech Park:** Training Room and Cooler |
| | **HOMEWORK DUE: Welcome Packet** Pre-Training Assessment and Dispute Resolution Style | | |
| **0800** | Welcome/General Housekeeping<br>Introductions/Training Standards | Diana Cowan | Introduce students and staff<br>General housekeeping and emergency procedures<br>Program Standards |
| **0900** | Program Introductions:<br>• Northeast Fisheries<br>• Sectors<br>• Sector Monitoring | Amy Van Atten | Groundfish Fisheries; Amendment 16; Sectors; Sector Monitoring |
| **1030** | Security Overview | Mary Romero | Security Procedures while in a federal building; Security Coversheet; Declaration of Federal Employment; eQIP |
| **1130** | Gear Size Selection | Training Staff | Students will try out different sizes of issued gear: Gloves, Foul Weather Gear, Survival Suits |
| **1200** | | LUNCH | |
| **Session Times: 1300 -1500** | Session 1:<br>Species Verification Program<br><br>Fish ID Lab | Kevin Meyer<br>Peter Canavin<br>Giovanni Gianesin<br>Dominique St. Amand | Species Verification Program: Overview of the SVP and a guide to properly photographing fish<br>Fish ID Lab: Northeast fish species identification<br>Location: Back Cooler<br>What to Bring:<br>• Closed toed shoes & Sweatshirt/jacket<br>• Pen/pencil<br>• Notebook/Fish ID Worksheet/Fish ID Guides |
| **1500-1700** | Session 2:<br>Fingerprinting & Meet Your Editor<br>Station 1: Training Room<br>Station 2: Digital ID Pictures<br>Station 3: Photocopy 2 forms of ID & First Aid/CPR<br>Station 4: Meet Your Editor (1430 & 1630) | <br><br>Mary Romero<br>Jenna Christiansen<br>Diana Cowan<br><br>Editing Staff | All individuals will be fingerprinted as a part of the mandatory federal background check.<br>What to Bring:<br>• 2 forms of ID (drivers license, passport, SS card, military ID, birth certificate, etc)<br>• Current Red Cross or American Heart Association CPR and First Aid Card |
| **HOMEWORK ASSIGNMENT:** Trawl Net Codend Measuring Case Study Reading & Homework and Begin Fish ID Assessment (Due Oct. 24th @8am)<br>**Homework Location:** Presentation Binder **Due Date:** Oct. 19th @ 8 am | | | |

AT SEA MONITORING TRAINING AGENDA AUGUST 16-30, 2011

| TIME | PRESENTATION/ACTIVITY | FACILITATOR | DESCRIPTION |
|---|---|---|---|
| **DAY 2 Wednesday** | **October 19, 2011**<br>***Introduction to ASM, Groundfish Gear Workshop, Special Management Programs and Meet Your Editor*** | | **Tech Park:** Training Room |
| | **HOMEWORK DUE:** Trawl Net Codend Measuring Case Study Homework | | |
| 0800 | At-sea Monitor Video: *Portrait of a Monitor* | Giovanni Gianesin | A video that illustrates an ASM trip from start to finish. This will provide trainees an initial point of reference and a comprehensive view of the role as a monitor. |
| 0900 | Introduction to At-sea Monitoring | Diana Cowan<br>Giovanni Gianesin | Summarizes what an ASM does and why they are needed. The ASM Checklist will be handed out. |
| 1000 | Geographical & Statistical Areas | Diana Cowan | An overview of the geographical and statistical areas. ASMs will learn how to use charts to plot positions while at sea. |
| 1030 | Groundfish Gear Workshop<br>Gillnet Gear Presentation<br>Gillnet Gear Workshop<br>o Identifying Gillnet Gear<br>o F/V Dawn T Video<br>Longline & Handline Gear Presentation<br>Longline & Handline Workshop<br>o Longline & Handline Id Gear<br>o F/V Bad Dog Video | <u>Gillnet Gear and Longline & Handline Workshop</u><br>Giovanni Gianesin<br>Dominique St. Amand | Overview of Gillnet, Trawl, Longline, & Handline gear within the Groundfish Fishery.<br><br>The workshop provides a hands-on opportunity that highlights the components of each gear type. A component of the workshop will focus on using, maintaining, and reading the vernier calipers appropriately.<br><br>Trainees will learn how to recognize multiple gear types used within the same fishing trip. |
| 1145 | | LUNCH | |
| 1245 | Groundfish Gear Workshop (Cont)<br>Trawl Gear Presentation<br>o Ruhle Trawl, Haddock Separator, Rope Trawl, Flounder Trawl<br>o Caliper and Mesh Measurement Protocol<br>Trawl Gear Workshop (20 min each)<br>o Station 1: Identifying Net Type<br>o Station 2: Trawl Net Measurements | <u>Trawl Gear Workshop</u><br>Dominique St. Amand<br>Giovanni Gianesin<br>Jenna Christiansen | |
| 1530 | Special Management Program | Sara Weeks<br>Tad Beagley | USCA; Closed Area I; Closed Area II; Regular BDAS; Specialized gear |
| 1600 | Fish ID In Class Session | Kevin Meyer<br>Peter Canavin<br>Giovanni Gianesin<br>Dominique St. Amand | Highlight Northeast fish species from the fish lab in a classroom setting to review difficult to identify species and characteristics. |
| **HOMEWORK ASSIGNMENT:** Readings & Questions and ASM Checklist (Checklist Due Nov. 1st) Continue working on Fish Id Assessment<br>**Homework Location:** Presentation Binder and Handed Out **Due Date:** Oct. 20th @ 8 am | | | |

