# NEFOP Digital Camera Protocols

## *Confidentiality

- These cameras are **NOT FOR PERSONAL USE**. All photos/images and video taken while deployed as an observer are considered confidential data and are the property of NEFOP. Digital photos and video should **NOT** be shared/viewed with anyone and should **NOT** be downloaded to any personal or public electronic device at any time. After trip images or video have successfully been uploaded following the below procedures, they must be deleted from the camera to prevent breach of confidentiality rules.

## General Camera Use

- Explore the features and functions of the camera. With the exception of the two items listed below, you may choose your settings according to your preference (i.e., Shutter speed, exposure, etc.)

- Image quality should **NOT** be changed. It is adjusted to 3M to provide for faster uploading. If the image quality is higher, upload times will increase. Videos are larger files and will therefore take longer to upload.

- Photos and video should **NOT** be downloaded to your personal PC at any time. If a wireless connection cannot be located, then photos or video can be uploaded using the Active Sync software and docking station that come with the iPAQ.

- Please remember to bring your battery charger with you out to sea, especially on long trips. Battery life varies depending on use so it would be a good idea to always bring it with you.

## Taking Photos

- When photographing incidental takes, be sure to photograph any unusual marks and scars, new and/or healed wounds, location of gear entanglement (preferably with gear still attached), and characteristics of the animal which can be used for species identification. Place your work slate with the observer/trip identifier, the animal's tag number, and the date on it next to the animal's body, and include it in every photo. **Do not cover important features of the animal's body with the work slate.** If possible, try to include the carcass tag (with the tag number showing) in the photograph.

- Even if you are able to identify a species, photograph the animal, especially if the specimen cannot be frozen and/or brought back whole. Photographs of incidental takes and IAL species are always required. The photos will be reviewed by experts for positive identification. Include an object in the photograph, i.e. photo card, a measuring tape, clipboard, pen, knife, carcass tag, to indicate the relative size of the animal. In order to make the most of the photographs taken, use the following guidelines. This is especially important for hard-to-identify species. <u>All animals should be photographed individually.</u>

## Incidental Takes

> **Marine Mammals:** Photograph the entire animal (with gear and without, if possible), close-up of head, close-up of the gear, genital area and new and/or healed wounds, marks, scars or areas of damage. Additionally:
>
> > **Whales:** Close-up of head (side & top), flipper and dorsal fin position & shape, fluke shape, teeth or baleen. **Right whales:** Callosities. **Humpback whales:** ventral fluke, if possible. **Belly-up floaters:** Particularly the presence or absence of throat or belly grooves.

**Dolphins/Porpoises:** Close-up of head (side), coloration patterns, distinctive blazes or stripes, shape of dorsal fin (side view).

**Seals:** Whole body – dorsal and ventral view, head on, each side; head profile, rear flippers; coat coloration pattern; teeth, especially post-canines.

**Sea Turtles:** Photograph the entire animal along with photos of the carapace and plastron, any new or healed wounds or areas of damage, lesions or marks, including a close-up of each area with scale reference (photo card), and any gear, if present. Photograph the head shape (top view), prefrontal scales (head on), and each side of the head.

**Sea Birds:** Photograph the whole bird with wings spread out from dorsal and ventral body view, close-up of beak (side, top, and bottom), and feet/legs.

**IAL and Other Species**

**Sharks:** Photograph the entire shark from the side, the underside of the head (showing length of the snout in relation to the width of the mouth), the first dorsal fin (showing the placement of the first dorsal fin in relation to the pectoral fins), and the tail. For hammerhead sharks, also take a photo showing a dorsal view of the head (from directly above).

**Sturgeon:** Photograph the entire sturgeon from the side, the underside of the head (to show the width of the mouth in relation to the width of the head), head shape (from side & top), and dorsal and ventral views of the caudal region including the dorsal and anal fins and tail.

**Other Fish/Rays/Crustaceans:** Refer to Peterson's Field guides for identifying characteristics of that species.

**Please note that photos are not a substitution for comments regarding species identification and should always be written down on the logs. The two are complimentary and both should be a part of every IAL.**

**Uploading**

-Initially you will need to download the ZASFTP software from the site that you use to upload your obscon (https://fish.nefsc.noaa.gov/observer_upload). You will need to go to this website using your PC. The software must be downloaded to your PC, unzipped, and put on your iPAQ using Active Sync software. **Specific instructions on how to do this are posted on the website.** To download the latest version of Active Sync go to: http://www.microsoft.com/windowsmobile/help/activesync/default.mspx. Active Sync is not compatible with computers using Windows Vista. If you are using Vista, you must download Windows Mobile Device Center 6.1. This software can be found here: http://www.microsoft.com/windowsmobile/en-us/help/synchronize/device-center.mspx. If you are using a Mac please download SyncMate which can be found here: http://www.simplehelp.net/2008/08/29/how-to-sync-your-windows-mobile-device-with-your-mac/. **This step is for first time users only!**

-In order to upload photos or video without an interruption in transmission be sure to disable the power off function on the iPAQ. To do this, go to Start, Settings, System, Power. Click on the Advanced tab at the bottom of the screen and uncheck the box below On Battery Power. **Note:** Your iPAQ will no longer turn off by itself. You must now press the power button in the upper right corner of the iPAQ to turn it off. Failure to do so will result in a loss of battery power.

