

SECTION J ATTACHMENTS

Attachment 15

NEFOP TRAINING TRIP POLICY

August 3, 2011

Each observer candidate, upon successful completion of the NMFS Observer Training Session, will observe their first trip with a certified training trip trainer. The first trip will be a *complete* gillnet trip and if possible will take place in the area the observer will be located. If there are no gillnet trips available on the sea day schedule then the first trip can be a bottom otter trawl trip or a scallop dredge trip both no longer than a day. It is required that the observer's first gillnet trip, regardless of what number trip it is for the observer, be a *complete* trip with a certified training trip trainer. If there are no gillnet trips on the Mid-Atlantic seaday schedule then the first gillnet trip, for Mid-Atlantic observers, will be a *complete* gillnet trip in the Northeast. If this occurs, and to avoid delays, the Mid-Atlantic observer candidates should be scheduled as a priority over observer candidates from the Northeast. If, after a week, a Mid-Atlantic observer has not been able to accomplish a Northeast training trip the Data Editor Lead and the Data Quality Lead will evaluate the situation and take appropriate action. If the first two options aren't possible then the observer's first trip can be a on a gear type other than gillnet. This last option should be implemented only if timely coordination is impossible and would require approval by the Data Editor Lead or Data Quality Lead. The idea is to have the first gillnet training trip be *complete*, if at all possible. The next 3 trips are considered 'training trips', and are coded as such in the database (program code 010). The observer is working independently during these trips, but is still considered to be in training status and is restricted to day trips. It is preferred that new observers complete an otter trawl training trip with a certified training trip trainer as one of the 3 training trips, but it is not required.

Each training trip must be sent to Falmouth Technology Park immediately (observers should be sending individual trips in after landing and overnight them through the mail system); training trips will be edited as a priority over other trips and data editors will be in contact with observers after each trip has been fully edited. As a general rule, observers should not be sent out on another training trip until their editor has contacted him/her, and the Data Editor Lead has sent an e-mail approving the observer for their next training trip. After the 4th training trip the Data Editor Lead and Data Quality Lead will review the data and if approved, the observer will become 'NMFS certified'. Once certified, trips will no longer be coded as 'training trips' in the database. Soon after the observer has been certified they will be required to meet their editor at Falmouth Technology Park for a debriefing, which will be scheduled by the data editor. If not logistically convenient the observer and editor will set up a phone debriefing. After certification, and upon approval from the Data Editor Lead and the Data Quality Lead, the observer may begin to schedule multi-day trips.

The observer's first multi-day trip must not be a trip that has special reporting requirements (i.e. US/Canada Management Area, Regular B-Day Program, Access Area Scallop, Haddock Hook Special Access Program, etc.). The observer must hear from their editor after their first multi-day trip before going on another multi-day trip. However, while the trip is being edited, the observer may still go on day-trips of gear types they are already certified on.

The observer, at a minimum, must not go on more than one trip of a new gear type before being debriefed by their editor. This trip will be treated as a priority and as soon as the editor has completely edited it, the editor will call the observer to debrief them on this trip. If requested by the editor or the Data Editor Lead, the observer may be required to come to Falmouth Technology Park to be debriefed in person. The first trip of each new gear type observed, and the first *complete* gillnet trip observed, will be coded as a training trip (program code 010) for data quality purposes. It is the responsibility of the observer's Coordinator to contact the Data Editor Lead prior to scheduling the observer on a new gear type. The observer should code their trip as program code 010 when uploading their iPAQ. In addition, Area Coordinators must report a program code of 010 if calling/emailing in OBSCON for observers.

If for any reason, any of these protocols cannot be met, it is the responsibility of the Area Coordinator to contact the Program Manager. The Program Manager will then contact the Data Editor Lead and discuss the situation.

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Trip Trainer Certification Program

Training Trip Trainers are approved as trainers after successfully completing a trip with an FSB staff member acting in the role of a non-certified observer. The purpose of having a trainee go out with a Training Trip Trainer is to see if the trainer is capable of giving good, explicit guidance to the trainee on their first trip as an observer. The training trip is technically the trainee's trip meaning that they should be filling out the logs and using their observer I.D. The trainer is merely there serving as a guide to aid them with questions, possible protocol issues, and sampling techniques. The trainer should try to provide guidance on the most appropriate way to obtain accurate data during the course of the trip. For example, on the six-month questions log, if the trainer feels that the trainee could have asked the trip costs questions in a more suitable fashion, they should tell the trainee. Both the trainer and the trainee have their own responsibilities which are:

