

SECTION J ATTACHMENTS

Attachment 1

GLOSSARY

Briefing	A returning observer is ‘briefed’ on any changes that the program has made during their absence or as required by the program prior to being deployed.
Bycatch	The unintentional taking of non-targeted species that is composed of a variety of marine life – fish, mammals, turtles, and birds.
Contractor’s Quality Assurance Plan (QAP)	The contractor’s plan and systematic description of the activities it will perform to achieve a successful outcome and provide the quality standards the government expects in the performance of its services.
Debriefing	Review process of trip information or data collected by an observer at the completion of a deployment. Debriefings can be conducted via email, over the telephone, or in-person.
Experienced Observer	An observer who has successfully completed 30 sampling days or 3 trips while serving as an observer in the program they are currently serving in or from a similar observer program.
Editor/Debriefeer	A NMFS employee responsible for reviewing observer submitted data and conducting debriefings following each observer deployment for data reconciliation purposes.
Fisheries Program Manager (FPM)	A NMFS employee that is responsible for oversight of the observer program.

New Observer	An observer who has successfully completed observer training, but has no previous observer experience.
NMFS	NOAA National Marine Fisheries Service
NOAA	National Oceanic and Atmospheric Administration
Observer Candidate	An individual selected by the observer contractor in accordance with the specified qualifications that will initiate appropriate training and approval to become a new observer.
Observer Coverage	The numbers of days observers are deployed with assigned vessels in a particular fishery multiplied by a unit of total effort in the fishery (often the number fishing days in the season or total landed catch is used) as a percentage measurement.
Observer Program and Biological Sampling Manual	These manuals are fishery specific (manuals available online at the NMFS website) and detail data collection and sampling procedures relative to that fishery.
Observer Training Day	For the purposes of compensation, any day an observer is engaged in training, briefing, or debriefing. Observers will be compensated for a regular 8 hour work day.
Probationary Observer	Any observer that has not satisfactorily completed at least 30 sea days or 3 trips as determined by the specific program.
Project Manager	Responsible person for managing personnel resources and other items specified in this contract.
Quality Assurance (QA)	Quality Assurance is all the planned and systematic activities implemented within the quality system to provide confidence that the project will satisfy the relevant quality standards.

**Quality Assurance
Surveillance Plan (QASP)**

Quality Assurance Surveillance Plan is the Government's process that will be used to ensure that the project will satisfy the needs for which it was undertaken. It describes the roles and responsibility and methodology used to monitor the contractor's performance in meeting the performance measures and standards under the contract.

Quality Control (QC)

Quality control is the monitoring of specific project results to determine if they comply with relevant quality standards, and eliminating causes of unsatisfactory results.

Retained Observer

An observer who is employed by the current contractor, is currently working in the fishery specified in the current contract and is available and being assigned work.

Sea Day

Any day an observer is deployed on a vessel at sea (leaves port, is out at sea, or returns to port).

Training

One to three week period of education for observer candidate to become a new observer.

**US Exclusive Economic
Zone**

The waters governed seaward 3 miles out to 200 miles off the United States coast.

SECTION J ATTACHMENTS

Attachment 2

LABOR CATEGORY CLASSIFICATIONS AND JOB DESCRIPTIONS

1. Project Manager:

Project Manager shall be designated as Key Personnel for this contract per Section H and shall be the focal point for communications between NMFS and the contractor. The Project Manager shall be responsible to manage personnel resources such that emergencies and other short term ad hoc requirements are responded to without disruption and/or degradation of other services. The Project Manager shall collaborate with all parties (Government and vessel owners) as necessary to resolve issues at the lowest possible level. The Project Manager shall work closely with NMFS Management Division and the Office for Law Enforcement on enforcement issues.

The Project Manager shall be responsible for all aspects of performance on individual Task Orders as well as the contract and shall have the authority to represent the contractor on all issues related to the contract.

- 2. Coordinator:** The Coordinator shall oversee and manage the program by managing the day-to-day operation, generate a list of commercial vessels for observer coverage, arrange logistics of observer coverage, database management, and work with NMFS senior scientists, enforcement, Coast Guard, the commercial fishing industry and administrative personnel and staff from other NMFS divisions. The Coordinator shall also analyze data, write quarterly reports, estimate protected species mortality rates and provide other related reports as requested. The Coordinator shall also participate in training sessions and attend scientific conferences and meetings to present results of the program.

SECTION J ATTACHMENTS

Attachment 3

NOAA FISHERIES OBSERVER ELIGIBILITY REQUIREMENTS

NOAA Fisheries Eligibility Standards:

Introduction/Background

The National Oceanic and Atmospheric Administration's (NOAA) National Marine Fisheries Service (NOAA Fisheries) observer programs deploy observers to collect data required for fishery conservation and management. As observer data are a critical and essential tool used in key management decisions, observers must meet minimum standards to help ensure professionalism, prevent conflict of interests and promote agency credibility.

National Minimum Eligibility Standards for Marine Fisheries Observers

Education/Experience

Unless the Regional Administrator or Science Director has waived this requirement, observer candidates must have: 1) a bachelor's degree from an accredited college or university with a major in one of the natural sciences and a minimum of 30 semester hours or equivalent in the biological sciences, 2) at least one undergraduate course in math or statistics; and 3) experience with data entry on computers. All relevant course work must be performed at a level acceptable for credit at the candidate's academic institution.

Regional Administrators and Science Directors may waive the education and experience requirements of this section if an observer candidate has acquired the required skills to be considered eligible for observer training through an authorized alternative training program. The alternate training program must include activities and functions including, but not limited to:

- a) participating in ocean fishing activities;
- b) observing ocean fishing activities;
- c) participating in fisheries research cruises;
- d) recording data on marine mammal sightings and fishing activities;
- e) tallying incidental take of marine mammals, sea turtles, and sea birds from fishing platforms;
- f) collecting biological samples and specimens from postmortem animals;
- g) entering data into a database using computers; or completion of a biological training program, equivalent to that received as part of a bachelor's degree, conducted by or approved by NMFS with the specific objective of preparing potential candidates for observer training.



SECTION J ATTACHMENTS

Attachment 4

STATEMENT OF NON-CONFLICT OF INTEREST

I, the undersigned, of this document, declare under penalty of perjury, under the laws of the United States of America, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial as a NMFS Northeast Fisheries Observer Program (NEFOP) observer candidate and/or decertification of an NEFOP observer. The signer of this document is free from a conflict of interest as described in the following paragraph.

A NEFOP observer:

- (i) Must not have a direct or indirect interest (financial or otherwise) in New England fisheries, managed under Federal regulations, including, but not limited to:
 - a. any ownership, mortgage holder, or other secured interest in a vessel or processor involved in the catching, taking, harvesting, or processing of fish,
 - b. any business selling supplies or services to any vessel or processor in any fishery,
 - c. any business purchasing raw or processed products from any vessel or processor in any fishery,
 - d. any groundfish sector or sector manager
 - e. advocacy groups, or
 - f. research institutions.
- (ii) Must not have any immediate family members (i.e., spouse, parent, child, or siblings) with a direct or indirect interest in New England fisheries, as defined above (a-d);
- (iii) Must perform one's duties as a NEFOP observer without regard to any preference by representatives of vessels;
- (iv) Must not solicit or accept, directly or indirectly, any gratuity, gift, favor, entertainment, loan, or anything of monetary value from anyone who conducts fishing or fishing related activities that are regulated by NMFS, or who has interests that may be substantially affected by the performance or nonperformance of the official duties of a NEFOP observer; and

- (v) Must not, in any way, misuse his/her position, including, but not limited to improper use of disclosure of information, aiding in a known violation, or falsification of data or failure to report complete and accurate data.

I _____, hereby claim, to the best of my
(Enter Full Name)

knowledge, to be free from any conflict of interest, with regards to becoming a NMFS NEFOP observer.

