

AT SEA MONITORING TRAINING AGENDA OCTOBER 11-25, 2016 (Rev 10/05/16)

<b>WEEK 1</b>			
<b>DAY 1</b>	<b>DAY 2</b>	<b>DAY 3</b>	<b>DAY 4</b>
Tuesday: October 11, 2016	Wednesday: October 12, 2016	Thursday: October 13, 2016	Friday: October 14, 2016
<b>0800</b> Welcome, Introductions, Housekeeping, Training Objectives & Standards	<b>0800</b> Fish Assessment #1	<b>0800</b> Observer Marine Safety Program Introduction	<b>0800</b> Safety Checklist
<b>0900</b>  ASM Program Introduction	<b>0830</b> ASM Training Video Review	<b>0830</b>  Safety Training Program Preparing for the Job, Vessel Anatomy, Emergency Survival Planning	<b>0900</b>  USCG F/V Safety
	<b>0915</b> Introduction to Groundfish Gear		
	<b>0945</b> Introduction to At-sea Monitoring & Manuals		
	<b>1000</b> Data Collection Overview		
<b>1015</b> Electronic Data Collection 1	<b>1015</b> Introduction to Paper Logs		<b>1030</b> Safety Training Program At Sea Emergencies
	<b>1045</b> Intro to Catch Estimation Program		
<b>1100</b> Gear Issue to Students w/Providers	<b>1115</b> Geographic & Statistical Areas		
<b>LUNCH (1115)</b>			<b>LUNCH (1145)</b>
	<b>LUNCH (1215) Mentoring #1</b>	<b>LUNCH (1220) Fish Assmt #2</b>	
<b>1215</b> Fish ID Primer	<b>1315</b> Electronic Data Collection 2	<b>1300</b>  Safety Training Program Distress Signals, Fire Fighting & Flares	<b>1230</b> Leave for Water Session
<b>1230</b> Introduction to the Species Verification Program			<b>1300</b> Safety Training Program Water Session
<b>1245</b> Security Overview	<b>1415</b> Vessel & Trip Log/Tab		<b>1600</b> Safety Training Program Station Bills
Session Times: <b>1300-1500; 1500-1700</b> Session 1: Fish ID Lab Session 2: Station 1: Security Paperwork Station 2: Fingerprinting Station 3: Digital ID Pictures Station 4: NOAA Gmail Acct. Setup & Password	<b>1545</b> Coral ID		
	<b>1610</b> Fish ID Lab #2	<b>1610</b> Cold Water Near Drowning & Hypothermia	<b>1700</b> Safety Conclusion
		<b>1645</b> Fish ID In-Class	<b>1705</b> Safety Exam & Practical Review

WEEK 2					
DAY 5	DAY 6	DAY 7	DAY 8	DAY 9	
Monday: October 17, 2016	Tuesday: October 18, 2016	Wednesday: October 19, 2016	Thursday: October 20, 2016	Friday: October 21, 2016	
<b>0800</b> <b>Fish Assessment #3</b>	Session Times:  <b>0800-0900 ; 0900-1000</b> <b><u>FISH ID EXAM</u></b>	<b>0800</b>  <b>Safety Written Exam</b> <b>Safety Practical Stations</b>	<b>0800</b>  <b>Length Frequency Log/Tab</b>	<b>0800</b>  <b><u>INCIDENTAL TAKE EXAM</u></b>	
<b>0815</b> <b>Manual Game</b>					
<b>0845</b> <b>Fish Disposition Codes</b>					
<b>1000</b>  <b>Catch Estimation Program:</b> <b>Part 1</b> Introduction of Gear Types Issued Scales Overview Catch Estimation Methods Catch Estimation Worksheet	<b>1000</b>  <b>Groundfish Gear Workshop</b> <b>Trawl, Gillnet, Longline, &amp; Handline</b>	<b>1000</b>  <b>Groundfish Haul &amp; Data Reporting</b> Fish Pot Trip	<b>0915</b>  <b>Individual Animal Log/Tab</b> <b>Shark ID</b>	<b>1000</b>  <b>Certification Trip Policy</b>	
<b>1015</b>  <b>Electronic Data Collection 3 Sector ASM Upload Protocols</b> <b>Intro to Web Portal</b>					<b>1015</b>  <b>Data Quality</b> <b>Stock Assessment Overview</b>
					<b>1145</b>  <b>Pre-Trip Notification System</b>
				<b>1200</b>  <b>Exam Review</b> <b>Training Trip Overview</b>	
			<b>LUNCH (1115)</b>		
<b>LUNCH (1230) Mentoring # 2</b>	<b>LUNCH (1230)</b> <b>Meet Your Editor</b>	<b>LUNCH (1200)</b>		<b>LUNCH (1215)</b>	
<b>1330</b>  <b>Catch Estimation Program:</b> <b>Part 2</b> Volume-to-Volume & Workshop	<b>1330</b>  <b>Gear Logs &amp; Tabs</b> Trawl Fishery, Gillnet Fishery and Longline Fishery	<b>1300</b>  <b>Review Safety Exam</b> Survival Suit Attachments PLB Instruction	<b>1215</b>  <b>Fishermen Comment Log</b>	<b>1315</b>  <b>Catch Estimation Program:</b> <b>Specialized</b> Conveyor Belt Strategies, Discard Log, Cumulative Sum and Deckloading	
		<b>1330</b>  <b>Incidental Take ID Session Cont.</b>	<b>1230</b>  <b>Regulatory Compliance Program</b> Regulatory Compliance Folder, Incident Report, Drug Awareness		
		<b>1400</b>  <b>Incidental Take Protocols and Log &amp; Tab</b>	<b>1430</b>  <b>Office of Law Enforcement</b>		
<b>1500</b> <b>Marel Scales</b>	<b>1500</b>  <b>Incidental Take ID Session</b>	<b>1500</b>  <b>Incidental Take Cooler Session</b>	<b>1515</b>  <b>Observer Support Panel</b>	<b>1500</b>  <b>Data Collection Workshop</b> <b>Station 1: Gillnet</b> <b>Station 2: Longline</b> <b>Station 3: IAL &amp; LF</b>	
<b>1600</b> <b>ASM Job Tasks</b> <b>Meet the Fisherman Liaison</b>					
<b>1645</b> <b>Fish ID Review Session</b>					
			<b>1615</b> <b>Incidental Take Review Session</b>		