Responsibilities of Observer Trainer:

- Ensure that the trainee has successfully demonstrated the required skills to be an observer.
- Ensure trainee is following all NEFOP protocols.
- Provide guidance to the trainee when needed.
- Make sure the observer properly measured the gear.
- Aid the trainee in communication with Captain/crew.
- Make sure the trainee set up an adequate work station for sampling catch.
- Make sure the observer is identifying all species correctly.
- Ensure the observer is properly sampling catch according to program protocols.
- Make sure the observer properly documents and samples all incidental takes.
- Recommend ways on how to deal with large catches.
- Make sure the trainee uploaded their data successfully with their iPAQ.
- Make sure the trainee asks a Captain if they want a copy of their data and/or a comment card.
- Sit down with the trainee after the trip to review (looks for blanks, major problems, etc...) their data sheets with them. This is not intended to be thorough review of the data, as the editor is responsible for that.
- Contact KB McArdle if there are significant problems with the trip and/or collection of data.
- Fill out the Observer Training Trip Requirement worksheet (attached below) after the trip and either e-mail (Katherine.McArdle@noaa.gov) or mail (25 Bernard St. Jean Drive, Falmouth MA, 02536) it directly to KB McArdle. If e-mailed, Jack Harrington (jackh@aisobservers.com) should be carbon copied. The purpose of this worksheet is to keep up-to-date records on the progress of the observer trainees, and to ensure that each trainee has shown that they have the skills to be a

successful certified observer. This worksheet will become part of their trip file and a permanent part of their record. Please complete and return it as soon as possible after the trip has landed.

Responsibilities of Observer Trainee:

- Perform all duties of an observer.
- Bring all of their own gear for the trip.
- Fill out all paperwork required for trip.
- Take samples/lengths from priority species depending on gear type.
- Sample incidental takes as required.
- Communicate with the Captain/crew as an observer would.
- Upload OBSCON data using the iPAQ.
- Ask questions to trainer when unsure of what to do.
- Contact editor if there are questions that trainer cannot answer.
- Overnight trip to FSB after it has been thoroughly reviewed.

Observer Training Trip Requirements – for certified trainers sq

7/24/06

Objective: This check-off list will provide certified observer training trip trainers with an outline of items that the Observer Program expects, at a minimum, to be covered during observer training trips. In addition, this check-off sheet will aid in standardizing training trip protocols.

Please check-off if the observer trainee completed each activity successfully, rate the trainee’s performance level from 1 -5 (*1 = expert level and 5 = unknowledgeable*) and comment on the trainee’s competence with each activities completed (use the back if you need additional space). Please send this sheet in **as soon as possible** using the pre-labeled and pre-stamped envelope.

Observer Training Trip Trainer: _____

Tripid: _____

Observer Trainee: _____

Date of Trip: _____

Activity	Check if completed	Rating 1-5	Comments
Able to interact with capt. & crew in a positive manner			
Complete the Pre-Trip Vessel Safety Checklist			
Establish an operational sampling station			
Collect economic information			
Record gear & its configuration			

Record lat/long or loran for start and end haul times			
Demonstrate where & how a mammal haul watch would be performed			
Record data from observed hauls in an organized manner			
Collect length frequencies and age structure samples from priority species			
Record water temperature			
Collect incidental take data and samples (<i>if an incidental take occurs</i>)			
Ability to identify all species correctly			
Understanding of how to sample priority species efficiently			
Understanding of how to estimate and subsample catch			
Upload iPAQ OBSCON information			
Overall attitude & ability to perform duties			

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Attachment 17
NORTHEAST FISHERIES SCIENCE CENTER
Individual Statement of Non-Disclosure

This is to certify:

1. It has been determined by **Name of Supervisor:** _____

Title: _____ **Organization:** _____

that in order for me to carry out my fisheries-related work assignments I require access to NMFS Government computer systems and/or NMFS data files which may contain information declared to be held confidential by NMFS. My affiliation with the NMFS Northeast Regional Office or the Northeast Fisheries Science Center is:

(Check one)

NMFS Employee/volunteer/guest/contractor _____
(Choose one)

Other Federal Government Employee (agency) _____ and division _____

State Employee (state) _____ and division _____

2. Are you a Foreign National? (yes/no) _____ country _____

3. In using NMFS computers and data I agree to uphold the government's security provisions for preserving the safety and integrity of the systems accessed and protecting against misuse or destruction of the computer systems and data being accessed.