AT SEA MONITORING TRAINING AGENDA AUGUST 16-30, 2011

| TIME | PRESENTATION/ACTIVITY | FACILITATOR | DESCRIPTION |
|---|---|---|---|
| **DAY 3 Thursday** | **October 20, 2011**<br>*McMillan Offshore Survival and Fish Id Review* | | **Tech Park:** Training Room & Back Lot |
| | **HOMEWORK DUE:** Readings & Questions | | |
| **0800** | ASM Job Tasks<br>• Duty Sheet<br>• Field Diary<br>• Fishermen's Log<br>• Fishermen's Comment Card<br>• Sector Concerns<br>Fishermen Outreach | Jenna Christiansen<br>Tad Beagley<br>Joe Jurek<br>Steve Welsh | A comprehensive view of what is expected of an at-sea monitor. Defines the methods provided to fishermen for feedback on a haul and trip level. Outlines how ASMs report issues that may occur on an individual trip. |
| **0900** | Introduction to the Safety Program | Lauren Carroll | Overview of the Safety Training for the ASM Program. |
| **0915** | McMillan Offshore Survival | John McMillan | In depth at-sea safety training: Identifying potential risks; Emergency problem solving; vessel safety & stability; Mayday calls; proper use of safety equipment; Station bill; Life raft components; hypothermia. |
| **1215** | Issue Safety Gear<br>immersion suit; personal floatation device; signal mirror; strobe light; whistle | Carl Lemire<br>Tyler Staples | Students will be issued USCG approved safety gear. Hands on instruction of equipment usage. |
| **1230** | | LUNCH | |
| **1315** | Safety Checklist<br>• Safety Checklist Log<br>• EVIC Card<br>• Safety Deficiency Reports | Mike Tork<br>Lauren Carroll | Detailed checklist required prior to an ASM's deployment on a fishing vessel. Procedures ASMs must take when vessel safety is not properly met. |
| **1400** | McMillan Offshore Survival Continued<br>Flares & Firefighting Lecture | John McMillan | Students are instructed on the various types of required signal flares and fire extinguishers. |
| **1530** | Flares & Fire Fighting<br>Field Exercises | John McMillan | Students will practice using flares and putting out a controlled fire using fire extinguishers typical with commercial fishing vessels.<br>Proper Attire:<br>• Closed toed shoes<br>• Long pants |
| **1630** | Fish Id Review Session | Kevin Meyer<br>Peter Canavin<br>Giovanni Gianesin<br>Dominique St. Amand | Students will review all fish species. Mock exams will be issued as needed. This is an open ended review session and will be available as long as needed. |
| | **HOMEWORK ASSIGNMENT:** Safety Readings and Fish Id Assessment<br>**Homework Location:** Presentation Binder and Handed Out **Due Date:** Oct. 24th @ 8am | | |

AT SEA MONITORING TRAINING AGENDA AUGUST 16-30, 2011

| TIME | PRESENTATION/ACTIVITY | FACILITATOR | DESCRIPTION |
|---|---|---|---|
| **DAY 4 Friday** | **October 21, 2011**<br>***McMillan Offshore Survival, Safety Checklist, and Fish Id Review*** | | **Tech Park:** Training Room and Mass Maritime Pool |
| **0800** | McMillan Offshore Survival | John McMillan | Continuation of Survival Training |
| **1100** | USCG Fishing Vessel Safety | Ted Harrington, USCG | Representative of the USCG Safety Program who works directly with the fishing industry for safety compliance. This will provide the students a different perspective of safety aspects within the fishing industry. |
| **1200** | | LUNCH | |
| **1300** | Leave Tech Park for the Mass Maritime Pool | | |
| **1330** | McMillan Offshore Survival<br>Pool Session | John McMillan<br>Lauren Carroll<br>Jenna Christiansen<br>Mike Tork<br>GOV Drivers<br>Sprinter: Lauren Carroll<br>Sprinter: Jenna Christiansen | Practical survival training in the water.<br>What to Bring: (Change at Tech Park)<br>• Bathing Suit<br>• Towel<br>• White T-shirt |
| **1600** | Issue PLB's<br>PLB Use | Mike Tork<br>Lauren Carroll | Students will be issued their PLBs and instructed on proper use and maintenance |
| **HOMEWORK ASSIGNMENT:** Fish ID Assessment, Study for Fish ID Exam and Safety Readings<br>**Homework Location:** First Day Handout **Due Date:** Oct. 24th @ 8am | | | |

AT SEA MONITORING TRAINING AGENDA AUGUST 16-30, 2011

| TIME | PRESENTATION/ACTIVITY | FACILITATOR | DESCRIPTION |
|---|---|---|---|
| **DAY 5 Monday** | **October 24, 2011**<br>*Fish ID Exam, Mentoring Sessions, Safety Practical & Exam* | | **Tech Park:** Training Room and Wood Hole Harbor |
| | **HOMEWORK DUE:** Fish ID Assessment and Signed copied of EPIRB Memo | | |
| **Session Times:**<br>**0800-0900**<br>**0900-1000** | Session 1: **Fish Identification Exam**<br>*BOTH exams require a minimum of 85%* successfully pass the ASM Training Program. | Kevin Meyer<br>Peter Canavin | **Fish ID Exam:** Open Book: All materials issued during training may be utilized during this portion of the exam. Closed Book: No materials may be used for this portion of the exam. |
| | Session 2: **Mentoring Session #1**:<br>Initial Evaluation | Diana Cowan<br>Jenna Christiansen<br>Giovanni Gianesin<br>Dominique St. Amand | Students will sit down with an assigned mentor to discuss the progression of training and voice any concerns they may have. Bring: ASM Checklist |
| **1000** | **Safety Practical: Part 1**<br>• Safety Brief<br>• Safety Practical Stations<br>Station 1: Immersion Suit/PLB<br>Station 2: Deploy Life Raft<br>Station 3: Mayday Call | Mike Tork<br>Lauren Carroll<br>Jenna Christiansen | Safety brief includes: proper life raft launching, immersion suit storage and maintenance, PLB testing and activation, secure all attachments to immersion suit (mirror, whistle, PLB, light). Rotate between stations for individual hands on demonstration<br>Practical Exam: *all station requires a Pass to successfully complete the ASM Training Program* |
| **1200** | | LUNCH | |
| **1300** | Depart for Woods Hole F/V Gloria Michelle | | |
| **Session Times:**<br>**1330-1500** | Session 1: Group 1<br>Dockside & Vessel Tour<br>• Safety Overview<br>Deck Orientation Safety Checklist Practical<br>• Trainees perform vessel safety checklist and turn in Checklist for review | Jenna Christiansen<br>Giovanni Gianesin<br>Dominique St. Amand | Trainees undergo a focused tour onboard a commercial fishing vessel. The tour will emphasize: safety components; deck orientation; gear safety; wheelhouse, galley, and bunk accommodations; sampling station; basic boat courtesies.<br>What to Bring:<br>• Clipboard & Pencil |
| **1500-1630** | Session 2: Group 2<br>**Safety Exam: Part 2**<br>Location: Clarke Conference Room | Mike Tork<br>Lauren Carroll | Written Safety Practical Exam<br>Signed copied of EPIRB Memo<br>Written Safety Exam: *exam require a minimum of 85% successfully pass the ASM Training Program* |
| **1630** | Review of Safety Practical Results | Mike Tork<br>Lauren Carroll | Overall results on the Safety Exam and Practical. |
| **HOMEWORK ASSIGNMENT:** Read Program Manual Sections: iPAQ: iPAQ Electronic Reporting, Trip Tab, Gear Tab, Cost Tab, Trip End Tab, and Paper Logs: Trip Log, Trawl, Gillnet, Longline Gear<br>**Homework Location:** ASM Program Manual **Due Date:** Oct 25th @ 8am | | | |

