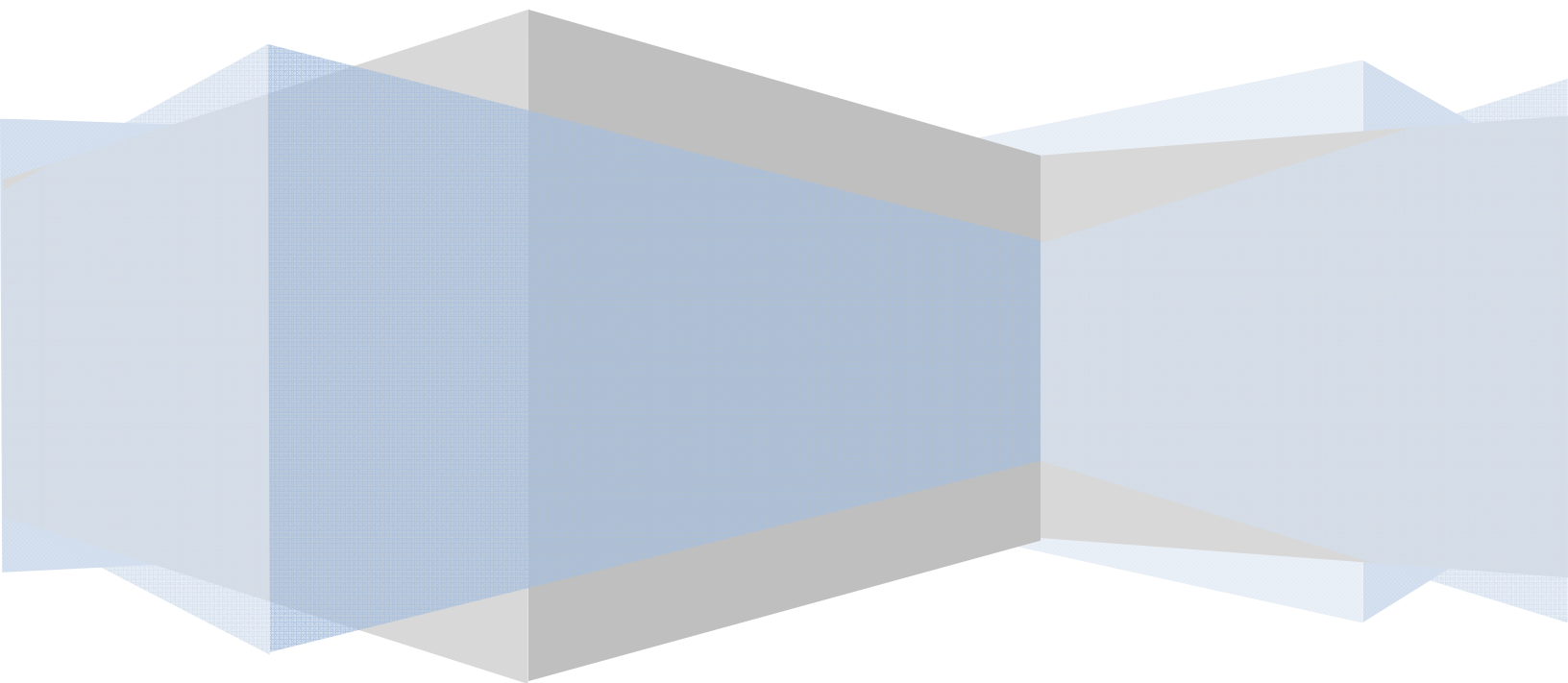


# **Pre-Trip Notification System Instructions**

**Version March 2015**



# Pre-Trip Notification System Vessel Instructions for Multispecies Trips

## Pre-Trip Notification System Coordinator Contact Information

Phone: 1-855-FISHES1 (1-855-347-4371), line monitored 24 hours a day, 7 days a week

Email: [nefsc.ptns@noaa.gov](mailto:nefsc.ptns@noaa.gov)

The Pre-Trip Notification System (PTNS) was designed by NMFS to provide a fast, simple, and effective way to ensure fair and adequate coverage of all vessels fishing for northeast groundfish. An algorithm works to determine if each separate trip is selected for coverage. Trips are randomly selected based on the combination of their sector, area, and gear, in order to reach the targeted observer and at-sea monitor coverage rates (i.e. 26% sector trips, 8% common pool). Vessels with low coverage and frequently canceling trips assigned observer coverage are identified by the PTNS, and their trips are not selected randomly.