4. I have read NOAA Administrative Order 216-100 (PROTECTION OF CONFIDENTIAL FISHERIES STATISTICS) and/or NOAA Administrative Order 212-13 (NOAA Information Technology Security Policy).

5. I am fully aware of the civil and criminal penalties for unauthorized disclosure, misuse, or other violation of the confidentiality of such statistics.

6. I will not knowingly disclose any statistics identified as confidential under this agreement to any person or persons, except as authorized by the NMFS Assistant Administrator for Fisheries, or the Administrator's designee, in accordance with the law, as authorized by the NOAA office of General Counsel.

Name of User

Signature

Date

Name
(Supervisor/Program Mgr)

Signature

Date

Access Certification

Signature of the NEC-ITSSO

Date

NORTHEAST REGION/NORTHEAST FISHERIES SCIENCE CENTER
Individual Computer/Network/Data Access Agreement

PERSON REQUIRING ACCESS:

Last _____ First _____ Initial _____

<u>Organization Information Only:</u>	
Organization _____	
Street Address _____	
City _____	State _____ Zip Code _____
Office Phone:() _____ E-Mail/Internet Address) _____	
<u>Personal Phone</u> _____	<u>Personal E-Mail/Internet Address</u> _____

NOTE: For NMFS Employees:

Laboratory/Division/Branch _____ / _____ / _____

EMPLOYER/SPONSOR:

NMFS
 Other Federal Agency
 State Agency
 Fishery Mgt. Council
 Other _____

EMPLOYMENT STATUS:

Regular Staff
 Contractor (Specify Contract #) _____
 Commissioned
 Associate (check type)
 student; intern; post-doc; guest; volunteer

SPECIFIC ACCESS REQUIRED:

Network (Unix) Account (Lab. Location: WH, NA, MI, SH, NSL,OR)
 Email Account Oracle Account
 Data Only; No Account Other _____

LENGTH OF TIME ACCESS IS REQUIRED:

<u>Temporary Staff Only</u> (Contractors, Associates, Other nonpermanent staff)	
Start Date: _____ (mm/dd/yyyy)	End Date: _____ (mm/dd/yyyy)

<u>Permanent Staff Only:</u>	Start Date: _____ (mm/dd/yyyy)
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DESCRIBE DATABASE ACCESS REQUIREMENTS: _____

NOTE: NEFSC standard fisheries databases, i.e. ecosystems survey, (svdbs); commercial fisheries, (cfdb); observer data (obdbs); Information for other NEFSC database systems available upon request.

For Fisheries Sampling Branch staff: Please check, if applicable. ()Data entry; ()Editor

For Ecosystems Surveys Branch staff: Please check, if applicable. () SVDBS Audit User

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Attachment 18

Shadow Trip Program Northeast Fisheries Observer Program

Goals and priorities

The primary goal of the shadow trip program is to provide an opportunity to exchange information in the field between observer program staff and with the fishing industry. During a shadow trip, a Fisheries Sampling Branch (FSB) staff member accompanies a Northeast Fisheries Observer Program (NEFOP) observer on an observed commercial fishing trip. During the trip the FSB staff member observes the observer and interacts with the captain and crew. They are assessing the observer's work load and sampling prioritization, as well as aiding with sub-sampling to increase accuracy, and getting feedback from the fishing industry regarding the observer program. There are multiple benefits for doing the trips:

For the fishermen - to have an opportunity to communicate their opinions on the program directly, to ensure observers are properly following protocol, and to have more of an opportunity to discuss the goals of the program and how data are used; and

For the observer - to work cooperatively to obtain a higher sub-sampling rate, to describe challenges with data collection while at sea, and to discuss data collection priorities; and

For the FSB staff member - to assess the observer's work load, to address consistency of following sampling protocols among observers, to improve training by testing data collection protocols, to collect digital photographs and/or video of observers sampling to be used in training and education, to address individual observer's data quality and performance.

During these trips, the observer is expected to follow the regular trip protocols - same trip logs, regular trip numbering, etc. The FSB staff member observes the observer working, and also helps to sample, sort catch, collect length frequencies, age structures, etc. and all is submitted along with the observer's trip. The FSB staff member and the observer act as a team in working up the catch and getting the gear measurements, with the observer taking the lead in data collection. The first priority is to learn about the fishing operations and provide an opportunity for communication with industry members (not just the captain, but crew members as well). The second priority is to assess the method of data collection techniques applied by the observer. The third priority is to gain hands-on experience in sampling and identifying species and gear.