AT SEA MONITORING TRAINING AGENDA AUGUST 16-30, 2011

| TIME | PRESENTATION/ACTIVITY | FACILITATOR | DESCRIPTION |
|---|---|---|---|
| **DAY 6** Tuesday | **October 25, 2011** *Intro to Manual, iPAQ & Digital Cameras, Intro Paper Logs, Trip Log & Trip Tabs, Gear Logs & Gear Tabs* | | **Tech Park:** Training Room |
| 0800 | Introduction to Manuals<br>• ASM Biological Sampling Manual<br>• ASM Program Manual<br>• ASM Cheat Sheets<br>Introduction to Manual Game | Jenna Christiansen<br><br>Kevin Meyer | Introduce issued reference manuals: Program Manual; Biological Sample Manual; Cheatsheets.<br><br>Trainees practice using their materials by playing 'The Manual Game'. |
| 0900 | iPAQ & Digital Camera:<br>• Issue iPAQs<br>• iPAQ Confidentiality<br>• Issue Digital Cameras<br>Introduction to iPAQ | Charles Dunlap<br>Giovanni Gianesin<br>Dominique St. Amand | Trainees are issued electronic equipment required for At-sea monitoring. Students are trained how to use the iPAQ unit and are required signing a Confidentiality Form. |
| 1030 | Introduction to Paper Logs<br>• Common data variables<br>• Header Information<br>• Order of Logs<br>• Page Numbering | Giovanni Gianesin<br>Dominique St. Amand<br><br>Support:<br>Charles Dunlap<br>Chris Tholke | Identifies and explains: Common haul variables, header information, order of logs, & page numbering. |
| 1100 | | LUNCH | |
| 1200 | Trip Logs & Trip Tabs<br>• Trip, More Trip<br>• End Trip<br>• Haul/Species<br>• Costs | Giovanni Gianesin<br>Dominique St. Amand<br><br>Support:<br>Charles Dunlap<br>Chris Tholke | Identifies and explains the various data fields collected by ASMs. |
| 1400 | Gear Logs & Gear Tabs<br>• Trawl Fishery<br>• Gillnet Fishery<br>• Longline Fishery<br>• Multi-gear | Giovanni Gianesin<br>Dominique St. Amand<br><br>Support:<br>Charles Dunlap<br>Chris Tholke | Identifies and explains the gear fields collected by ASMs per gear type and how they are recorded. Trainees will also learn how to record multiple gears used within the same trip. |
| 1515 | Fish Disposition Codes<br>Fish Disposition Game | Diana Cowan<br>Jenna Christiansen | Explains how monitors record species and the specific reason they are kept or discarded. |

**HOMEWORK ASSIGNMENT:** Longline & Gillnet Homework Assignment
**Homework Location:** Presentation Binder **Due Date:** Oct. 31st @ 8am

| TIME | PRESENTATION/ACTIVITY | FACILITATOR | DESCRIPTION |
|---|---|---|---|
| **DAY 7 Wednesday** | **October 26, 2011**<br>***Groundfish Haul Data, LF- iPAQ Uploading Incidental Take, Digital Camera, Individual Animals*** | | **Tech Park:** Training Room |
| **0800** | Groundfish Haul Data Reporting<br>• Common Haul Log Variables<br>• Common Haul iPAQ Tab Variables<br>Multi-Gear Handout | Giovanni Gianesin<br>Dominique St. Amand<br><br>Support:<br>Charles Dunlap | Identifies and explains on how to record haul data electronically and on paper logs<br>• Trawl Logs<br>• Gillnet Logs, More Gillnet<br>• Longline Logs, More Longline |
| **1000** | Length Frequency Log & Workshop<br>• Length Frequency Log & Tab<br>• Biological Sampling Manual (Table 2)<br>• Scale Presentation | Dominique St. Amand<br><br>Support:<br>Training Staff | Introduces trainees to their biological sampling gear (*e.g.* measuring board, length frequency strips, scales, Biosampling Manual) and how to record lengths of priority species. The workshop includes hands on activities using their biological sampling gear. |
| **1115** | iPAQ Uploading Protocols<br>• Create Password<br>• Create Zipfile<br>• Uploading Protocol | Charles Dunlap<br>Christopher Tholke<br>Training Staff | Step-by-step processes on how data are uploaded electronically. Students will create a zipfile using data that has been entered during lessons. Student will upload during this session. |
| **1215** | | LUNCH | |
| **1315** | Incidental Take Identification<br>Marine mammal, Sea Turtle, Sea Bird | Kathryn Roy | Introduce and define incidental takes, morphology and terminology associated with Marine Mammals, Sea Turtles and Sea Birds. Describe and illustrate animal conditions and entanglement scenarios. |
| **1445** | IAL Tab/Log<br>• Shark ID<br>• Sturgeon ID & Cheat sheet<br>• IAL & picture protocols | Joe Mello<br>Ben Church | Shark, sturgeon, and pelagic species identification. Students are trained how IAL species are photographed and how to record IAL data electronically and on their paper logs. |
| **1545** | Digital Camera<br>• Security<br>• Protocols for Naming Photo Files<br>• Uploading Protocols | Charles Dunlap | Students are trained how to use the issued digital camera; security protocols; naming photo files; and how to upload load photos. Students will have several opportunities to practice using their cameras while in training. |
| **HOMEWORK ASSIGNMENT:** Longline & Gillnet Homework Assignment<br>**Homework Location:** Presentation Binder **Due Date:** Oct. 31st @ 8am | | | |

