

Pelagic Longline Observer Program
Field Diary Guidelines

I. OUTLINE

A. COVER

1. Record Observer/ Trip Identifier unique to each deployment
(A deployment begins when you leave home and ends when the data is completed and sent to the coordinator.)

B. PAGE

1. Begin each new trip or deployment period on a new page.
2. Use both sides of page.
3. Record Trip identifier on each page and number pages within a trip
4. Record Date in the center of each page with a space between days
 - i. Record at least one entry for each calendar day
 - ii. Record date on each page, if additional pages are used
5. Record Time for each entry made during a single day use 24 hour clock
 - i. Record time at left edge of page separate from text
 - ii. Record entries as soon after occurrence as possible
(All information should be recorded in real-time, not as a summary of the trip)

C. ENTRY

1. Documentation should be a record of facts and observations made during a deployment and all billable hours
 - i. Record entry to the right of time, so that time is separate and easily read
 - ii. Entries should be concise and provide necessary detail of facts or observations.
 - iii. Use of verbs to describe activities is best (travel, speak, set, haul, transit, check, weigh etc.)
 - iv. Do not use white out to make a correction; draw a single line through the error and continue.

D. WHAT TO INCLUDE

1. Departure and arrival time at dock
2. Port city of departure and arrival
3. Begin/end set# time, position, temperature
4. Begin/end haul# time, position, temperature
5. Catch Summary
 - a. target species total
 - b. bycatch species total
6. Sample Log
7. Photo Log
8. Weigh-out
9. Travel and Expenses
10. Daily activity (standing by for departure, completed Safety Check, transiting to fishing grounds, laying to for weather, etc.)
11. Compliance situations (who, what, where, when) resolved or not
12. Interactions with any enforcement agency (NOAA OLE, USCG, state F&W)
13. Weather observations
14. Other fishing boats in the area
15. Marine mammal or turtle sightings (interaction versus involvement)