Qualifications of the FSB staff accompanying the observer

FSB staff members participating in this program have the same qualifications as those required to be a NEFOP observer. They have a Bachelor's degree with a major in one of the biological sciences from an accredited four-year college or university. They are certified by a physician to be physically fit to work as an observer. They have a current certification for CPR. They have passed all federal security clearances. Experience at sea is highly recommended and previously

certified observers are preferred. FSB staff members have previous experience on observer training trips on commercial fishing vessels.

FSB staff member gear for shadow trips:

- The FSB staff member brings the following gear, supplied by the FSB:
- Personal Locator Beacon
- Immersion suit, USCG approved
- PFD, USCG approved
- Strobe light
- Signal mirror
- Guides for fish, birds, seals, and cetaceans
- Observer Manual and Biological Sampling Manual
- Foul weather gear – jacket, pants, and boots
- Rubber gloves
- Cotton gloves
- Latex gloves
- Digital camera and/or camcorder
- Binoculars
- 5-gallon plastic bucket
- Waterproof notebook
- Pencils and pens
- Checklist of items to review with observer while at sea

Program coordination

Shadow trips are approved and requested by the Branch Chief. FSB staff members may have input on the Shadow Trip Program. The Area Leads and Data Quality Lead are also involved in the coordination of trips. Working with the Branch Chief, the Data Quality Lead will keep a record of the shadow trips that have been completed, selection of observer candidates, and FSB staff involvement. Once the need for a trip has been identified, the Branch Chief notifies the Contracting Officer Technical Representative (COTR). The COTR then notifies the observer provider contractor, and trip planning starts. FSB staff members will convey their needs to the contractor and the most efficient way to coordinate the trip will be followed. If multi-day trips are done, the FSB staff member will submit a meal reimbursement form to the contractor, along with the observers. NMFS will reimburse the contractor for those costs. The Statement of Work specifies that the Contractor shall: [C.4.3.12] **“compensate vessels at a rate of \$40 per day (for every completed 24 hour period) to cover observer accommodation and food costs while aboard the vessel for trips lasting longer than one (1) day (i.e. 24 hours) (Section B Supplies or Services and Prices/Costs Vessel Meal Reimbursement CLIN 0005, CLIN 0010, CLIN 0015, CLIN 0020, CLIN 0025, and CLIN 0030). “The contractor shall provide a report for all vessel meal reimbursements provided within the last monthly period.”** In addition, meal reimbursements are only provided on “federally funded deployments”.

Trip planning and selection

There may be multiple methods used to determine when and where a shadow trip is needed. FSB staff may need to do outreach in a particular port or fishery, new sampling techniques may need to be tested, observers may need a specific refresher, or an FSB staff member may need the field experience. Therefore, trips may be targeting a particular vessel, port, fishery, area, observer, or FSB staff member. When there is no particular problem that needs to be addressed, an observer may be selected at random. This experience should provide insight to all involved and enhance the work environment.

Legislative Guidance on the Release of Confidential Information

Information collected during such shadow trips is considered observer information. The release of CONFIDENTIAL observer information is guided by the provisions on confidentiality in the Magnuson-Stevens Reauthorization Act (Section 402(b) and Marine Mammal Protection Act. The following guidance should be used in releasing CONFIDENTIAL observer information. Details on specific access to confidential data are included in NAO 216-100.

Observer information shall be confidential and shall not be disclosed, except in accordance with the requirements of the Magnuson-Stevens Reauthorization Act (Section 402(b)).

When providing confidential information, the release **MUST** be supported by one of the exceptions under the Magnuson-Stevens Reauthorization Act (Sections 402(b)(1) and 402(b)(2)).

In conclusion

Through this team effort, we expect to build a professional partnership between observers, FSB staff, and the fishing industry and achieve a common goal of collecting representative and accurate data of high quality.

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Data Quality Rating

NMFS staff members involved with the everyday monitoring of data quality, particularly the Data Quality Lead, will evaluate the quality of services provided by the NEFOP Observer, and will document the performance evaluation.

Specific positions and responsibilities detailed in the following sections describe the schedule, methods, and tools for evaluating performance:

Biannually a report developed by the NEFOP Data Editors, Data Quality Lead and various Fisheries Sampling Branch (FSB) staff will be generated for each NEFOP Observer that are currently active in the program at the time the report is due. The report will contain criteria such as communication with NMFS staff, data quality in general, field performance and work ethic. The Data Quality Lead is responsible for communicating directly with the NEFOP Data Editors and ensuring consistent evaluation efforts are used. At the end of each evaluation period, the Data Quality Lead documents the Data Editors' and FSB staff collective assessment of each NEFOP Observer performance and presents the findings to the COTR. The COTR would then forward the results to the contractor. Once the contractor receives the bi-annual evaluations of the NEFOP Observer's, the contractor should disseminate results directly to the NEFOP Observer. Questions regarding the results of the evaluations should be directed to the COTR.