<b>WEEK 3</b>	
<b>DAY 10</b>	<b>DAY 11</b>
Monday: October 24, 2016	Tuesday: October 25, 2016
<p style="text-align: center;"><b><u>Training Trip</u></b></p> <p style="text-align: center;"><b>Session Times: Be at Tech Park 0615; 0945</b></p> <p style="text-align: center;"><b>Session 1: Team 1 &amp; Team 2 Session 2: Team 1</b></p> <p style="text-align: center;"><b>Training Trip Sandwich Harbor</b></p> <p style="text-align: center;"><b>FV Charger FV Michelle Jean II</b></p> <p style="text-align: center;"><b>Possible Rain Dates: Saturday, October 22<sup>nd</sup> or Sunday, October 23<sup>rd</sup></b></p>	<b>0800</b>
	<b><u>ASM FINAL EXAM</u></b>
	<b>Mentoring #3</b>
	<b>LUNCH (1200)</b>
	<b>1300</b>
	<b>Part 1: Conflict Resolution</b>
	<b>1430</b>
	<b>Part 2: Conflict Resolution Group Sessions (Closed) &amp; Wrap Up</b>
<b>1500</b>	
<b>Electronic Monitoring Study</b>	
<b>1515</b>	
Gear Certification Program Incidental Take Exam Review Training Trip Editor Review Exam Review Issue Final Gear	
<b>1645</b>	
<b>What to Bring on Trips Gear Maintenance</b>	
<b>1700</b>	
<b>Class Photo Program Conclusion</b>	

**Training Contact:**

Diana Cowan  
*Training Coordinator*  
(508) 495-2283

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
<b>DAY 1</b> <b>Tuesday</b>	<b>October 11, 2016</b>		<b>Tech Park:</b> Training Room and Fish Cooler
<b>HOMEWORK</b>	<b>Welcome Packet:</b> Pre-Training Assessment and Dispute Resolution Style		
<b>0800</b>	General Housekeeping, Staff Introductions, Training Objectives & Standards Program	Diana Cowan	General housekeeping and emergency procedures. Program Standards and Training Objectives. Training Material and Agenda Overview. Door Code: On Classroom White Board
<b>0900</b>	ASM Program Introduction <ul style="list-style-type: none"> <li>Northeast Fisheries</li> <li>Sectors</li> <li>Sector Monitoring</li> </ul>	Amy Martins Katherine McArdle	Introduction of Students (Name; School; General Interests; Interest in the Sector Program). Groundfish Fisheries; Sectors; Sector Monitoring.
<b>1015</b>	Electronic Data Collection 1 <ul style="list-style-type: none"> <li>Issue Android Tablets</li> <li>Forms &amp; Reference Materials</li> </ul>	Charles Dunlap Erin Kupcha Jim Finnegan	Training on use of tablets. Signing of issuance checklist and non-disclosure form. Review all reference materials.
<b>1100</b>	Gear Check In & Issue to Students w/Providers Regulatory Compliance Folder Issue	Tyler Staples Mike Tork Patricia McGinn	Gear from providers is issued out to students. <b>Need for Training:</b> <i>Safety Equipment:</i> PLB, Immersion Suit, PFD, Immersion Suit Attachments. <i>Training Trip &amp; Course Equipment:</i> Calculator, Clipboard, Foul Weather Gear, Gloves.
<b>1115</b>		LUNCH	
<b>1215</b>	Fish ID Primer	Beth Giancesin	Overview of Fish anatomy and characteristics
<b>1230</b>	Introduction to the Species Verification Program	Beth Giancesin Support: Loren Kellogg	Species Verification Program: Overview of the SVP and a guide to properly photographing fish
<b>1245</b>	Security Overview	Katherine McArdle	Overview of the security process
<b>Session Times:</b>  <b>1300 -1500</b> <b>1500 -1700</b>	Session 1: Group 1 <u>Fish ID Lab#1</u> Location: Back Cooler	Training Staff	Fish ID Lab: Northeast fish species identification. <b>What to Bring:</b> <ul style="list-style-type: none"> <li>Closed toed shoes &amp; Sweatshirt/jacket</li> <li>Pen/pencil</li> <li>Notebook/Fish ID Worksheet/Fish ID Guides</li> </ul>
	Session 2: Group 2 <u>Security Overview &amp; Fingerprinting</u> Station 1: Security Paperwork Station 2: Fingerprinting Station 3: Digital ID Pictures Station 4: NOAA Email & Password setup	Katherine McArdle Kara Gibbons Cate Dodge Kathy Abney Diana Cowan Charles Dunlap Erin Kupcha	Security Procedures while in a federal building. All individuals will be fingerprinted as a part of the mandatory federal background check.
<b>HOMEWORK ASSIGNMENT</b>	Trawl Net Codend Measuring Case Study, Intro to Manuals Hw, Vessel & Trip Log Section, and Begin Fish Id Assessment (Due Oct 18 <sup>th</sup> )	<b>Homework Location:</b> Electronic Folder, Training Binder, and Data Entry Manual	<b>Due Date: October 12<sup>th</sup> @ 8 am</b>