(Signature)

(Date)

(Version: August 2011)

Fisheries Sampling Branch · At-Sea and Dockside Monitoring Program



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

PHYSICAL STANDARDS & ACKNOWLEDGEMENT OF RISK

Physical Standards

All At-sea monitor candidates must be certified by a physician to be physically fit to work as an at-sea monitor on a domestic commercial fishing vessel. The physician must understand the At-sea monitor's job and working conditions. Physical considerations include, but are not limited to:

1. Ability to swim 100 meters (tested during safety training)
2. Ability to tread water for three (3) minutes (tested during safety training)
3. Ability to don an immersion suit in 60 seconds or less (tested during safety training)
4. Ability to perform various water survival skills (i.e., boarding life raft, cold water skills, etc. (tested during safety training)
5. Ability to climb a ladder
6. Ability to lift and carry 50 pounds correctly
7. Susceptibility to chronic motion sickness
8. Ability to live in confined quarters

A licensed physician must certify not more than 12 months prior to the end of the At-sea monitor training that the At-sea monitor candidate is physically capable of serving as an At-sea monitor. Documentation must be provided to the program *prior* to the At-sea monitor candidate's completion of training. Any physical condition that could limit an At-sea monitor duties while at sea or ashore may be grounds for a failed medical certification. Though not limited to, some examples are: asthma, heart conditions, current pregnancy, diabetes, joint conditions, previous injuries that may affect work performance, inner ear injuries, head injuries, etc.

Disclosure of Existing Medical Conditions

If there are any medical conditions that may affect your ability to perform your duties as an At-sea monitor and/or Dockside Monitor, please inform the training staff immediately and list them in the provided space below. Though not limited to, some examples are: asthma, heart conditions, current pregnancy, diabetes, joint conditions, previous injuries that may affect work performance, inner ear injuries, head injuries, etc.

Fisheries Sampling Branch · At-Sea and Dockside Monitoring Program

List any medical conditions here OR write in 'NONE'.

Emergency Contact Information:

Primary Contact: (Full Name) _____

Relationship (parent, spouse, etc.): _____

Contact Telephone Number: _____

Secondary Contact: (Full Name) _____

Relationship (parent, spouse, etc.): _____

Contact Telephone Number: _____

At-sea monitor Safety Training Acknowledgement of Risk

I, _____ (Print Name) recognize the activity in which I desire to participate involves risk of injury, which may include but are not limited to: striking objects when entering when entering water, cardiac arrest, ventricular fibrillation, inadvertent gasping and inhalation of water, sudden drowning syndrome, or drowning from other causes, hypothermia, falls from walking on slippery surfaces, and other injuries which may occur due to the use of safety and survival equipment such as distress flares, liferafts, personal floatation devices, dewatering pumps, fire extinguishers, etc.

Signature

Date

Fisheries Sampling Branch · At-Sea and Dockside Monitoring Program



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

STATEMENT OF NO CRIMINAL CONVICTIONS

I hereby attest that I, _____ has not

(Enter Full Name)

pleaded guilty or has been found guilty of an offense against criminal or military law, forfeited bond or collateral, or currently have any criminal charges pending against him or her.

Print Name

Signature

Date

SECTION J ATTACHMENTS

Attachment 7

OBSERVER STANDARDS OF CONDUCT

Definitions

Conflict of Interest: Participation in activities or relationships with other persons, resulting in the impairment or possible impairment of a person's objectivity in performing the contract work.

Direct Financial Interest: Any source of income to, or capital investment or other interest held by, an individual, partnership, or corporation or an individual's spouse, immediate family member or parent that could be influenced or cause to influence the performance or non-performance of duties under the contract.

Observers:

1. An individual is only considered a NMFS certified observer when employed by a contractor that holds a contract with NMFS to provide observer services and is acting within the scope of his/her employment.
2. Observers may not participate in any activity which would:
 - a. Cause a reasonable person to question the impartiality or objectivity with which the observer program is administered
 - b. Require the observer's disqualification from matters so central or critical to the performance of his/her duties that the observer's ability to perform the duties would be materially impaired
 - c. Adversely affect the efficient accomplishment of the program mission
3. Observers may not have direct financial interest, other than the provision of observer services, in a fishery, including, but not limited to, vessels or shore side facilities involved in the catching or processing of the products of the fishery, companies selling supplies or services to those vessels or shore side facilities, or companies purchasing raw or processed products from these vessels or shore side facilities. The interests of a spouse or minor child are considered those of the observer.
4. Observers may not solicit or accept, directly or indirectly, any gratuity, gift, favor, entertainment, loan or anything of monetary value from anyone who conducts activities that are regulated by NMFS, or who has interests that may be substantially affected by the performance or nonperformance of the observer's official duties.

5. Observers may not serve as observers on any vessel or at any shore side facility owned or operated by a person who previously employed the observer in any capacity.
6. Observers may not solicit or accept employment as a crew member or an employee of the vessel or shore side processor on the assigned vessel or shore side facility or in any vessel or shore side facility owned by the assigned vessel's or shore side facility's owner in any fishery that is observed by this NOAA program while assigned as an observer to that vessel or shore side processor.
7. A person may not serve as an observer in a fishery during the 3 consecutive months following the last day of the observer's employment as a paid crew member or employee in that fishery.
8. Observers may not engage in an activity that may give rise to the appearance of a conflict of interest that may cause another individual to question the observer's impartiality, fairness or judgment.

Observers must avoid any behavior that could adversely affect the confidence of the public in the integrity of the observer program or of the government, including, but not limited to the following:

1. Observers must diligently perform their duties.
2. Observers must accurately record their sampling data, write complete reports. If the observer chooses to report any suspected violations of regulations relevant to conservation of marine resources or their environment that they observe, it must be done honestly.
3. Observers must not disclose collected data and observations made on board the vessel or in the processing facility to any person except the owner or operator of the observed vessel or processing facility, an authorized officer or NMFS.
4. Observers must refrain from engaging in any illegal actions or any activities that would reflect negatively on their image as professional scientists, on other observers, or the observer program, as a whole. This includes, but is not limited to:
 - a. Engaging in excessive drinking of alcoholic beverages
 - b. Engaging in the use or distribution of illegal substances
 - c. Becoming physically or emotionally involved with vessel or processing facility personnel.

**NORTHEAST FISHERIES OBSERVER PROGRAM
INCIDENT FORM INSTRUCTIONS**

The Incident Form (found under “FORMS” at <http://www.nefsc.noaa.gov/femad/fsb/>) is applicable to Northeast Fisheries Observer Program (NEFOP) Observers, Industry Funded Scallop (IFS) Observers, At-Sea Monitors (ASM), and Dockside Monitors (DSM). As this form contains sensitive information it will not be publicly available **unless all sensitive information is redacted**. This form is interactive and requires Adobe Reader 9.0 (or later) software. To download the most up to date **free** version of Adobe Reader go to <http://get.adobe.com/reader/>. Please read the instructions **before** filling out the form to ensure all required information is included.

The Office of Law Enforcement (OLE) has provided a hotline number (**1-800-853-1964**) for the reporting of urgent/time sensitive issues that do not require immediate response and are not emergency situations. If observers/monitors have been assaulted, threatened with assault, or are in a situation that requires immediate response, they should call 911. If you have reported an incident to the OLE hotline number or 911, you are still required to complete and submit an incident report.

Filling Out the Form

Please note, this form serves as a written affidavit of the reported incident, therefore, it is **essential that the individual reporting the event complete the form**. ***No other parties (program manager, area coordinator, etc.) should complete this form on behalf of an observer, ASM, or DSM.*** All incident forms must include a ***digital signature*** and ***written signature*** to certify the report (see directions below). Each data field is specific to a particular element (e.g., vessel name, dealer number, etc.), please do not enter alternate information in the data fields. If you have additional information not listed as a data field (e.g., vessel hull number, VTR number, etc.) you would like to include, please add those details in the incident description box. **All incidents must be reported within 12 hours after the incident occurred or within 12 hours of landing, depending on which is applicable.** Please note, all incidents, including mishaps (minor sprains, strains, cuts, abrasions) and serious injuries must be reported.

Observer/ASM ID or Trip ID

If the incident occurred on a trip, provide the trip ID, if the incident did not occur on a trip (trip refusal, etc.) provide your identification ID (i.e., Observer, ASM or DSM ID).

Position Title

Please select your position title from the drop down list. The choices include; NEFOP Observer, Industry Funded Scallop (IFS) Observer, ASM, DSM.

Employer Name

Please select your employer from the drop down list. Choices include; ***NEFOP*** (A.I.S. Inc.), ***IFS*** (A.I.S. Inc., East West Technical Services, Fathoms Research), ***ASM*** (A.I.S. Inc., East West Technical Services, MRAG Americas), and ***DSM*** (A.I.S. Inc., Atlantic Catch Data Ltd., MRAG Americas).