DOCUMENTATION AND REPORTING

Documentation

- (1) Documentation is required to record and report NEFOP Observer performance. The Data Quality Lead will maintain accurate records of the NEFOP Observer's performance and keep the COTR informed of all data pertaining to the NEFOP Observer status. This documentation will support the Quality Lead's evaluation of the NEFOP Observer's performance.
- (2) The Data Editors may use the Data Quality Evaluation Form to record both the positive and negative evaluations of the NEFOP Observer's performance. Note that the format will require documentation that reflects the editor's understanding of what the NEFOP Observer was supposed to do, and what was actually done.
- (3) The Evaluation Form may be used to assist in the bi-annual report developed by the Data Editors, Data Quality Lead and FSB staff. The Evaluation Forms will be stored directly with the NEFOP Data Editor. When appropriate, the Data Quality Lead may investigate the event further to determine if all the facts and circumstances surrounding the event were considered.

Reporting

Data Quality Lead Report - At the end of each evaluation period, the Data Quality Lead will review all evaluation reports developed by the Data Editors and forward onto the COTR. It is the responsibility of the COTR to review the reports and provide any additional information to the contractor.

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NEFOP Gear List

For each observer attending training and certified, the following items available for inspection by NMFS before the first day of training and available for use during the training:

Item Description	Quantity Per Observer
Personal Locator Beacon	1
Immersion suit, USCG approved	1
Personal Floatation Device, USCG approved with CO2 and manual inflation Strobe light, USGC approved (ACR C-light CE) Signal mirror	1
Whistle	1
12 lbs scale – Scales must be capable of withstanding exposure to water and sea spray. The scales should be durable, require minimal maintenance, and facilitate ease of use for the observer.	1
100 lbs scale – Scales must be capable of withstanding exposure to water and sea spray. The scales should be durable, require minimal maintenance, and facilitate ease of use for the observer.	1
10 ft measuring tape, fiberglass	1
50 ft measuring tape, fiberglass	1
12” caliper, stainless steel, Mitutoyo	1
18” caliper, stainless steel, Mitutoyo	1
Fish measuring board – must accommodate measuring strips	1
Scallop measuring board – must accommodate measuring strips	1
Water thermometer, protected in a stainless steel or plastic housing	1
Pit tag scanner	1
4 cup/liter graduated plastic container	1
HP iPAQ Classic 110 (or latest equivalent model as approved by NMFS)	1
Waterproof housing, such as an “otter box” for HP iPAQ	1
Solar powered calculator	1
Foul weather gear – jacket, pants, and boots (provided by the observer or provider)	1 set
Rubber gloves	2 pair
Digital Camera, Olympus Stylus-850SW	1
Orange Fish Bushel Baskets – minimum of 3 (up to 10 may be required in certain fisheries)	1
Cotton glove liners	2 pair
Latex gloves	6 pair
Clip board, fold over cover aluminum Binoculars – 7 x 50, rubber armored	1
Disposable camera	1
Knives	2
Sharpening stone	1
Stainless steel forceps	1
Permanent marker	6
Pencils	
12 x 12 baggies	50
Large, heavy duty trash bags	25
12-inch cable ties	10
1-cubic foot Styrofoam cooler	1
5-gallon plastic pail	1
Cooler ice packs	6

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NEFOP Gear List

The following items will be provided by NMFS before, on, and/or during training:

Item Description	Quantity Per Observer
Write-in-rain notebook	As Needed
Age envelopes (non-lined)	As Needed
Age envelope liners (cut up paper)	As Needed
Diaries	As Needed
Fish board measuring strips	As Needed
Scallop board measuring strips	As Needed
Measuring stick (probe for determining depth of fish pile for volume estimates)	As Needed
Tyvek tags, pre-printed for samples	As Needed
Tyvek tags, blank	As Needed
Marine mammal yellow tags	As Needed
Sea turtle tags	As Needed
Sea turtle pliers	As Needed
Observer Program Manual	As Needed
Observer Biological Sampling Manual	As Needed
Observer cheat sheets Observer Training Manual Regulatory compliance folder	As Needed
Marine mammals and turtles field guides	As Needed
Requiem shark field guide	As Needed
Peterson's Guide to Atlantic Coast Fishes	As Needed
Peterson's Guide to the Atlantic Seashore	As Needed
Beached Birds, A COASST Field Guide to the North Atlantic	As Needed
National Geographic Field Guide to Birds of North America	As Needed
Fishes of the Gulf of Maine – Bigelow (recommended, but not required at sea)	As Needed
Copies of blank logs, worksheets, and workbooks	As Needed
Marine mammal digital temperature probe, 1FTaylor model #9842	As Needed
Marine mammal work slate	As Needed
Marine mammal sampling bag	As Needed
Satellite phone (for emergency situations only)	As Needed
Panasonic Rugged laptop computer (when programming is complete and tested)	As Needed
Marel Motion Calibrated Platform Scale	As Needed
Lifeboat	As Needed