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
<b>DAY 2</b> <b>Wednesday</b>	<b>October 12, 2016</b>		<b>Tech Park:</b> Training Room
<b>HOMEWORK</b>	Net Case Study and Intro to Manuals Hw		Editors of the Day: 1415-15:45 Steven LaForge
0800	Fish Assessment #1	Training Staff	Electronic fish assessment for students to gauge their Fish ID knowledge base.
0830	At-sea Monitor Observer Video: <i>Portrait of a Monitor</i>	Megg Reynolds	A video that illustrates a trip from start to finish. This will provide trainees an initial point of reference and a comprehensive view of the role as ASM observer.
0915	Introduction to Groundfish Gear: Trawl, Gillnet, Longline and Handline	Megg Reynolds	A brief introduction to the ASM Certification gear types.
0945	Introduction to At-sea Monitoring & Manual Overview	Beth Giancesin	Summarizes what an ASM does and why they are needed. The ASM Self Skills Checklist will be handed out. Helpful tips on being successful in this training. Overview of the observer manuals.
1000	Data Collection Overview	Beth Giancesin	Overview of data reporting timelines. Big picture of observer data collection.
1015	Introduction to Paper Logs In-Class Page Numbering Scenario	Beth Giancesin	Identifies and explains: Common haul variables, header information, order of logs & page numbering.
1045	Introduction to Catch Estimation Program	Diana Cowan	Introduction to our Catch Estimation Program; basic concepts and ideas to allow the student to take into consideration when learning job responsibilities.
1115	Geographical & Statistical Areas	Diana Cowan	An overview of the geographical delineations, statistical areas and introduction to Special Management Programs (SMP). ASMs will learn how to use charts to plot positions while at sea.
1215	Group Mentoring Session #1	LUNCH	
1315	Electronic Data Collection II <ul style="list-style-type: none"> <li>• Issue Digital Camera</li> <li>• Media Confidentiality</li> <li>• Import Photo Protocol using EyeFi Mobi</li> <li>• Sector ASM Program Introduction</li> </ul>	Charles Dunlap Erin Kupcha Jim Finnegan	Students are issued and trained on how to use the digital camera and import photos. Sector ASM Program, Media Confidentiality Form and Account Password Setup. Support: Jack Wilson
1415	Vessel & Trip Log & Tabs Special Management Program	Megg Reynolds Support: Charles Dunlap	Identifies and explains the various data fields collected by ASM observers.
1545	Deep Sea Coral Program	Tania Lewandowski	Instruction on deep sea coral identification and sampling protocols
1610	<u>Fish ID Lab #2</u> Location: Back Cooler	Training Staff	Fish ID Lab: Continuation of the Northeast fish species identification.
<b>HOMEWORK ASSIGNMENT</b>	Readings & Questions Hw, ASM Checklist and Fish Id Assessment (Due Oct 18 <sup>th</sup> )	<b>Homework Location:</b> Training Binder	<b>Due Date: October 13<sup>th</sup></b> @ 8am

