

Debriefing Checklist

Observer:	Date:
Host Staff:	Program (NEFOP, ASM, IFS)

<u>Position</u>	<u>Topics to Cover</u>	<u>Lead</u>	<u>Initials</u>	<u>Comments</u>
Data Editor Lead	Greet & go over schedule	Kris Tholke		
Area Lead	Review current management issues; provide feedback on ports; review field diaries, OLE issues and fishermen comment cards	Sara Weeks (NE) or Mike Tork (MA)		
Incidental Take Lead	Feedback & review of photos, documentation, sampling of incidental takes	Bill Greer (NEFOP) or Kathryn Roy (ASM)		
Safety	Review safety issues & current findings, inspect safety gear	Mike Tork or Lauren Carroll		
Field Gear	Calibrate scales, check & issue gear if appropriate	Carl Lemire		
Electronic gear	Update & address issues on camera & toughpad	Charles Dunlap or Erin Kupcha		
Data Editor	Review trip data, data quality, gear measurements, SVP & any other appropriate issues			
End User Visit	Opportunity to visit with Woods Hole scientist of interest to observer or in-house data requests for observer data	optional		
COTR	Feedback & discussion	Nichole Rossi (NEFOP), KB McArdle(ASM) or Chad Keith (IFS)		