NORTHEAST MONTIOR TRAVEL VOUCHER FORM (11/04/10)

NAME:		Page _____ of _____		
MONITOR/OBSERVER ID:	DATE:	DATE:	DATE:	DATE:
PRIMARY PORT:	TRIP ID:	TRIP ID:	TRIP ID:	TRIP ID:
From (City/State)				
Time of Departure				
To (City State)				
Time of Arrival				
POV (Privately Owned Vehicle) MILEAGE EXPENSES: Mileage Rate: _____				
Miles Claimed:				
A) Total Mileage (Multiply Total Mileage by Mileage Rate)				
MISCELLANEOUS EXPENSES No receipts required for expenses under \$75.00				
Lodging Tax				
Parking				
Tolls				
Taxis				
Other:				
B) Total Miscellaneous Expenses:				
PER DIEM RATE: Lodging: _____ MI&E: _____ Day of Departure, Day of Return, MI&E is 75%				
Lodging - Receipts Required				
MI&E (Meals and Incidentals) - No Receipts Required Allowance for meals not provided. If aboard vessel all day, no MI&E authorized.				
Breakfast _____ Lunch _____ Dinner _____				
C) Total Per Diem				
DAILY EXPENSES SUBTOTALS (A + B + C)				
1) TOTAL TRAVEL EXPENSES CLAIMED				
No Calls/No Shows (Vessel Name & Date Trip Scheduled)	Confirmation Number	A) Hourly Salary Rate	B) Total Hours	Paid Time (Multiply A by B)
Land Hours (Debriefing, Exit Interviews)	Date	A) Hourly Salary Rate	B) Total Hours	Paid Time (Multiply A by B)
2) TOTAL PAID TIME CLAIMED				
GRAND TOTAL CLAIMED (Add 1 and 2)				

Employee's Signature / Date

Supervisor's Signature / Date

Date Voucher Received

ADDITIONAL COMMENTS:

UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
National Marine Fisheries Service
Office of Law Enforcement
55 Great Republic Drive, Suite 02-300
Gloucester, MA 01930
(978)281-9213

Date: **October 1, 2010**

To whom it may concern:

The F/V _____, official number or state vessel license number _____, has been selected on _____ to carry a National Oceanic and Atmospheric Administration (NOAA) National Marine Fisheries Service (NMFS) certified observer, but has been deemed inadequate or unsafe to carry an observer due to the following conditions.

_____ The vessel does not have a current United States Coast Guard (USCG) Commercial Fishing Vessel Safety Examination (CFVSE) decal or written exemption from the decal requirement.

_____ The vessel does not have one or more of the following safety devices currently inspected, in working order, and in sufficient quantity:

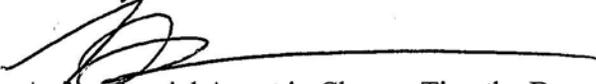
- _____ (1) Personal flotation devices/immersion suits;
- _____ (2) Ring buoys or other allowable flotation;
- _____ (3) Distress signals;
- _____ (4) Fire extinguishing equipment, when required;
- _____ (5) Emergency position indicating radio beacon (EPIRB), when required; and
- _____ (6) Survival craft, when required, with sufficient capacity to accommodate the total number of persons, including the observer(s), that will embark on the voyage.

Because this vessel has been selected to carry an observer on its next fishing trip, it is illegal for this vessel to engage in the following fishing activity without an observer on board.

- 1) Any Category I or II fishery currently listed under the Marine Mammal Protection Act.
- 2) Any federally permitted fishery in the Northeast region listed in 50 C.F.R Sections 648.11(a) and 697.12. Currently, those species are Atlantic sea scallops, NE multispecies, monkfish, skates, Atlantic mackerel, squid, butterfish, scup, black sea bass, bluefish, spiny dogfish, Atlantic herring, tilefish, Atlantic deep-sea red crab; summer flounder (moratorium permit), and American lobster.