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
<b>DAY 3 Thursday</b>	<b>October 13, 2016</b>		<b>Tech Park:</b> Training Room & Back Lot
<b>HOMEWORK</b>	Readings & Questions Hw		
<b>0800</b>	Observer Marine Safety Program Introduction	Mike Tork Jenna Rockwell	Overview of the Safety Training for the ASM training program. ASM observer specific safety concerns working on vessels and at docks.
<b>0830</b>	Observer Marine Safety Program Preparing for the Job: Mentally & Physically	Jenna Rockwell	In depth at-sea safety training: Identifying potential risks; Emergency problem solving; vessel safety & stability; Mayday calls; proper use of safety equipment; Station bill; Life raft components;
<b>0900</b>	Anatomy of a Vessel	David Cangarl	
<b>0920</b>	Preparation for the Emergency: Survival Planning	Jenna Rockwell	
<b>1010</b>	Lifesaving Equipment	Jenna Rockwell David Cangarl	Entire Group: Survival Kit (10 min), PFDs, (20 min), SOLAS A Kit (20 min) Break into 2 groups (35 min each station then switch) <ul style="list-style-type: none"> <li>• Station 1: Immersion Suits (Dave)</li> <li>• Station 2: Life Raft (Jenna)</li> </ul>
<b>1220</b>	Fish Assessments #2	LUNCH	
<b>1300</b>	Distress Signals	Richard Chidsey	Types of signals: Flares and exp. Dates, Mirrors, whistles, strobe light
<b>1400</b>	Fire Safety and Procedures	David Cangarl	Prevention, classes of fires, fire triangle, extinguishers & use, alarms & actions, after the fire, observer role
<b>1450</b>	Signals & Fire Fighting	David Cangarl Jenna Rockwell	Each station 25 min then switch <b>Station 1:</b> Firefighting (Dave) <b>Station 2:</b> Flare & Mirror (Jenna) <b>Station 3:</b> USCG Closed toed shoes required for outdoor activity. PPE must be worn for all fire & flare demonstrations.
<b>1610</b>	Cold Water Near Drowning & Hypothermia	Jenna Rockwell	Recognition and Prevention
<b>1645</b>	Homework Review Fish Identification In-Class Session	Training Staff	Hand back any homework or assignments and review with students.
<b>HOMEWORK ASSIGNMENT</b>	Safety Readings May 2013, IT Security Awareness Course and Fish Id Assessment	<b>Homework Location:</b> Training Binder	<b>Due Date:</b> October 14 <sup>th</sup> @ 8am

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
<b>DAY 4 Friday</b>	<b>October 14, 2016</b>		<b>Tech Park:</b> Training Room & Water Session Location
<b>HOMEWORK</b>	IT Security Awareness Course (email to Charles Dunlap)		
<b>0800</b>	Safety Checklist <ul style="list-style-type: none"> <li>• Safety Checklist Log</li> <li>• EVIC Card</li> <li>• Safety Deficiency Reports</li> </ul>	Mike Tork	Detailed checklist required prior to an observer deployment on a fishing vessel. Procedures observers must take when vessel safety is not properly met.
<b>0900</b>	USCG Fishing Vessel Safety	Ted Harrington, USCG	Representative of the USCG Safety Program who works directly with the fishing industry for safety compliance. This will provide the students a different perspective of safety aspects within the fishing industry.
<b>1040</b>	At sea Emergencies <ul style="list-style-type: none"> <li>• Person Overboard</li> <li>• Flooding &amp; Damage Control</li> <li>• Abandon ship + Ditch Kit</li> </ul> Station Bills <ul style="list-style-type: none"> <li>• Students write out a station bill for POB, fire, flood, abandon ship</li> </ul>	Jenna Rockwell Richard Chidsey	Students write out a station bill for POB, fire, flooding, abandon ship.
<b>1100</b>		LUNCH	
<b>1140</b>	Leave for Water Session		
<b>1200</b>	Fathom Safety Training Program Water Session	Fathom Safety Group  <u>GOV Drivers</u> Sprinter: Mike Tork Sprinter: Meghan Plourde	Entire Group (30 min): Basic water survival techniques Rotate between 3 stations (30 min each) <b>Station 1: Immersion Suits</b> (Richard) <b>Station 2: PFDs</b> (Jenna) <b>Station 3: Life raft</b> (Dave) <b>What to Bring: (Change at Tech Park)</b> <ul style="list-style-type: none"> <li>• Station Bill</li> <li>• Bathing Suit</li> <li>• Towel</li> <li>• T-shirt and Long Pants (no holes preferable)</li> <li>• Additional Change of Dry Clothes</li> <li>• PFD &amp; Survival Suit (no attachments)</li> </ul>
<b>1700</b>	Issue Safety Certificates		
<b>1705</b>	Overview for Safety Exam & Practicals	Mike Tork	Review what will be on the Safety Exam and Practical.
<b>HOMEWORK ASSIGNMENT</b>	EPIRB Memo, <i>How Discards Are Calculated for Groundfish Sectors and Common Pool</i> and Fish Id Assessment	<b>Homework Location:</b> Electronic Folder & Training Binder,	<b>Due Date: October 17<sup>th</sup> @ 8am</b>

