



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 20, 2009

MEMORANDUM FOR: Northeast Fisheries Observer Program Observers

FROM: Amy S. Van Atten
Branch Chief, FSB 

SUBJECT: Updated iPAQ Manual

An updated iPAQ manual is attached (dated 02/01/09) and will provide additional clarity and information to any Special Access Program or OBSCON protocols. The recent digital camera protocols are also included in this manual.

Please take the time to review the manual. If you have additional questions, please contact Erin Kupcha at (508) 495-2031 office, (508) 367-8256 mobile or Erin.Kupcha@noaa.gov.

Attachments:
02/01/09 iPAQ Manual



NORTHEAST FISHERIES OBSERVER PROGRAM

iPAQ MANUAL

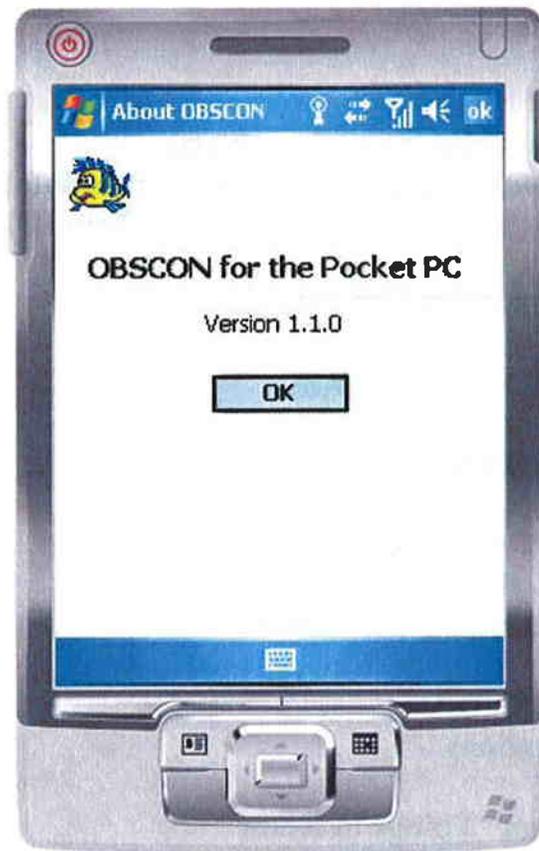


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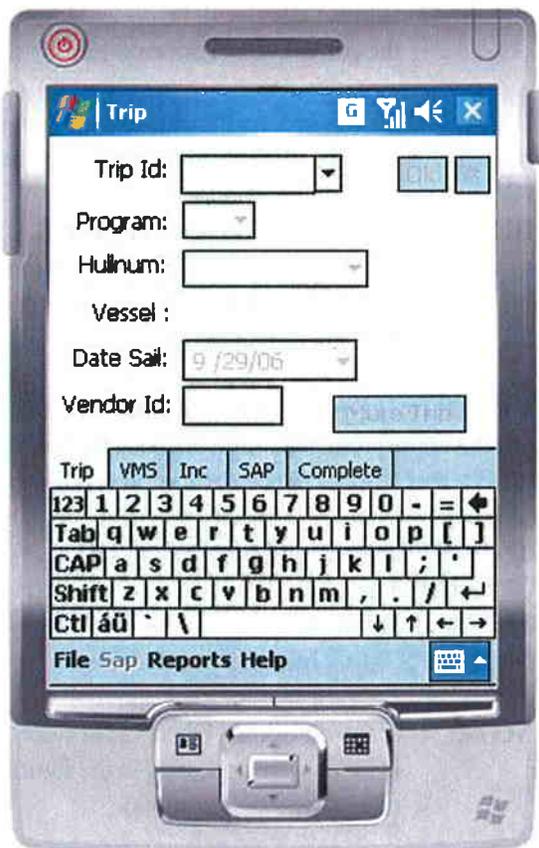
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REPORTING OBSCON

INSTRUCTIONS

The following instructions are for recording information regarding your trip. This information will contain the same fields that are reported on your Vessel and Trip Information Log and will be uploaded to a secure website after the completion of your trip.

TRIP TAB



1. TRIP ID: Record your three character Observer Identifier combined with the three character Trip Number assigned to you for this trip. Click on "OK".

Example: Observer Green, who has been assigned identifier A02, is on her second trip of the calendar year. The tripid is recorded as A02002.

NOTE: If the catch is not offloaded when the vessel returns to the dock, and the vessel returns to sea, use the same Trip Identifier. If **any** of the catch is offloaded, and the vessel returns to sea, use a new Trip Identifier.

2. # (To the right of the Trip Id and Ok button): To **change the Trip Id** entered or to **delete a trip**, click on the # sign.

To change the tripid entered, click on the tripid that needs to be changed and enter the correct tripid in the "New Tripid" field and then click on "Rename".

To delete a trip, click on the tripid and then click on "Delete Trips". The iPAQ program will ask if you are sure you want to delete the trip and the related data. If the trip has been successfully uploaded and you are sure that you want to delete the trip, click on "Yes".

After all changes are made, click on "ok" in the top right hand corner of the screen.

You should regularly delete old trips once they have been successfully uploaded. Avoid using OBSCON data from previous years for the same tripid.

3. PROGRAM: Record the appropriate program code for the fishing trip using the drop down menu.

- 000 = Standard Sea Sampling Trip
- 010 = Training Trip

NOTE: All other program codes **except '000'** supersede this program code. Be sure to record "Training Trip" in the COMMENTS section.

- 020 = Alternate Platform
- 101 = Pinger Tester Trips
- 102 = Scallop Trip with Chain Material for Excluding Turtles

NOTE: Access Area Scallop Program Codes supersede this program code.

- 130 = U.S./Canada Management Area
- 140 = Haddock Hook SAP Closed Area 1 - Sector
- 141 = Haddock Hook SAP Closed Area I - Non-Sector
- 142 = Experimental Haddock Closed Area I
- 143 = Experimental Haddock Cashes Ledge
- 144 = Experimental Haddock Western Gulf of Maine
- 145 = Experimental Haddock Closed Area II
- 150 = Regular B-Day Program
- 160 = Research - No Kept Fish
- 201 = Access Area Scallop, Nantucket Lightship Closed Area
- 202 = Access Area Scallop, Closed Area I
- 203 = Access Area Scallop, Closed Area II
- 204 = Access Area Scallop, Hudson Canyon
- 206 = Access Area Scallop, Elephant Trunk
- 207 = Access Area Scallop, Delmarva

4. HULLNUM: Record the number written on the hull of the vessel to which you are deployed using the drop down menu. This number will be either the U.S. Coast Guard Documentation Number or the state registration number. This number may have up to eight characters. **This is not the same as the NMFS or state fishing permit number.**

Examples: USCG Documentation Number - 1234567.
State Registration Number - ME1234A or NC1234AB.

NOTE: If the hull number is not listed on the drop down menu, choose "NEW VES#" and record the vessel's hull number and vessel name in the COMMENTS section.

5. VESSEL: This field will automatically fill with the vessel's name based on the HULLNUM (#4) you have chosen.

Example: Jo Jo.

NOTE: If you have chosen "NEW VES#", the vessel name will appear as

"PLEASE COMMENT FOR IPAQ". This is a reminder to record the vessel's hull number and vessel name in the COMMENTS section.

NOTE: If the vessel name that appears is **incorrect**, first make sure that you chose the correct hull number. If the hull number is correct and the vessel name is incorrect, **leave the information in the fields** and record the vessel's hull number and **correct** vessel name in the COMMENTS section. This will be verified and the support tables will be updated with the correct vessel information.

6. DATE SAIL: Record the month, day, and year that the vessel leaves the dock to go fishing using the drop down calendar.

NOTE: For beach seine/beach anchored gillnet trips, record the date that the dory leaves the trailer and heads out through the surf to set the gear.

7. VENDOR IDENTIFICATION CODE: Record the appropriate two-digit VENDOR IDENTIFICATION CODE. This information can be obtained from the Observer Service Provider.

- 01 = AIS Fisheries Sampling Branch Trip
- 02 = AIS Industry Funded Trip
- 03 = Alpha Solutions Corp.
- 04 = EWTS, LLC. Industry Funded Trip
- 05 = Alaskan Observers Inc.

NOTE: If any additional Observer Service Providers are approved in the future, new codes will be added.

After #1-7 are completed, click the "More Trip" button to enter additional OBSCON information.

MORE TRIP TAB



8. GEAR CODE: Indicate the primary gear used, or intended to be used, on the majority of the hauls during this trip by recording the most appropriate gear code from the drop down menu.

- 010 = Longline, Bottom
- 020 = Handline, Other (Rod & Reel)
- 040 = Longline, Pelagic
- 050 = Trawl, Otter, Bottom, Fish
- 052 = Trawl, Otter, Bottom, Scallop
- 053 = Trawl, Otter, Bottom, Twin
- 056 = Trawl, Otter, Bottom, Paired
- 058 = Trawl, Otter, Bottom, Shrimp
- 060 = Troll Line, Other/NK Species
- 070 = Haul Seine, Beach, Common
- 100 = Gillnet, Fixed or Anchored, Sink, Other/
NK Species
- 105 = Gillnet, Anchored-Floating, Fish
- 110 = Gillnet, Drift, Other/NK Species
- 116 = Gillnet, Drift-Floating, Fish
- 117 = Gillnet, Drift-Sink, Fish
- 120 = Purse Seine, Other/NK Species

- 121 = Purse Seine, Herring
- 122 = Purse Seine, Mackerel
- 123 = Purse Seine, Menhaden
- 124 = Purse Seine, Tuna
- 132 = Dredge, Scallop, Sea
- 142 = Pound Net, Fish
- 170 = Trawl, Otter, Midwater Paired
- 180 = Pots + Traps, Other/NK Species
- 181 = Pots + Traps, Fish
- 183 = Pots + Traps, Conch
- 186 = Pots + Traps, Hagfish
- 190 = Pots + Traps, Shrimp
- 200 = Pot/Trap, Lobster Offshore NK
- 210 = Pot/Trap, Lobster Inshore NK
- 300 = Pots + Traps, Crab Other
- 301 = Pots + Traps, Blue Crab
- 350 = Beam Trawl, Other/NK Species
- 352 = Beam Trawl, Scallop
- 353 = Beam Trawl, Fish
- 360 = Scottish Seine
- 370 = Trawl, Otter, Midwater
- 381 = Dredge, Other/NK Species
- 386 = Dredge, Clam, Hydraulic
- 999 = Unknown

9. MESH SIZE: Do not enter any information in this field.

10. CONTAREA: This information must be obtained from the captain and should be asked at the beginning of the trip. For trips targeting Atlantic Sea Scallop, record if the trip is Limited Access (code 046) or General Category (code 047). All other trips should use the "Standard Trip" code (code 000) unless you are on a Video Monitoring (code 048) or a Processor Vessel (code 049) trip.

