



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

February 17, 2011

MEMORANDUM FOR: NEFOP Observers, At-sea Monitors and Dockside Monitors,
Observer Service Providers, At-sea Monitor Service Providers,
Dockside Monitor Providers

FROM: Amy Van Atten *for Patricia Yoss*
Branch Chief, Fisheries Sampling Branch

SUBJECT: Revised Incident Report Form and Instructions

Northeast Fisheries Observer (NEFOP), At-sea Monitors (ASM) and Dockside Monitors (DM) are required to report incidents that occur while performing their duties at sea or at the docks. The purpose of this memo is to inform NEFOP observers, ASMs and DMs that the NEFOP Incident Form has been revised to reflect modifications from the Office of Law Enforcement (OLE) meeting and to support in-house summary reports.

The revised instructions for filling out the Incident Report Form are as follows:

- Emphasis has been placed on the requirement for a written signature on mailed forms under both the “Filling out the Form” and “Mailing the Form” sections.
- At the request of OLE, additional text was added under the heading “Filling out the Form” in order to stress who should fill out the form for validation purposes.
- Instructions concerning the placement of additional data (i.e. VTR# or Hull #), not included as a data field on the form, have also been added under the “Filling out the Form” heading, in order to prevent information being entered in the incorrect data fields which ultimately prevents data validation. These instructions cite the “Incident Description Box” for all supplemental information.
- Under “Incident Type”, “Failure to use certified scale” was removed as a result of Amendment 16 stipulation concerned with what constitutes a “certified scale” which can vary by state.

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- The NEFOP Program Manager has been added to the NEFOP Observer email distribution list. With multiple vendors for At-Sea and Dockside Monitors, monitors are instructed to include their specific Program Managers when emailing the Incident Report Form.
- When mailing the form, be aware that from this point on, forms will be sent to the Fisheries Sampling Branch in Falmouth and not Woods Hole. Included with this memo are pre-labeled and pre-stamped envelopes to assist observers, monitors, and providers in this effort.

The changes to the Incident Report Form itself are as follows:

- Separate data fields have been added for “Vessel Name”, “Dealer Name”, “Vessel Permit Number” and “Dealer Number” in order to ease the use of these details and increase the accuracy of reported data.

The revised Incident Report Form and accompanying instructions are posted on the Northeast Fisheries Science Center (NEFSC), Fisheries Sampling Branch (FSB) website (<http://www.nefsc.noaa.gov/fsb/>) under “Forms” and are also attached to this memo for reference. Please remember to submit the online incident report within 24 hours of landing or offloading in addition to completing a hard-copy.

Any questions regarding these changes should be directed towards Sara Weeks, (508) 495-2227 or Sara.Weeks@noaa.gov.

Thank you.