Incident Type

Please select the type of incident from the drop down list. Several of the options are ***only applicable to certain positions*** (i.e., NEFOP, IFS, ASM, DSM), please be sure you are selecting the correct incident type for your position. The choices include; Refusal, Safety Deficiency (***ASM, IFS, and NEFOP only***), 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***), Not Provided Sufficient Notice of an Offload (***DSMs only***), Concerns about Safety (***Operational Logistics***), Description of any Injuries (***Operational Logistics***), Captain did not Show to Vessel at Arranged Time (***Operational Logistics***), Difficulty in Setting up Trip (***Operational Logistics***), Other.

Digital Signature

When you click on the digital signature box in the lower left hand corner you will be prompted to “Sign Document” (digital signature previously created, click “sign” button) or “Add Digital ID” (no digital signature created). If you are prompted to “Add Digital ID,” click on the “A new digital ID I want to create now” button and then follow the steps. A box will pop up and provide you with two choices (“New PKCS#12 digital ID file” or “Windows Certificate Store”) to create a digital signature. Either choice should work. After you have selected a digital signature option, you will be prompted to enter your identity information (name, organization unit, email address, etc.). Fill in the information (keep the defaults) and click “Next.” You will now be prompted to set your password and you will then be ready to “sign” the form.

Saving the Form

After completing the form with all the required information, you must save the form to your computer, in order to email it. If you are not working on your own computer you should delete the file from the directory and trash folder (after you have verified that the form was emailed). To save the file in Adobe Acrobat select "File" and then "Save As" (or Shift+Ctrl+S), and rename the file to a directory. Name the file so as to include your position type, last name, and the date (month, two-digit day, and four digit year) of the incident. Examples of the naming convention are included below.

Incident_Report_NEFOP_Smith_Oct012010
Incident_Report_DSM_Smith_May152010

Emailing the Form

After you have completed the form and added your digital signature you will need to email the form as a PDF attachment. Open up your internet email account, add the saved PDF form as an attachment, and send it to the email address listed below. **Report recipients are dependent upon your position and/or incident type, hence, it is very important you use the correct email distribution address.** Please remember to *capitalize* the "NEFSC" portion of each email group and copy your program manager when emailing the form. **Do not copy other staff outside of the distribution email list or your program manager.** Please include the *new form name* (see above "Saving the Form" for instructions on naming convention) in the subject line of your email. Please see the "positions" and associated email address below.

NEFOP Observers:

NEFSC.nefopincident@noaa.gov

**Program Manager is included in the NEFOP email distribution list only*

Industry Funded Scallop (IFS) Observers:

NEFSC.scallopincident@noaa.gov

Copy Program Manager

At-Sea Monitors (ASM):

NEFSC.asmincident@noaa.gov

Copy Program Manager

Dockside Monitors (DSM):

NEFSC.dsmincident@noaa.gov

Copy Program Manager

Operational Logistics:

NEFSC.operationalincident@noaa.gov

Copy Program Manager

Mailing the Form

A hard copy of the form with your **written signature is required along with the electronic version you email.** Print out the form, sign it (in the box next to your digital signature), and mail it to the address below. Your **written signature is a requirement**, please be sure to sign the form prior to mailing. If you do not have a printer, refer to your regulatory compliance folder for printed copies. Please use the pre-stamped, pre-labelled envelopes provided to you when mailing completed forms. Hard copies of the Incident Form should be mailed **within 24 hours** from the email submission of the electronic form.

Fisheries Sampling Branch
National Marine Fisheries Service
25 Bernard Saint Jean Drive
East Falmouth, MA 02536-4420
ATTN: Branch Chief

If you have any questions about this form, please contact Sara Weeks (508) 495-2227 or Amy Van Atten (508) 495-2266.

INCIDENT REPORTName
Last, FirstHome Address &
Phone NumberObserver/ASM ID
or Trip ID

Position Title

Incident Location
(Port, Town, State)

Incident Date

Vessel Name

Vessel Permit
Number

Dealer Name

Dealer Number

Employer Name

Names of
Persons Involved

Incident Type

*****For a list of Incident Types, please use drop down list or see instructions "Filling out the Form" above**

Provide a description of the incident with as much detail as possible. Include date, location, time, persons involved, exact quotes/statements, and other pertinent information.

I declare under penalty of perjury that the foregoing is true and correct.

Signature

Date



Jan. 01, 2011

MEMORANDUM FOR: NEFOP observers

FROM: Amy Van Atten
Branch Chief, FSB 

SUBJECT: Species Identification Verification Program

It is extremely important for data quality to ensure observers are correctly identifying fish. The Northeast Fisheries Observer Program (NEFOP) requires all observers to comply with this verification process so that we can ensure data accuracy and maintain the integrity of the program.

To complete your obligations, please follow these steps:

1. Check the species list table below.
2. If the species listed has not yet been sent in for verification, send it at the first available time.
3. Store the specimen in a Ziploc bag accompanied with a waterproof tag. The tag should have your observer ID, trip number and extension, as well as the haul number and species name.
4. Record the species on your Haul Log as fish disposition code 007 ("No market, but retained by observer for science purposes").
5. Freeze the samples solid prior to shipping. Ship samples as a priority in a cooler, with coldpack, at the same time as your trip data (don't send on Friday or over the weekend).
6. Please send in the actual fish or photographs listed below. All Fish nk's should be photographed and sent in if possible.

The first time you encounter a species listed in the table below, you should either be saving a specimen to send in or taking pictures if appropriate. We may also notify you that you have been selected to contribute fish on certain trips.

Observers are required to send in the 30 species listed below every 3 months. This is a program requirement. Failure to satisfy this requirement will result in additional testing and possible probationary status.

Observers will be required to send in the following species on **all** herring trips:
Atlantic Herring, Blueback Herring, Alewife, Hickory shad, and American shad.

Confirmation of species sent in will be emailed to you bi-weekly, indicating both correct and incorrect identifications. Notifications of incorrectly identified species will be sent out immediately and observers should resend fish the next time they encounter them. We appreciate your cooperation with the Species Identification Verification Program. There are many species you will come across, some may be extremely rare and we will make full use of the samples to train observers during certification classes and refresher debriefings. We understand how much work you have to do, however the program considers this an integral part of your job. If you have any questions about the program, please don't hesitate to call Kevin Meyer at 508-495-2005, or email kmeyer@mercury.wh.who.edu , or Pete Canavin at 508-495-2388, or email pcanavin@mercury.wh.who.edu .



Please send in actual specimens or photographs of the following species.

	Photo 1	Photo 2	Photo 3
Misc.			
Scup	whole animal (side shot)		
Longfin Squid	whole animal (side shot)		
Shortfin Squid	whole animal (side shot)		
Redfish	whole animal (side shot)	inside of mouth	
Ocean Pout	whole animal (side shot)		
Gadids			
Cod	whole animal (side shot)		
Haddock	whole animal (side shot)		
Pollock	whole animal (side shot)		
Red Hake	whole animal (side shot)	pelvic and dorsal filiments	rakers above the flexion point
White Hake	whole animal (side shot)	pelvic and dorsal filiments	rakers above the flexion point
Silver Hake	whole animal (side shot)	rakers on first gill arch	
Offshore Hake	whole animal (side shot)	rakers on first gill arch	
Skates			
Barndoor	whole animal (Top of disk)	whole animal (bottom of disk)	
Clearnose	whole animal (Top of disk)		
Little	whole animal (Top of disk)	closeup of rough/smooth patch or claspers	
Smooth	whole animal (Top of disk)		
Thorny	whole animal (Top of disk)		
Winter	whole animal (Top of disk)	closeup of rough/smooth patch or claspers	
Flounders			
Am. Plaice	whole animal (eyed side)		
Sand Dab	whole animal (eyed side)		
Summer	whole animal (eyed side)		
Winter	whole animal (eyed side)	close-up of lateral line	
Witch	whole animal (eyed side)	whole animal (blind side)	
Yellowtail	whole animal (eyed side)	close-up of lateral line	
Herrings			
Alewife	whole animal (side shot)	gut lining	
Blueback	whole animal (side shot)	gut lining	
Am. Shad	whole animal (side shot)	rakers on first gill arch	
Hickory Shad	whole animal (side shot)	rakers on first gill arch	
Atl. Herring	whole animal (side shot)		
Menhaden	whole animal (side shot)		

The highlighted herring species must be sent in for every trip targeting herring.