| TIME | PRESENTATION/ACTIVITY | FACILITATOR | DESCRIPTION |
|---|---|---|---|
| **DAY 8 Thursday** | **October 27, 2011**<br>***Catch Estimation, Inc Take Protocol & Logs and Cooler Session*** | | **Tech Park:** Training Room and Back Cooler |
| **0800** | Catch Estimation<br>o Trawl Fishery<br>o Gillnet Fishery<br>o Longline Fishery<br>• Conveyor Belt Protocols<br>• Protocols for CEW Naming Photo Files<br>• Application of Discard Log | Diana Cowan<br>Kevin Meyer<br>Giovanni Gianesin<br>Dominique St. Amand | Trainees are taught the dynamics and theories that support catch estimation in the Groundfish Fishery. Specific methods common to individual fisheries are introduced and practiced hands on in class.<br>Trainees are given scenarios of when the Discard Log is used appropriately by gear type. |
| **1145** | | LUNCH | |
| **1245** | Electronic Monitoring Program | Glenn Chamberlain<br>Nikki Rossi<br>Kelly Neville | An overview of the 3 year pilot program and how it affects ASMs |
| **1315** | Incidental Take Tab/Log<br>• Inc. Take Worksheet<br>• Inc. Take & picture protocols<br><br>Introduction to Incidental Take Homework | Kathryn Roy | This presentation will provide the trainees with a detailed overview of incidental take protocols and associated reporting as well as proactive strategies for a successful incidental take event. These measures will address proper communication, sampling challenges and precautionary tactics when working in the field. Students will learn how to fully illustrate a protected species interaction through proper documentation. |
| **1500** | <u>Cooler Session</u><br>• Marine Mammal tagging protocols<br>• Sea turtle resuscitation protocols<br><br>Digital Camera Practice | Kathryn Roy<br>Greg Early<br>Jenna Christiansen | This workshop will provide hands-on experience with the aforementioned incidental take protocols. Trainees are presented with a scenario based opportunity to manipulate protected species and document the interaction.<br>What to Bring:<br>• Closed toed shoes & Sweatshirt/jacket<br>• Pen/Paper<br>• Digital Camera<br>• Incidental Take Homework (Presentation Binder) |
| **1600** | Incidental Take Review | Kathryn Roy | Students will review protected species ID characteristics and incidental take protocols. This session will run as long as necessary. |

**HOMEWORK ASSIGNMENT:** Longline & Gillnet Homework Assignment (due Oct. 31st) & Incidental Take Homework
**Homework Location:** Presentation Binder **Due Date:** Oct. 28th @ 8am

| TIME | PRESENTATION/ACTIVITY | FACILITATOR | DESCRIPTION |
|---|---|---|---|
| **DAY 9** Friday | **October 28, 2011** *Incidental Take Exam, OLE, Data Collection Workshop, Data Quality and Regulatory Compliance* | | **Tech Park:** Training Room |
| | **HOMEWORK DUE:** Incidental Take Homework | | |
| 0800 | **Incidental Take Exam & Practical**<br>• *This exam requires a minimum of 85% to successfully pass the ASM Training Program.* | Kathryn Roy<br>Patricia McGinn | Open Book: Students will be able to utilize all materials provided to them during training to complete this exam.<br>• Key Characteristics and Identification<br>• Animal Condition & Entanglements<br>• Documentation and Photo Protocols |
| 1015 | Data Quality<br>• Falsification<br>• Probation Policies<br>• Evaluation | Katherine McArdle | The ASM Program standards are discussed thoroughly with students as well as corrective measures that will be taken should an individual display low data quality. |
| 1045 | Introduction to Regulatory Compliance<br>• Issue Blue Compliance Folder | Sara Weeks | This session issues all of the regulatory compliance forms and paperwork. Instructions on when to issue forms and how to thoroughly document and submit paperwork will be conducted during this session. |
| 1130 | | **LUNCH** | |
| 1230 | Incident Report | Sara Weeks | Outlines how ASMs report issues that may occur on an individual trip with the Incident Report. Also instruction of how to complete and submit this form. |
| 1300 | Office of Law Enforcement<br>Role of OLE | SA Chris McCarron | An OLE agent speaks to the class about the role of OLE in sector monitoring. |
| 1330 | Introduction to Biological Sampling Gear Data Collection Workshop<br>• Introduction to Sampling Gear<br>• Methods for collecting catch information on deck<br>• Biological Sampling Manual Review<br>• Field Notebook Protocol | **Trawl:** (45 min)<br>Jenna Christiansen<br>**Longline:** (45 min)<br>Giovanni Gianesin<br>**Gillnet:** (45 min)<br>Dominique St. Amand | This workshop is designed to introduce the gear that will be issued to monitors, how to maintain it, and the proper uses. Using their issued tools, trainees will move through various stations set up within each gear type and practice using their equipment to record data and transcribe it to their logs. Longline: Training Room, Trawl: Warehouse Gillnet: Conference Room |
| 1700 | Final Exam Preparation | Diana Cowan<br>Jenna Christiansen | Students will review how they will be tested.<br>What to bring:<br>• ASM: Program Manual, Biological Sample Manual, Cheat Sheets and ID manuals<br>• CHARGED iPAQ & Digital Camera |