An observer cannot depart on this vessel until the corrective measure(s) have been completed. If the vessel fishes in one of the fisheries listed above without carrying an observer or receiving a waiver to carry an observer, seizure of the vessel's catch, termination of the trip and/or civil penalty assessments to the owner and/or operator of the vessel may occur. Once the corrective measure(s) have been completed, please contact **Sara Wetmore for Northeast Vessels at (508) 495-2227; (508) 642-6005 and Mike Tork for Mid-Atlantic Vessels at (508) 495-2339; (508) 274-4859.**

Sincerely:


Acting Special Agent in Charge, Timothy Donovan
NOAA Fisheries Office of Law Enforcement

*The following is a list of examples that you should/could check while doing a vessel walk through. They are listed here to assist you in determining the relative safety of a particular vessel. The list is not comprehensive, but one that is intended to start you thinking.

- Does the vessel seem well maintained? Is it neat, clean and being maintained by a careful and prepared crew?
- Any visible hydraulic leaks?
- Is the vessel being used for the purpose it was originally designed? Have significant changes been made?
- Do obvious hazards exist? Note potentially hazardous areas/conditions. ALWAYS USE CAUTION AROUND WINCHES.
- Identify water tight doors. Can they be secured in case of severe weather or emergencies?
- Are the hatches or passageways blocked or difficult to get to?
- Does the deck gear appear to be in good working condition? Identify unsafe areas. Note overhead wires or rusted/worn shackles or blocks.
- Is the vessel long overdue for a haul out (excessive growth at waterline or hull paint in poor condition)?
- How often is the bilge pump going on?
- How is the fish hold covered? Is hatch readily available and in good condition? Are there other openings in the deck and are good hatches in place or readily available?
- Would anything prevent you from abandoning ship from the living quarters?
- What are the escape routes from every part of the vessel you might find yourself?
- Visualize egress for all possible scenarios (fire, flooding, capsized, dark, etc.) and mentally note landmarks.
- What are the most combustible items on board and where are they stored?
- Are there any exposed exhaust pipes/manifolds that might pose burn hazards?
- Is there heavy equipment on deck that is not latched down?
- Are there any exposed drive chains, pulleys or belts?
- Would you be able to access the life raft if conditions were icy or the wheelhouse was on fire?
- Wood hulls: Rust stains between planks?(may indicate weak fasteners). Protruding planks or inconsistencies in the hull? (may indicate broken frame/fasteners). Wood rot present? (if yes, likely to be worse in unseen areas).
- Are there safety issues involved with boarding?
- Is the number and size of the scuppers sufficient to be effective? Do they become plugged during fishing practices?
- Is there a station bill posted and is your role clear during all shipboard emergencies?
- Are there emergency instructions, or did the captain (or designee) give safety orientation, explaining the following: survival craft embarkation stations; survival craft assignments; fire/emergency/ abandon ship signals; procedures for rough weather; procedures for recovering man overboard; procedures for fighting fire; essential actions required of each person in an emergency?

***Required to conduct at least 1 of the following: 1) orientation, 2) safety instructions or 3) safety drills.**

*The following are examples of things to consider related to the vessel design or fishing practices in determining general concerns with vessel stability.

- Note the roll period of the vessel. Generally a boat with a quick, snappy roll is more stable than a boat that has a slow or sluggish roll period. A boat that seems to hesitate on its side, before righting, could be unstable.
- Does the vessel list excessively?
- Do the fishing practices involve a pattern of towing heavy bags or dumping the catch to one side of the vessel?

Comments

Stability

WHEN WAS THE LAST TIME YOU CHECKED YOUR PERSONAL SAFETY EQUIPMENT?

Please check the method you used to verify the EPIRB hydrostatic release and battery expiration dates:

- Visual inspection; record card number and date issued below
- EPIRB Visual Inspection Card (EVIC); record card number and date issued below
- Approved USCG documentation (comments required)

EVIC card number Date issued (MM/YY)