*****Bag, tag, and send in all Fish NK's along with photographs of the specimen.***
Make sure to include something in each picture for scale.**



Northeast Fisheries Observer Program List of Available Freezers

Feb 2009

State	Freezer Location	Hours	Size	Issues	Contacts	Status
MA	NMFS Port Office 29C Stage Harbor Rd. Chatham, MA	9-3 M-F	Stand-up fridge size	No whole animals; she's the only person in office	Lorraine Spenle Port Agent (508) 945-5961	OK to freeze - call first
MA	UMass Boston McCormack Building Third floor same hallway as Room 308 100 Morrissey Blvd Boston, MA	9-5 M-F possibly on weekends	Walk-in	Can store whole animals	Mike Shiariis (617) 287-6675	OK to freeze
MA	NMFS Port Office 11-15 Parker St. Room 211 Gloucester, MA (near state fish pier)	9-5 M-F	Stand-up fridge size	No whole animals	Caleb Gilbert Port Agent (508) 281-9363	OK to freeze - call first
MA	DMF Annisquam River 30 Emerson Ave. Gloucester, MA	9-5 M-F	Walk-in	In locked facility - No whole animals, body parts ok	Matt Ayer 978-282-0308 ext. 107 Cell: 603-591-7468	OK to freeze - call first
MA	Bergies Seafood Inc 8 Hassey St. New Bedford, MA	Flexible hours	Loads of space	Any samples OK	Mark Bergeron (508) 999-4447	OK to freeze - call first
MA	Whaling City Display Auction 62 Hassey St. New Bedford, MA	Flexible hours	Loads of space	Any samples OK	Kevin Ferreira 24 hour line: (508) 990-0799 (508) 328-7673	OK to freeze - call first
ME	University of New England Marine Animal Rehab Facility 11 Hills Beach Road Biddeford, ME	24 hours a day	Large freezer	Can store small to medium whole animals	Keith Matassa Kristin Patchett 24 hour line (800) 532-9551	Ok to freeze - call first
NH	Yankee Fish CO-OP Rt. 1A Ocean Blvd. Seabrook, NH	Summer 7-7 Winter less flexible	Chest freezer About 4 ft long x 3 ft deep	Can store small whole animals	Bob Cambell (603) 474-9850	OK to freeze - call first
RI	Univ. of Rhode Island East Farm/Building 83 Rt. 108 Kingston, RI	Flexible hours	Walk-in	Can store whole animals	Barbara Somers (401) 874-2012	OK to freeze - call first
RI	NMFS Port Office 83 State St. Point Judith, RI (Next to RI Engine Co.)	8-4:30 M-F	Medium chest about 4.5 ft wide x 2.5 ft deep	New building, must be dry and clean NO whole animals	Walter Anoushian Port Agent (401) 783-7797	OK to freeze small samples - call first
NC	UNC Wilmington 601 South College Road Wilmington, NC	Flexible hours	Small chest	NO whole animals	Bill McLellan (910) 962-7266	OK to freeze - call first
NC	NMFS Beaufort Lab 101 Pivers Island Beaufort, NC	9-5 call office; after hours use pager - anytime	Large walk-in	Whole animals OK	Rachel Lo Piccolo (252) 728-8672 Pager: (252) 444-8064	OK to freeze - call first
NC	Chealsea Doepp (AIS) 3284 Broadwater Rd. Exmore, VA	Flexible hours	Chest freezer About 5.5 ft long	Small whole animals	Chelsea Doepp 774-276-0617	OK to freeze - call first
NJ	NMFS Port Office 1382 Lafayette St. Cape May, NJ (next to Century 21 building)	8:30-4:30 M-F	Small freezer 5 x 2.5 ft	Small samples	Chris Petruccelli (609) 884-2113	OK to freeze - call first
NJ	Jenkinson's Aquarium 300 Ocean Ave Point Pleasant NJ	Winter 9:30-5 M-F 10-5 Sat-Sun Summer 10-10 all week After hours use available	Small Chest freezer	Whole animals and samples ok Small seals and turtles only	Office hours: Cindy Claus or Linelle Smith (732) 899-1659 After hours pagers: Cindy (732)-288-4075, Linelle (732) 929-7657	Ok to Freeze - call first ALWAYS.
NY	Riverhead Foundation 428 E. Main St. Riverhead, NY	Flexible after hours	12 ft x 12 ft	Large whole animals OK	Rob DiGiovanni / Kim Durham (631) 369-9840 ext. 23	OK to freeze - call first
VA	NMFS Port Office 1026F Settlers Landing Road Hampton, VA (Across from Hampton Univ.)	8-5 M-F	Medium chest about 3-4 ft wide x 2.5 ft deep	Small samples NO whole animals	David Ulmer Port agent (757) 723-3369	OK to freeze - call first
VA	VIMS Eastern Shore Lab 10 Atlantic Avenue Wachapreague, VA	8-4:30 M-F	Small chest 2x3x4 ft	No whole animals	Mark Luckenbach (757) 787-5816	OK to freeze - call first
VA	Virginia Marine Science Museum 717 General Booth Blvd. Virginia Beach, VA	24 hour pager	Large freezers	whole animals OK	Sue Barco (757) 437-6364 (757)-437-6159	OK to freeze - call first
VA	AIS Area Coordinator Chelsea DoEpp 3284 Broadwater Rd. Exmore, VA 23350	24 hour pager	Small chest 2x3x4 ft	Small samples	Chelsea DoEpp 774-276-0617	OK to freeze - call first
VA	Virginia Institute of Marine Science (VIMS) Rt. 1208 Greate Road Gloucester Point, VA	Business hours	Small space available	EMERGENCY basis only - small samples	Jack Musick (804) 684-7000 (general phone)	Emergency only

SECTION J ATTACHMENTS

Attachment 11

PROCEDURES FOR ALL EXITING NEFOP OBSERVERS/AT-SEA MONITORS

Observer's/Monitor's Name: _____ Date: _____

1. Observer/Monitor notifies Contractor.
2. Contractor sets exit debriefing date, allowing ample time to receive and review any outstanding trips/samples.
3. Contractor notifies appropriate NMFS staff of exit debriefing date.
4. Observer/Monitor comes to the Tech Park with ALL of their NMFS/CONTRACTOR issued equipment, manuals, guides, sampling notebooks and field diaries.
5. Observer/Monitor hand carries this check sheet to each of the individuals listed below. Once completed he/she delivers it to the Contractor.
6. Observer/Monitor completes all of Contractor's requirements.
7. Once Contractor representative is satisfied he/she notifies Contractor to cut final check.

INDIVIDUAL	RESPONSIBILITIES	INITIALS	DATE	COMMENTS
EDITOR LEAD	All trips and fish samples accounting. Outstanding questions/concerns addressed.			
INCIDENTAL TAKE LEAD	Cameras and photos accounted for. Incidental Take questions addressed. Digital Camera returned. Turtle kit and tags returned.			
GEAR LEAD/ CONTRACTOR	Collect all NMFS issued equipment with the exception of the iPAQ and camera.			
AREA LEAD	Exit interview.			
ENFORCEMENT AGENT	Enforcement related issues.			
ADMIN LEAD	Government ID turned in.			
DATA ARCHIVE LEAD	iPAQ returned and checked-in.			
COTR	Exit check sheet completed. Final paper work completed. Forwarding or contact address/phone # on file.			

SECTION J ATTACHMENTS

Attachment 12

NORTHEAST FISHERIES OBSERVER TRAINING STANDARDS

This document outlines various physical and performance standards that all trainees and Fisheries Observers are expected to meet:

I Training Attendance and Conduct Standards

1. Attend all training classes and activities and be on time for all sessions, not missing any sessions without prior approval.
2. Participate in discussions and exercises and be alert during training sessions.
3. Complete homework and readings.
4. Communicate with trainers, staff and classmates in a professional manner.
5. Not take part in illegal activities. Not attend any training session under the influence of drugs or alcohol.
6. Follow all rules established by the training program.
7. Interact safely and professionally, especially during at-sea and safety training.
8. Any Observer, or Observer Trainee, involved in data falsification shall be removed from NEFOP. Falsification is defined as: *The act of deliberately or knowingly fabricating data collected during observed fishing trips, this includes intentional recording of inaccurate data, intentional omission or deletion of data, intentional plagiarism, or, in general, the selective alteration of data.*
9. Wear a seatbelt whenever a driver or passenger in a government or personal vehicle.
10. Submit a signed copy of these STANDARDS the first day of training.

