



July 17, 2012

MEMORANDUM FOR: Industry Funded Scallop Observers, Industry Funded Scallop Observer Service Provider

FROM: Amy Van Atten 
Branch Chief, Fisheries Sampling Branch

SUBJECT: Revised Incident Report Form and Instructions
Updated Bird Permit and Cheatsheet
River Herring Identification Cheatsheet
Updated Freezer List Cheatsheet
Updated Data Release Form

Revised Incident Report and Instructions

At-sea monitors are required to report incidents that occur while performing their duties at sea. The purpose of this memo is to inform monitors and At-sea Monitoring (ASM) providers the Incident Form has been revised to reflect modifications and provide clarification.

The updates concerning the Incident Report Form are as follows:

- Added information for MAC users
- Updated website link
- Removal of dockside monitoring fields, dealer name and number
- Addition of vessel hull number and VTR serial number
- Removal of the requirement for hard-copies
- Updated file naming convention for clarity
- Updated optional lists to submit form to (no longer required to submit to operational email address - only NEFOP observer, Industry Funded Scallop observer, At-Sea Monitor email lists apply)



The updated 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/forms/> under 'Data and Forms' in the located on the left hand side of the website, and are also attached to this memo for reference. Please remember to submit the online incident report within **12 hrs of landing** or of incident occurring.

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

Updated Bird Permit Information

Enclosed you will find a renewed permit to salvage and sample migratory birds while onboard commercial fishing vessels good from 4/1/2012 to 3/31/2015. It is the same permit we were under before so no changes to protocols, continue to sample and/or photograph as you have previously. Please remove your old permit and replace it with the new one.

Also, a new bird identification cheat sheet is enclosed (opposite side of turtle identification). It is very important to note this cheat sheet includes the species we see **most commonly** but by no means should you assume every bird will be one of the species listed. If you do not find a match on the cheat sheet refer to the *Beached Birds* book for more species and a more complete description of characteristics to use. You can remove the old turtle identification cheat sheet and replace it with this one, some of the sea turtle life history details we did not feel were essential information to have on deck so it was removed.

Herring Identification Cheatsheet

An updated set of Herring ID cheat sheets has been created. New protocols are included to address the more difficult river herring ID issues that have recently arisen. Any questions regarding herring ID issues should be directed to Pete Canavin at 508-495-2388 or to your editor.

Updated List of Available Freezers

Enclosed is an updated list of available freezers. Please replace the outdated cheatsheet with the new one. We have checked with all of these groups within the last few weeks about using space in their facilities. Please follow any notes and size requirements for that particular freezer or building. If you place samples in one of these facilities' freezers please make sure you provider is aware.

If you have any questions regarding any of these items please contact Bill Greer, (508)495-2126 or William.greer@noaa.gov or Kathryn Roy, (508)495-2141 or Kathryn.roy@noaa.gov.

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Updated Data Release Forms

The Data Release Forms have recently been updated. Please discard all outdated forms and begin using the enclosed forms immediately. Any questions regarding the Data Release Form may be directed to Patricia Yoos (508) 495-2338 or Patricia.yoos@noaa.gov

Attached: Updated Incident Report and Instructions
Updated Bird Permit and Cheatsheet
Herring Cheatsheet and Updated List of Available Freezers
Updated Data Release Forms

Thank you.