**HOMEWORK ASSIGNMENT:** Longline & Gillnet Homework Assignment (Upload prior to class) & ASM Checklist (Nov. 1st)
**Homework Location:** Presentation Binder & Handed out first day **Due Date:** Oct. 31st @ 8am

| TIME | PRESENTATION/ACTIVITY | FACILITATOR | DESCRIPTION |
|---|---|---|---|
| **DAY 10** | **October 31, 2011** | | |
| **Monday** | ***Trawl Training Trip*** | | **Tech Park:** Training Room & Woods Hole, MA |
| **HOMEWORK DUE:** Longline & Gillnet Homework Assignment: Students can Upload prior to class or After the Trip in class room | | | |
| **Session Times:** | Session 1: Leave Tech Park at 0630<br>Session 2: Leave Tech Park at 1015<br><br>**Trawl Training Trip** (see Group List below for monitor boat assignments) | **Session 1 & 2:**<br>**F/V Equinox**<br>Training Trip Lead: Giovanni Gianesin<br>Session 1:<br>Editor Staff: Kathryn Roy<br>Monitor Group 1 Leader:<br>Contact #:<br>Session 2:<br>Editor Staff: Greg Gaudreau<br>Monitor Group 2 Leader:<br>Contact #: | **F/V Caitlyn Elizabeth**<br>Training Trip Lead: Dominique St. Amand<br>Session 1:<br>Editor Staff: Mario Travaline<br>Monitor Group 3 Leader:<br>Contact #:<br>Session 2:<br>Editor Staff: Liz Ouellette<br>Monitor Group 4 Leader:<br>Contact #: |
| **Session 1: 0630**<br>**Session 2: 1015** | Complete Paper Logs | Training Staff | |
| | What to bring:<br>Charged iPAQ (can be left in Training Room)<br>Personal Gear:<br>• Sunscreen & sunglasses<br>• Watch<br>• Food<br>• Water<br>• Any needed prescribed medications<br>• Wear layers<br>• Hat | | Safety Gear:<br>• Survival Suit with all attachments<br>• PFDs (must be worn throughout trip)<br>Work Gear:<br>• Boots<br>• Gloves<br>• Foul weather gear<br>• Pencils & Clipboard<br>• Waterproof Notepad<br>• Cheat Sheets<br>• Biological Sampling Manual<br>• |
| | Uploading Trawl Training Trip | Session 1 & 2: Charles Dunlap and Christopher Tholke | |
| **HOMEWORK ASSIGNMENT:** Final Exam Study and ASM Checklist<br>**Homework Location:** Handed out first day **Due Date:** Nov. 1st @ 8am | | | |

AT SEA MONITORING TRAINING AGENDA AUGUST 16-30, 2011

| TIME | PRESENTATION/ACTIVITY | FACILITATOR | DESCRIPTION |
|---|---|---|---|
| **DAY 11 Tuesday** | **November 1, 2011**<br>***Final Exam , ASM Gear and Conclusion*** | | **Tech Park:** Training & Conference Room |
| | **HOMEWORK DUE:** ASM Checklist | | |
| **0800** | **Final Exam**<br>• All fisheries & protocols<br>• All logs & Tabs<br>• Successfully upload a trip using iPAQ<br>• Successfully upload a digital photo using iPAQ | Training Staff | Open Book: Students will be able to utilize all materials provided to them during training to complete this exam. The exam will include: multiple choice, true/false, short answer, and an actual trip and picture upload. |
| | Delete iPAQ Zipfiles | Charles Dunlap | **NOTE:** Upon completion of exam, all trainees must see Charles Dunlap for the following:<br>• To ensure proper upload & confirmation<br>• To delete all mock trips from the iPAQ and storage card<br>• To finalize security & passwords |
| | Mentoring Session #2: Final Evaluation | Training Staff | A follow up mentoring session is conducted with students individually to address concerns and to allow feedback. |
| **1200** | | LUNCH | |
| **Session Times:**<br>**1300-1430** | Session 1:<br>Conflict Resolution | Kit Van Meter | Students are presented with likely situations that could occur while performing job duties. Scenarios are covered in lecture and role playing.<br>Location: Training Room |
| **1430-1600** | Session 2:<br>Inc Take Exam & Homework Review (10 min)<br>Gillnet Homework Review (5 min)<br>Training Trip Editor Review Session (30 min)<br>Issue ASM Gear (25 min)<br>• Check out gear<br>• Issue Paper Logs<br>• Gear maintenance<br>What to take on a day trip & a multiday trip (20 min)<br>• How to pack a bucket<br>• Tips on sea sickness | Kathryn Roy<br>Training Staff<br>Editing Staff<br><br>Carl Lemire<br><br>Dominique St. Amand<br>Giovanni Gianesin | Editors will provide feedback about the trainees performance on data submitted for their training trip. An evaluation of the paper logs and iPAQ uploads will be provided during this session. Students will be issued all of their ASM gear and be trained on how to properly maintain it. They will be given suggestions on how to pack their gear efficiently and what they should take on a day trip and on a multi day trip.<br>Location: Conference Room |
| **1615** | Class Photo | Training Staff | |
| **1630** | ASM Program Conclusion | Amy Van Atten | Congratulation on the completion of the At-sea Monitoring Training Program. Students will receive their Certification of Completion. |

Attachment 15
RFP EA133F-12-RP-0019

MEMORANDUM FOR: ASM Providers

FROM: KB McArdle

SUBJECT: Training Trip, Probation and Pre-Probation Policy

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Each At-Sea Monitor (ASM) candidate, upon successful completion of the NMFS ASM Training, is required to complete and receive approval for 3 training trips. Training trips may only be single day trips (less than 24 hours) and not occur in a Special Access Program area. For each training trip all required iPAQ data and photos must be uploaded within 48 hours. Hard copies of the data (worksheets and logs) must be received within 5 days from when the trip landed. After the electronic data are received the monitor must then be debriefed by an editor and receive a status/approval email from the Data Editor Lead or Data Quality Lead in order to redeploy (generally within 24 hours, training trips are edited as a priority over other trips). The first 2 training trips may be approved based upon iPAQ and photo uploads only. However, for the 3rd training trip we must receive iPAQ data, photos and paper logs for all training trips for a full edit and debrief. At this time the Data Editor Lead and Data Quality Lead will review the data and, if acceptable, the monitor will be approved via email and be 'NMFS ASM certified'.

