

Northeast Fisheries Science Center (NEFSC) Fisheries Sampling Branch (FSB)

At-sea Monitoring Program

ASM Specialized: NEFOP to ASM Cross Training November 2-6, 2015 (rev. 10/26/15)

To properly prepare for this training, observers should review all issued materials, complete all assignments, and ensure all gear is available and in usable condition.

Note: The FSB Training Standards, *Participation Grade*, will be affected for observers who are not properly prepared!

WELCOME PACKET
WHAT TO HAVE COMPLETED PRIOR TO TRAINING
Section IV: Selected Readings
Section V: Readings and Questions Homework
Section VI: Dispute Resolution Style Form (Email to Kit Van Meter kitvanm@post.harvard.edu)
Section VII: Regulatory Compliance Folder Request Form
Section VIII: NMFS issued Gear Request Form and Tablet Password Form
MANUALS & GEAR LIST
WHAT TO BRING TO TRAINING: DAY 1 AT 8AM
Manuals and Reference Materials: <ul style="list-style-type: none">• Observer Program Manual• Biological Sampling Manual• Regulatory Compliance Folder• On-deck Reference Guides• <u>All</u> Marine Mammal, Fish, Sea Bird, Sea Shore, and Sea Turtle ID Guides• Calculator• Pen and Pencil
Gear Certification Program: <p>FSB recommends that all observers bring <u>all gear every time</u> they come to Tech Park. The only exception is when gear has been checked within the previous 2 weeks, in which case the observer is not required to bring it again.</p>
Observers are required to bring all of the following items to be TURNED IN:
Electronic Gear: Night/Weekend Electronic Support: 508-367-8256. <i>All trips must be uploaded prior to training.</i> <ul style="list-style-type: none">• Charged Tablet and accessories: Must have the latest version installed (Chrome)• Charged Digital Camera and accessories• Marel Scales (if issued) and accessories

Training Location:

Fisheries Sampling Branch

Technology Park

25 Bernard Saint Jean Drive Falmouth MA, 02536

Training Contact:

Diana Cowan

(508)495-2283

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
Monday: November 2, 2015	Tuesday: November 3, 2015	Wednesday: November 4, 2015	Thursday: November 5, 2015	Friday: November 6, 2015
0800 Welcome to Training Manual Check-In Gear Certification Program: Gear Drop Off	0800 Optional Study Time	0800 Incidental Take Student Exercise in Protocols & Log/Tab	0800 <u>INCIDENTAL TAKE EXAM</u>	0800 <u>ASM FINAL EXAM</u>
0830 Housekeeping, Training Standards & Objectives	0830 <u>FISH ID EXAM</u>			
0930 ASM Training Tips ASM Job Tasks	0915 Overview of ASM Paper Logs	Incidental Take Workshop	0930 Conflict Resolution	
0945 Fish ID Review SVP Review	0920 Common Error Review			
1115 Fish Disposition Review	0930 Gillnet Fishery Gear and Haul Logs/Tabs Groundfish Sampling Workshop: Gillnet Fishery	1100 Individual Animal Log/Tab IAL Workshop	1100 Mentoring	
LUNCH (1145)	LUNCH (1200)	LUNCH (1200)	LUNCH (1130)	
1240 Student Evaluations				LUNCH (1215)
1245 Training Trip Policy	1300 Trawl Fishery Gear and Haul Logs/Tabs Groundfish Sampling Workshop: Trawl Fishery	1300 Length Frequency Log/Tab	1230 Final Exam Preparation	1310 Electronic Devices: Field Ready
1300 Data Quality Uses of Observer Data		1330 Sector Groundfish Upload	1335 Tablet Apps & Electronic Devices Gear Cert. Review	1300 Inc Take Exam Review
1400 Regulatory Compliance Program Updates Incident Report & Drug Awareness	1430 Vessel & Trip Log/Tab	1335 Tablet Apps & Electronic Devices Gear Cert. Review	1315 Homework Reviews	1330 Certified Gear Review
		1400 Safety Updates & Gear Review	1330 Catch Estimation Group Homework Presentations	1400 Exam & Upload Review
1500 Overview of the Sector Groundfish Program	1430 Groundfish Sampling Workshop: Longline Fishery	1430 Catch Estimation Group Assignments	1330 Catch Estimation II	
1530 Informal Q & A Session	1645 Fish Pot	1530 Incidental Take Review	1530 Sub-sampling Justification	1530 ASM Program Conclusion Gear Issuance

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
DAY 1 Monday	November 2, 2015		Tech Park: Training Room, Warehouse, and Cooler
HOMEWORK DUE	Welcome Packet: Readings & Questions HW		
0800	Welcome to Training & Manual Check-In FSB Gear & Reg. Comp Folder Requests	Training Staff	Training staff will check all required manuals for good working condition and the most current revision.
	Gear Certification Program: Gear Drop Off	Debra Duarte	Required certifiable gear will be dropped off by students in warehouse. GCP: FSB Staff
0830	General Housekeeping, Training Standards & Objectives	Diana Cowan	General housekeeping and emergency procedures. ASM Program Certification Standards. Issue Door Code.
0930	Intro to ASM Training: Training Tips Overview of ASM Job Tasks	Megan Reynolds Diana Cowan	Helpful tips on being successful in this training. The ASM Checklist will be handed out. Review ASM Duty Sheet compare with current observer responsibilities.
0945	Fish ID In-Class Review Species Verification Program Review	Training Staff	SVP Review. Fish ID in class review session. This is an open ended review session.
1115	Fish Disposition Codes Review & Exercise	Beth Wetterhahn	Review the codes describing specifics of kept or discarded.
1145		LUNCH	
1240	Student Evaluations: Issue Forms	Tania Lewandowski	
1245	Training Trip Policy	Kris Tholke	Overview of how to become fully ASM certified.
1300	Data Quality Review: Uses of Observer Data	Debra Duarte	The ASM Program standards are discussed thoroughly with students. Application of ASM Observer data.
1400	Regulatory Compliance Program Updates: <ul style="list-style-type: none"> Regulatory Compliance Folder Incident Report Drug Awareness Review 	Sara Weeks Kristy Gustafson	Regulatory Compliance Program updates: review of forms and issue any new documents. Review how to Incident Report protocols. Any updates on Drug Awareness Training.
1500	Overview of the Sector Groundfish Program	Amy Martins	Groundfish Fisheries; Amendment 16: FW's 48, 50 & 51. Highlighting differences and similarities amongst the observer certification programs and job responsibilities.
1530	Informal Q & A Session	Amy Martins Katherine McArdle Sara Weeks	Informal session allowing observers to ask questions about any concerns relating to the future of the ASM Program.
HOMEWORK ASSIGNMENT	Study for Fish ID Exam		

