Procedures for Processing Coastal Logbooks

Southeast Fisheries Science Center

Fisheries Statistics Division

Fisheries Monitoring Branch

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Receiving and Preparing Logbooks for Data Entry

Opening mail

It is everyone's responsibility to make sure mail is picked up from the post office. Check with your co-workers to see who will pick it up each day. Logbooks are sorted into piles of logbook type. All No fishing and Reef logs received with a start date more than 3 months prior to current date are to be placed in a separate pile to be checked with delinquent list. Once mail is opened, the opened date is stamped on each logbook form. If a Sendback form is received with a rewritten logbook, keep them together.

Coding and stickering

While FLS provides the utility for catching errors to be corrected or returned to the fishermen, it is necessary to make sure the data on the logbook is entered correctly. Once coded each form has a sequential schedule number adhered to it.

Fishing forms

Look for:

1. Species code

All species written in must have a species code assigned to them (see species code list). Watch for species handwritten over pre-printed species names. Be extra careful if using the FLS species code list as it has all the NMFS species codes including Pacific fish, and uncommon codes for sizes that we do not use.

2. Weight

- We do not accept fractions of pounds as this often gets mis-entered by the data entry company. If you see a weight that has a fraction, white it out and provided the correct rounded weight. For example '25.5' or '25½' should be written in as '26'.
- If they write in 'lbs' after the weight, please cross that out as well.

3. Depth

If Depth is reported in fathoms, convert to feet multiplying it by 6 (i.e. 20 fathoms = 120 feet)

A properly completed logbook will have all the following fields completed. See logbook instructions for more details:

- Signature
- Vessel Number
- Vessel Name
- Phone Number
- Start Date
- Unload Date
- Days at sea
- Number of crew

- County or Parish
- State
- Dealer Name
- Date Received
- Gear section (at least one gear. Each with all the necessary boxes filled)
- Catch section (unless trip is 'No Catch')
    - Species
    - Species code- Valid NMFS code
    - Gutted OR whole weight (there may be some exceptions)
    - Gear Code- corresponding with what is reported in gear section)
    - Area- valid NMFS area found on grid map
    - Depth in feet

No fishing forms
Look for:
1. Received date
2. Vessel number
3. Permit type (at least one must be marked)

A properly completed no fishing form will have all the following fields completed. See logbook instructions for more details:

- Received date
- Vessel number
- Vessel Name
- Permit type
- Signature
- Phone number

Submitting to data entry
All forms are placed in folders in groups of 100 with the first schedule number written on the tab. Batch of folders is then given a cover sheet (printed from FLS) and sent of to scanning company. This is done every Thursday afternoon.

Loading data

- Data and images are obtained via ftp every Thursday afternoon or Friday morning. Using MS Explorer go to ftp://sys1p.iosnet.com/, right click and login as: Username: noaa   Password: chart31
  Save the current folder to N:/IOS DATA ENTRY. This should take about 10-15 minutes.
- Once the data is downloaded, open the MSAccess file (it will ask to convert, click 'yes') and save to N:/Users/pc_fls_data named as the batch number (i.e. F382A or N382).

- For the fishing batch open the table names NMFS_REEF_FORMAT and fill in all blank ‘Dealer’ fields with a bogus entry containing numbers and characters (i.e. fas0924). This ensures that the dealer code will be flagged in FLS. Close all.
- In FLS, go to Load Data → Trip Based → Trip Portion OR Load Data → No Fishing Logs. Enter the necessary information and click on load. It will prompt you will half to enter your FLS password to run the Access Macro. Click ‘OK’ when prompted.

Validating data

Once the data is loaded, go to Validate Data → Trip Based → Trip Portion → Scanned Data OR Validate Data → No Fishing. Enter the appropriate batch number and click on execute query. This will bring up all the errors and warnings for the batch.

Global Changes

Before you start addressing these, click on ‘Global Changes’ at the bottom.