- 000 = Standard Trip
- 046 = Limited Access Scallop
- 047 = General Category Scallop
- 048 = Video Monitoring Trip
- 049 = Processor Vessel
- 999 = Unknown

11. TARGET 1: Indicate the primary species sought with the primary gear type recorded in

GEAR CODE (#8) by recording the most appropriate and specific **species name** possible using the drop down menu. This information **must be obtained from the captain**, and should be asked before any gear is set or hauled, and **not** based on the results of this trip's catch.

Examples: Cod, Atlantic
Flounder, NK

NOTE: This species name should be the same as the primary target species recorded on your Vessel & Trip Information Log. **DO NOT COMBINE MULTIPLE SPECIES IN THIS FIELD IF MORE THAN ONE TARGET SPECIES IS LISTED ON THE VESSEL & TRIP LOG.**

12. TARGET 2: Indicate the secondary species sought with the primary gear type recorded in GEAR CODE (#8) by recording the most appropriate and specific **species name** possible using the drop down menu. This information **must be obtained from the captain**, and should be asked before any gear is set or hauled, and **not** based on the results of this trip's catch.

NOTE: **If there is no secondary target species, leave this field blank. Do not use "NONE".**

NOTE: If there is no secondary target species but you have accidentally entered in a species name, simply click on the blue button that is created on "Target 2" and this will clear your entry.

13. PRIMSP: Record the name of the **one** species which had the **greatest total number of pounds landed** (kept and sold) for this trip using the drop down menu. Leave this field blank if there is no catch on the trip, there is catch on the trip but the catch was not sold or the trip was aborted.

Examples: Cod, Atlantic
Scallop, Sea

NOTE: **If there is no primary species landed, leave this field blank. Do not use "NONE".**

NOTE: If there is no primary species landed but you have accidentally entered in a species name, simply click on the blue button that is created on "Primspp" and this will clear your entry.

14. AREA: Record the three-digit statistical area where the majority of the trip's hauls occurred for this trip using the drop down menu. Please refer to the Map of Statistical Areas of the Northeast U.S. or the Map of Statistical Areas of the Southeast U.S.

NOTE: If you have incorrectly entered the area, simply click on the blue button that is created on "Area" and this will clear your entry.

NOTE: If the statistical area where the majority of the trip's hauls occurred for this trip is not located on the drop down menu, **leave this field blank** and enter the correct statistical area in the COMMENTS section.

After #8-14 are completed, click the "Save" button. To return to the main screen, click the "Back" button.

COMPLETE TAB

The screenshot shows the 'Complete' tab on an iPAQ device. The screen displays the following fields and controls:

- Trip Id:** A text input field.
- Trip Ext:** A dropdown menu with 'X' selected.
- Date Land:** A date picker showing '9 / 29 / 06'.
- Port Land:** A dropdown menu.
- Dealer:** A dropdown menu.
- Six Month:** A dropdown menu.
- # of Hauls:** A text input field.
- Sea Days:** A text input field.
- Buttons: 'Comments', 'Save', and 'Cancel'.
- Navigation bar: 'Trip', 'VMS', 'Inc', 'SAP', 'Complete'.
- Keyboard: A full QWERTY keyboard with function keys.
- Footer: 'File Sap Reports Help'.

15. TRIP ID: This field will automatically fill with the TRIPID (#1) entered on the Trip Tab.

16. TRIPEXT: Record the correct one-character trip extension for this trip using the drop down menu.

A = Aborted (non-gillnet)

C = Gillnet, complete fish sampling

D = Gillnet, complete fish sampling, aborted

L = Gillnet, limited fish sampling

M = Gillnet, limited fish sampling, aborted

X = All other trips (this is the same as a dash '-')

17. DATE LAND: Record the month, day and year that the vessel first arrives in port at the completion of your deployment using the drop down calendar. This is the docking port where the captain intends to sell the majority of this trip's catch. Record this date whether or not the catch is sold.

Example: The vessel returns to a dock on 02/03/09, with catch, but does not sell any fish. The observer remains on the vessel back to the fishing grounds. The vessel returns to the dock on 02/07/09 and arranges to sell its catch. DATE LAND is 02/07/09.

NOTE: For beach seine/beach anchored gillnet trips, record the date that the fishing operations have ended and all fish have been picked and sorted.

18. PORT LAND: Record the name of the port city or town, including the state, where the vessel offloads its catch using the drop down menu. The drop down menu is alphabetical by state and then within the state, alphabetical by port name.

NOTE: If the vessel sells its catch at more than one port, record the port where most of the catch is sold.

19. DEALER: Record the name of the dealer where the captain sold the **majority** of the trip's catch using the drop down menu. If the catch is not sold immediately after arrival in port, obtain this information from the captain.

NOTE: If the **kept** catch is **not sold**, record "NO SALE".

NOTE: If there is **no catch (both kept and discarded)** on the entire trip, record "NO CATCH". If you enter in a trip extension of "A", "D" or "M", "NO CATCH" will automatically fill in this field.

NOTE: If the dealer name is not listed on the drop down menu, choose "NEW DEALER" and record the dealer name, the dealer location (city and state) and the owner name in the COMMENTS section.

20. SIX MONTH: As of the Northeast Fisheries Observer Program (NEFOP) Memo 08-017

dated 09/24/08, the Six-Month Questions Log is no longer a required log of the NEFOP. For the time being, the ObsCon Program and the Vessel & Trip Log will remain the same with the *Six-Month Questions Asked? (Yes/No)* field present; this field box should be recorded as **NO**. The NEFOP will modify the Vessel & Trip Log and ObsCon Program and remove the Six-Month Questions Log from the NEFOP Manual during the next manual changes.

21. # OF HAULS: Record the **total** number of hauls during this trip.

22. SEADAYS: Record, in whole days, the number of days that the vessel was away from port on this fishing trip.

NOTE: Definition of a sea day: the observer is on the water for 6 hours or more in one day or the gear touches the water (set/hailed/washed). This is the NEFOP definition of a sea day.

23. COMMENTS: Record any additional information regarding your trip in this field.

NOTE: **REQUIRED COMMENTS**

- *For a "NEW VES #", record the name and hull number of the vessel.
- *For a **vessel name change**, record the hull number and the new name of the vessel.
- *For a **new dealer**, record the dealer name, the city and state where the dealer is located and who the dealer is owned by.
- *For **Program Code 130** trips that never enter the U.S./Canada Management Area, record "No hauls in USCA". See the Species Data section of the manual on page 13 for additional information.

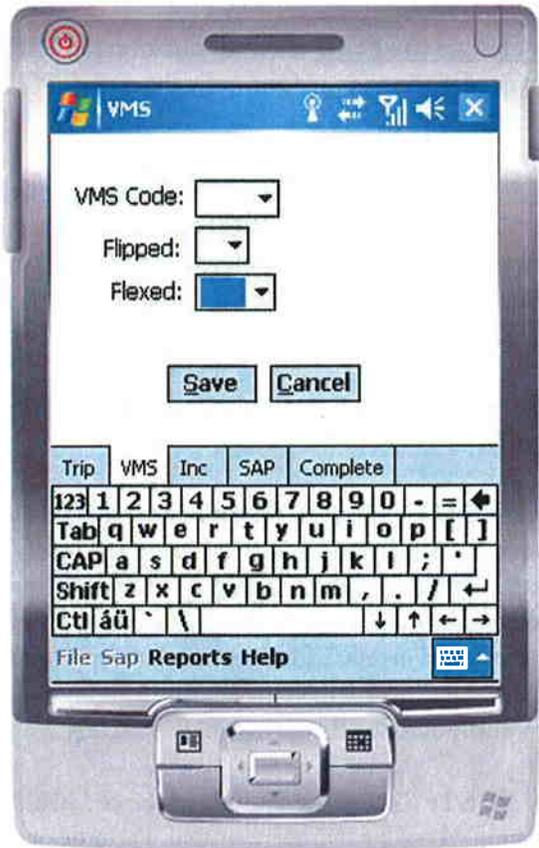
When you are done entering COMMENTS, click on "OK".

After #15-23 are completed, click the "Save" button.

If you are fishing on a Program Code 130 or 150 trip, complete the required information on the VMS tab. The instructions for the VMS tab begin on page 7.

If a marine mammal, sea turtle or sea bird is incidentally taken on this trip, complete the required information on the INC tab. The instructions for the INC tab begin on page 8.

VMS TAB



24. VMS CODE: For Program Codes 130 and 150 only, record the VMS (Vessel Monitoring System) Fishing Area Code obtained from the captain prior to leaving the dock at the start of the trip using the drop down menu.

- 2 = Eastern U.S./Canada Area Outside of Closed Area II
- 4 = Western U.S./Canada Area Only
- 4+ = Inside and outside of Western U.S./Canada Area on the same trip
- 5 = Eastern U.S./Canada Area Haddock SAP
- 6 = Eastern U.S./Canada Area and the Eastern U.S./Canada Area Haddock SAP

NOTE: If you are unable to obtain the VMS code from the captain, record a dash (-) and document in the COMMENTS section.

25. SAP FLIPPED: For Program Code 150 only. Northeast multispecies days at sea (DAS) vessels fishing under a Category B (regular or reserve) DAS may flip its DAS to a Category A DAS if their catch of regulated groundfish exceeds the allowed catch limits. Ask the captain at the end of the trip if they flipped and record the appropriate letter code in this field using the drop down menu.

- Y = Yes
- N = No

NOTE: If you are unable to obtain the answer from the captain, record a dash (-) and document in the COMMENTS section.

26. SAP FLEXED: For Program Code 130 trips declared into the Eastern U.S./Canada Area only (VMS codes 2,5,6). A vessel may elect to fish inside and outside the Eastern U.S./Canada Area on the same trip, provided the vessel declares its intent to do so via VMS prior to leaving the Eastern U.S./Canada Area. Flexing will apply to Eastern Area trips only and gives the vessel flexibility to fish outside the Eastern Area on the same trip. Ask the captain at the end of the trip if they Flexed, and if so whether they Flexed Out (O) or Flexed West (W). **If the captain Flexed West (W) and Flexed Out (O) on the same trip, record the trip as Flexed Out (O).** Record the appropriate letter code in this field using the drop down menu.