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
<b>DAY 5 Monday</b>	<b>October 17, 2016</b>		<b>Tech Park:</b> Training Room
<b>HOMEWORK</b>	Signed EPIRB Memo		
<b>0800</b>	Fish Assessment #3	Training Staff	Electronic fish assessment for students to gauge their Fish ID knowledge base.
<b>0815</b>	Practical Uses of the Observer Manuals	Training Staff	Exercise that allows the students familiarity of the training manuals.
<b>0845</b>	Fish Disposition Codes	Beth Gianesin Support: Training Staff	Explains how observers record species and the specific reason they are kept or discarded.
<b>1000</b>	Catch Estimation Program & Workshop: Part 1 Subsampling to Catch Weights <ul style="list-style-type: none"> <li>• Introduction of Gear Types</li> <li>• Issued Scales Overview</li> <li>• Catch Estimation Methods <ul style="list-style-type: none"> <li>○ Approximation</li> <li>○ Extrapolation</li> </ul> </li> <li>• Catch Estimation Worksheet</li> </ul>	Diana Cowan Megg Reynolds Beth Gianesin Jack Wilson	Trainees are taught the dynamics and theories that support catch estimation in the Groundfish Fishery. A brief overview of basic algebra, geometry and orders of operations. Students will learn about the approved FSB catch estimation methods. How to record calculations on the Catch Estimation Worksheet.
<b>1230</b>	Mentoring Session #2	LUNCH	Students will sit down with an assigned mentor to discuss the progression of training and voice any concerns they may have.
<b>1330</b>	Catch Estimation Program & Workshop: Part 2 <ul style="list-style-type: none"> <li>• Volume-to-Volume</li> <li>• Protocols for CEW Naming Photo Files</li> </ul>	Megg Reynolds Beth Gianesin Diana Cowan	Students will continue to learn about the approved FSB catch estimation methods. How to record calculations on the Catch Estimation Worksheet.
<b>1500</b>	Marel Scales	Steve LaForge Support Staff	Introduction to Marel Scales. How to properly operate, calibrate, and maintain Marel Scales.
<b>1600</b>	ASM Job Tasks & Outlets: Field Diary, Fishermen's Log , Fishermen's Comment Card Meet the Fishermen Liaison	Sara Weeks Joe Jurek Support: Diana Cowan	A comprehensive view of what is expected of an ASM observer. Introduction to observer & fishermen resouces.
<b>1645</b>	Fish Identification Review Session	Training Staff	Students will review all fish species. Mock exams will be issued as needed. This is an open ended review session and will be available as long as needed.
<b>HOMEWORK ASSIGNMENT</b>	Study for Fish ID Exam, Fish Id Assessment, Volume-to-Volume Hw, and Trawl and Gillnet, Longline Gear Log Section Readings	<b>Homework Location:</b> Training Binder, Data Entry Manual	<b>Due Date: October 18<sup>th</sup> @ 8am</b>



TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
<b>DAY 6</b> <b>Tuesday</b>	<b>October 18, 2016</b>		<b>Tech Park:</b> Training Room
<b>HOMEWORK</b>	Fish Id Assessment and Volume-to-Volume Hw		Editors of the Day: 1000 -1230 Greg E. & 1300-1500: Brian W.
<b>Session Times:</b> <b>#1: 0800-0900</b> <b>#2 : 0900-1000</b>	Session 1: <b><u>Fish Identification Exam</u></b> <i>BOTH exams require a minimum of 80% with an average score of 85% to successfully pass the ASM Training Program.</i>	Training Staff	<b>Fish ID Exam: Open Book:</b> All materials issued during training may be utilized during this portion of the exam. <b>Closed Book:</b> No materials may be used for this portion of the exam.
<b>1000</b>	Groundfish Gear Workshop Trawl Gear Presentation <ul style="list-style-type: none"> <li>Ruhle Trawl, Haddock Separator, Rope Trawl, Flounder Trawl</li> </ul> Trawl Gear Workshop (20 min each) <ul style="list-style-type: none"> <li>Station 1: Identifying Net Type</li> <li>Station 2: Trawl Net</li> </ul>	Megg Reynolds	Overview of Trawl gear within the Groundfish Fishery. The workshop provides a hands-on opportunity that highlights the components of the trawl gear. A component of the workshop will focus on using, maintaining, and reading the vernier calipers appropriately.
	Gillnet Gear Presentation & Workshop <ul style="list-style-type: none"> <li>Identifying Gillnet Gear</li> </ul> Longline & Handline Gear Presentation Longline & Handline Workshop <ul style="list-style-type: none"> <li>Longline &amp; Handline Id Gear</li> </ul>	Jack Wilson	Overview of Gillnet, Longline, & Handline gear within the Groundfish Fishery. The workshop provides a hands-on opportunity that highlights the components of each gear type. Trainees will learn how to recognize multiple gear types used within the same fishing trip.
<b>1230</b>	Meet Your Editor (20 mins)	LUNCH	Students have an opportunity to meet with their assigned Editor.
<b>1330</b>	Gear Logs & Gear Tabs <ul style="list-style-type: none"> <li>Trawl Fishery: Specialized Gear (SMP) <ul style="list-style-type: none"> <li>Calipers &amp; Mesh Measurements</li> </ul> </li> <li>Gillnet Fishery</li> <li>Longline Fishery</li> <li>Introduction to Multi-gear</li> </ul>	Megg Reynolds Beth Gianesin Jack Wilson Support: Charles Dunlap	Identifies and explains the gear fields collected by ASM observers per gear type and how they are recorded. Trainees will also learn how to record multiple gears used within the same trip.
<b>1500</b>	Incidental Take Identification Session: Marine mammal, Sea Turtle, Sea Bird	Lisa Wilt	Introduce and define incidental takes, morphology and terminology associated with Marine Mammals, Sea Turtles and Sea Birds. Describe and illustrate animal conditions and entanglement scenarios.
<b>HOMEWORK ASSIGNMENT</b>	Study for Safety Exam, Prep Dry Survival Suit and attachments, Fish Disposition Code Hw and Begin Longline and Gillnet Homework (Due Oct 21 <sup>st</sup> )	<b>Homework Location:</b> Training Binder	Due Date: October 19 <sup>th</sup> @ 8am