If any training trip is not approved, specific conditions for redeployment will be outlined. For each subsequent training trip we will require receipt of all data (iPAQ, photos, paper logs) by NMFS and trips will need to fully edited and debriefed prior to being considering approval. During the pre-certification process, an ASM cannot deploy on another trip until the ASM Provider has received a notice of approval via email from the ASM Editor or Data Quality Lead. Failure to follow these protocols will result in a training trip not being approved and cause a delay in certification. The most common reasons for non-approval of training trips are incomplete or inconsistent safety checklists or iPAQ/paper logs, protocol errors such as missing photos or deploying on another trip prior to receiving approval.

Once NMFS ASM Certified, the ASM may deploy on trips without additional approval. However, when an ASM uses a primary gear for the first time the ASM should call their editor prior to departure for a pre-briefing and not deploy on that gear type until they have been debriefed and receive a 'New Gear Approval' email. For example, if the monitor's approved training trips included 2 gillnet trips and 1 trawl trip then after their first longline trip the monitor should wait until they are debriefed and receive an approval notice in order to deploy on a longline trip. Approved gear types include the gears listed on 'ASM Certified' and 'New Gear Type' approval notices. Immediately after an ASM has taken a new gear trip the monitor is still available to go on trips that include previously approved gears.

At any time data quality diminishes or serious problems are suspected the Data Quality Lead will send a notice of probation or pre-probation status to the monitor and the monitor's provider. If this occurs, specific conditions will be defined in an email for continued At-Sea Monitoring. For example, the ASM may be required to undergo additional training or evaluation, demonstrate proficiency in required skills, or come to Falmouth Technology Park to meet with NOAA Staff to resolve problems and maintain data quality standards. Conditions may also include resumption of

mandatory Editor debriefing and receipt of ‘approved to deploy’ emails after each trip (as with training trips). When the distinct conditions are met, the ASM will be removed from pre-probation or probation status. Probation or pre-probation trips will be given editing priority and generally email ‘Status Notices’ will be issued within 24 hours. An ASM cannot deploy on another pre-probation or probation trip until a notice has been sent via e-mail by the Data Quality Lead. Please see the “Decertification Policy” (attachment 5 in ASM contract) for more info.

If for any reason, any of these protocols cannot be met, it is the responsibility of the Area Coordinator to contact the Program Manager. The Program Manager will then contact the Data Editor Lead and COTR and discuss the situation.

Attachment 16
RFP EA133F-12-RP-0019

# Trip Trainer Certification Program

Training Trip Trainers are approved as trainers after successfully completing a trip with an FSB staff member acting in the role of a non-certified at-sea monitor. The purpose of having a trainee go out with a Training Trip Trainer is to see if the trainer is capable of giving good, explicit guidance to the trainee on their first trip as an at-sea monitor. The training trip is technically the trainee's trip meaning that they should be filling out the logs and using their at-sea monitor I.D. The trainer is merely there serving as a guide to aid them with questions, possible protocol issues, and sampling techniques. The trainer should try to provide guidance on the most appropriate way to obtain accurate data during the course of the trip. Both the trainer and the trainee have their own responsibilities which are:

Responsibilities of At-sea monitor Trainer:

- Ensure that the trainee has successfully demonstrated the required skills to be an at-sea monitor.
- Ensure trainee is following all ASM protocols.
- Provide guidance to the trainee when needed.
- Make sure the at-sea monitor properly measured the gear.
- Aid the trainee in communication with Captain/crew.
- Make sure the trainee set up an adequate work station for sampling catch.
- Make sure the at-sea monitor is identifying all species correctly.
- Ensure the at-sea monitor is properly sampling catch according to program protocols.
- Make sure the at-sea monitor properly documents and samples all incidental takes.
- Recommend ways on how to deal with large catches.
- Make sure the trainee uploaded their data successfully with their iPAQ.
- Make sure the trainee asks a Captain if they want a copy of their data and/or a comment card.
- Sit down with the trainee after the trip to review (looks for blanks, major problems, etc…) their data sheets with them. This is not intended to be thorough review of the data, as the editor is responsible for that.
- Contact KB McArdle if there are significant problems with the trip and/or collection of data.
- Fill out the At-sea monitor Training Trip Requirement worksheet (attached below) after the trip and either e-mail (Katherine.McArdle@noaa.gov) or mail (25 Bernard St. Jean Drive, Falmouth MA, 02536) it directly to KB McArdle. The purpose of this worksheet is to keep up-to-date records on the progress of the at-sea monitor trainees, and to ensure that each trainee has shown that they have the skills to be a successful certified at-sea monitor. This worksheet will become part of their trip file and a permanent part of their record. Please complete and return it as soon as possible after the trip has landed.

Attachment 16
RFP EA133F-12-RP-0019

Responsibilities of At-sea monitor Trainee:

- Perform all duties of an at-sea monitor.
- Bring all of their own gear for the trip.
- Fill out all paperwork required for trip.
- Take samples/lengths from priority species depending on gear type.
- Sample incidental takes as required.
- Communicate with the Captain/crew as an at-sea monitor would.
- Upload data using the iPAQ.
- Ask questions to trainer when unsure of what to do.
- Contact editor if there are questions that trainer cannot answer.
- Overnight trip to FSB after it has been thoroughly reviewed.

If you have any questions please feel free to contact me. Your cooperation and hard work is much appreciated.

Thanks,

Katherine McArdle
508-495-2377
Katherine.McArdle@noaa.gov

Attachment 16
RFP EA133F-12-RP-0019

**At-sea monitor Training Trip Requirements** – *for certified trainers* **sq 7/24/06**
*Objective:* This check-off list will provide certified at-sea monitor training trip trainers with an outline of items that the At-sea monitor Program expects, at a minimum, to be covered during at-sea monitor training trips. In addition, this check-off sheet will aid in standardizing training trip protocols.