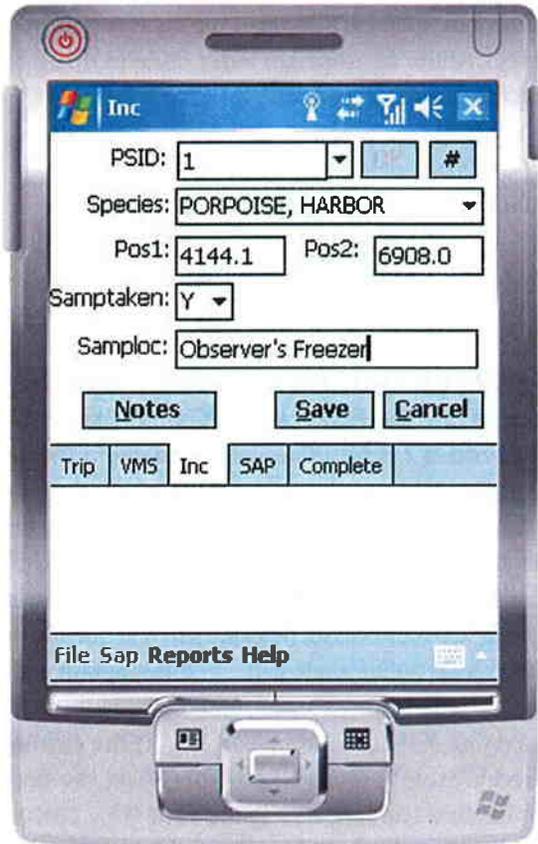
- N = No. The vessel **did not flex** during the trip.
- O = Flexed Out. The vessel declared to fish in the Eastern U.S./Canada Area and during the trip they opted to flex out of the Eastern U.S./Canada Area on the same trip.
- W = Flexed West. The vessel declared to fish in the Eastern U.S./Canada Area and during the trip they opted to flex into the Western U.S./Canada Area on the same trip.

NOTE: If you are unable to obtain the answer from the captain, record a dash (-) and document in the COMMENTS section.

After #24-26 are completed, click the "Save" button.

INC TAB

If a marine mammal, sea turtle or sea bird is incidentally taken on this trip, complete the required information on the INC tab.



27. PSID: Record the consecutive protected species identification number (PSID) that was assigned to each animal that was incidentally taken on this trip. Make sure that the PSID number matches the incidental take species as recorded on the Marine Mammal, Sea Turtle and Sea Bird Incidental Take Log. Click on "OK".

NOTE: If there is more than one animal taken on this trip, first complete #27 - 34 for that particular PSID and save the information. Then, record the next PSID number and follow the same procedure for each animal.

NOTE: Do not use preceding zeros for the iPAQ reporting.

28. # (To the right of the PSID and Ok button): To change the PSID entered or to delete a PSID, click on the # sign.

To change the PSID entered, click on the PSID that needs to be changed and enter the correct PSID in the "New PSID" field and then click on "Rename".

To delete a PSID, click on the PSID and then click on "Delete PSID". The iPAQ program will ask if you are sure you want to delete the PSID and the related data. If you want to delete the PSID, click on "Yes".

After all changes are made, click on "ok" in the top right hand corner of the screen.

29. SPECIES: Record the common name of the marine mammal, sea turtle or sea bird incidentally taken on this trip using the drop down menu. The species are listed in alphabetical order. The species listed in this field **must** match the incidental take species recorded on the Marine Mammal, Sea Turtle and Sea Bird Incidental Take Log.

30. POS 1: Record the latitude of the end haul position where the marine mammal, sea turtle or sea bird was incidentally taken on this trip. **Do not record LORAN in this field.**

31. POS 2: Record the longitude of the end haul position where the marine mammal, sea turtle or sea bird was incidentally taken on this trip. **Do not record LORAN in this field.**

32. SAMPTAKEN: Record whether any samples were taken from the animal listed in SPECIES (#29).

N = No. If no samples are taken, record the reason in NOTES (#34).

Y = Yes. If Yes, please complete SAMPLOC (#33).

33. SAMPLOC: Record the specific storage location of the incidental take samples taken on this trip.

Example: Observer's Freezer
NEFOP Tech Park

NOTE: This field will only accept 20 characters. Please use the NOTES (#34) tab if more space is needed.

34. NOTES: Record any additional information regarding the incidental take(s) in this field.

NOTE: **REQUIRED COMMENTS**
Record the complete alphanumeric number(s) from the tag(s) that you attach, or that were already attached to the animal in this field. Be sure to include the PSID number with the corresponding tag number.
Example: D09999.

If you enter any information in this field, click on "ok" to save the information and you will be brought back to the INC tab.

iPAQ OBSCON REPORTS - TRIP LIST

You must be on the TRIP TAB in order to view this report.

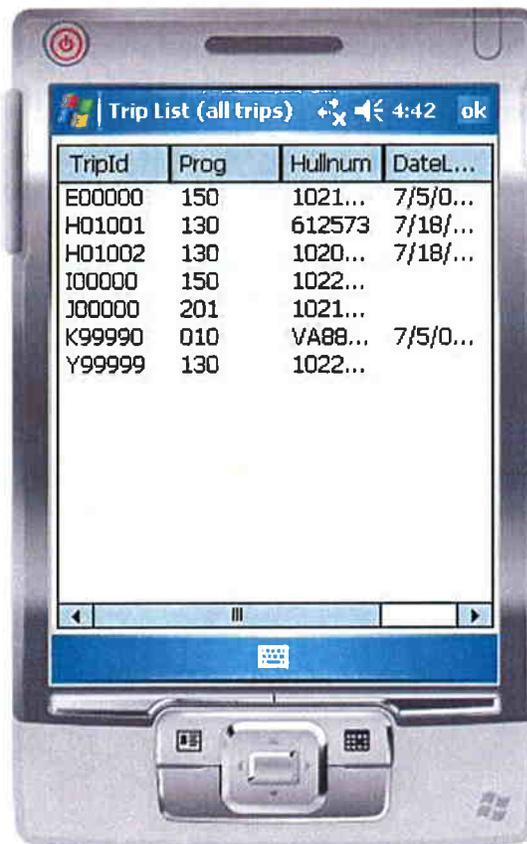
Click on **Reports** at the bottom of the screen and then click on **Trip List**. All of the trips that have been entered on the iPAQ will appear on the screen. The following information will be displayed for each trip:

1. TRIPID
2. PROGRAM CODE
3. HULL NUMBER OF THE VESSEL
4. DATE LANDED
5. INCIDENTAL TAKE RECORD
(Y = YES N= NO)
6. SPECIAL ACCESS PROGRAM RECORD
(Y = YES N= NO)

The trip data on the iPAQ are **CONFIDENTIAL**. When you have successfully uploaded a trip, have received a confirmation number and there are no issues with the trip, you should delete the trip from the iPAQ (see page 35 for further instructions).

DO NOT make copies of data files, transmit data files to other sources other than uploading to the website, or share data with others.

DO NOT let anyone else use the iPAQ for any reason.

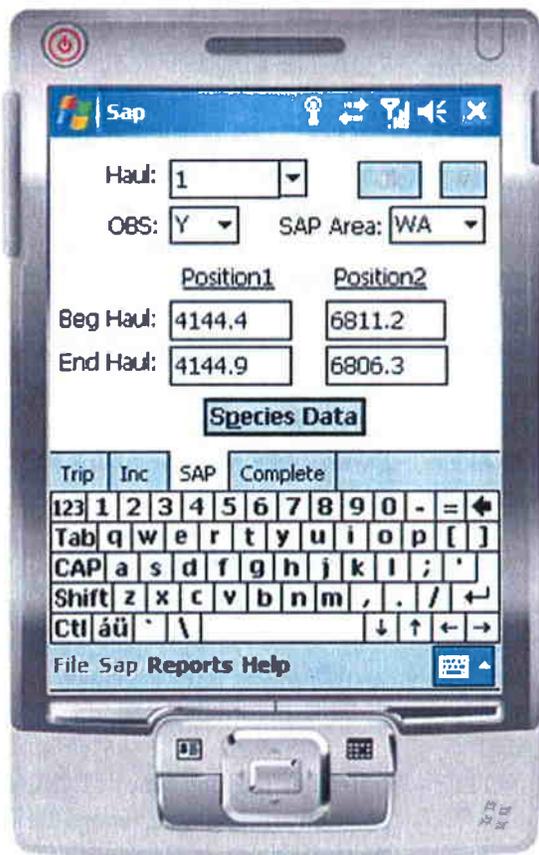


SPECIAL ACCESS PROGRAM REPORTING

INSTRUCTIONS

The following instructions are for recording information regarding your U.S./Canada Management Area (Program Code 130), Hook/Haddock SAP (Program Codes 140 and 141), Regular B-Day Program (Program Code 150) or Scallop Access Area (Program Codes 201-203) trip.

SAPTAB



1. HAUL: Record the haul number each time gear is hauled on this trip. Start with "1" for the first haul, and continue numbering sequentially for the following hauls. After entering the haul number, click on "OK".

2. # (To the right of **Haul** and the **Ok** button):
To **change the haul number** entered or to **delete a haul**, click on the # sign.

To change the haul number entered, click on the haul number that needs to be changed and enter the correct haul number in the "New Haul" field and then click on "Rename".

To delete a haul, click on the haul number and then click on "Delete Hauls". The iPAQ program will ask if you are sure you want to delete the haul and the related data. If you are sure that you want to delete the haul, click on "Yes".

After all changes are made, click on "ok" in the top right hand corner of the screen.

To resequence the haul numbers after deleting a haul, click on "Sap" at the bottom of the screen and click on "Resequence".

To insert a haul, click on "Sap" at the bottom of the screen and click on "Insert Haul". Choose the haul number you want to insert the new haul before and click on the "Insert" button.

3. OBS: Record whether this haul is observed by recording the appropriate letter code using the drop down menu.

Y = Yes.

N = No.

NOTE: An observed haul is defined as one where **ALL** of the catch is recorded, regardless of whether it is kept or discarded. An unobserved haul is defined as one where complete discard information from the haul is not collected. A haul may be unobserved because an observer is below deck for weather related safety reasons, illness, *etc.*

NOTE: For the iPAQ, an off-watch haul on a scallop trip will be considered as an unobserved haul. Please record an "N" in this field for off-watch scallop hauls and on-watch hauls

that are not observed. All hauls **must** be entered on the iPAQ whether they are observed or unobserved.

4. SAPAREA: For Program Code 130 only, record the area fished for the haul. Refer to the **USCA Management Area Cheat Sheet** or the **CalPosData iPAO Program**.