Procedure for Loading Coastal and No-fishing Images into FLS

1) Move fishing image folder from N:\data entry company\folder (e.g. N:\STATCO_DATA_ENTRY\20110722) into temporary folder (e.g. N:\Users\Images\new_images_please_load_to_imageserver).
2) Open Oracle JDeveloper 10g.
3) Click on UploadImages (that is, the project name, which is below UploadImages)
    a) Click on green (run) button.
    b) A window will open prompting for the directory of images. Enter the directory for the batch of fishing images of interest (e.g. N:\Users\Images\new_images_please_load_to_imageserver\F2011594).
    c) Click on 'Go'.
4) Move fishing images from temporary folder to permanent folder (e.g. N:\Users\Images\Coastal\83.
5) Move no-fishing images folder into temporary folder.
6) Run step #3
7) Move no-fishing images from temporary folder to permanent folder (e.g. N:\Users\Images\No_Fishing\No_Fishing_2011).
8) Open SQL and log in
9) If no-fishing data is in the scan table, we should change batch number = to the same as the image batch just loaded (e.g. N594) at the bottom the program. Run program.

```
UPDATE FLS.FLS_INT_SCANNED_NO_FISHING
SET LOGBOOK_IMAGE_FILE = SUBSTR(SCHEDULE_NUMBER,5,6)
WHERE LOGBOOK_KEY IN
(SELECT LOGBOOK_KEY
FROM FLS.FLS_INT_SCANNED_NO_FISHING
WHERE BATCH_NUMBER IN ('N594'));
COMMIT;
```

10) If no-fishing data is in the master table, we should change batch number = to the same as the image batch just loaded (e.g. N594) at the bottom the program. Run program.

```
UPDATE fls.fls_logbooks_received
SET LOGBOOK_IMAGE_FILE = SUBSTR(SCHEDULE_NUMBER,5,6)
WHERE LOGBOOK_KEY IN
(SELECT LOGBOOK_KEY
FROM fls.fls_logbooks_received
WHERE BATCH_NUMBER IN ('N594'));
COMMIT;
```

Procedure for Printing & Mailing Coastal Sendbacks

1. **Introduction**
   Sendbacks are letters that are to be returned to the fishermen so that they may make corrections to a specific logbook form that had been submitted. Each letter pertains to 1 form submitted. An image of their logbook form will be printed on the back of each letter. This task should be completed in accordance with batch validations - about once a week.

2. **Creating the file**
   a. Create the file – FLS (done for record keeping purposes)
      i. In FLS, goto Track Logbooks → Return to Permit Holder → Trip Based
      ii. Click on blue square next to 'Batch number' box at top
      iii. From the list, select the batch number of interest and click 'OK'
      iv. On the main Sendbacks screen, click on the 'Get Send Backs' button in the lower left hand corner. Batch return records will appear in the table.
      v. Click on the 'Letters' button
      vi. A prompt to save a text file will appear. Name the txt file as the batch number (e.g. F99A.txt) and save in N:\Users\pc_fls_data\sendback)
      vii. Exit FLS

   b. Create the file – SAS
      i. In SAS, go to N:\Users\pc_fls_data\sendback and open 'Create-A-Sendback.sas' file.
      ii. In the 2nd line of the program, enter the batch of interest (i.e. %let BATCH = 'F599A';)
      iii. Save, Run, and Close the program

3. **Creating the letter**
   a. In the 'N:\Users\pc_fls_data\sendback' folder, open 'Sendback_letter.doc'
   b. A warning will appear, click 'Yes'.
   c. Change the date in the address box to the date of interest
   d. Save
   e. Click on 'Mailings' tab along top bar (location may vary depending on MS Office version).
   f. Click on 'Select Recipients → Use existing list' and select the batch-named excel file (e.g. 'F599A.xls') in 'N:\Users\pc_fls_data\sendback '
   g. Multiple tables will appear, select the top ('FLS_TO_MAIL') and click 'OK'

h. Click on ‘Finish & Merge → Edit Individual Documents’. A new word document will appear with all the sendback letters.

4. **Attaching the Images**
    a. With the cursor at the top of the new letter document, select ‘View Macros’ (Sendback macro will need to be set up if never used before. See Neil for this).
    b. Select the macro labeled ‘Sendback’ and click ‘Run’

5. **Print the letters**
    a. Open printing prompt
    b. In print properties, select 2-sided printing
    c. Print
    d. Close all word documents. DO NOT SAVE (these files are already saved, no need to take up extra space)

6. **Mailing the letters**
    a. Highlight all the errors on the logbook form images (a list of return reasons can be found in the batch xls file)
    b. Keeping the letters in order, fold all the letters
    c. Place folded letter (up to 8 letters for multiple letters), along with a folded return envelope, into windowed envelope.
    d. Seal & Mail.