Please check-off if the at-sea monitor trainee completed each activity successfully, rate the trainee's performance level from 1 -5 *(1 = expert level and 5 = unknowledgeable)* and comment on the trainee's competence with each activities completed (use the back if you need additional space). Please send this sheet in ***as soon as possible*** using the pre-labeled and pre-stamped envelope.

At-sea monitor Training Trip Trainer:_____ Tripid: _____
At-sea monitor Trainee: _____ Date of Trip:_____

| Activity | Check if complet | Rating 1-5 | Comments |
|---|---|---|---|
| **Able to interact with capt. & crew in a positive manner** | | | |
| **Complete the Pre-Trip Vessel Safety Checklist** | | | |
| **Establish an operational sampling station** | | | |
| **Collect economic information** | | | |
| **Record gear & its configuration** | | | |
| **Record lat/long or loran for start and end haul times** | | | |
| **Record data from observed hauls in an organized manner** | | | |
| **Collect length frequencies samplesfrom priority species** | | | |
| **Record weather and wave height** | | | |
| **Collect incidental take data and samples *(if necessary)*** | | | |
| **Ability to identify all species correctly** | | | |
| **Understanding of how to sample priority species efficiently** | | | |
| **Understanding of how to estimate and subsample catch** | | | |
| **Upload iPAQ trip information** | | | |
| **Overall attitude & ability to perform duties** | | | |

**SECTION J**

**ATTACHMENTS**

**Attachment 17**

**NORTHEAST FISHERIES SCIENCE CENTER**
**Individual Statement of Non-Disclosure**

This is to certify:

1. It has been determined by **Name of Supervisor**: _____

   **Title:**_____**Organization:**_____
   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 Northeast Regional Office or the Northeast Fisheries Science Center is:

**(Check one)**

**( )** NMFS Employee/volunteer/guest/contractor_____
(Choose one)

**( )** Other Federal Government Employee (agency)_____and division_____

**( )** State Employee (state)_____and division_____

**2.** Are you a Foreign National? (yes/no)_____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).

**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** | **Signature** | **Date** |
| **Name (Supervisor/Program Mgr)** | **Signature** | **Date** |
| **Access Certification** | **Signature of the NEC-ITSSO** | **Date** |

**NORTHEAST REGION/NORTHEAST FISHERIES SCIENCE CENTER**
**Individual Computer/Network/Data Access Agreement**

**PERSON REQUIRING ACCESS**:

Last _____First _____Initial_____

**Organization Information Only:**

**Organization**_____

Street Address_____

City _____State _____Zip Code _____

Office Phone:(  )_____E-Mail/Internet Address)_____

_____

**Personal Phone**_____**Personal E-Mail/Internet Address**_____

**NOTE**: **For NMFS Employees:**
**Laboratory/Division/Branch**_____/_____/_____

**EMPLOYER/SPONSOR**:
___NMFS
___Other Federal Agency
___State Agency
___Fishery Mgt. Council
___Other _____

**EMPLOYMENT STATUS**:
___Regular Staff
___Contractor **(Specify Contract #)**_____
___Commissioned
___Associate (check type)
___student; ___intern; ___post-doc; ___guest; ___volunteer

**SPECIFIC ACCESS REQUIRED:**
___Network (Unix) Account **(Lab. Location: WH, NA, MI, SH, NSL,OR)**
___Email Account ___Oracle Account
___Data Only; No Account ___Other_____

**LENGTH OF TIME ACCESS IS REQUIRED**:

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

Start Date:_____ End Date:_____
**(mm/dd/yyyy)** **(mm/dd/yyyy)**

**Permanent Staff Only:** Start Date:_____
**(mm/dd/yyyy)**

**DESCRIBE DATABASE ACCESS REQUIREMENTS**: _____
**NOTE**: NEFSC standard fisheries databases, i.e. ecosystems survey, (svdbs); commercial fisheries, (cfdbs); observer data (obdbs); Information for other NEFSC database systems available upon request.

**For Fisheries Sampling Branch staff:** Please check, if applicable. **( )Data entry**; **( )Editor**

**For Ecosystems Surveys Branch staff**: Please check, if applicable. ( ) **SVDBS Audit User**

_____

_____

**To be completed by NEFSC Data Management Systems Staff**
**ACCOUNT ACCESS GRANTED; RESTRICTIONS IMPOSED; DMS Form 2; Revised 12/10/09**

**SECTION J**
**ATTACHMENTS**
**Shadow Trip Program**
**At-Sea Monitoring Program**

*Goals and priorities*

The primary goal of the shadow trip program is to provide an opportunity to exchange information in the field between at-sea monitor program staff and with the fishing industry. Additionally shadow trips are completed to assist new trainees on one of their first trips. During a shadow trip, a Fisheries Sampling Branch (FSB) staff member accompanies a Northeast Fisheries At-sea monitor Program (NEFOP) at-sea monitor on an observed commercial fishing trip. During the trip the FSB staff member observes the at-sea monitor and interacts with the captain and crew. They are assessing the at-sea monitor's work load and sampling prioritization, as well as aiding with sub-sampling to increase accuracy, and getting feedback from the fishing industry regarding the at-sea monitor program. There are multiple benefits for doing the trips:

For the fishermen - to have an opportunity to communicate their opinions on the program directly, to ensure at-sea monitors are properly following protocol, and to have more of an opportunity to discuss the goals of the program and how data are used; and

For the at-sea monitor - to work cooperatively to obtain a higher sub-sampling rate, to describe challenges with data collection while at sea, to have an experienced person with them to guide them on one of their first trips, and to discuss data collection priorities; and

For the FSB staff member – to monitor, aid and critique the trainee on one of their first trips, to assess the at-sea monitor's work load, to address consistency of following sampling protocols among at-sea monitors, to improve training by testing data collection protocols, to collect digital photographs and/or video of at-sea monitors sampling to be used in training and education, to address individual at-sea monitor's data quality and performance.