EA = Eastern Area (Statistical Areas 561,562)

ES = Eastern Haddock Special Access

Program Area (Statistical Areas 561,562)

OA = Open Area

WA = Western Area (Statistical Areas 522,525)

NOTE: If declared into an Eastern U.S./Canada area (**VMS Code 2 or 5**), record species weights for **ALL** observed hauls, regardless of where they fished, both **INSIDE AND OUTSIDE** the U.S./Canada Area.

NOTE: For Western U.S./Canada Area trips (**VMS codes 4 and 4+**), species weights are recorded **ONLY** for observed hauls that occur **INSIDE** the U.S./Canada Area. If any part of an observed haul occurs inside the U.S./Canada Area the entire haul is recorded in the Species Data. If the entire haul is outside the U.S./Canada Area, record "OA" for SAP Area and record zeros for all species weights.

NOTE: If the haul is unobserved, or you are on a Scallop Access Area trip haul, choose the dash (-) option on the drop down menu. This option will leave the SAP Area field blank.

5. BEG HAUL POSITION 1: Record the latitude location, to the **tenth of a minute**, where the haul began. If the latitude location is given in seconds, convert it to tenths of minutes. If the latitude location is not available, record the LORAN bearing.

NOTE: If **neither** the latitude or LORAN position are available, record the

three-digit statistical area.

NOTE: Do not use any spaces in this field.

Example: 3523.4 or 27054

6. BEG HAUL POSITION 2: Record the longitude location, to the **tenth of a minute**, where the haul began. If the longitude is given in seconds, convert it to tenths of minutes. If the longitude location is not available, record the LORAN bearing.

NOTE: If **neither** the longitude or LORAN position are available, record the three-digit statistical area.

NOTE: Do not use any spaces in this field.

Example: 7516.7 or 41824

7. END HAUL POSITION 1: Record the latitude location, to the **tenth of a minute**, where the haul ended. If the latitude location is given in seconds, convert it to tenths of minutes. If the latitude location is not available, record the LORAN bearing.

NOTE: If **neither** the latitude or LORAN position are available, record the three-digit statistical area.

NOTE: Do not use any spaces in this field.

Example: 3523.4 or 27054

8. END HAUL POSITION 2: Record the longitude location, to the **tenth of a minute**, where the haul ended. If the longitude is given in seconds, convert it to tenths of minutes. If the longitude location is not available, record the LORAN bearing.

NOTE: If **neither** the longitude or LORAN position are available, record the three-digit statistical area.

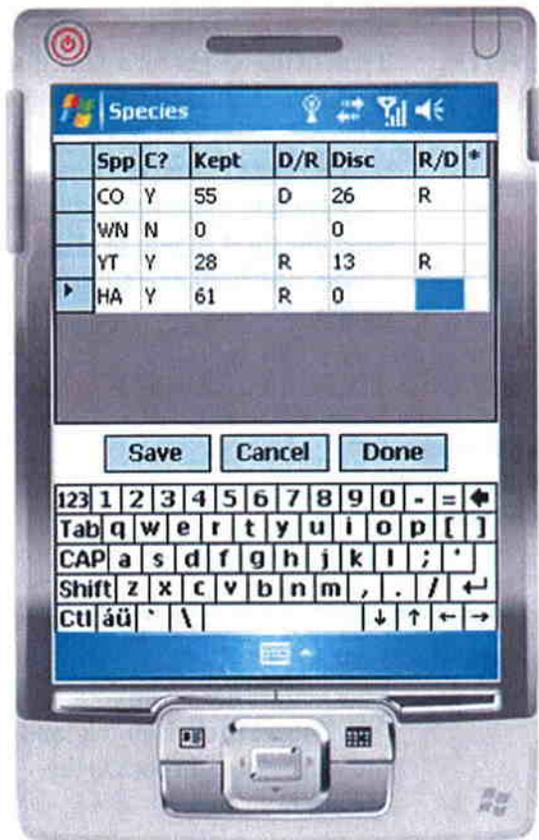
NOTE: Do not use any spaces in this field.

Example: 7516.7 or 41824

If the haul is observed and you have completed #1 - 8, click on the "Species Data" button.

If the haul is UNOBSERVED and you have completed #1-8, click on the "Save" button and enter information for the next haul.

SPECIES DATA



IF THE ENTIRE TRIP IS FISHED OUTSIDE OF THE U.S./CANADA MANAGEMENT AREA, NO SPECIES DATA ARE REQUIRED. PLEASE COMMENT ON THE COMPLETE TAB. See page 6 for additional information.

9. SPP:

For Program Code 130, record the kept and discard weights for the following species of concern:

- CO = Atlantic Cod
- WN = Winter Flounder
- YT = Yellowtail Flounder
- HA = Haddock

For Program Code 140 and 141, record the kept and discard weights for the following species of concern:

- CO = Atlantic Cod
- HA = Haddock

For Program Code 150, record the kept and discard weights for the following species of concern:

- CO = Atlantic Cod
- WN = Winter Flounder
- WT = Witch Flounder
- YT = Yellowtail Flounder
- AP = American Plaice Flounder
- HA = Haddock
- WH = White Hake

For Program Code 201, 202 and 203, record the kept and discard weights for the following species of concern:

- YT = Yellowtail Flounder

Record only the kept weight for the following species of concern:

- SC = Scallop Meats

NOTE: Always record a zero for the discard weight.

10. C? (CATCH?): Record whether the gear from this haul holds any catch of the species listed in SPP (#9), whether it is kept or discarded, by recording the appropriate letter code using the drop down menu:

- Y = Yes
- N = No

NOTE: To change all weights for the selected species to ZERO (no kept or discard weight), change "C?" to "N".

11. Kept: Record the actual or estimated kept haul weight for the species listed in SPP (#9). Record this weight in the most accurate form possible, *i.e.* if a species is gutted at sea, record a dressed weight for this species. The observer's actual weight should be recorded whenever possible.

NOTE: Actual weights **may** be recorded to the nearest **tenth** of a pound. Estimated weights greater than one pound should be recorded to the nearest whole pound.

NOTE: Kept is defined as brought on board the vessel and retained for market or consumptive purposes.

12. D/R (DRESSED/ROUND): Indicate whether the weight recorded in KEPT (#11) is a dressed or round weight by recording the appropriate letter code using the drop down menu:

D = Dressed

R = Round

NOTE: If you have recorded zero pounds in KEPT (#11), the D/R field will automatically be blank.

NOTE: If part of the weight for a particular species and haul is dressed and part of the weight is round, **manually convert the dressed portion of the weight to a round weight and enter the total weight for that species and haul as a round weight.**

**DRESSED TO ROUND CONVERSION
SPECIES MULTIPLIERS**

Atlantic Cod - 1.17

Haddock - 1.14

White Hake - 1.34

13. Disc: Record the actual or estimated discard haul weight for the species listed in SPP (#9). Record this weight in the most accurate form possible, *i.e.* if a species is gutted at sea, record a dressed weight for this species. The observer's actual weight should be recorded whenever possible.

NOTE: Actual weights **may** be recorded to the nearest **tenth** of a pound. Estimated weights greater than one pound should be recorded to the nearest whole pound.

14. D/R (DRESSED/ROUND): Indicate whether the weight recorded in DISC (#13) is a dressed or round weight by recording the appropriate letter code using the drop down menu:

D = Dressed

R = Round

NOTE: If you have recorded zero pounds in DISC (#13), the D/R field will automatically be blank.

NOTE: If part of the weight for a particular species and haul is dressed and part of the weight is round, **manually convert the dressed portion of the weight to a round weight and enter the total weight for that species and haul as a round weight.**

**DRESSED TO ROUND CONVERSION
SPECIES MULTIPLIERS**

Atlantic Cod - 1.17

Haddock - 1.14

White Hake - 1.34

15. * : Record any COMMENTS for the species listed in SPP (#9) in this field.

NOTE: After you are done with your COMMENTS, click on "ok" and you will be brought back to the Species Data screen.

Once you have entered all of the information for your species of concern, please click on the "Save" button and then click on the "Done" button and you will be brought back to the SAP TAB haul information.

If you realize that there is a mistake with the data that has been entered, click on the "Cancel" button and then click on the "Done" button. This will bring you back to the SAP TAB haul information. Click on "Species Data" and enter the correct information. Clicking on "Cancel" will only remove information for the current haul.

SPECIAL ACCESS PROGRAM iPAQ REPORTS - HAUL LOCATION AND CATCH TOTALS

SAPHAUL LOCATION REPORT

You must be on the SAP TAB in order to view this report.

Click on **Reports** at the bottom of the screen and then click on **Sap Haul Location**. At the top of the page, you will see "Trip Id =" followed by the current Trip ID you are entering information for. Information will only display on this report if you have entered haul data for a Special Access Program trip. The following information will be displayed for the current trip:

1. HAUL NUMBER
2. WHETHER OR NOT THE HAUL WAS OBSERVED (Y=YES N=NO)
3. BEGIN HAUL LATITUDE/LORAN
4. BEGIN HAUL LONGITUDE/LORAN
5. END HAUL LATITUDE/LORAN
6. END HAUL LONGITUDE/LORAN

The trip data on the iPAQ are **CONFIDENTIAL**. When you have successfully uploaded a trip, you have received a confirmation number and there are no issues with the trip, you should delete the trip from the iPAQ.

DO NOT make copies of data files, transmit data files to other sources other than uploading to the website, or share data with others.

DO NOT let anyone else use the iPAQ for any reason.



SAP CATCH TOTALS REPORT

You must be on the TRIP TAB in order to view this report.

Click on **Reports** at the bottom of the screen and then click on **Sap Catch Totals by Tripid**. All of the trips that have been entered with Special Access Program Species Data will appear on the screen. The following information will be displayed for each trip:

1. TRIPID
2. PROGRAM CODE
3. SPECIES
4. TOTAL POUNDS KEPT FOR THE SPECIES LISTED IN #3. THIS NUMBER WILL BE A ROUND WEIGHT. IF YOU ENTERED A SPECIES WEIGHT AS DRESSED ON THE SPECIES DATA TAB (PAGE 11), THE WEIGHT WILL BE CONVERTED TO A ROUND WEIGHT WITH ONE SPECIES AS AN EXCEPTION. SCALLOP MEATS (SC) WILL BE LISTED AS A DRESSED TOTAL MEAT WEIGHT FOR THIS FIELD.
5. TOTAL POUNDS DISCARDED FOR THE SPECIES LISTED IN #3. THIS NUMBER WILL BE A ROUND WEIGHT.

This information can be used to compare with the subtotals recorded on your tally sheets. You can access this report at any point during the trip provided that species data has been entered.

The trip data on the iPAQ are **CONFIDENTIAL**. When you have successfully uploaded a trip, you have received a confirmation number and there are no issues with the trip, you should delete the trip from the iPAQ.