-When ready to upload photos, <u>remove the xd card adapter from the camera</u> and <u>remove the micro SD card from the adapter.</u>  Place the <u>micro SD card into</u> the <u>Sandisk adapter</u> and <u>place the Sandisk adapter into the card slot on the iPAQ</u>.  **Do this in a safe place** (i.e., at home, not on a boat).

-<mark>Rename the photo or video files as outlined below.</mark>  This will allow the photos to be stored in such a way that will allow for easy searching by end users.  Each photo name will be lead off with a two digit subject code according to the event captured in the photo.  The subject codes are:

Incidental Take: 01
Sighting: 02
Fish Verification: 03
Gear: 04
Gear Conflict: 05
Observer Duties: 06
Compliance Situation: 07
IAL Species: 08
Other: 09
Catch Estimation Worksheet: 10

Based on the subject code, all photos should be renamed as follows:

*Incidental take*
01_year_tripid_nespp4_haulnum_psid_seq

*Sighting*
02_year_tripid_nespp4_eventnum_seq

*Fish verification*
03_year_tripid_nespp4_haulnum_seq

*Gear*
04_year_tripid_gearcode_seq

*Gear conflict*
05_year_tripid_gearcode_seq

*Observer duties*
06_year_tripid_seq

*Compliance situation*
07_year_tripid_seq

*IAL spp*
08_year_tripid_nespp4_haulnum_seqnum_seq

*Other*
09_year_tripid_seq

*Catch Estimation Worksheet*
10_year_tripid_haulnum

All photo names must lead off with the subject code, followed by the year and tripid, each separated by an underscore. <u>These three elements MUST be in all photo names in the above order</u>.

For Inc takes, IAL species, and Fish verification species, a 4 digit species code will be used to identify the species captured in the photo. A list of all species codes can be obtained from Appendix S in your Program Manual.

For sighting related photos, the eventnum, is the number assigned to each individual sighting event on the sighting log. (effective January 1, 2010).

For Gear related photos, the gearcode is the standard 3 digit gear code that you would list on the Vessel and Trip log.

Seq is a sequence number for photos if multiple photos are taken of the same subject (1, 2, 3…etc.).

**The same labeling procedure applies to videos as well.** In order to ensure that all photos and videos are uploaded and stored correctly, they must be renamed as outlined above. **THERE ARE NO EXCEPTIONS!**

-To rename files, (<u>with the SD card in the iPAQ</u>) click <u>Start, File Explorer</u>. At the top, make sure the <u>drop down menu says SD card</u>. Once in the SD card, <u>click on</u> <u>any photo</u> to open it. The photo will open and the other photos on the card will appear in a filmstrip along the bottom of the screen. To rename the current photo selected, <u>click on File</u> at the bottom of the screen, then <u>click Rename</u>. Rename the file accordingly and proceed with all files in the filmstrip that will be uploaded.

- To connect to the ZASFTP software, <u>connect to an available network using</u> the <u>iPAQ wireless (or use Active Sync through your PC)</u>, go to <u>File Explorer</u>, <u>Program Files</u>, then open <u>ZASFTP for Pocket PC</u>. <u>The following address must be entered into the first field titled URL/IP:</u> **ftp.wh.whoi.edu**. Be sure the correct username and password is entered. <u>All other fields should be left as is</u>. <u>Click Connect</u> at the bottom of the screen. **Note: Your username is the first initial of your first name followed by your full last name, all lower case. Your password is the last 3 letters of your last name backwards, followed by 321, followed by the last 3 letters of your last name forwards, all lower case. (example: bgervelis, sil321lis)**

- Once connected, <u>click on Show Local</u> at the bottom of the screen. Open the <u>SD Card Folder, select the DCIM folder, then the 100OLYMP folder</u>. <u>Select</u> all the <u>photos and/or videos</u> to be uploaded <u>using the check boxes</u> to the left of the file name. <u>Once</u> all the <u>files</u> to be uploaded are <u>selected</u>, <u>click</u> on <u>Menu</u> at the bottom of the screen, <u>select Upload</u>, then select <u>OK</u>. The files should begin uploading one at a time. At 3M, each photo should take 1-2 minutes to upload, videos will take longer depending on length.

- To <u>exit</u> the <u>program</u>, <u>click Menu</u>, <u>Main Form</u> and you will be brought back to the screen with your username and password. <u>Click Menu</u> again and <u>select Disconnect</u>.

- You will receive an automatic confirmation email generated by the system stating that your photos have been received. It will also provide you with a list of file names of the photos and/or videos that were uploaded. Double check that all your files were uploaded and, if there were no problems, delete all photos and/or videos from that trip from the memory card. <mark>Please be sure to upload photos and/or videos after every trip where they are taken and always upload photos when you upload your obscon.</mark> It will allow us access to review photos quicker and will prevent the build-up of photos on your memory card. **NOTE: Once you rename your photos the camera will not recognize them. In order to delete them from your memory card, you must**

**use the iPAQ.  When in the SD card folder on the iPAQ you can delete each file by holding the stylus on the file name and clicking delete from the pop-up menu.**

- Please sign and return the <u>Digital Camera Photo Confidentiality Agreement</u> with your next trip.  Also, please print your name and record the 10 digit CD number located on the bar coded sticker on the front of the camera on this sheet as well.



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# Digital Camera Photo Confidentiality Agreement

I agree to adhere to the confidentiality statement and protocols as outlined above.

Signature:                                          Date:

Cd#:
Name:

**Please return this sheet to the Observer Program with the paper work from your next trip.**