Training Performance Standards

1. Pass with a score of at least 85%:
 - Incidental Take Exam,
 - Fish ID Closed Book Lab Practical
 - Fish ID Open Book Lab Practical
 - Safety Exam
2. Receive an overall grade of at least 85%:
 - Exam 1: 15%,
 - Exam 2: 15%,
 - Safety Exam: 5%,
 - Incidental Take Exam: 20%,
 - Fish ID Practical: 20%,
 - Fish ID Assessment 5%,
 - Homework/Quizzes/Training Trips: 15%,
 - Performance, attitude and participation: 5%.
3. Turn in all homework legible and **on time**
 - 50% is subtracted for late assignments

- *NO* credit is given for assignments > 24 hrs. past due, but must be handed in.
- 4. Successfully complete all training trip, session, and workshop requirements.
- 5. Possess current Red Cross CPR and First Aid certification prior to observer training.
- 6. Pass Safety Practical

IV General Standards of Conduct

Fisheries Observers work in a self-supervised capacity and must maintain high standards of conduct and are required to adhere to the following standards of conduct at all times:

1. Maintain a professional and objective demeanor at all times.
2. Be able to work independently, while following technical instructions.
3. Be able to collect and record data in an unbiased manner.
4. Have never been decertified as an at-sea monitor, or an observer due to problems with data quality or standards of conduct, in any NMFS observer program. References of previous employment as NMFS at-sea monitors or observers shall be verified by the contractor as qualifying for this requirement.
5. As stated previously, a Fisheries Observer or trainee involved in falsification of data shall be removed from the NEFOP Observer Program.

Falsification of Data is defined as: *The act of deliberate or knowing fabrication data collected during observed fishing trips, this includes intentional recording of inaccurate data, intentional omission or deletion of data, intentional plagiarism, or, in general, the selective alteration of data.*

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Attachment 13

SECURITY BACKGROUND INSTRUCTIONS

Congratulations on being selected for a Contracted Position with the Northeast Fisheries Observer Program. In order to fulfill the mandatory security background check requirement of your position, below are the instructions and forms you will need to complete prior *to arrival* for duty. It may be helpful for you to take a few minutes and read the following website which explains the process and importance of a complete security background check: <http://www.opm.gov/extra/investigate/QABackground.asp>.

These instructions require you to have access to a computer, printer, and internet. If you do not have access to these, please contact your Enrollment Official (Mary Woodruff) for alternative arrangements.

All information will be kept CONFIDENTIAL and only key security personnel will have access to your record. It is recommended that you make copies of your security documents for your own records. You may use our copiers available on our site. All original security documents will be forwarded to our NOAA Security Office for retention. Due to the confidentiality of the information in these documents, we do not retain record copies at our facility.

Again, congratulations, and we look forward to meeting you when you arrive.

If you have any questions or need additional assistance, please contact your Enrollment Official listed below.

**Enrollment Office
Mary J. Romero
Northeast Fisheries Observer Program
Administrative Assistant
25 Bernard Saint Jean Drive
E. Falmouth, MA 02536
(508) 495-2307
Mary.Romero@noaa.gov**

Please follow the step by step instructions carefully. If you have questions regarding the instructions please call Mary Romero.

1. COMPLETE e-QIP SUBMISSION REQUEST FORM

On site staff: DUE - ONE (1) WEEK before reporting for duty. Observer and Monitor Trainees: DUE - First day of training.

NOTE: If you are a Foreign National without a US Social Security Number, this step is not required.

Please call your Enrollment Official with the following information ready.
Do NOT email and or fax this information as it contains PII sensitive information and may be compromised if sent electronically.

Full Name (First, Middle, Last), Date of Birth
Place of Birth (City, State), SSN#
Email Address, Telephone Number

Once received, your Enrollment Official will complete the above submission request form, and will be used to create a user account to our e-QIP (Electronic Questionnaire for Investigations Processing), which is our online form used for your background history. You will be receiving an email from Christine.M.Coventry@noaa.gov, our NOAA Security Officer, with additional instructions once she creates the account for you. Please note that once the user account is created, you will only have one week to complete before it is locked out for security purposes. If you need your account unlocked please contact your Enrollment Official.

2. COMPLETE ONLINE e-QIP RECORD BEFORE YOU REPORT FOR TRAINING

On site staff: DUE - ONE (1) WEEK before reporting for duty. Observer and Monitor Trainees: DUE - First day of training.

Note: Foreign National Contractors without a SSN will need to complete Form 85 INSTEAD of the e-QIP (please see step 7). However, The Form 85 requires the same information as the e-QIP record, so please read below before proceeding for additional instructions.

Note: Before completing your e-QIP record, it may be helpful for you to use Form 85 (please see step 7) as a tool to organize your information so all the required information is organized and ready for input into your e-QIP record. However, Form 85 will NOT be accepted in lieu of the e-QIP.

The direct link to the e-QIP site is: <http://main.opm.gov/e-QIP/>

Once your EQIP SUBMISSION REQUEST FORM is received, Christine Coventry will create a online account for you to complete your e-QIP (Electronic Questionnaire for Investigations Processing)

The time needed to complete this form will vary with each individual as you will be required to provide a complete history of employment, residency, and education for the past five years. Please allow yourself ample time to complete the form as it may take you several hours.

It is very important to read and follow the instructions provided exactly.

Your Enrollment Official will review all the forms, and if needed, will contact you during your training so you may make the necessary corrections.

Please note that until your security documents are complete and submitted you ARE NOT approved for duty. Missing information on the forms will deem the package incomplete.

The most common mistakes are:

- Missing information such as zip codes, phone numbers, and full name of supervisors (i.e., not just “TONY”....but need Tony Smith)
- Missing periods of time in employment and/or residence history (entire 5 year period must be reported with no breaks in time. Unemployment is reported.
- Street address not complete (i.e., “Main Street”.....should have a house number “100 Main Street”)
- Selective Service registration information missing, this may be found online at www.sss.gov with just the SSN and birth date.
- For schools/colleges, when asked for a street address, please use the Administration Building’s address.
- Blank answers. Do not leave any answer blank, rather state "N/A" or "None"
- **Do not select “I do not know” on the e-QIP record.** You MUST answer every question or provide a VERY STRONG explanation as to why the information cannot be provided.

With the internet, and a few phone calls, very little cannot be found out without a little bit of time

Upon completion of your online e-QIP please PRINT the entire questionnaire, along with the two signature pages generated at the end. Sign both pages, and submit to your Enrollment Official.

Before completing your e-QIP record, it may be helpful for you to use Form 85 (please see step 7) as a tool to organize your information so all the required information is organized and ready for input into your e-QIP record. However, Form 85 will NOT be accepted in lieu of the e-QIP unless you are a Foreign National without a US Social Security Number.

3. COMPLETE FORM 306 DECLARATION FOR FEDERAL EMPLOYMENT

On site staff: DUE - ONE (1) WEEK before reporting for duty. Observer and Monitor Trainees: DUE - First day of training.

[fillable 306.pdf](#)

This form requires you to report your history for sensitive information (i.e., arrest record, parole, convictions). It is important to disclose this information honestly and truthfully. If in ***doubt, it is*** better to report the incident rather than omit it.

4. COMPLETED SECURITY WORKSHEET

On site staff: DUE - ONE (1) WEEK before reporting for duty. Observer and Monitor Trainees: DUE - First day of training.

[Security Coversheet.pdf](#)

5. BRING TWO ORIGINAL FORMS OF IDENTIFICATION *On site staff: DUE - ONE (1) WEEK before reporting for duty. Observer and Monitor Trainees: DUE - First day of training.*

Please bring at least TWO (2) original forms of identification with you when you report. One of these must be a State or Federal issued photo id. You will be asked to provide these to confirm your identification when you are fingerprinted. Examples of acceptable IDs are listed on the following document:

6. FINGERPRINTING / PHOTO

On site staff: DUE - ONE (1) WEEK before reporting for duty. Please call Mary Romero at (508) 495-2307 for appointment. Observer and Monitor Trainees: Will be conducted during training.

You will be scheduled for an appointment to be fingerprinted and photographed by Security Staff onsite at the Northeast Fisheries Observer Program.

Please note Fingerprinting appointments may be scheduled on a weekend.

7. FOREIGN NATIONAL CONTRACTORS

On site staff: DUE - ONE (1) WEEK before reporting for duty. Observer and Monitor Trainees: DUE - First day of training.