DO NOT make copies of data files, transmit data files to other sources other than uploading to the website, or share data with others.

DO NOT let anyone else use the iPAQ for any reason.

Tripid	P...	Spe...	Kept ...	Disc
E00000	150	AP	0	0
E00000	150	CO	0	0
E00000	150	HA	0	0
E00000	150	WH	0	0
E00000	150	WN	0	0
E00000	150	WT	0	0
E00000	150	YT	0	0
H01001	130	CO	14.04	0
H01001	130	HA	13.68	12
H01001	130	WN	12	12
H01001	130	YT	12	0
H01002	130	CO	14.04	12
H01002	130	HA	13.68	12
H01002	130	WN	12	12
H01002	130	YT	12	12

CREATING A ZIP FILE

Before you can upload your trip, you must create a zip file to upload. To do this, you must be on the **TRIP TAB**.

Click on **FILE** and then **CREATE ZIP FILE**. Using the drop down menu, chose the TRIPID you are going to upload. Once you have selected the trip, click on **CREATE FILE**.



If you receive the following error when clicking on **CREATE FILE**, then you have not entered all of your OBSCON or SAP information.



Go back to the trip and make sure that you have completed all of the information for OBSCON and Special Access Program Reporting. When you have entered all the information, click on **FILE** and then **CREATE ZIP FILE**. Using the drop down menu, choose the TRIPID you are going to upload. Once you have selected the trip, click on **CREATE FILE**.

When the zip file has been successfully created, you will receive the following message:



This is the zip file that will be used for the uploading process.

UPLOADING DATA - PC USERS

IF YOU ARE USING YOUR PC FOR UPLOADING, YOU MUST FIRST INSTALL SOFTWARE THAT SYNCHRONIZES THE iPAQ TO YOUR PC.

For all Windows Operating Systems except Windows Vista

You must download Microsoft Active Sync from the following website:

<http://www.microsoft.com/windowsmobile/help/activesync/default.aspx>

Download the most current version of Active Sync on the right hand side of the website.

Windows Vista Operating System

You must download Windows Mobile Device Center from the following website:

<http://www.microsoft.com/windowsmobile/en-us/help/synchronize/device-center.aspx>

For Macintosh Computers

You must download SyncMate from the following website:

<http://www.simplehelp.net/2008/08/29/how-to-sync-your-windows-mobile-device-with-your-mac/>

Now that your iPAQ is connected to your PC, follow the uploading instructions on Page 22.

UPLOADING DATA - WIRELESS USERS

Be sure that you have access and are able to successfully connect to a wireless network before following these instructions.

1. Click on **Start** in the upper left hand corner of the iPAQ screen.
2. Click on **iPAQ Wireless**.
3. Click the **Wi-Fi** button.
4. If you are connected to a wireless network, the Wi-Fi button will turn from gray to amber to green. There should also be a blue light flashing on the top left corner of the iPAQ. **NOTE:** Even though the Wi-Fi button is green and the blue light is flashing, there still may not be a connection. You may be accessing a network that requires a password to use it.
5. On the iPAQ Wireless screen, click on the **Settings** button next to the Wi-Fi button. This screen will show you which wireless networks are available and also which networks you are connected to. If you see one that is available, hold the stylus down on the word **Available** and then click on **Connect** in the box that pops up. You can also add a new network using this screen by clicking on "Add New".
6. Be sure to turn Wi-Fi off when you are not using it by either clicking on the Wi-Fi button or clicking on "All Off".

Now that your iPAQ is connected to a wireless network, follow the uploading instructions on Page 22.

UPLOADING DATA

INSTRUCTIONS

The following instructions are for uploading your iPAQ data. The data will be uploaded through a secure website. You will be uploading a zip file that will contain your OBSCON information and if applicable, your Special Access Program Reporting information.

1. Turn on the iPAQ. Click on **START** in the upper left hand corner of the screen. Click on **Internet Explorer**.
2. Using the drop down menu on the address bar at the top of the screen, click on the website: **https://fish.nefsc.noaa.gov/observer_upload** and either click on the enter button on the keyboard or click on the green arrow next to the address bar. If the website is not on the address bar drop down menu, then you will have to manually enter in the website address.
3. You will be prompted to enter your User Name and Password. Enter the information you have been provided and click OK.
4. When you have successfully logged on, you will be brought to the main page:



Welcome to the Observer Walkabout Upload Site

Menu Options

[Upload OBSCON/SAP Data](#)
[Stat Area Corr](#)
[Download Support Tables](#)

5. Click on **Upload OBSCON/SAP Data**.

Username: imago1a 



Observer Handheld OBSCON/SAP Data Upload

Please enter **TRIPID** for the trip being uploaded, and browse for the zip filename below then click the 'UPLOAD' button.

TRIPID:

Zip Filename:

6. TRIPID: Enter the tripid that corresponds to the data that you are uploading. **Do not enter a trip extension in this field.**

Example: E00000

7. ZIP FILENAME: Click on Browse to the right of this field to navigate to your zip file. The screen on the iPAQ will read "Open". Make sure that it says "All Folders" for the Folder and "All Files" for the Type. Scroll to find the file that you created. The name of the file will be in the following form:

TRIPID_YEAR OF TRIP

Example: E00000_2009

Once you have found the correct file, double click on the filename and make sure that it appears in the ZIP FILENAME on the website. The filename will be in the following form:

\My Documents\TRIPID_YEAR OF TRIP

Example: \My Documents\E00000_2009.zip

8. Once all of the information is completed and correct, click on UPLOAD.

9. If there are no problems or errors with your data, then the information that you uploaded will be displayed on your screen so that you can **REVIEW IT FOR CORRECTNESS.**

TRIP SUMMARY

HullNum	Date Sail	Date Land	NE Gear
1021018	05-JUL-2006	05-JUL-2006	050
Target1	Target2	Prime Sp Land	Area
BONITO, ATLANTIC			
Port	Dealer	Six Month	Trip Ext
CA,LOS ANGELES	A & S TRUCKING	N	X
Flipped	Flexed	Trip Hauls	Contract Area

INC TAKES BY PSID

PSID	NESPP4	Sample Taken?	Sample Location	Position 1	Position 2
001	BOOBY, BROWN	N		4530.0	6930.0
002	CORMORANT, DBL CREST	Y	here's	000	000

ROUND WHOLE WEIGHTS BY SPECIES

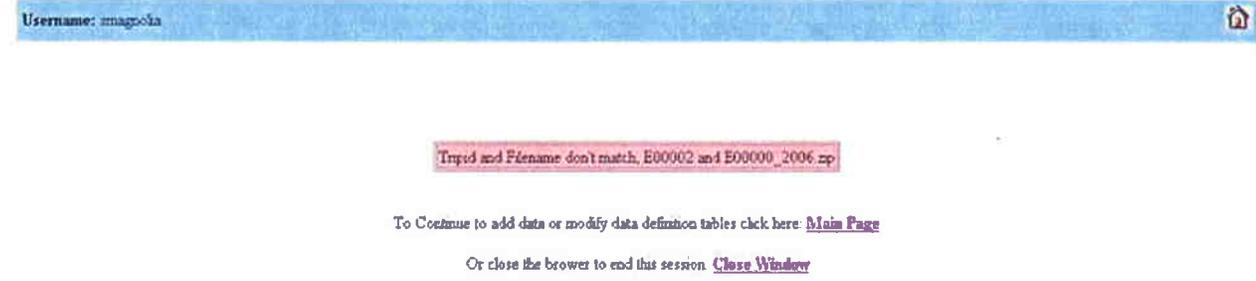
Species	lbs Kept	lbs Disc
AP	6	10
CO	0	0
HA	56	0
WH	0	0
WN	0	0
WT	0	0
YT	7	9

CONFIRM | **DELETE**

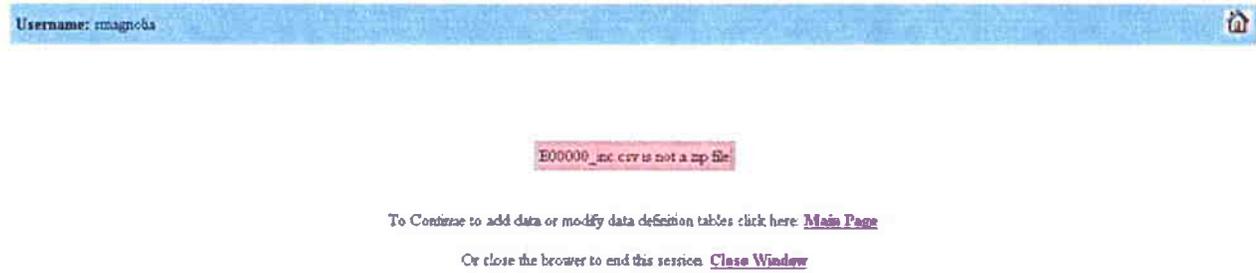
10. If the information is correct, click on **CONFIRM**.

11. If the information displayed is **NOT** correct, click on **DELETE**. Do not use the "Back" button. Open up OBSCON and go back to the trip and make changes. Once the changes have been made, you will have to create another zip file and re-upload your trip.

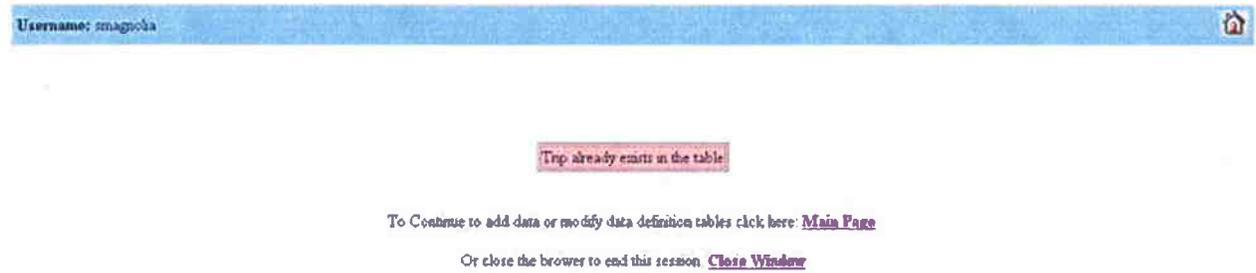
12. If no information is displayed and you receive the following error message, you have either entered an incorrect TRIPID or have selected an incorrect file. Click on **MAIN PAGE** and re-upload your trip. Make sure that you have entered the correct TRIPID for the file that you are uploading.