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
<b>DAY 7 Wednesday</b>	<b>October 19, 2016</b>		<b>Tech Park:</b> Training Room
<b>HOMEWORK</b>	<u>Dry Survival Suit and Fish Disposition Code Hw</u>		Editor of the Day: 1000-1200 Stewart DesMeules
<b>0800</b>	<b>Safety Written Exam &amp; Practical Stations</b> <u>Written Safety Exam:</u> exam require a minimum of 85% successfully pass the ASM Training Program <u>Practical Exam:</u> all station requires a Pass to successfully complete the ASM Training Program	Mike Tork Staff	Written Safety Practical and Exam: Rotate between stations for individual hands-on demonstration. Station 1: Immersion Suit Group Station 2: Life Raft: Mike Tork Station 3: Mayday: Megg Reynolds
<b>1000</b>	Groundfish Haul Data Reporting • Common Haul Log & Tab Variables	Jack Wilson Support: Charles Dunlap	Identifies and explains on how to record haul data electronically and on paper logs
<b>1145</b>	Fish Pot Trip	Beth Giancesin	Introduced to the 'fish pot' gear type and how to document.
<b>1200</b>		LUNCH	
<b>1300</b>	Review Safety Practical & Exam Results Survival Suit Attachments Proper Assembly PLB Instruction & Maintenance	Mike Tork	Properly placing all safety attachments on survival suits. Students will be instructed on proper use and maintenance of their provider issued PLBs
<b>1330</b>	Incidental Take Id Session: Cont	Lisa Wilt	Complete the identification of incidental takes.
<b>1400</b>	Incidental Take Tab/Log • Inc. Take Worksheet • Inc. Take & picture protocols  Introduction to Incidental Take Exercise	Lisa Wilt	This presentation will provide the trainees with a detailed overview of incidental take protocols and associated reporting. These measures will address proper communication, sampling challenges and precautionary tactics when working in the field. Students will learn how to fully illustrate a protected species interaction through proper documentation.
<b>1500</b>	<u>Cooler Session</u> • Marine Mammal tagging protocols • Sea turtle resuscitation protocols • Digital Camera Practice	Lisa Wilt Jack Wilson	This workshop will provide hands-on experience with the aforementioned incidental take protocols. Trainees are presented with a scenario based opportunity to manipulate protected species and document the interaction. <b>What to Bring:</b> • Closed toed shoes & Sweatshirt/jacket • Pen/Paper • Digital Camera
<b>HOMEWORK ASSIGNMENT</b>	<i>Reg. Compliance Index, Web Portal Video, Incident Report Introduction Folder Review</i>	<b>Homework Location:</b> Training Binder, Reg. Compliance Folder <b>Handed Out by Kristy</b>	<b>Due Date: Oct 20<sup>th</sup> @ 8am</b>

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
<b>DAY 8 Thursday</b>	<b>October 20, 2016</b>		<b>Tech Park:</b> Training Room and Back Cooler
<b>HOMEWORK</b>	Incident Report Folder Review (1230) and Incidental Take Exercise		
<b>0800</b>	Length Frequency Session <ul style="list-style-type: none"> <li>Length Frequency Log &amp; Tab</li> <li>Length Frequency Workshop</li> </ul>	Beth Giancesin Support: Training Staff Steven LaForge	Introduces trainees to their biological sampling gear (e.g. measuring board, length frequency strips) and how to record lengths of priority species. The workshop includes hands on activities using their biological sampling gear.
<b>0915</b>	Individual Animal Log & Tab <ul style="list-style-type: none"> <li>Shark ID</li> <li>Sturgeon ID</li> </ul>	Ben Church Joe Mello	Shark, sturgeon, and pelagic species identification. Students are trained how IAL species are photographed and how to record IAL data electronically and on their paper logs.
<b>1015</b>	Electronic Data Collection III <ul style="list-style-type: none"> <li>Importing media into Sector ASM</li> <li>In-Class Trip Upload</li> <li>Intro to the Observer Web Portal</li> </ul>	Charles Dunlap Erin Kupcha Jim Finnegan Russ Blanc	Step-by-step processes on how data and media are uploaded electronically. Students will upload during this session. Support: Jack Wilson
<b>1115</b>		Lunch	
<b>1215</b>	Fishermen Comment Log	Beth Giancesin	Detail description of providing Captain proper instructions on completing the Fishermen Comment Log
<b>1230</b>	Regulatory Compliance Program: <ul style="list-style-type: none"> <li>Incident Report Scenario</li> <li>Overview of Folder</li> <li>Incident Report                             <ul style="list-style-type: none"> <li>Incident Report Scenario Review</li> </ul> </li> <li>Drug Awareness Training</li> </ul>	Sara Weeks Kristy Gustafson Support: Stewart D. Aubrey E. Erin Kupcha	This session reviews the location and access for all of the regulatory compliance forms. Use scenarios to describe when to issue forms and how to thoroughly document and submit paperwork within the Observer Web Portal.
<b>1430</b>	Office of Law Enforcement	Tom Gaffney	An OLE agent speaks to the class about the role of OLE in sector monitoring.
<b>1515</b>	Observer Support Panel Facilitator: Amy Martins Sara Weeks	Coast Guard Staff Tom Gaffney Mike Tork	Session with members of the Observer Support team who are a part of the <i>safety culture</i> that supports all observers. The goal of this panel is to present and describe the support system that exists for observers, should conflict or incidents at sea arise.
<b>1615</b>	Incidental Take Review Session (This session will run as long as necessary)	Lisa Wilt Stephanie Petrus	Students will review protected species ID characteristics and incidental take protocols.
<b>HOMEWORK ASSIGNMENT</b>	Study for Inc Take Exam, Longline HW and Gillnet Hw (Uploaded) and Conveyor Belt Strategy Hw	<b>Homework Location:</b> Training Binder	<b>Due Date: Oct 21<sup>st</sup> @ 8am</b>