If you do NOT have a US Social Security Number, you will need to COMPLETE Form 85 instead of the e-QIP. [Form 85 - Questionnaire for Non-Sensitive Positions](#)

ALL Foreign Nationals are required to complete: [Appendix C: Certification of Conditions and Responsibilities for a ForeignNational Guest](#)

8. CHECKLIST

Please use the below checklist to ensure you have all required security forms and documents ready to submit to your Enrollment Official on your first day of training:

- e-QIP Questionnaire, printed archived hard copy for review (or form SF85 for Foreign Nationals)
- e-QIP Questionnaire, two (2) original signature pages generated at the end of the applications (not required for Foreign Nationals)
- Form 306
- Security Coversheet
- Two forms of IDs

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Attachment 14

NEFOP OBSERVER CERTIFICATION TRAINING AGENDA JULY 2011

TIME	PRESENTATION/ACTIVITY	PRESENTER	DESCRIPTION
DAY 1	July 11, 2011		
Monday	<i>NEFOP Program Introduction, Security</i>		
			Tech Park: Training Room and Back Cooler
0800	Training Overview/ General Housekeeping Introductions/Training Standards/Data Confidentiality	Tania Lewandowski	Introduce training program and training staff General housekeeping and emergency procedures Program Standards. Key FOB procedure.
0900	NEFOP Program Introduction	Amy Van Atten	Student introductions. Overview of NEFOP Program and Fisheries Sampling Branch organization. Explains the important role of observers within US fisheries.
1000	Introduction to Fisheries and Observing	Diana Cowan	Overview of observed fisheries, common fishery science terminology, commercially important species, and observer roles within fisheries management.
1030	NEFOP Regional Overview	Sara Weeks	NE and Mid Atlantic regions an overview
1100	Data Collection Overview	Peter Canavin	What happens to the observer data that is collected
1130	Assessment Quiz	Training Staff	Hand out & explain the packet of fish ID exercises for trainees to complete before the fish ID exam
1200	LUNCH		
1300	Security Overview	Mary Romero	Security Procedures while in a federal building; Security Coversheet; Declaration of Federal Employment; eQIP
1315	Introduction to Manuals <ul style="list-style-type: none"> • Biological Sampling Manual • Program Manual • Cheat Sheets 	Kevin Mever	Introduce issued reference manuals: Program Manual; Biological Sample Manual; Cheatsheets. Trainees practice using their materials by playing 'The Manual Game'.
1415	Introduction to Manual Game Vessel and Trip Log	Diana Cowan	A basic summary of the trip and is the first log of the trip that represents the sea observer data quality.
1515	Mentor Meetings	Training Staff	Trainees meet with an assigned mentor to discuss the progression of training and voice any concerns.

HOMEWORK ASSIGNMENT: Introduction to Observing Homework, Fish ID Assessment

Readings: 'The NE Fisheries Observer Program', Booklet, *Laws Governing Fisheries Observer Program, NERO & FSB Website Main Page*

Program Manual: Vessel & Trip & Common Log pp. 1-20 and Length Frequency pp. 280-285

Training Manual: Introduction Section & Fish Section

Biological Sampling Manual: Introduction pp. 1-3

TIME	PRESENTATION/ACTIVITY	PRESENTER	DESCRIPTION
DAY 2	July 12, 2011		
Tuesday	<i>Geo Stat Areas, Bird ID & Lab, Log Variables, Fish BioSamp Workshop</i>		Tech Park: Training Room and Chiller Room
HOMEWORK DUE: Introduction to Observing Homework			
0800	Geographical and Statistical Areas	Diana Cowan	An overview of the geographical and statistical areas. Obs will learn how to use charts to plot positions while at sea.
0900	Sea Bird Identification	Gina Shield	Classroom presentation of seabird identification with accompanying lab, followed by hands-on quiz
1045	Collecting Log Variables Fish Disposition Codes	Kevin Meyer Diana Cowan	
1200	LUNCH		
1300	Fish Biological Sampling Workshop <i>Part 1 (Classroom):</i> Length Frequency Log and Exercise Biosampling Manual Overview	Diana Cowan Giovanni Giancesin	Introduces trainees to their biological sampling gear (e.g. measuring board, length frequency strips, scales, Biosampling Manual) and how to record lengths of priority species. The workshop includes hands on activities using their biological sampling gear.
1400	Fish Biological Sampling Workshop <i>Part 2 (Chiller Room):</i> Age Structure Workshop Knife Safety	Kevin Meyer Peter Canavin Giovanni Giancesin	Practical instruction in the safe removal of age structure samples and how to store and ship them.
1600	Fish ID In Class Session	Kevin Meyer Peter Canavin	Highlight Northeast fish species from the fish lab in a classroom setting to review difficult to identify species and characteristics.
HOMEWORK ASSIGNMENT: Length Frequency Homework, Continue working on Fish Id Assessment			
Readings: <u>Presentation Manual:</u> 'How to Remove an Otolith' and 'Age Structure Workshop'			
Training Manual: Trawl Section			
Program Manual: Trawl Fishery pp. 44-63			
Fish ID Manuals: An Overview of Field ID Technique Manual, <u>NOAA Technical Report NMFS Manual:</u> <i>Guide to Marine Fishes from Maine to Cape Hatteras</i> , NC			
Editor of the Day: Frank Capitanio 0800-1400			

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
DAY 3 Wednesday	July 14, 2011		Tech Park: Training Room & Chiller Room
HOMEWORK DUE: Length Frequency Homework			
0800	Species Verification Program	Kevin Meyer	Species Verification Program: Overview of the SVP and a guide to properly photographing fish
0815	Trawl Fisheries	Peter Canavin	Intro to the trawl gear and fishing practices of the northeast and the data logs for this gear.
1130	LUNCH		
Session Times: 1230-1445	<p><u>Session 1:</u> Group 1 then Group 2</p> <p>Fingerprinting Station 1: Admin Office Station 2: Digital ID Pictures Station 3: Photocopy 2 forms of ID Photocopy of First Aid/CPR</p>	<p>Mary Romero Diana Cowan Giovanni Ganesin</p>	<p>All individuals will be fingerprinted as a part of the mandatory federal background check.</p> <p>What to Bring:</p> <ul style="list-style-type: none"> • 2 forms of ID (drivers license, passport, SS card, military ID, birth certificate, etc) • Current Red Cross or American Heart Association CPR and First Aid Card
	Issue Safety Gear	Lauren Carroll	Students will be issued USCG approved safety gear. Hands on instruction of equipment usage (Immersion suit; Personal Floatation device; signal mirror; strobe light; whistle).
Session Times: 1445-1700	<p><u>Session 2:</u> Group 2 then Group 1</p> <p><u>Fish ID Lab 1</u></p>	<p>Kevin Meyer Peter Canavin</p>	<p>Fish ID Lab: Northeast fish species identification Location: Back Parking lot fish cooler</p> <p>What to Bring:</p> <ul style="list-style-type: none"> • Closed toed shoes & Sweatshirt/jacket • Pen/pencil • Notebook/Fish ID Worksheet/Fish ID Guides
<p>HOMEWORK ASSIGNMENT: Introduction to Data Collection Readings: 'Brief History of the Groundfishing Industry of New England' Training Manual: Marine Mammal, Sea Bird and Turtle Section Program Manual: Incidental Take pp. 249-261 and Marine Mammal & Sea Turtle Logs pp. 315-323, Protected Species Sightings pp. 262-274 Editor of the Day: Kara Gibbons 0815-1200</p>			

TIME	PRESENTATION/ACTIVITY	PRESENTER	DESCRIPTION
DAY 4 Thursday	July 15, 2011		
	<i>Trawl Fisheries Cont., Marine Mammal ID, Sea Turtle ID, Incidental Take Session</i>		Tech Park: Training Room and Chiller Room
HOMEWORK DUE: Introduction to Data Collection			
0800	Fish Quiz	Kevin Meyer	
0815	Trawl Fisheries Continued Trawl Fishery Haul Log	Peter Canavin	Trawl fishery data logs & specialized gear description/identification
1045	Marine Mammal Identification	Bill Greer	Classroom instruction on marine mammal characteristics (pinnipeds, cetaceans) a NEFOP observer may encounter.
1215	LUNCH		
1315	Sea Turtle Identification	Rogers Williams, DVM	Trainees are instructed on identifying characteristics of sea turtles they may encounter while observing. Classroom instruction is followed by a hands-on lab with turtle specimens.
1600	Incidental Take Session	Bill Greer	Classroom instruction on how to properly sample and record encountered incidental takes.