Procedure for Checking for Coastal Duplicates

1. **Introduction**
   The coastal validations in FLS do not have a duplicate check between records in the scanned and master databases. This check therefore needs to be done external to FLS. While obvious duplicates can be deleted, there are instances when a fisherman may have submitted 2 or more logbooks for the same date range and they do not appear to be duplicate records. This generally happens for 1 of 3 reasons:
      1) Logbooks are for the same trip, but catch was sold to different dealers (They should only submit 1 form) .
      2) Logbooks are for separate trips on the same day.
      3) Dates on at least one of the forms is incorrect.

   To determine which one of these three instances has occurred, a letter must be sent.

2. **Creating the file**
   a. In SAS, go to 'N:\Users\pc_fls_data\sendback\level2_valid' and open 'Step1_SCANNED_dup_check.sas' file.
3. **
4. ******************
   a. In the 2nd line of the program, enter the batch of interest (i.e. %let BATCH = 'F599A';)
   b. Save, Run, and Close the program

5. **Creating the letter**
   a. In the 'N:\Users\pc_fls_data\sendback' folder, open 'Sendback_letter.doc'
   b. A warning will appear, click 'Yes'.
   c. Change the date in the address box to the date of interest
   d. Save
   e. Click on 'Mailings' tab along top bar (location may vary depending on MS Office version).
   f. Click on 'Select Recipients → Use existing list' and select the batch-named excel file (e.g. 'F599A.xls') in 'N:\Users\pc_fls_data\sendback '
   g. Multiple tables will appear, select the top ('FLS_TO_MAIL') and click 'OK'
   h. Click on 'Finish & Merge → Edit Individual Documents'. A new word document will appear with all the sendback letters.

6. **Attaching the Images**

a. With the cursor at the top of the new letter document, select ‘View Macros’ (Sendback macro will need to be set up if never used before. See Neil for this).
b. Select the macro labeled ‘Sendback’ and click ‘Run’

7. **Print the letters**
    a. Open printing prompt
    b. In print properties, select 2-sided printing
    c. Print
    d. Close all word documents. DO NOT SAVE (these files are already saved, no need to take up extra space)

8. **Mailing the letters**
    a. Highlight all the errors on the logbook form images (a list of return reasons can be found in the batch xls file)
    b. Keeping the letters in order, fold all the letters
    c. Place folded letter (up to 8 letters for multiple letters), along with a folded return envelope, into windowed envelope.
    d. Seal & Mail.

Discard Operations

These are a list of all of the discard operations that happen daily, weekly, and monthly.

1. Open mail and date stamp discards.
2. Put schedule labels on each discard. Be sure **not** to put sticker over **Version Date** in the upper right hand corner.
    a. Once out of labels, go to FLS to print out new schedule labels.
    b. Put the stickered forms into folders of **100 forms** each and label folders.
    c. Print out a **cover sheet** for batch. Be sure to include **new batch number** and the beginning and ending schedule number on cover sheet.
    d. Mail batch to **data entry company**.
        i. If the batch **does not have at least 300 forms**, wait to the following week to mail batch out.
3. Data will be put onto an FTP site from data entry company.
    a. Upload data from FTP site to our server to the folder: **N:\Users\pc_fls_data\Discard\JeremyDiscard\2011**
    b. Unzip data and save **access file** and **image folder** to the **same location**
        i. Now you can **delete** the Zipped File
    c. Open image file folder and copy images to this location: **N:\Users\pc_fls_data\Discard\DiscardImagesOriginal**
        i. Copy to appropriate folder within this location (ie. If images are number **60000** then copy to **folder 6**)
4. Go back to Access file and copy file to this location: **N:\Users\pc_fls_data\Discard\2011DiscardLoad**
    a. Rename file to **d_*** (* = whatever the batch number is)
5. Now open FLS to load batch
    a. Go to **Load Data – Trip Based – Discards Portions**
    b. Click Browse and find access file located: **N:\Users\pc_fls_data\Discard\2011DiscardLoad**
    c. Be sure **Batch Number** (D*) is same as file name (d_*)
    d. Click OK
6. Now we have to change some of the **Reason Codes** for the old version of forms
    a. Open **SQL** and log in
    b. Also Open **DISCARD_CHANGE** file located: **N:\Users\jhall**
        i. At the bottom of each program change **BATCH_NUMBER = 'D*'** to be the same as the batch just loaded
        ii. To view the changes that will occur, copy and paste one of the programs on the bottom of the file to **SQL** (only one program at a time)
            1. Check to make sure that the changes are correct
        iii. Once changes are verified, copy and paste one of the top programs of the file to **SQL** and press enter. Then type **/** Press **enter –** Type **commit –** Press **enter**
            1. Be sure to run all programs, and this will convert old codes to the newer codes