13. If no information is displayed and you receive the following error message, you have uploaded a file that is not a zip file. Click on **MAIN PAGE** and make sure that you have browsed to the correct zip file on the iPAQ. You will have to re-upload your trip once the correct zip file is in Zip Filename.



14. If no information is displayed and you receive the following error message, you have already uploaded the trip successfully and that trip's data is loaded. Click on **MAIN PAGE** and make sure that you have entered the correct tripid and zip file. This may happen when you are uploading multiple trips at a time.



15. Once the data is successfully uploaded, you will receive a confirmation number. Please record this confirmation number so that you can refer to it if problems with the uploading process should arise.
16. Click on **CLOSE WINDOW** to end the session and make sure that you are either turning off the Wi-Fi connection or disabling the connection between the iPAQ and your PC.

General iPAQ Overview



Using the Stylus

The HP iPAQ has a stylus that should be used to tap on the screen.

NOTE: To prevent damage to the iPAQ screen, never use any device other than the stylus or an approved replacement to tap on the screen. If you lose or break your stylus, be sure to immediately ask for a replacement.

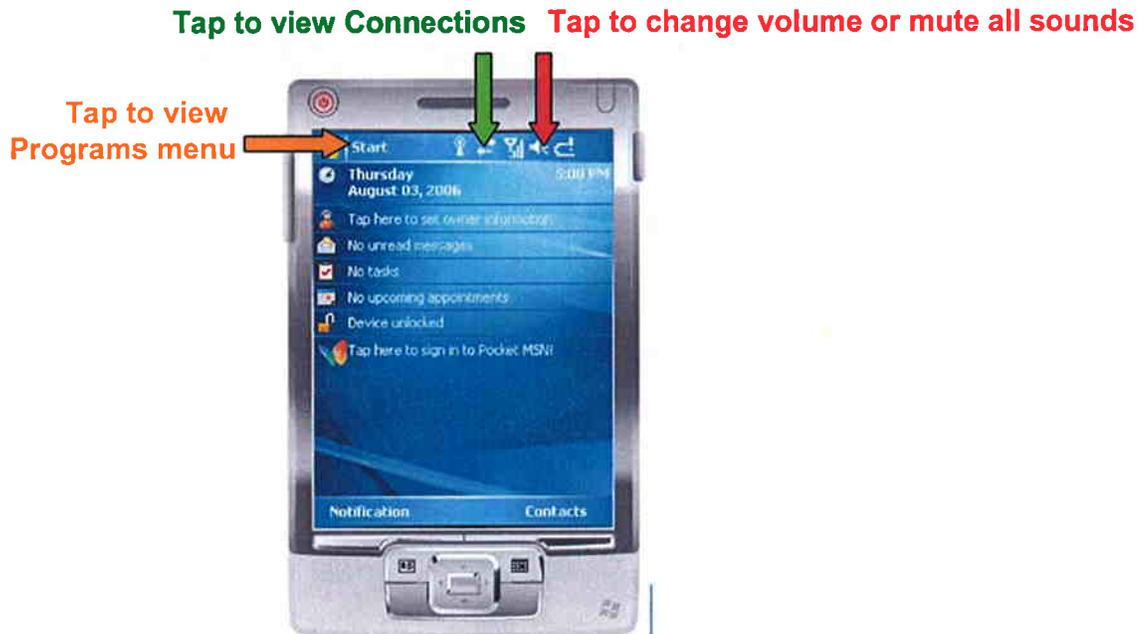
To select or open an item, lightly touch the screen and then lift the stylus off of the screen. Tapping is equivalent to clicking an item with the mouse on your computer.

To display a menu (if one is available on that screen), hold the stylus pointer on an item for a short time until a menu displays. A circle of dots will appear around the stylus to indicate that the menu will soon appear. Tapping and holding is equivalent to right-clicking your computer mouse button.

Start Menu, Navigation Bar and Opening the ObsCon Program

The Navigation Bar is located at the top of the screen. It displays the current time, the status of sounds and connections and allows you to open new programs.

Use the Start Menu to select a program. The program that you will need to enter your data is called **ObsCon** and has a yellow and blue fish icon. Select this program by clicking on it with the stylus. A red/green/yellow/blue circle will appear. That tells you that the program is loading. It will take a minute to load.



If the **ObsCon** program does not appear when using the Start Menu, use the following procedure to open the program:

1. From the Start Menu, click on **Programs**. Click on **File Explorer** (File Explorer may appear on the Start Menu and you can access it from there as well). Make sure the menu is set to **My Device**. Click on **Program Files**.
2. Click on **ObsCon**. Double click the ObsCon file with the yellow and blue fish icon.
3. A red/green/yellow/blue circle will appear. That tells you that the program is loading. It will take a minute to load.

Status Icons

You may see the following status icons displayed on the Navigation bar. Tap the icon on the screen to view more information related to the item.

	Active sync connection to computer.
	No connection to computer.
	Active WI-FI connection.
	Microsoft ActiveSync is synchronizing.
	Speaker is on.
	Speaker is off.

Setting a Password

To protect data confidentiality, password protection should be on at all times.

1. Click on **Start** in the top left corner of the screen.
2. Click on **Settings**
3. Click on **Password** (Key on a Key Chain icon)
4. Check the box next to “Prompt if device is unused for”
5. Select 0 minutes
6. For Password type, select Strong alphanumeric
7. Type in the Password (use the password you have been provided). The keyboard is in the middle of the blue bar at the bottom of the screen. Click on the white keyboard symbol to type in your password.
8. Confirm the Password by typing it in again.
9. Click on **ok** in the top right hand corner of the screen to save the information.



Setting the Time Zone, Date and Time

The correct Date should appear on the home page of the iPAQ. If the date is incorrect, use the procedures that follow to set the date:

1. From the **Start Menu**, click on **Settings**.
2. On the bottom of the Settings screen, click on the **System tab**.
3. Click on **Clock & Alarms** (clock icon).
4. Make sure that the button next to **Home** is black. If it is not black, click in the empty circle.
5. **Time Zone:** The time zone should be set to GMT-5 Eastern US. Use the drop down arrow to change it if it is set to a different time zone.
6. **Time:** Click on the hour or minutes and use the upward and downward arrow to change the time.
7. **Date:** Use the drop down calendar to change the date.
8. When you are done making all changes, click on **ok** in the top right hand corner of the screen.



Switching Between Landscape and Portrait Screen Orientations

The screen orientation defaults to portrait (vertical). If you would like to change the orientation to landscape (horizontal), use the procedures that follow:

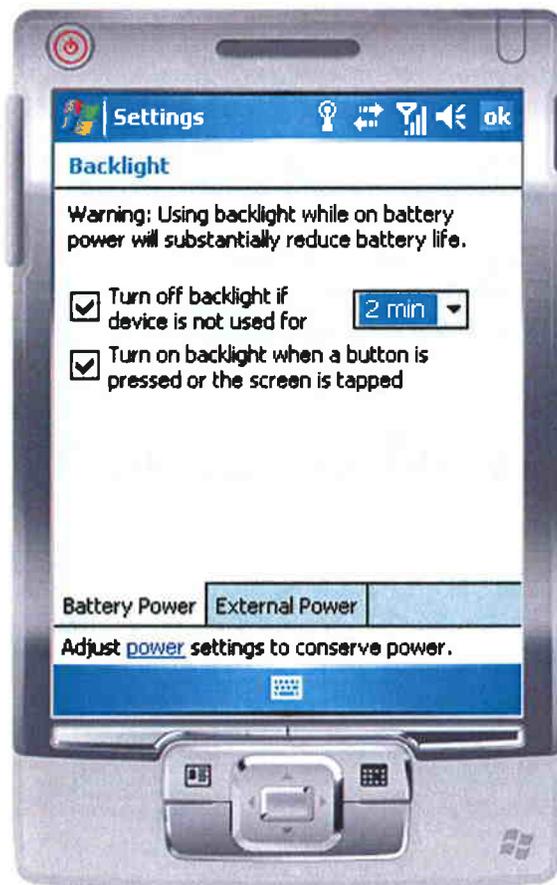
1. From the **Start Menu**, click on **Settings**.
2. On the bottom of the Settings screen, click on the **System** tab.
3. Click on **Screen** (iPAQ with stylus icon).
4. Make your selection by clicking in the empty circle next to your choice.
5. Click on **ok** in the top right hand corner of the screen.



Changing the Backlight Settings

To change the backlight from turning off quickly, adjust the backlight settings.

1. From the **Start Menu**, click on **Settings**.
2. On the bottom of the Settings screen, click on the **System tab**.
3. Click on **Backlight** (iPAQ with light bulb icon).
4. Make your selection and click on **ok** in the top right hand corner of the screen.