During these trips, the at-sea monitor is expected to follow the regular trip protocols - same trip logs, regular trip numbering, etc. The FSB staff member observes the at-sea monitor working, and also helps to sample, sort catch, collect length frequencies, age structures, etc. and all is submitted along with the at-sea monitor's trip. The FSB staff member and the at-sea monitor act as a team in working up the catch and getting the gear measurements, with the at-sea monitor taking the lead in data collection. If the shadow trip is one of the at-sea monitors first trips, the FSB staff member will help them prepare on how to at-sea monitor the trip as if they were alone. The first priority is to learn about the fishing operations and provide an opportunity for communication with industry members (not just the captain, but crew members as well). The second priority is to assess the method of data collection techniques applied by the at-sea monitor. The third priority is to gain hands-on experience in sampling and identifying species and gear.

*Qualifications of the FSB staff accompanying the at-sea monitor*

FSB staff members participating in this program have the same qualifications as those required to be a NEFOP at-sea monitor. They have a Bachelor's degree with a major in one of the biological sciences from an accredited four-year college or university. They are certified by a physician to be physically fit to work as an at-sea monitor. They have a current certification for CPR. They have passed all federal security clearances. Experience at sea is highly recommended and previously certified at-sea monitors are preferred. FSB staff members have previous experience on at-sea monitor training trips on commercial fishing vessels.

*FSB staff member gear for shadow trips*

The FSB staff member brings the following gear, supplied by the FSB:

- Personal Locator Beacon
- Immersion suit, USCG approved
- PFD, USCG approved
- Strobe light
- Signal mirror
- Foul weather gear – jacket, pants, and boots
- Rubber gloves
- Cotton gloves
- Latex gloves

The At-sea monitor should bring with them all of their issued gear needed for that particular trip.

*Program coordination*

Shadow trips are approved and requested by the Branch Chief. FSB staff members may have input on the Shadow Trip Program. The Area Leads and Data Quality Lead are also involved in the coordination of trips. Working with the Branch Chief, the Data Quality Lead will keep a record of the shadow trips that have been completed, selection of at-sea monitor candidates, and FSB staff involvement. Once the need for a trip has been identified, the Branch Chief notifies the Contracting Officer Technical Representative (COTR). The COTR then notifies the at-sea monitor provider contractor, and trip planning starts. FSB staff members will convey their needs to the contractor and the most efficient way to coordinate the trip will be followed.

*Trip planning and selection*

There may be multiple methods used to determine when and where a shadow trip is needed. FSB staff may need to do outreach in a particular port or fishery, new sampling techniques may need to be tested, at-sea monitors may have just completed training, at-sea monitors may need a specific refresher, or an FSB staff member may need the field experience. Therefore, trips may be targeting a particular vessel, port, fishery, area, at-sea monitor, or FSB staff member. When there is no particular problem that needs to be addressed, an at-sea monitor may be selected at

random. This experience should provide insight to all involved and enhance the work environment.

*Legislative Guidance on the Release of Confidential Information*

Information collected during such shadow trips is considered at-sea monitor information. The release of CONFIDENTIAL at-sea monitor information is guided by the provisions on confidentiality in the Magnuson-Stevens Reauthorization Act (Section 402(b) and Marine Mammal Protection Act. The following guidance should be used in releasing CONFIDENTIAL at-sea monitor information. Details on specific access to confidential data are included in NAO 216-100.

At-sea monitor information shall be confidential and shall not be disclosed, except in accordance with the requirements of the Magnuson-Stevens Reauthorization Act (Section 402(b)).

When providing confidential information, the release MUST be supported by one of the exceptions under the Magnuson-Stevens Reauthorization Act (Sections 402(b)(1) and 402(b)(2)).

*In conclusion*

Through this team effort, we expect to build a professional partnership between at-sea monitors, FSB staff, and the fishing industry and achieve a common goal of collecting representative and accurate data of high quality.

**SECTION J**
**ATTACHMENTS**
**Data Quality Rating**

NMFS staff members involved with the everyday monitoring of data quality, particularly the Data Quality Lead, will evaluate the quality of services provided by the at-sea monitor, and will document the performance evaluation.

Specific positions and responsibilities detailed in the following sections describe the schedule, methods, and tools for evaluating performance:

Biannually a report developed by the ASM Data Editors, Data Quality Lead and various Fisheries Sampling Branch (FSB) staff will be generated for each at-sea monitor that are currently active in the program at the time the report is due. The report will contain criteria such as communication with NMFS staff, data quality in general, field performance and work ethic. The Data Quality Lead is responsible for communicating directly with the ASM Data Editors and ensuring consistent evaluation efforts are used. At the end of each evaluation period, the Data Quality Lead documents the Data Editors' and FSB staff collective assessment of each at-sea monitor's performance and presents the findings to the COTR. The COTR would then forward the results to the contractor. Once the contractor receives the bi-annual evaluations of the at-sea monitor's, the contractor should disseminate results directly to at-sea monitor. Questions regarding the results of the evaluations should be directed to the COTR.

## DOCUMENTATION AND REPORTING

Documentation

(1) Documentation is required to record and report at-sea monitor's performance. The Data Quality Lead will maintain accurate records of the at-sea monitor's performance and keep the COTR informed of all data pertaining to the at-sea monitor status. This documentation will support the Quality Lead's evaluation of the at-sea monitor's performance.

(2) The Data Editors may use the Data Quality Evaluation Form to record both the positive and negative evaluations of the at-sea monitor's performance. Note that the format will require documentation that reflects the editor's understanding of what the at-sea monitor was supposed to do, and what was actually done.

(3) The Evaluation Form may be used to assist in the bi-annual report developed by the Data Editors, Data Quality Lead and FSB staff. The Evaluation Forms will be stored directly with the ASM Data Editor. When appropriate, the Data Quality Lead may investigate the

event further to determine if all the facts and circumstances surrounding the event were considered.

Reporting

Data Quality Lead Report - At the end of each evaluation period, the Data Quality Lead will review all evaluation reports developed by the Data Editors and forward onto the COTR. It is the responsibility of the COTR to review the reports and provide any additional information to the contractor.