## NOTIFICATIONS FOR MULTISPECIES TRIPS MUST BE MADE A FULL 48 HOURS IN ADVANCE

**Notifications received less than 48 hours in advance may be required to delay departure up to 48 hours from the time of initial notification if an observer is not available earlier.**

There are 3 different methods available for 48-hour pre-trip notification for multispecies trips:

1. **Internet (preferred method)** - This should be the primary means of trip notification and trip changes. Follow these basic steps to submit your notifications online:

### Step 1. Log into your PTNS account

- a. Navigate your browser to <http://fish.nefsc.noaa.gov/PTNS>
- b. Enter the same username (Permit Number) and password (PIN) as used for Fish-On-Line
- c. Click the "Login" button
- d. After logging into your PTNS account, verify vessel name
- e. Enter/verify contact phone numbers and email addresses under the "Registration" tab

### Step 2. Enter a new trip

- a. Click on the "New Trip" tab
- b. Enter sail date and time of planned trip
- c. Select fishery – "Multispecies (MUL)"
- d. Select VMS activity code
- e. Enter estimated trip duration in whole days
- f. Select port of departure
- g. Select gear intending to fish
- h. Select area intending to fish
- i. Select Special Management Program, if applicable (i.e. **US/Canada Area**, Closed Area I Hook Haddock SAP)
- j. If making a set-only gillnet trip, check the box next to "Set-Only Trip"
- k. Click on "Submit" once and wait for the site to show your confirmation number and selection status

**For trips 1 or 2 days in length:** Enter information for *each* potential sail date separately, up to 9 days in advance (48 hours of notification time allows a maximum of 7 sail dates)

2. **Email** – This should be the secondary means of trip notification. The email address to submit trip notifications, trip changes, questions, or problems is [nefsc.ptns@noaa.gov](mailto:nefsc.ptns@noaa.gov).

Include in the email:

1. Vessel permit number
2. Planned sail date and time
3. Fishery: multispecies
4. Estimated trip duration in whole days
5. Port of sail
6. Gear (trawl, longline, handline, gillnet <8", gillnet 8" and larger)
7. Area fishing (Georges Bank, Gulf of Maine, Southern New England/Mid-Atlantic)
8. Special Management Program if applicable (i.e. US/Canada Area, Closed Area I Hook Haddock SAP)
9. Phone number, if new to using PTNS

**There may be a delay in receipt of vessel selection status notification if using email notification.**

3. **Telephone** – This is the backup means of notification. The phone number is **1-855-FISHES1 (1-855-347-4371)**. At this number, the PTNS coordinator is available from 8:00 AM – 5:00PM on business days. After business hours, and on weekends and holidays, calls will be fielded by an answering service operator who is qualified to enter notifications, to answer frequently asked questions, and to help troubleshoot common PTNS issues. In emergency situations, the operator will immediately contact a NMFS representative for assistance.

All notification information listed below should be relayed to the answerer or left in a clear voicemail:

1. Caller's name and phone number
2. Vessel permit number
3. Planned sail date and time
4. Fishery: multispecies
5. Estimated trip duration in whole days
6. Port of sail
7. Gear (trawl, longline, handline, gillnet <8", gillnet 8" and larger)
8. Area fishing (Georges Bank, Gulf of Maine, Southern New England/Mid-Atlantic)
9. Special Management Program if applicable (i.e. US/Canada Area, Closed Area I Hook Haddock SAP)

**There may be a delay in receipt of vessel selection status notification if using email or telephone notification.**

### **After a trip is entered, you will be notified of your selection status**

Once a trip is entered into the PTNS, either by the vessel or a PTNS administrator, it will be issued a confirmation number and will be either selected for coverage or assigned a waiver. Under the "Pending Trips" tab, the status of each trip is immediately viewable once it is entered. The vessel's VMS and email contacts will receive an automated email upon trip entry indicating coverage selection or issuance of a waiver.

### **If selected for coverage, await contact from the provider**

If your vessel is selected for coverage, a service provider will contact you within 24 hours of receiving the notification. If an observer is not available to cover your trip, the vessel will receive a waiver notification via email within 24 hours of trip entry. Once an observer arrives at the vessel or a waiver is received, the vessel may begin its trip. [\*A trip may not sail without an observer unless it has been issued a waiver.\*](#)

**DELAYS AND CANCELLATIONS:** If a vessel must delay a multi-day trip sail date, it should notify the PTNS coordinator and its observer, if applicable. If a vessel is selected for coverage and must cancel the trip, the vessel may be selected for coverage on its next notified trip. Please notify the PTNS coordinator of any trip cancellations, whether the trip has been selected for coverage or if it has been issued a waiver.