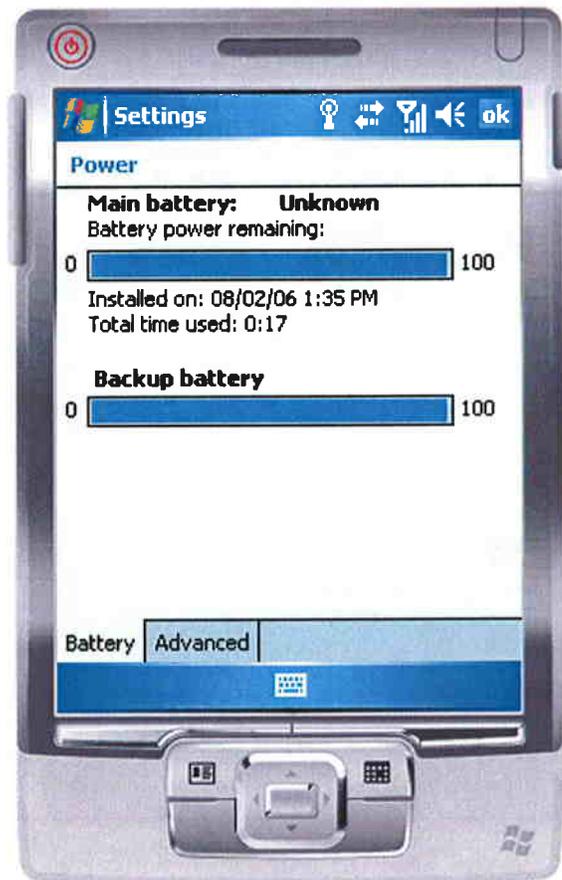


Battery Power

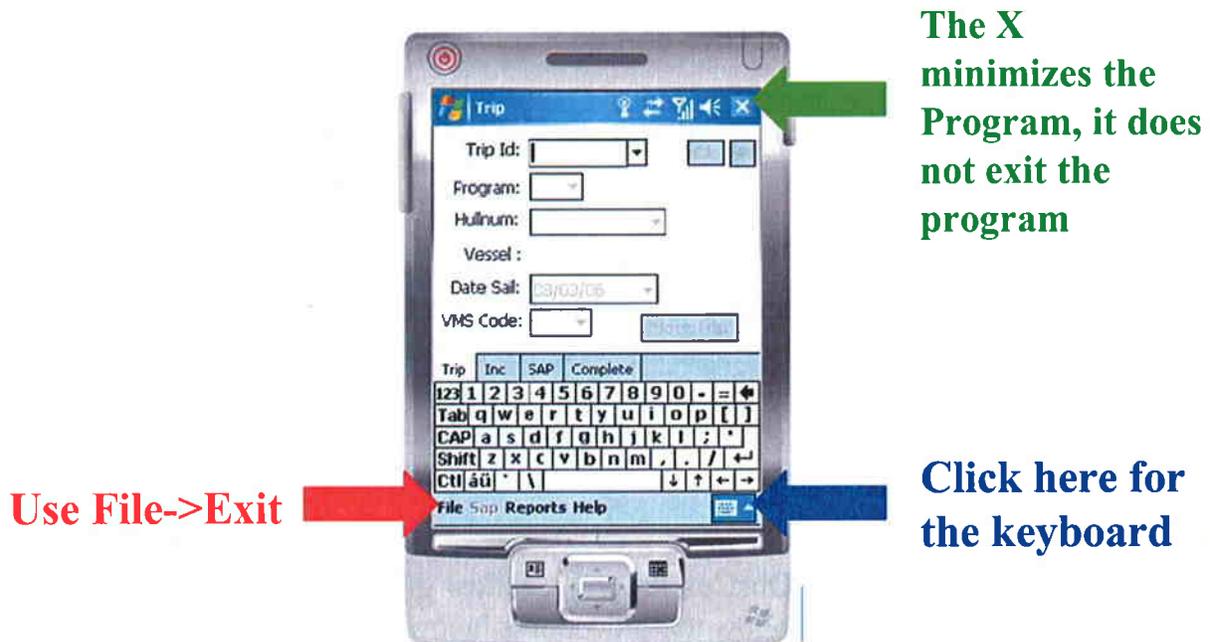
It is important to conserve battery power on the iPAQ. **The iPAQ should be kept in the charging cradle at all times to keep the battery charged.** Turning the iPAQ off using the power button will cause the iPAQ to go to standby mode and the iPAQ will continue to use battery power. In order for the battery to retain its charge, you would have to remove the battery from the iPAQ when not in use. If you choose to do this, **BE SURE TO KEEP THE BATTERY IN A SAFE PLACE.**

To find out how much power is left on the battery:

1. From the **Start Menu**, click on **Settings**.
2. On the bottom of the Settings screen, click on the **System** tab.
3. Click on **Power** (Battery with plug icon).



The ObsCon Program



Things to keep in mind when using the ObsCon Program:

1. When exiting the program, always use File->Exit. If you click on the X located in the top right hand corner of the screen, it will only minimize the program. The program will still run and use up the battery power. If you minimize the program and then open it up, it may block out the ability to enter information into the fields.
2. To access the keyboard, click on the white keyboard icon located at the bottom right hand corner of the screen.
3. To see what programs are running and using the battery power, using the Start Menu, click on **Settings**. On the Settings screen, click on the **Systems Tab**. Click on **Memory**. On the Memory screen, click on the **Running Programs Tab**. You can either select a running program and click on **Stop** to end the program, or click on **Stop All** to stop all running programs. It is best to look at the running program list often to make sure that there are no unnecessary programs running and using your battery power.

Deleting Zip Files and ObsCon Trip Data

To delete the zip file that you created to upload the trip, follow these procedures:

1. From the **Start Menu**, click on **File Explorer**.
2. If **ObsCon** appears next to an iPAQ icon near the top of the screen, using the drop down menu, choose **My Device**. This will list all of the folders and files that are on the iPAQ.
3. Click on **My Documents**.
4. The zip files that you have created (TRIPID_YEAR LANDED) will be listed in My Documents. Hold the stylus down on the zip file you would like to delete and a menu will come up on the screen. Choose **Delete**. If you are sure that you want to delete the file, confirm the deletion by clicking on **Yes**.

To delete trip data from the ObsCon Program, follow the instructions on page 1 under the  sign or follow the procedures below:

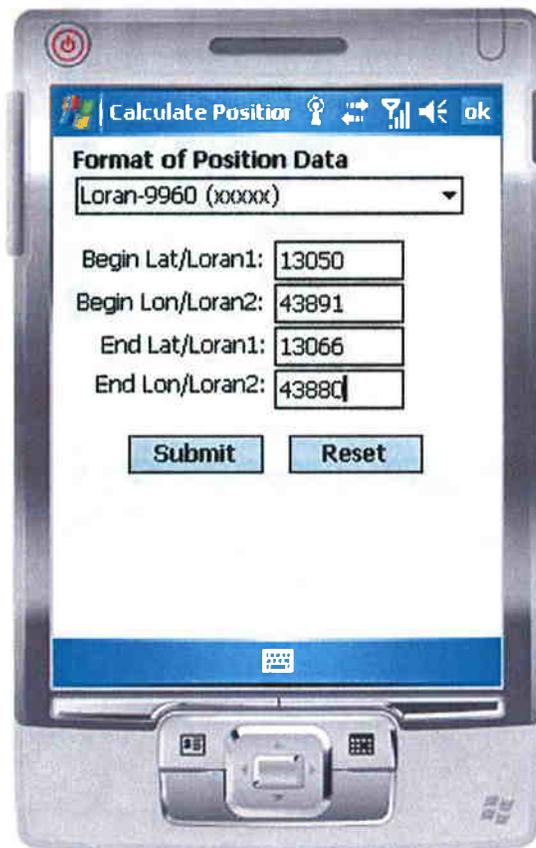
1. With the ObsCon Program open and on the TRIP Tab, click on the # sign located to the right of the Trip Id field and Ok button. Highlight the Trip Id that you want to delete and click on **Delete Trips**. The program will ask you if you are sure you want to delete the trip and the related data. If the trip has been successfully uploaded and you are sure that you want to delete the trip, click on **Yes**.
2. After all changes are made, click on “**ok**” in the top right hand corner of the screen.

FOR SPECIAL ACCESS REPORTING (SAP) TRIPS, KEEP THE OBSCON TRIP DATA ON YOUR iPAQ IN CASE YOU ARE ASKED TO RE-UPLOAD YOUR DATA. CHECK WITH YOUR EDITOR BEFORE DELETING THESE SAP TRIP DATA!

Calculating Statistical Area and Converting LORAN to Latitude/Longitude

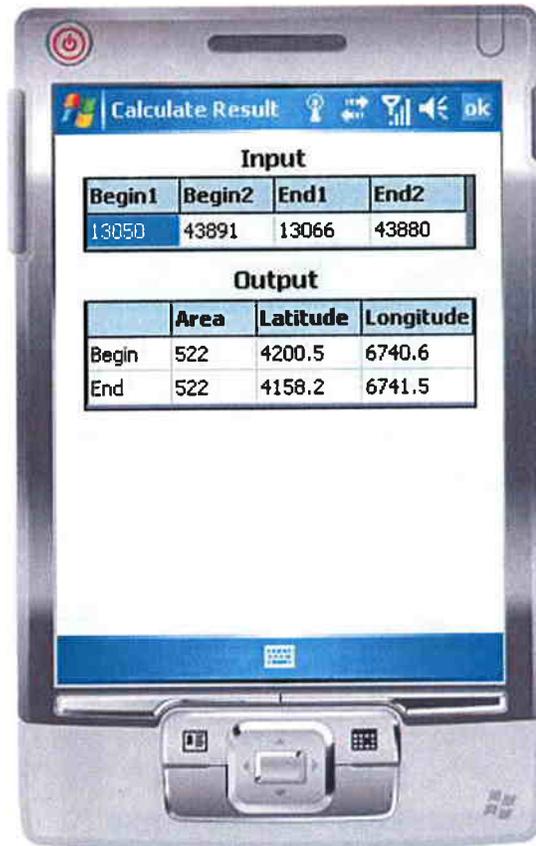
CalPosData is a program on the iPAQ that will calculate the statistical area of the beginning and end of a haul and will also convert a LORAN bearing to a latitude/longitude position. To access this program, follow the procedures below:

1. From the Start Menu, click on **Programs**.
2. Click on **CalPosData** (globe icon).
3. Using the drop down menu, choose the format of the positional data you are entering.
4. Enter in the beginning and end positions of the haul.
5. Click on **Submit**.



The result will show both the values that you entered on the previous screen for verification as well as the output values. The output will also appear with the area of the Haul Begin and Haul End as well as the latitude and longitude positions in the format of decimal minutes (ddmm.m). Decimal minutes is the format used on your observer logs.

When you are done with the information, click on “ok” in the top right hand corner of the screen to return to the previous screen.



NEFOP Digital Camera Protocols

*Confidentiality

- These cameras are **NOT FOR PERSONAL USE**. All photos/images taken while deployed as an observer are considered confidential data and are the property of NEFOP. Digital photos should **NOT** be shared/viewed with anyone and should **NOT** be downloaded to your personal PC at any time. After trip images have successfully been uploaded following the below procedures, they must be deleted from the camera to prevent breach of confidentiality rules.

General Camera Use

- Explore the features and functions of the camera. With the exception of the two items listed below, you may choose your settings according to your preference (ie. Shutter speed, exposure, etc.)
- Image quality should **NOT** be changed. It is adjusted to 3M to provide for faster uploading. If the image quality is higher, upload times will increase.
- Photos should **NOT** be downloaded to your personal PC at any time. If a wireless connection cannot be located, then photos can be uploaded using the Active Sync software and docking station that come with the iPAQ.
- Please remember to bring your battery charger with you out to sea, especially on long trips. Battery life varies depending on use so it would be a good idea to bring it with you on long trips.

Uploading

-Initially you will need to download the ZASFTP software from the site that you use to upload your obscon (https://fish.nefsc.noaa.gov/observer_upload). You will need to go to this website using your PC. The software must be downloaded to your PC, unzipped, and put on your iPAQ using Active Sync software. **Specific instructions on how to do this are posted on the website.** To download the latest version of Active Sync go to: <http://www.microsoft.com/windowsmobile/help/activesync/default.mspix>. Active Sync is not compatible with computers using Windows Vista. If you are using Vista, you must download Windows Mobile Device Center 6.1. This software can be found here: <http://www.microsoft.com/windowsmobile/en-us/help/synchronize/device-center.mspix>. If you are using a Mac please download SyncMate which can be found here: <http://www.simplehelp.net/2008/08/29/how-to-sync-your-windows-mobile-device-with-your-mac/>.

