

PROTOCOL FOR TRANSCRIBING HMS TRIPS (UPDATED 11/05/2008)

1) Trips must have the following three types of sheets before they can be processed:

1- A Trip Summary form (blue or purple);

2- Set form(s) (white); and

3- Weigh out sheet(s)

If any one of these sheets is missing, the trip is considered to be incomplete. For incomplete trips, please place all received forms on the table outside of Matt's office for review. If the issue cannot be resolved, the trip may be sent back to permit holder for resolution. Matt will decide if incomplete trips will need to be sent back to the vessels' captain/permit holder for completion.

NOTE: If the Trip Summary is submitted on the incorrect form (the green economic form or white fishermen's copy, or if the Trip Summary form from year other than year the trip was made), then a schedule number for the appropriate year must be added to the trip summary AND the economic form if submitted. You must ensure, however, that this schedule number is not going to be used again or be duplicated in the database.

2) Green copies of the Trip Summary forms containing 'Trip Expense and Payment Summary' information must be passed along to Sam McConnell for data entry. Be certain to date stamp the form and ensure that the Trip Summary Schedule number on the blue form corresponds to the Schedule Number on the green economic form before giving it to Sam.

NOTE: Please only pass along the green economic form to Sam if the information has been filled out. If the vessel was selected to submit this information, but the green form was submitted blank, fill out and attach a "Send Back" cover sheet to the form and give this to Sam. Also, on occasion, the vessel doesn't settle out until the next trip, but the owner/operator usually submits the form blank but writes this in on the top of the 'Trip Expense' portion. In this instance, pass along the economic form to Sam, who can accommodate for this during data entry.

3) Date stamp the Trip Summary at the top of the form in the box indicated "NMFS Use Only: Received Date". Date stamp all Set Forms in the box indicated "Date Received (NMFS Use Only)" at the middle right of the page. Date stamp the weighout sheet on the back, or anywhere on the front that will not interfere with the coding process (See Matt for more information).

4) Six pieces of information from the Trip Summary Form need to be transcribed onto the front of the weigh out sheet. It is preferable to write this information on the top half of the weigh out sheet, but not along the top ¼ inch (except the Schedule Number) as this area is used for further processing of the forms. The six pieces of info are:

1- **Schedule Number** (please write this on the top left of the weigh out sheet)

2- **Vessel Name**⁺

3- **Vessel Number**⁺

- 4- **Port of Landing**⁺
- 5- **Date of Landing**⁺ (Do not use the date given for First Day Offload, even if this is the date given on the weighout sheet)
- 6- **Name of Dealer(s)**⁺

NOTE: If any of this information already exists on the weigh out sheet, is legible, and is easily located, it does not need to be re-written).

5) Write the Schedule Number on the top right of all the Set Forms in the box indicated, “NMFS Use Only.” While transcribing data from the Set Forms (see #6, below), please QC the set form information using the checklist of items in the document provided to this process.

6) Data from the Set Forms needs to be transcribed to the **back of the weigh out sheet** in a particular manner. Each set form should be checked for consistency at this time (see above for specifics).

LIST OF VALUES TO BE CHECKED WHEN PROCESSING SET FORMS

- **Gear code**- is it checked?
- Target**- is it checked?
- Check if the year of the form corresponds to the current year
- **Begin set time** is BEFORE **end set time**
- **Begin haul time** is BEFORE **end haul time**
- **Begin haul time** is AFTER **end set time**
- **Haulback date** is equal or after **set date**
- **Haulback date** corresponds to the date of the **beginning** of the haulback.
- The difference between the beginning and end of the **set** shouldn't be more than 12 hrs.
- If the difference between the beginning and end of the **haul** is more than 12 hrs., check the other sets to see if it is feasible.
- The **number of hooks** should be > 100 and < 2000. If outside this range, check other set forms for this trips or even set forms from previously received trips.
- The number of **light sticks** has to be LESS or EQUAL the number of hooks
- Number of hooks between floats** should be no more than 10 (15 at the most). If it is more than that, check set forms reported for previously received trips.

-Make sure to mark **Circle hook**, when hook information is left blank.

-Make sure to mark **Dead** when bait information is left blank if the vessel is fishing in the Gulf of Mexico; also when bait used is squid or mackerel. When hook and bait information is left blank, check observer status when possible.

-Double check all set forms for the corresponding **Schedule Number** from that trip and to make sure the **Vessel ID** is legible.