HOMEWORK ASSIGNMENT: Trawl Take Home Scenario and Skills Self Checklist

Readings: *Size of Subsample: Affect Estimation of Catch Composition*

Program Manual: Pair Trawl Fishery pp. 64-107, Catch Composition, Catch Estimation and Discard Log pp. 286-306, Crustacean pp. 307-314, and Individual Animal Log pp. 272-266

Biological Sampling Manual: Catch Estimation Guidelines pp. 66-69

Training Manual: Catch Estimation Section

Editor of the Day: Ben Church 0815-1045

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
DAY 5 Friday	July 16, 2011		
	<i>Catch Estimation, Protected Spp. Workshop, Sharks, IAL</i>		Tech Park: Training Room, Quissett Lab, Woods Hole MA
0800	Fish Quiz	Kevin Meyer	
0815	Catch Estimation Catch Estimation In-Class Workshop Discard Log Catch Composition Standard Conveyor Belt Protocols	Kevin Meyer Peter Canavin Diana Cowan	In depth estimation methods and scenarios for accurate estimation of the catch & instruction on associated data logs
1200	LUNCH		
1300	Both groups will meet at the Quissett Lab, Woods Hole, MA Directions will be handed out.		
Session Times: 1300-1500	<u>Session 1:</u> Group 1 then Group 2 Protected Species Sampling Workshop	Bill Greer Kathryn Roy Adam Poquette Gina Shield Pete Canavin	Trainees apply classroom incidental take sampling procedures to turtle, bird, pinniped, and cetacean samples. Additional instruction includes sturgeon sampling procedure. What to Bring: • Note taking paper & Pencil • Closed toed shoes • Grunden bibs
Session Times: 1500-1700	<u>Session 2:</u> Group 2 then Group 1 Shark ID Multi-Gear Scenarios/Recording Crustacean Log Individual Animal Log and Photographing Sturgeon	Joe Mello Kevin Meyer	Trainees receive shark ID instruction in addition procedures for Multi-gear scenarios, crustacean sampling, and how to properly use the IAL.
HOMEWORK ASSIGNMENT: Incidental Take Scenario, Trawl Take Home Scenario, Subsampling Homework Scenario			
Readings: 'Bycatch of wintering common and red-throated loons'			
<u>Training Manual:</u> Safety Section			
Editor of the Day: Ben Neville 0815-1200			

TIME	PRESENTATION/ACTIVITY	PRESENTER	DESCRIPTION
DAY 6 Monday	July 19, 2011		Tech Park: Training Room
Homework Due: Trawl Take Home Scenario, Incidental Take Scenario			
0815	Fish Quiz	Kevin Meyer	
0815	McMillan Offshore Survival	John McMillan	In depth at-sea safety training: Identifying potential risks; Emergency problem solving; vessel safety & stability; Mayday calls; proper use of safety equipment; Station bill; Life raft components; hypothermia
1200	LUNCH		
1300	Leave Tech Park for the pool		
1330	McMillan Offshore Survival Admiralty Inn Pool: Water Session	John McMillan Lauren Carroll <u>GOV Drivers</u> Sprinter: Giovanni Giancesin Sprinter: Lauren Carroll	Practical survival training in the water. What to Bring: (Change at Tech Park) <ul style="list-style-type: none"> • Bathing Suit • Towel • White T-shirt and long pants to get into the pool • Additional dry change of clothes • PFD • Survival Suit
HOMEWORK ASSIGNMENT: Safety Quiz			
Readings: 'USCG Press Release: Urgent Distress Call'			

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
DAY 7	July 19, 2011		
Tuesday	<i>Safety Training, Inc. Take Exam Review</i>		Tech Park: Training Room
HOMEWORK DUE: Safety Quiz & Subsampling Homework			
0800	USCG Fishing Vessel Safety	Ted Harrington, USCG	Representative of the USCG Safety Program who works directly with the fishing industry for safety compliance. This will provide the students a different perspective of safety aspects within the fishing industry.
0900	McMillan Offshore Survival	John McMillan	Continuation of Survival Training
1200	LUNCH		
1300	McMillan Offshore Survival Flares & Firefighting	John McMillan	Students are instructed on the various types of required signal flares; practice using flares; put out controlled fire using fire extinguishers typical to commercial fishing vessels. Proper Attire: <ul style="list-style-type: none"> • Closed toed shoes • Long pants
1600	Incidental Take Exam Review Session	Bill Greer	Review to prepare for the Inc. Take Exam What to bring: <ul style="list-style-type: none"> • MM ID books • Class notes
HOMEWORK ASSIGNMENT: Study for the Incidental Take Exam			
Readings: Review Incidental Take readings			

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
DAY 8 Wednesday	July 20, 2011		
	<i>Inc. Take Exam, Safety Overview, Fish Lab 2, Conflict Resolution</i>		Tech Park: Training Room and Chiller Room
0800	Incidental Take Exam	Bill Greer	An open book exam on MM identification and condition codes. Note: A minimum of 85% is required to pass the NEFOP Observer Certification Program.
1030	Safety Checklist <ul style="list-style-type: none"> • Safety Checklist • EVIC Card • Safety Deficiency Reports • USCG Safety Decal 	Mike Tork Lauren Carroll	Detailed checklist required prior to deployment on a fishing vessel. Procedures observers must take when vessel safety is not properly met.
1200	LUNCH		
Session Times: 1300-1500	<u>Session 1:</u> Group 2 then Group 1 Fish ID Lab 2	Kevin Meyer Pete Canavin	Fish ID Lab: Northeast fish species identification What to Bring: <ul style="list-style-type: none"> • Closed toed shoes & Sweatshirt/jacket • Pen/pencil Notebook/Fish ID Worksheet/Fish ID Guides
Session Times: 1500-1700	<u>Session 2:</u> Group 1 then Group 2 Conflict Resolution	Kit Van Meter	Trainees are presented with likely situations that could occur while performing job duties. Scenarios are covered in lecture and role playing. Location: Training Room
HOMEWORK ASSIGNMENT: Fish ID Assessment, Skills Self Checklist			
Readings: ‘Bottom Tending Gear Used in New England’, ‘Sea Grant Fact Sheet: Bycatch’ and ‘An Intro to the History of Fishes in the Gulf of Maine’			

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
DAY 9 Thursday	July 21, 2011		
	<i>Trawl Training Trip</i>	Tech Park: Training Room & Woods Hole Pier	
	Trawl Training Trip	F/V Equinox Training Trip Lead: Peter Canavin	
	Rain Date: July 22, 2011	F/V Caitlyn Elizabeth Training Trip Lead: Kevin Meyer	
	Additional directions for day's events will be provided.		
	<p>What to bring:</p> <p>Safety Gear:</p> <ul style="list-style-type: none"> • Survival Suit with all attachments • PFDs (must be worn throughout trip) <p>Personal Gear:</p> <ul style="list-style-type: none"> • Sunscreen & sunglasses • Watch • Food • Water • Any needed prescribed medications • Wear layers • Hat <p>Work Gear:</p> <ul style="list-style-type: none"> • Boots • Gloves • Foul weather gear • Pencils & Clipboard • Waterproof Notepad • Cheat Sheets • Biological Sampling Manual 		
HOMEWORK ASSIGNMENT: Prepare for Safety Exam & Practical: Review Memos or http://www.nefsc.noaa.gov/fsb/NEFOP_Safety_Information.htm			
Readings: iPAQ/Digital Camera Manual, 'Ocean Fisheries: Common Heritage or Tragic Commons?'			
Program Manual: Fisherman Comment Log pp. 342-347			