7. Now open FLS and go to **Validate Data – Trip Based – Discards Portion – Scanned data**
    a. Now click **Global Changes** at bottom of page
        i. Replace Species codes with appropriate codes by clicking the blue button and searching for the species code
    b. Once that is complete exit that screen and you go back to Scanned Data screen. Click the **Validate button**
    c. Now we begin the Validation process
        i. While Validating, pull out any forms that are missing data to be copied later
            1. If **Logbook Sched #** is missing, click on the **left blue button** next to that field to see if there is a trip that is associated with it. If the **Start dates** do not match up you may have to try to figure out if it belongs to that trip by looking at other trips and discards during the same time. You may have to change the start date, if they have entered in the **end date** on the discard or entered a different date during that trip. **Make sure you are positive that the discard is correctly associated with the right trip before you commit a change!**
            2. If there is a **'5'** in the **Condition code** field and the **Reason code** field is **blank**, then you can enter in **'E'** in the **Reason Code** field. If the fields are left blank then set aside to copy.
            3. If there is multiple gears listed in the **Gear column**, then send it back and request that they put the number of discards for each gear.
            4. If they put the **Discard Average** in **Inches** instead of **Weight**, send it back.
            5. If the discard is associated with a No Fish or a Pelagic Logbook then you can delete the discard.
            6. If any of the fields are blank or incorrect after the above mentioned validations then send it back.
        ii. Once you are finished Validated click the **Validate button**.
            1. Leave Discards in Scanned table for a **couple of weeks** then Click the **Distribute Button**
            2. After the Distribute button is press, there will be a few records left in the Scanned table. These records will either be:
                a. Discards associated with a Trip that is still in the Scanned Table
                b. Discards associated with a Trip that has been Deleted
                c. Discards that have no Trip associated with it.
                d. Discards that have an incorrect Start Date compared to the Trip that is associated with it.

3. Try to fix these as best you can then ReDistribue

iii. All of the Discard forms you have set aside for missing or incorrect data, make a copy of them.
    1. **Return Originals** into the correct folders. **Highlight** the missing or incorrect information on the copied form. Write a little note explaining what information we need.
    2. Now in FLS go to **Send Logbooks – Fisherman Based - Print Single Labels**
        a. Enter in the **Vessel ID** of the forms that are suppose to be sent back. Click **Products** and select **OJ (other Jeremy)**
    3. Label will be made for the copies that need to be returned.
        a. **Return Copy, Cover Letter and envelop** to fisherman.
        b. Make corrections as the copies come back

8. Discard Compliance Check (To be done once a month)
    a. Once all discards have been Validated we will do our Discard Compliance Check
    b. Open Program **FLS Discards Rpt Start** located in: **C:\FLS_Reports (Jeremy's Computer)** also Open **N:\Users\pc_fls_data\Discard\discard_due_letters_sent** folder to see what the last batch of letters were sent out.
    c. Now Click the Drop down menu: **Batch Number** on Program
        i. Select the next batch that letters need to be sent. Click **Search by Batch Number** button.
        ii. Once search is complete click **Create Mailing List** then click **OK**
        iii. Now open **FLS_discards_due_letter** located in: **C:\FLS_Reports (Jeremy's Computer)** and window will come up, click **YES**
        iv. **Change the Date** on Letter to the Date you plan to mail out the letters
        v. Now **Click Merge to Printer**. Be sure that you **print only single sided**
            1. Any letters that are requesting last years Discards, you can throw them away (should be very few)
            2. **Do not Create Letters for the Last two Available Fishing Batches**. I usually create letters for 4 or 5 batches per month.
        vi. Save and Close **FLS_discards_due_letter**
        vii. Next open the spreadsheet **FLS_Discards_Due_Mailing_List** and click **YES** located: **C:\FLS_Reports (Jeremy's Computer)**
            1. Delete any rows that have the **previous years date** on them because you will not be mailing out those letters
            2. Now save this file as the **Date** you are mailing the letters and the **Batch Number** you search in the location: **N:\Users\pc_fls_data\Discard\discard_due_letters_sent**

3. To keep these files up to date you have to run the **Discard Program – Search by Batch Number - Create Mailing list – Open FLS_Discards_Due_Mailing_List –** then check that file with the saved file of the **Same Batch.** You can do this **periodically** to track if discards have been sent.
4. Close this file.