-In order to upload photos without an interruption in transmission be sure to disable the power off function on the iPAQ. To do this, go to Start, Settings, System, Power. Click on the Advanced tab at the bottom of the screen and uncheck the box below On Battery

Power. **Note:** Your iPAQ will no longer turn off by itself. You must now press the power button in the upper right corner of the iPAQ to turn it off. Failure to do so will result in a loss of battery power.

-When ready to upload photos, remove the xd card adapter from the camera and remove the micro SD card from the adapter. Place the micro SD card into the Sandisk adapter and place the Sandisk adapter into the card slot on the iPAQ. **Do this in a safe place** (ie at home, not on a boat).

-Rename the photo files providing the trip id and a short description of the photo. If the photo is of an INC TAKE, IAL species, or fish species rename the file with an abbreviated species name, haul number, and PSID/Seq. No. (separate with an underscore). If multiple photos of the same animal are taken, end the file name with a letter (a,b,c) to distinguish between photos. Example: A00001_whtsid_003_01_a (Trip A00001, White-sided dolphin, Haul 3, PSID 01, photo a). If the photo is of gear or something else just provide a short description (ie. A00001_Portdredge_a). There are no specific species or gear abbreviations. Use your best judgment and try to make it as obvious as possible. To rename files, (with the SD card in the iPAQ) click Start, File Explorer. At the top, make sure the drop down menu says SD card. Once in the SD card, click on any photo to open it. The photo will open and the other photos on the card will appear in a filmstrip along the bottom of the screen. To rename the current photo selected, click on File at the bottom of the screen, then click Rename. Rename the file accordingly and proceed with all files in the filmstrip that will be uploaded. **Renaming the photos will replace the photo log for these trips. A photo log DOES NOT have to be filled out.**

- To connect to the ZASFTP software, connect to an available network using the iPAQ wireless (or use Active Sync through your PC), go to File Explorer, Program Files, then open ZASFTP for Pocket PC. The following address must be entered into the first field titled URL/IP: ftp.wh.who.edu. Be sure the correct username and password is entered. All other fields should be left as is. Click Connect at the bottom of the screen. **Note: Your user name is the first initial of your first name followed by your full last name, all lower case. Your password is the last 3 letters of your last name backwards, followed by 321, followed by the last 3 letters of your last name forwards, all lower case. (example: bgervelis, sil321lis)**

- Once connected, click on Show Local at the bottom of the screen. Open the SD Card Folder, select the DCIM folder, then the 100OLYMP folder. Select all the photos to be uploaded using the check boxes to the left of the file name. Once all the files to be uploaded are selected, click on Menu at the bottom of the screen, select Upload, then select OK. The files should begin uploading one at a time. At 3M, each photo should take 1-2 minutes to upload.

- To exit the program, click Menu, Main Form and you will be brought back to the screen with your username and password. Click Menu again and select Disconnect.

- You will receive an automatic confirmation email generated by the system stating that your photos have been received. It will also provide you with a list of file names of the photos that were uploaded. Double check that all your photos were uploaded and, if there were no problems, delete all photos from that trip from the memory card. Please be sure to upload photos after every trip where photos are taken and always upload photos when you upload your obscon. It will allow us access to review photos quicker and will prevent the build-up of photos on your memory card.

- Please sign and return the Digital Camera Photo Confidentiality Agreement with your next trip. Also, please print your name and record the 10 digit CD number located on the bar coded sticker on the front of the camera on this sheet as well.

For any protocol questions contact:

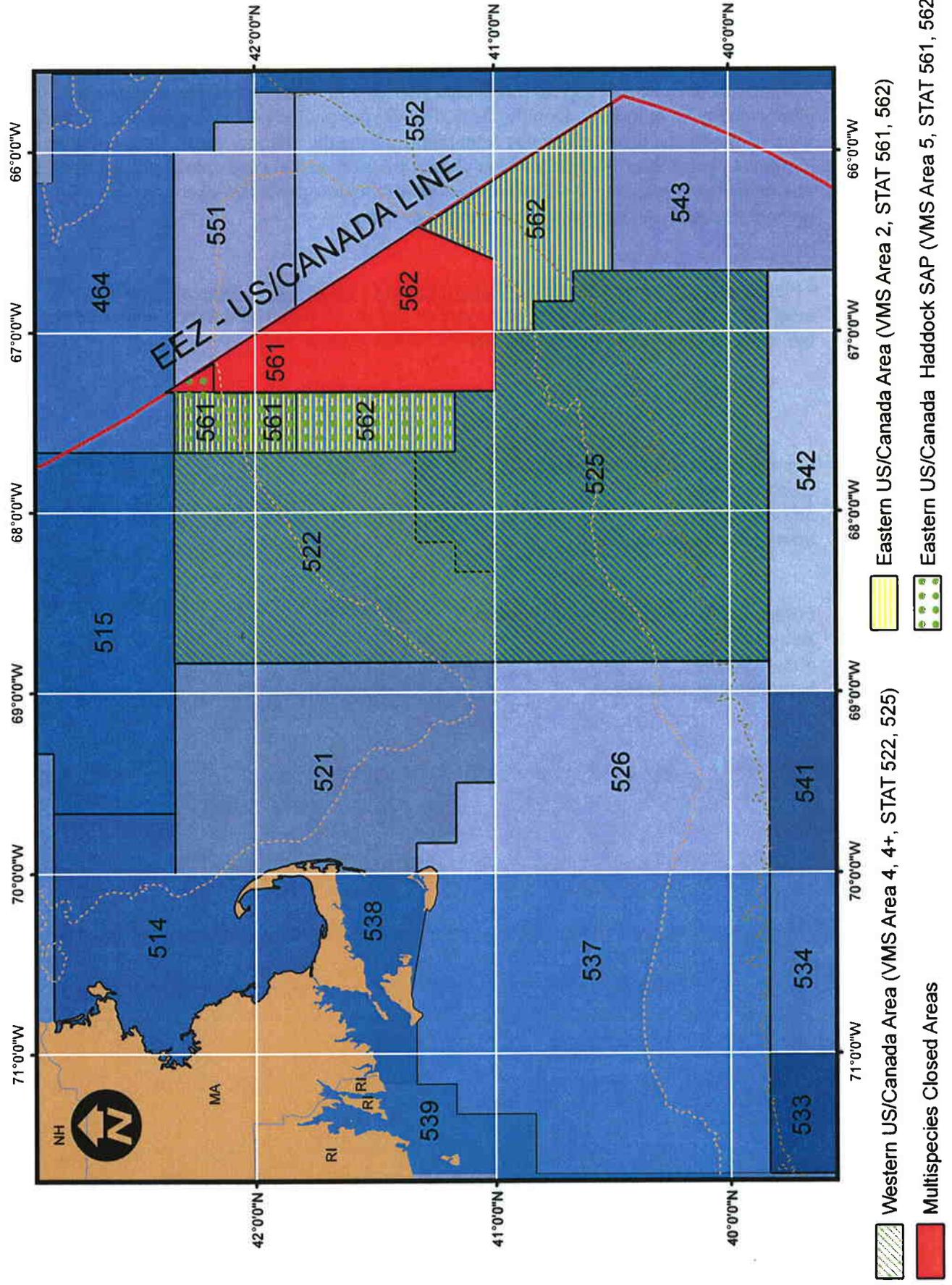
Brian Gervelis
508-495-2383
brian.gervelis@noaa.gov

For any photo related questions contact:

Betty Lentell
508-495-2141
betty.lentell@noaa.gov

US/CANADA MANAGEMENT AREAS

Do not use for navigation
or regulatory purposes



NMFS FISHERIES OBSERVER PROGRAM
REGULAR B-DAY PROGRAM and U.S. / CANADA MANAGEMENT AREA
SPECIAL ACCESS REPORTING
CHEAT SHEET
June, 2008

AT THE BEGINNING OF THE TRIP:

1. **Ask the Captain** if they are declared into the "Regular B-Day Program". If yes, Program code = 150. Then ask if they are declared into the US/Canada Management Area (USCA). If yes, and not in Regular B-Day Program, Program code = 130 (go to step 2). If yes, and in Regular B-Day Program, Program code = 150 (go to step 5).
2. **Ask the Captain** for the declared VMS Fishing Area Code (2, 4, 4 +open, 5, or 6) and record the "VMS Code" on the VMS tab of the iPAQ.

REPORTING SAP HAUL DATA:

3. **EASTERN USCA Trips** - Stat Areas 561 and 562 - VMS Fishing Area Codes 2, 5, or 6 (see map on reverse side). VMS Fishing Area 2 is defined as the "Eastern US/Canada Area". VMS Fishing Area 5 is defined as the "Eastern US/Canada Haddock Special Access Program". VMS Fishing Area 6 is a combination of codes 2 & 5. If declared into Eastern USCA, report species weights for ALL OBSERVED HAULS regardless of where they fished.
4. **WESTERN USCA Trips** - Stat Areas 522 and 525 - VMS Fishing Area Codes 4, or 4+open (see map on reverse side). If declared into Western USCA, report species weights ONLY FOR OBSERVED HAULS INSIDE THE USCA. If just part of a haul occurs inside the USCA, that haul is reported. If the entire haul is outside the USCA (in Open Area), enter the Lat and Lon, go to Species Data Screen under the SAP tab of the iPAQ and tap "N" (no) under "C?" (catch?) for all species. If the entire trip occurs in Open Area (vessel never enters USCA), just place a comment in OBSCON and on the Vessel & Trip log that reads "no hauls inside USCA" and no SAP data is required.
5. For each haul, record the SAP Area as WA (Western Area), EA (Eastern Area), ES (Eastern Haddock Special Access Program Area), or OA (Open Area) on the SAP tab of the iPAQ.
6. Use Latitude and Longitude, not LORAN, whenever possible. Use the CalPosData program in your iPAQ to determine Lat and Lon and Stat Area.

AT THE END OF THE TRIP:

7. **Ask Captain** if trip **FLIPPED** from B-Days to A-Days and fill in the "Flipped Y/N" box on the VMS tab of the iPAQ.
8. **Ask Captain** if the trip **FLEXED**. It may flex out or flex west or not flex at all from the Eastern USCA. Fill in the "Flexed" box on the VMS tab of the iPAQ, where N = Did Not Flex, O = Flexed Out to open area, and W = Flexed West into the Western USCA.

******* When a trip declares into the Regular B-Day Program AND fishes inside the USCA, the Regular B-Day Program (Program Code 150) reporting procedures always take precedence.

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