# Pre-Trip Notification System Vessel Instructions for Longfin Squid Trips

## Pre-Trip Notification System Coordinator Contact Information

Phone: 1-855-FISHES1 (1-855-347-4371), line monitored 24 hours a day, 7 days a week

Email: nefsc.ptns@noaa.gov

*Vessels must notify via PTNS for any trip planning on landing more than 2500 pounds of longfin squid*

The Pre-Trip Notification System (PTNS) is an online trip notification and selection system designed by NMFS to provide a fast, simple, and effective way to ensure fair and adequate coverage of all vessels using the system. An algorithm works to determine if each separate trip is selected for coverage. Trips are randomly selected based on NMFS target observer coverage rates.

## **NOTIFICATIONS FOR LONGFIN SQUID TRIPS MUST BE MADE A FULL 48 HOURS IN ADVANCE**

**Notifications received less than 48 hours in advance may be required to delay departure up to 48 hours from the time of initial notification if an observer is not available earlier.**

There are 3 different methods available for 48-hour pre-trip notification for longfin squid trips:

- 1. Internet (preferred method)** - This should be the primary means of trip notification and trip changes. Follow these basic steps to submit your notifications online:

### Step 1. Log into your PTNS account

- Navigate your browser to <http://fish.nefsc.noaa.gov/PTNS>
- Enter the same username (Permit Number) and password (PIN) as used for Fish-On-Line
- Click the "Login" button
- After logging into your PTNS account, verify vessel name
- Enter/verify contact phone numbers and email addresses under the "Registration" tab

### Step 2. Enter a new trip

- Click on the "New Trip" tab
- Enter sail date and time of planned trip
- Select fishery – "Loligo (SMB)"
- Enter estimated trip duration in whole days
- Select port of departure
- Verify gear intending to fish – otter trawl
- Click on "Submit" once and wait for the site to show your confirmation number and selection status

**For trips 1 or 2 days in length:** Enter information for *each* potential sail date separately, up to 9 days in advance of the sail time (48 hours of notification time allows a maximum of 7 sail dates)

2. **Email** – This should be the secondary means of trip notification. The email address to submit trip notifications, trip changes, questions, or problems is [nefsc.ptns@noaa.gov](mailto:nefsc.ptns@noaa.gov).

Include in the email:

1. Vessel permit number
2. Planned sail date and time
3. Fishery: longfin squid
4. Estimated trip duration in whole days
5. Port of sail
6. Phone number, if new to using PTNS

**There may be a delay in receipt of vessel selection status notification if using email notification.**

3. **Telephone** – This is the backup means of notification. The phone number is **1-855-FISHES1 (1-855-347-4371)**. At this number, the PTNS coordinator is available from 8:00 AM – 5:00PM on business days. After business hours, and on weekends and holidays, calls will be fielded by an answering service operator who is qualified to enter notifications, to answer frequently asked questions, and to help troubleshoot common PTNS issues. In emergency situations, the operator will immediately contact a NMFS representative for assistance.

All notification information listed below should be relayed to the answerer or left in a clear voicemail:

1. Caller's name and phone number
2. Vessel permit number
3. Planned sail date and time
4. Fishery: longfin squid
5. Estimated trip duration in whole days
6. Port of sail

**There may be a delay in receipt of vessel selection status notification if using email or telephone notification.**

### **After a trip is entered, you will be notified of your selection status**

Once a trip is entered into the PTNS, either by the vessel or a PTNS administrator, it will be issued a confirmation number and will be either selected for coverage or assigned a waiver. Under the "Pending Trips" tab, the status of each trip is immediately viewable once it is entered. The vessel's VMS and email contacts will receive an automated email upon trip entry indicating coverage selection or issuance of a waiver.

### **If selected for coverage, await contact from the provider**

If your vessel is selected for coverage, a service provider will contact you within 24 hours prior to the PTNS trip sail time. If an observer is not available to cover your trip, the vessel will receive a waiver notification via email no later than 24 hours prior to PTNS trip sail time. Once an observer arrives at the vessel or a waiver is received, the vessel may begin its trip. [\*A trip may not sail without an observer unless it has been issued a waiver.\*](#)

**DELAYS AND CANCELLATIONS:** If a vessel must delay a multi-day trip sail date, it should notify the PTNS coordinator and its observer, if applicable. If a vessel is selected for coverage and must cancel the trip, the vessel may be selected for coverage on its next notified trip. Please notify the PTNS coordinator of any trip cancellations, whether the trip has been selected for coverage or if it has been issued a waiver.