



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

May 3, 2011

MEMORANDUM FOR: Northeast Fisheries Observer Program Fishery Observers
Dockside Monitors
At-Sea Monitors
Industry Funded Scallop Observers

FROM: Amy Van Atten *M.S. TORR*
Branch Chief, Fisheries Sampling Branch

SUBJECT: Change to Incident Report Form Reporting Requirements

Northeast Fisheries Observers, At-sea Monitors, and Dockside Monitors are now required to submit an Incident Report Form as soon as possible, **but no later than 12 hours after the incident occurred or within 12 hours after landing**, whichever is appropriate. By making the reporting timeline consistent for all incidents, the Northeast Fisheries Observer Program (NEFOP) hopes to improve communication, response time, and help ensure proper support is offered.

In addition to the reporting timeline change, observers and monitors are now being asked to also report all mishaps via the Incident Report Form (Description of any Injuries). A reportable mishap includes sprains, cuts, abrasions and more serious injuries. More specifically, a mishap includes:

- Incidents resulting in disability, partial disability, emergency room visit, in-patient stay, or loss of work for more than 5-consecutive days;
- Incidents which causes an injury;
- Incidents that involve first aid medical treatment (i.e. sprains, strains, cuts, abrasions, exposure by a potentially harmful substance);
- Incidents involving conditions that could pose an imminent and severe threat of serious injury;
- Incidents that result in 3 or more in-patient hospitalizations or death from an incident; and
- All motor vehicle incidents getting to a vessel or returning home from a trip.



Please reference the new Incident Report available on the Observer Program website. The incident types listed on the form include:

- Refusal
- Safety Deficiency
- Unsafe Vessel Operation
- Harassment
- Interference
- Intimidation
- Gear Tampering/Theft
- Assault
- Discard of Legal Sized Groundfish (Sector Trips only)
- Unmonitored Product (DSMs only)
- Failure to Fully Account for Catch on Dealer Report (DSMs only) **(NEW)**
- Not Provided Sufficient Notice of an Offload (DSMs only)
- Top man/Escort Deficiency (DSMs only) **(NEW)**
- DSM Safety Refusal (DSMs only) **(NEW)**
- Concerns about Safety
- Description of any Injuries
- Captain did not Show to Vessel at Arranged Time
- Difficulty in Setting up Trip
- Other

Mishaps will be reported by completing an Incident Report Form per instructions provided in the February 17, 2011 "Revised Incident Report Form Instructions" memorandum (11-003) with the one exception of the new 12 hour reporting requirement

<http://www.nefsc.noaa.gov/femad/fsb/NEFOPMemos/NEFOPMemos.htm>).

The updated Incident Report is also available at:

http://www.nefsc.noaa.gov/femad/fsb/Misc/FSB_Incident_Form.pdf

As a reminder, the observer/monitor should complete the Incident Report themselves and only send to the appropriate distribution list described in the report instructions. The list includes select members from the Fisheries Sampling Branch and Office of Law Enforcement; you should also include your Observer Service Program Manager. Do not copy or forward to anyone else beyond that list. In addition, the Enforcement Boarding Report must now also be submitted within 12 hours after landing. This piece of information becomes important if a swift investigation is to ensue.

Thank you for your attention to these details. Your safety is of paramount importance to us.

If you have any questions regarding these changes please contact Sara Weeks at (508) 495-2227 or Sara.Weeks@noaa.gov.

Attachment: Updated Incident Report and Instructions

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