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
DAY 10	July 22, 2011		
Friday	<i>Incidental Take Exam, Data Collection Workshop, Data Quality and Regulatory Compliance</i>		Tech Park: Training Room and Chiller Room
0800	Safety Exam & Practical: <ul style="list-style-type: none"> Written Safety Quiz Safety Practical Stations <ul style="list-style-type: none"> Station 1: Immersion Suit/PLB Station 2: Deploy Life Raft Station 3: Mayday Call 	Mike Tork Lauren Carroll	Safety practical includes hands on and written evaluation of trainees safety techniques. Note: A minimum of 85% is required to pass the NEFOP Observer Certification Program.
0915	Incidental Take HW Review Homework Reviews Exam 1 Preparations	Bill Greer Training Staff Tania Lewandowski	Review of homework material and overview for Exam 1.
0930	Introduction to Regulatory Compliance Issue Blue Compliance Folder	Sara Weeks Tad Beagley	Regulation Information; Trip Refusals, Field Diary, USCG Boardings, Data Release, Comment Card
1030	Incident Reports	Sara Weeks Tad Beagley	An interactive, classroom talk demonstrating the incident report process.
1045	Fisherman's Log	Kevin Meyer	This log is where fishermen can voice their opinions and concerns about fishing operations.
1100	NMFS Enforcement	SA Tom Gaffnev	Special Agent speaks to the class about the role of the Office of Law Enforcement in NMFS.
1200	LUNCH		
1300	Trawl Trip Review	TBD	Edited training trips will be returned to class and debriefed.
1315	Electronic Data Collection Part 1 Introduction to iPAQ and Digital Cameras OBSCON Protocols	Pete Canavin Kevin Meyer Charles Dunlap Bill Greer	Introduction to the iPAQ and digital camera and instruction on using the OBSCON program to upload trip data

HOMEWORK ASSIGNMENT: Review for Exam 1

Readings: Review all readings and assignments for Exam I

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
DAY 11	July 25, 2011		
Monday	<i>Exam 1, Meet an Observer, Gillnet Fisheries, Editing, Fish Review Session</i>		Tech Park: Training Room
0800	EXAM 1	Training Staff	A comprehensive examination, open book.
1100	Meet an Observer	TBD	An informal talk by guest, certified, observers to explain what to expect in the field. Open Q&A session.
1200	LUNCH		
1300	Gillnet Fisheries	Kevin Meyer	Intro to the Gillnet fishery and fishing practices of the northeast.
1430	Debriefing and Editing Meet You Editor	Kris Tholke Editing Staff	Trainees are instructed on the debriefing and editing process. Informal one-on-one meetings with their assigned editors.
1530	FISH ID Review Session	Kevin Meyer Pete Canavin	Students will review all fish species. Mock exams will be issued as needed. This is an open ended review session and will be available as long as needed.

HOMEWORK: Fish Assessment Practical

Readings: iPAQ/Digital Camera Manual
Training Manual: Gillnet Section
Program Manual: Gillnet Fishery pp. 21-42
Biological Sampling Manual: Gillnet Section pp. 4-7

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
DAY 12	July 26, 2011		
Tuesday	<i>Fish ID Exam, Digital Cameras Upload, Gillnet Fisheries</i>		Tech Park: Training Room
HOMEWORK DUE: Fish Assessment Practical			
Group 1 0800	Group 1: Fish Identification Exam <ul style="list-style-type: none"> • <i>Open Book Practical</i> • <i>Closed Book Practical</i> <i>BOTH exams require a minimum of 85% successfully pass NEFOP certification.</i>	Kevin Meyer Peter Canavin	Fish ID Exam: Open Book: All materials issued during training may be utilized during this portion of the exam. Closed Book: No materials may be used for this portion of the exam.
Group 2 0830	Group 2: Arrive at Tech Park, study session Group 2: Fish Identification Exam <ul style="list-style-type: none"> • <i>Open Book Practical</i> • <i>Closed Book Practical</i> <i>BOTH exams require a minimum of 85% successfully pass NEFOP certification.</i>	Tania Lewandowski	
0900	Group 2: Fish Identification Exam <ul style="list-style-type: none"> • <i>Open Book Practical</i> • <i>Closed Book Practical</i> <i>BOTH exams require a minimum of 85% successfully pass NEFOP certification.</i>	Kevin Meyer Peter Canavin	Fish ID Exam: Open Book: All materials issued during training may be utilized during this portion of the exam. Closed Book: No materials may be used for this portion of the exam.
1000	Digital Cameras and Upload Catch Estimation Log Photos	Bill Greer Kevin Meyer	Hands on upload. What to bring: <ul style="list-style-type: none"> • Fully charged digital cameras and iPAQs with all accessories • iPAQ manual
1100	Gillnet Fisheries Continued Gillnet Fishery Gear Characteristics Log	Kevin Meyer	Introduction to the gillnet fishery, gear components and fishing practices of the northeast.
1200	LUNCH		
1300	Gillnet Trip Prep	Tania Lewandowski	Overview of Gillnet trip.
1315	Gillnet Fisheries Continued Gillnet Fishery Gear Characteristics Log Gillnet Fishery Haul Log Gillnet Exercise	Kevin Meyer	Instructions and activities designed to aid students in learning how to properly fill out the gillnet haul and gear logs.
HOMEWORK: Gillnet Scenario Take Home			
Readings: NOAA OLE Press Release: Penalizes Fishermen			
Editor of the Day: Brian Westell 1100-1630			

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
DAY 13 Wednesday	July 27, 2011		Tech Park: Training Room, Scituate Harbor
HOMEWORK DUE: Gillnet Take Home Scenario			
	<p>Gillnet Training Trip</p> <p>Rain Date: July 28, 2011</p> <p>What to bring: Safety Gear:</p> <ul style="list-style-type: none"> • Survival Suit with all attachments • PFDs (must be worn throughout trip) <p>Personal Gear:</p> <ul style="list-style-type: none"> • Sunscreen & sunglasses • Watch • Food • Water • Any needed prescribed medications • Wear layers • Hat 	<p>F/V Paula Lynn Training Trip Lead: Pete Canavin</p> <p>F/V Mary Elizabeth Training Trip Lead: Kevin Meyer</p> <p>Additional directions for day's events will be provided.</p> <p>Work Gear:</p> <ul style="list-style-type: none"> • Boots • Gloves • Foul weather gear • Pencils & Clipboard • Waterproof Notepad • Cheat Sheets • Biological Sampling Manual 	
Readings: iPAQ/Digital Camera Manual			

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
DAY 14 Thursday	July 28, 2011		
	<i>Sectors, Electronic Data Collection 2, Special Management Programs</i>		Tech Park: Training Room
HOMEWORK DUE:			
0800	Sectors and Sector Monitoring Overview	KB McArdle	Groundfish Fisheries; Amendment 16; Sectors; Sector Monitoring
0830	Sector iPAO Tabs	Pete Canavin Giovanni Ginesin Charles Dunlap	Instruction in the use of the SectorASM program for entering trip data
1000	Electronic Data Collection Part 2	Pete Canavin Kevin Meyer Giovanni Ginesin	Uploading instruction & practical exercise for the SectorASM trip data
1145	Gillnet Trin Review	TBD	Edited training trips will be returned to class and debriefed.
1200	LUNCH		
1300	Special Management Programs	Sara Weeks	USCA; Closed Area I; Closed Area II; Regular BDAS; Specialized gear
1400	Exam 2 Preparation	Tania Lewandowski	Practical exercise in uploading Sector ASM trip data
1415	Electronic Data Collection Continued iPAQ Exercise	Kevin Meyer Pete Canavin Charles Dunlap	What to bring: <ul style="list-style-type: none"> Fully charged iPAQ & digital camera with all accessories iPAQ manual
HOMEWORK: Skills Self Checklist (Due Day 15), Course Evaluations, Study for Exam II			
Readings: Review all readings and assignments for Exam II			

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
DAY 15	July 29, 2011		
Friday	<i>Exam 2, Data Quality, EMST, Guest Fishermen</i>		Tech Park: Training Room
HOMEWORK DUE: Skills Self Checklist(during mentoring session) and Evaluations			
0800	EXAM 2	Training Staff	A comprehensive examination, open book. What to bring: All notes, books, manuals, charged iPAQ, digital camera.
1045	Training Trips	Kris Tholke	Overview of training trips and what to expect from them.
1100	Data Quality and Data Evaluation	KB McArdle	What data quality means to the program and individual observer. Explanation of how data quality is evaluated in-house.
1200	Class Photos	Staff	
1200	LUNCH		
1300	NMFS Outreach	Tyler Staples	An overview of outreach materials and opportunities with the NEFOP program.
1330	Electronic Monitoring System Technology	Nichole Rossi Glenn Chamberlain	An overview of the 3 year pilot program and how it affects ASMs
1400	“What to Look Out For” Guest Fishermen Presentation	Capt. John Higgins Capt. Joe Jurek Capt. Steve Welsh Sara Weeks Tad Beagley	A presentation and talk for trainees from Captains on what to expect when first observing.
1500	Mentor Times	Training Staff	Mentoring schedule will be made for a one-on-one program debrief for all successful trainees.
1500	Turtle Kit Assignment	Bill Greer	Will run concurrently with mentoring times.