Observer signature _____ Date _____

**SECTION J
ATTACHMENTS**

Attachment 24

**LOCATION OF NEFOP TRIPS IN 2010
(By Number of Trips, Seadays, and Vessels Observed per Port)**

PORT LAND	DAYS	TRIPS	VESSELS
NEW BEDFORD, MA	1440	227	86
GLOUCESTER, MA	1100	374	95
POINT JUDITH, RI	609	251	58
BOSTON, MA	323	45	17
PORTLAND, ME	276	80	28
CAPE MAY, NJ	177	45	31
POINT PLEASANT, NJ	163	99	25
HAMPTON, VA	152	32	20
CHATHAM, MA	151	102	26
WANCHESE, NC	140	49	28
BARNEGAT LIGHT/LONG BEACH, NJ	129	120	33
BELFORD, NJ	124	75	15
DAVISVILLE, RI	118	11	5
NEWPORT NEWS, VA	107	22	17
ROCKLAND, ME	106	30	4
SCITUATE, MA	96	81	17
MONTAUK, NY	94	60	25
CHINCOTEAGUE, VA	81	62	24
OCEAN CITY, MD	71	38	8
STONINGTON, CT	69	23	10
VINALHAVEN, ME	69	15	1
HATTERAS, NC	66	53	15
LOWLAND, NC	53	9	5
VIRGINIA BEACH/LYNNHAVEN, VA	51	51	13
ENGELHARD, NC	44	14	8
SHINNECOCK, NY	41	36	17
HYANNISPORT, MA	38	26	10
NORTH KINGSTOWN, RI	33	3	2
STONINGTON, ME	33	21	3
MATTITUCK, NY	30	30	8
BEAUFORT, NC	27	5	5
NEW LONDON, CT	27	5	2
PROVINCETOWN, MA	27	23	8
SEABROOK, NH	26	26	8
ATLANTIC, NC	24	24	8

OTHER ACCOMACK, VA	21	18	5
NEWINGTON, NH	19	7	2
PORT CLYDE, ME	19	6	5
PORTSMOUTH, NH	19	19	7
FALL RIVER, MA	18	6	3
OTHER DARE, NC	18	14	7
FALMOUTH, MA	17	17	7
HAMPTON, NH	17	16	7
LITTLE COMPTON, RI	17	13	5
NEWPORT, RI	15	7	5
BARNEGAT, NJ	11	9	8
WESTPORT, MA	11	4	3
ORIENTAL, NC	10	3	2
PROSPECT HARBOR, ME	10	4	3
RYE, NH	10	9	3
SNEADS FERRY, NC	10	10	4
SWANS ISLAND, ME	10	9	1
MARSHFIELD, MA	9	8	2
OTHER NEW HANOVER, NC	9	9	6
OTHER WASHINGTON, RI	9	1	1
POINT LOOKOUT, NY	9	4	3
REEDVILLE, VA	9	9	1
CAROLINA BEACH, NC	8	8	2
HARWICHPORT, MA	8	4	2
OTHER BRUNSWICK, NC	8	6	2
TIVERTON, RI	8	6	3
CAPE CHARLES, VA	7	1	1
KITTERY, ME	7	2	2
OTHER MATHEWS, VA	6	6	4
ROCKPORT, MA	6	5	3
SWAN QUARTER, NC	6	3	1
MATHEWS, VA	5	5	4
NEWBURYPORT, MA	5	5	2
WACHAPREAGUE, VA	5	5	3
EAST HAMPTON, NY	4	4	2
OTHER HERTFORD, NC	4	4	1
BELMAR, NJ	3	2	1
FREEPORT, NY	3	3	3
HYANNIS, MA	3	2	2
JONESPORT, ME	3	1	1
OTHER HYDE, NC	3	3	1
SEA ISLE CITY, NJ	3	3	1
CUNDYS HARBOR, ME	2	1	1
DAVIS WHARF, VA	2	2	1
GREENBACKVILLE, VA	2	2	1
HAMPTON/SEABROOK, NH	2	2	2
ISLIP, NY	2	2	1

MARBLEHEAD, MA	2	2	1
OTHER CARTERET, NC	2	2	1
OTHER NORTH CAROLINA, NC	2	2	1
OTHER R.I., RI	2	1	1
SANDWICH, MA	2	2	1
AMAGANSETT, NY	1	1	1
BASS HARBOR, ME	1	1	1
BOOTHBAY HARBOR, ME	1	1	1
BRIELLE, NJ	1	1	1
CAMP ELLIS, ME	1	1	1
GREENPORT, NY	1	1	1
HAMPTON BAYS, NY	1	1	1
KENNEBUNKPORT, ME	1	1	1
OTHER CHOWAN, NC	1	1	1
OTHER CURRITUCK, NC	1	1	1
OTHER PASQUOTANK, NC	1	1	1
PLYMOUTH, MA	1	1	1
SACO, ME	1	1	1
SALTER PATH, NC	1	1	1
SOMERSET, MA	1	1	1
TOTALS	6552	2480	842