9. Rerun all of **step 8**. for each batch to be sent Discard Letters for. (usually 4 or 5 batches per month
    a. Mailing all letters to Fishermen
        i. I usually alphabetize the letters by vessel name to catch duplicates that can be mailed in the same envelop.
        ii. Send the letter and a return envelope in a window envelop.

POLICY and PROCEDURES for RESPONDING to LOGBOOK TELEPHONE

The following are instructions regarding the information/procedures that Logbook Program staff are to use in responding to questions and/or providing information to fishermen regarding logbooks. All telephone calls to and from fishermen are to be logged in the FLS Call Log with a brief description of reason for call.

1. FAXES:
The program will accept coastal logbook, no-fishing, sendback, and dealer forms that are sent via FAX. We DO NOT accept faxed Pelagic logbook forms.

2. SENDBACKS:
If they are calling regards to a sendback, check Show All Logbooks Received, open the trip in question and click on 'Reason for Return' to see what information is needed. Changes can be taken over the phone, but ask them to also return the sendback, with the changes written on it, for our records. Follow sendback procedures to make the correction.

3. CORRECTIONS:
Corrections can be accepted over the phone if we request information in lieu of sending the form back. A fishermen can also call to make corrections to previously mailed logbooks. We ask they provide some sort of documentation (i.e. fish house receipt) for weight changes. No changes are accepted 18 months after submission of the logbook.

4. DELINQUENT LOGS:
If a fisherman calls regarding the delinquent notice, check the Delinquent List in FLS and Show All Logbooks received for any possible sendbacks. Again, delinquent reports maybe faxed in (except for pelagic trips).

5. TRANSFERS:
When fishermen call regarding the transfer of a permit from one vessel to another vessel, check the Delinquent List in FLS. If the vessel is not on the delinquent list, check Reporting Activity → Display Status for any missing months and Show All Logbooks received for any possible sendbacks. Logbooks must be submitted up to the date of transfer request to be considered 'up to date'.

6. CATCH HISTORIES:
When fishermen call and request logbook data that they have submitted, instruct them to complete a Catch History Request worksheets and submit to SERO (address on form). Only the owner of the permit at the time of catch can request that catch. Under normal circumstances, it will take up to 2 weeks for us to complete and mail these once we receive the request from SERO. Catch History Request worksheets can mailed to them or downloaded from http://www.sefsc.noaa.gov/PDFdocs/catch_request_form2.pdf. No faxes are accepted.

PERMIT TRANSFER PROCESS as of 5/14/12

SERO Permit Office requires that vessels are up to date with reporting before a permit can be renewed annually or transferred. Most of the time vessels are added to the delinquent list automatically. If a transfer is requested, this process is used to update the delinquent list so that SERO can communicate which reports are missing or an "all clear" to the permit holder.

1) Open our joint mail account
   SEFSC.LOGBOOK@NOAA.GOV
   SLB-mia33149-2
2) get new email from sero
3) look at reporting history and identify missing reports from "preexisting" vessel_id that permit is coming from. I currently use a sheet of paper or the screen to do this.
4) In FLS make record in FLS.FLS_DELINQUENT_LIST
   a. VESSEL_ID = *email header*
   b. missing reports (RF1-RF12 & PL1-PL12) = *sheet of paper info*
   c. EXP_MONTH = *email signature date*
   d. EXP_YEAR= *email signature date*
   e. TOP = *email header*
   f. INT_ACTIVE_FOLDER_NUMBER = *email folder number*
   g. SER_ID = *email processor*
   h. FK_APPLICATION_ID = *email application*
   i. APPROVED = *"Y" if all clear = "N" if not all clear*
5) In FLS push "update Delinquent List" button
6) Move or mark email as finished transfer so we don't try to do it again.