The data types that will be transcribed from set forms to weigh out forms are listed here and the manner in which this data is transcribed is illustrated below:

- A. **Location**. This is determined by looking up the Latitude and Longitude indicated on the Set Form using the Map of the Statistical reporting areas. A copy of this map may be provided if you do not currently have one.
- B. **Gear used**, written as the two-digit alphabetic DLS gear code:
 - i. Pelagic Longline – **LL**
 - ii. Bottom Longline – **BL**
 - iii. Handline – **HL**
 - iv. Buoy gear – **BG**
 - v. Harpoon – **HP**
 - vi. Gillnet – **GN**
 - vii. Bandit – **RR**
 - viii. Rod & Reel – **RR**
 - ix. Otter Trawl – **TR**
 - x. Green Stick – **RR**
 - xi. Other – use the handwritten gear specified in this section on the set form (ie code for Green stick= GS).
- C. The **Species** caught, **Number** of each Kept, and Estimated number of **Pounds Kept** (if available).

The manner in which this information is transcribed is as follows: location and the gear type are written together in a header format above the species information. The location should be written at the top left corner or center of the page. The gear type follows the location. For example, if a vessel was pelagic longlining and fishing using a rod & reel at latitude 25° 24 minutes, longitude 090° 59 minutes, then the back of the weigh out sheet would be written as:

LOC 8- LL

Species are written underneath the corresponding location and gear type in which they were caught. They are indicated with a three-digit alphabetic code in capitals, *underlined*, and in the order as found on the set forms. To keep the species in this order, space must be left to compensate for the remaining species. For example, swordfish (SWO) will always be written on the far left side of the sheet, while Albacore Tuna (ALB) will be found closer to the middle of the page. The number of fish kept is written underneath the underlined species code, and separated from the number of lbs. kept by a dash. Trips with multiple sets will have commonly caught species. Therefore, the numbers and pounds of each

species kept are written one below the other AS LONG AS the species are caught in the same location and using the same gear.

If several locations are fished during a trip, or different types of gear are used throughout a trip, the species caught must be indicated under a new header with the correct location and gear information.

Please note that if there is not enough room to write out the above information, or the back of the sheet is not blank, simply staple the weigh out sheet to a blank piece of paper and continue as indicated above.

An example illustrating the correct manner of writing up this data on the back of the weigh out sheet is also included with these instructions.

7) Initial all set forms at the bottom middle (under “Mail this coy to Logbook Program, Miami, FL) during the transcribing process to signify that the set forms have been QC’d by yourself before being submitted to David Rosenthal for yet another QC process, prior to data entry submission.

NOTE: All non-longline trips (HL BG RR TR HP GN) are “Trip” based, not set based. This means there should only be 1 set form for the entire ‘fishing activity’ (or 24 hour period) and all set information included on the **Trip Summary form** should be deleted (First set date, Last set date, # of sets all should be blank). On the **set form**, the Set Date should be the date fishing began and the Haul date should be the date when fishing ended. The Begin Set Time should also be the time fishing began, and the End set time should be the time fishing ended (begin/end Haulback should be blank). The 2007 set forms have been updated to be more accommodating to ‘Hook and Line’ gear types.

9) Separate the three types of sheets (the Trip Summary form, Set Forms, and Weigh-out sheets) into different piles). Give the weigh out sheets and the Trip Summary forms to Allison or Matt for pre-data entry coding/QC and data entry batch coordination. Give the Set Forms to Dave (his box is in Room 103 on top of the filing cabinet) for pre-scan editing.

END

COMMON SPECIES CODES USED

SWORDFISH AND TUNA	
Swordfish	SWO SWX= CHUNK
Bonito Tuna	BON
Bluefin Tuna	BFT
Skipjack Tuna	SKJ
Yellowfin Tuna	YFT YFT= CHUNK
Blackfin Tuna	BLF
Albacore Tuna	ALB ALX= CHUNK
Bigeye Tuna	BET BEX= CHUNK
OTHER SPECIES	
Escolar (also includes <i>Oilfish</i>)	OLF OLD= AGGREGATED WT
Dolphin (Mahi)	DOL DOD= AGGREGATED WT
Wahoo	WAH WAD= AGGREGATED WT
King Mackerel	KNF
Greater Amberjack	AMJ
PELAGIC SHARK	
Blue Shark	BSH
Mako, Longfin	LFM
Mako, Shortfin	MAK MOD=AGGREGATED WT
Oceanic Whitetip	WTS
Porbeagle	POB
Thresher, Common	THR
COASTAL SHARK	
Blacktip	BTP
Hammerhead (all species)	HMH
Atlantic Sharpnose	RHT
Sandbar (also includes <i>Brown</i>)	SBR
Silky	SLK
Spinner	SSP
Tiger	TGR

Species not KEPT are not transcribed onto the back of the weigh out sheet.

An example of the spacing needed to write out species on the back of a weigh out follows:
SWO BLF SKJ YFT BFT ALB BET OLF DOL WAH (shark species included here)