TIME	TRAINING/ACTIVITY	FACILITATOR	DESCRIPTION
<b>DAY 9 Friday</b>	<b>October 21, 2016</b>		<b>Tech Park:</b> Training Room
<b>HOMEWORK</b>	Longline HW, Gillnet Hw (Uploaded) and Conveyor Belt Strategy Hw (1315)		Editor of the Day: 1315-1500 Allison Hall
<b>0800</b>	<b><u>Incidental Take Exam &amp; Practical</u></b> <i>This exam requires a minimum of 85% to successfully pass the ASM Training Program.</i>	Lisa Wilt Stephanie Petrus	<b>Open Book:</b> Students will be able to utilize all materials provided to them during training to complete this exam.
<b>1000</b>	Certification Trip Policy & Port Tour Info	Kara Gibbons	Overview of how to become fully ASM certified.
<b>1015</b>	Data Quality Stock Assessment Overview	Debra Duarte	Program standards are discussed as well as corrective measures that will be taken should an individual display low data quality. Brief overview of how observer data is used and effects within the stock assessments.
<b>1145</b>	Pre-Trip Notification System (PTNS)	Sara Cierpich	Overview of the Groundfish Sector trip selection process for ASM Program.
<b>1200</b>	Final Exam Preparation Training Trip Outline Prep	Diana Cowan Training Staff	Students will review how they will be tested. Final Exam what to bring: <ul style="list-style-type: none"> <li>All manuals and ID Guides</li> <li>CHARGED Tablet &amp; Digital Camera</li> </ul>
<b>1215</b>		LUNCH	
<b>1315</b>	Catch Estimation Program Specialized <ul style="list-style-type: none"> <li>Standard Conveyor Belt Protocols</li> <li>Application of Discard Log</li> <li>Cumulative Sum Method</li> <li>Deckloading Scenario</li> </ul>	Jack Wilson Megg Reynolds Beth Gianesin	Students will present how to manage catch on vessels with conveyor belts. Students will learn about and when to use the Discard Log, Students will learn and use the Cumulative Sum Method. Students will be educated on how to handle deckloading situations in the field.
<b>1500</b>	Data Collection Workshop <ul style="list-style-type: none"> <li>Introduction to Sampling Gear</li> <li>Methods for collecting catch information</li> <li>Biological Sampling Manual Review</li> </ul> <p><u>Data Collection Wrk Due at the End of the Day!</u></p>	Diana Cowan (Intro) Session 1: Longline (20min) Beth Gianesin Session 2: Gillnet (20min) Jack Wilson Session 3: IAL&LF(20min) Megg Reynolds	This workshop is designed to introduce the gear that will be issued to observers. Using their issued tools, trainees will move through various stations within each gear type and practice using equipment to record data and transcribe on to their logs. What to bring: Digital Camera, Clipboard, Calculator, and Notebook
<b>HOMEWORK ASSIGNMENT</b>	Dispute Resolution Reading, LF Hw, Deckloading & Cumulative Sum Hw and ASM Self Skills Checklist (Due Oct. 25 <sup>th</sup> )	<b>Homework Location</b> Handed out first day	<b>Due Date: Oct 24<sup>th</sup> @ 8am</b>

TIME	TRAINING/ACTIVITY	FACILITATOR	DESCRIPTION
<b>DAY 10 Monday</b>	<b>October 24, 2016.</b> <b>Raindates: Sat Oct 22<sup>nd</sup> - Sun. Oct 23<sup>rd</sup></b>		<b>Tech Park:</b> Training Room & Sandwich Fishing Harbor
<b>HOMEWORK</b>	LF Hw and Deckloading & Cumulative Sum Hw		
<b>Session Times:</b>  <b>Session 1: 0615</b>  <b>Session 2: 0945</b>	Session 1: Leave Tech Park at 0630 Observer Team Leader: Contact #: Session 2: Leave Tech Park at 1015 (*Students arrive at least 30 min prior to leave time) Observer Team Leader: Contact #:	<b>Session 1 &amp; 2:</b>  <b>F/V Charger</b> Training Trip Lead: Megg Reynolds <b>Session 1:</b> Editor Staff: Corey Endres  <b>Session 2:</b> Training Staff: Megg Reynolds Training Staff: Beth Giancesin Training Staff: Jack Wilson	<b>F/V Michelle Jean II</b> <b>Session 1:</b> Training Staff: Beth Giancesin Training Staff: Jack Wilson
	<b>Trawl Training Trip</b> (see Group List below for observer boat assignments)  Driver: Diana Cowan		
	Complete Paper Logs	Kara Gibbons	
	<b>What to bring:</b> Charged Tablet (can be left in Training Room) <u>Personal Gear:</u> <ul style="list-style-type: none"> <li>Sunscreen &amp; sunglasses</li> <li>Watch</li> <li>Food</li> <li>Water</li> <li>Any needed prescribed medications</li> <li>Wear layers</li> <li>Hat</li> </ul>	<u>Work Gear:</u> <ul style="list-style-type: none"> <li>Digital Camera (charged)</li> <li>Boots</li> <li>Gloves</li> <li>Foul weather gear</li> <li>Pencils &amp; Clipboard</li> <li>Waterproof Notepad</li> </ul>	<u>Safety Gear</u> <ul style="list-style-type: none"> <li>Survival Suit with all attachments</li> <li>PFDs (must be worn throughout trip)</li> </ul>
	Uploading Trawl Training Trip	Session 1 & 2	Charles Dunlap, Jim Finnegan & Erin Kupcha IT Cell Phone 508 367-8256
<b>HOMEWORK ASSIGNMENT</b>	Study for Final Exam and ASM Self Skills Checklist	<b>Homework Location:</b> Handed out first day	<b>Due Date:</b> Oct 25 <sup>th</sup> @ 8am

TIME	TRAINING/ACTIVITY	FACILITATOR	DESCRIPTION
<b>DAY 11 Tuesday</b>	<b>October 25, 2016</b>		<b>Tech Park:</b> Training & Conference Room
<b>HOMEWORK</b>	ASM Self Skills Checklist bring to Mentor Session		
<b>0800</b>	<b><u>Final Exam</u></b>		<b><u>Open Book:</u></b> Students will be able to utilize all materials provided to them during training to complete this exam. The exam will include: multiple choice, true/false, short answer, and an actual trip and picture upload.
	<ul style="list-style-type: none"> <li>All fisheries &amp; protocols</li> <li>All logs &amp; Tabs</li> <li>Successfully upload a trip using Tablet</li> <li>Successfully upload a digital photo using Tablet</li> </ul>	Training Staff	<b><u>NOTE:</u></b> Upon completion of exam, all trainees must see Charles Dunlap for the following: To ensure proper upload & confirmation. To delete all mock trips from the Tablet and storage card. To finalize security & passwords.
	Delete Tablet In-Class & Training Trips	<u>In his office:</u> Charles Dunlap	
	<b>Mentoring Session #3:</b> Final Evaluation	Training Staff	A follow up mentoring session is conducted with students individually to address concerns and to allow feedback.
<b>1200</b>		LUNCH	
<b>1300</b>	Part 1: Conflict Resolution	Kit Van Meter	Students are presented with likely situations that could occur while performing job duties. Scenarios are covered in lecture and role playing. Location: Training Room.
<b>1430</b>	Part 2: Conflict Resolution Group Session and Wrap Up	Kit Van Meter	<u>Closed Session.</u> Support Staff: Training Staff and Safety Staff
<b>1500</b>	Electronic Monitoring Study	Niki Rossi	NMFS Observer Program support to the Gulf of Maine Research Institute Electronic Monitoring Study protocols.
<b>1515</b>	Gear Certification Program (15 min)	Debra Duarte	Students will learn of the Gear Certification Program and the timeline protocols. Students will be re-issued certified gear. Editors will provide feedback about the trainees performance on data submitted for their training trip. An evaluation of the paper logs and Tablet uploads will be provided during this session. Students will be issued paper logs, length frequency strips and depth sticks. Review final exam results
	<ul style="list-style-type: none"> <li>Issue FSB Certified Gear</li> </ul>	Tyler Staples	
	Inc Take Exam Review (10 min)	Lisa Wilt	
	Training Trip Editor Review Session (30 min)	Kara Gibbons	
	Homework Review (5 min)	Training Staff	
	Issue Certified Gear & Logs (5 min)	Ashley Traverse-Taylor	
	<ul style="list-style-type: none"> <li>Issue Paper Logs</li> <li>Length Frequency Strips/Depth Sticks</li> </ul>		
	Exam Review	Diana Cowan	
<b>1645</b>	What to take on a day trip & a multiday trip		Students will be given suggestions on how to pack their gear efficiently and what they should take on a day trip and on a multi day trip. Also trained on how to properly maintain it all issued gear.
	<ul style="list-style-type: none"> <li>How to pack a bucket</li> <li>Tips on sea sickness</li> <li>Gear maintenance</li> </ul>	Jack Wilson	
<b>1700</b>	Class Photo	Training Staff	Students receive their Letters of Introductions and Training Certificates.
	Completion of the ASM Training Program	Diana Cowan	

**Tech Park Floor Plan**