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
DAY 2 Tuesday	November 3, 2015		Tech Park: Training Room
0800	Optional Study Time		
0830	<u>Fish Identification Exam</u> <i>Exam requires a minimum score of 85% to successfully pass the ASM Training Program.</i>	Training Staff	Fish ID Exam: Closed Book: No materials may be used for this portion of the exam.
0915	Overview of ASM Paper Logs	Beth Wetterhahn	Identifies and explains ASM Specific Paper Logs: review order of logs & page numbering.
0920	Common Errors on Trip Logs	Meghan Plourde	Synopsis of the common errors found on current ASM observed trips
0930	Gillnet Fishery Review <ul style="list-style-type: none"> Gear and Haul Logs & Tabs Groundfish Sampling Workshop Gillnet Fishery Trip Scenario 	Meghan Plourde Support: Charles Dunlap	Review the Gillnet fishery gear and haul fields/tabs with regards to ASM protocols. A comprehensive hands-on simulated trip resulting in documentation of a Gillnet trip.
1200	LUNCH		
1300	Trawl Fishery Review <ul style="list-style-type: none"> Gear and Haul Logs & Tabs Groundfish Sampling Workshop Trawl Fishery Gear & Haul Exercise 	Megan Reynolds	Review the Trawl fishery gear and haul fields/tabs with regards to ASM protocols. A hands-on exercise resulting in documentation of Trawl Gear & Haul Logs.
1430	Vessel & Trip Log Log & Tab	Megan Reynolds	V&T Log /Tab review with regards to ASM protocols.
1435	Longline & Handline Fishery <ul style="list-style-type: none"> Longline & Handline Gear Presentation Longline & Handline Gear Workshop Longline & Handline Gear and Haul Logs & Tabs Groundfish Sampling Workshop <ul style="list-style-type: none"> Longline & Handline Fishery Gear & Haul Scenario 	Meghan Plourde	Introduction to Longline & Handline gear within the Groundfish Fishery. The workshop provides a hands-on opportunity that highlights the components of the gear type. Review of multi-gear scenarios and how to properly document. Identifies and explains the gear and fields collected by ASM observers for the Longline & Handline fishery and how they are recorded on the log and electronically. A hands-on exercise resulting in documentation of both the Longline & Handline Gear & Haul Logs.
1645	Fish Pot Trip	Beth Wetterhahn	Trainees are introduced to the 'fish pot' gear type and how to document potential encounters with this gear.
HOMEWORK ASSIGNMENT	Groundfish Sampling Workshops: Gillnet Trip Logs, Trawl and Longline & Handline Gear & Haul Logs	Homework Location: Handed out in class	Due Date: November 4th

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
DAY 3 Wednesday	November 4, 2015		Tech Park: Training Room & Back Lot
HOMEWORK DUE	Groundfish Sampling Workshops: Gillnet Trip Logs, Trawl and Longline & Handline Gear & Haul Logs		
0800	Incidental Take Program Review <ul style="list-style-type: none"> ASM Incidental Take Protocols ASM Incidental Take Logs & Tab Inc. Take Workshop (Trip # 990) <i>Workshop Assignment: Turn in by the end of the session.</i>	Greg Early Support: Charles Dunlap	Review morphology and terminology associated with Marine Mammals, Sea Turtles and Sea Birds. Students will review the importance to fully illustrate a protected species interaction through proper documentation. Inc Take Workshop has the observer work-up an Inc Take species, document on log, input electronically, and upload.
1100	Individual Animal Log & Tab <ul style="list-style-type: none"> IAL & picture protocols IAL Workshop (Trip # 990)	Ben Church	Introduce the ASM Individual Animal Log. Review how IAL species are photographed and how to record fields on the paper log and tabs. IAL Workshop has the observer work-up an IAL scenario, document on log, input electronically, and upload.
1200	LUNCH		
1300	Length Frequency Log & Tab (Trip # 991) Biological Sampling Manual ASM Protocols	Beth Wetterhahn	Overview of the ASM Length Frequency Log. Use the BSM to identify ASM observer protocols and record fields on the paper log and tab.
1330	Sector Groundfish Upload <ul style="list-style-type: none"> In-Class Trip Upload (Trip # 991) 	Training Staff	Student will upload during this session.
1335	Electronic Devices Gear Cert. Review & Tablet Application Download	Charles Dunlap Erin Kupcha Jim Finnegan	Provide feedback on Gear Certification Program results. Upload Tablet Apps.
1400	Safety Gear Review Safety Program Review & Updates	Mike Tork	Feedback on safety gear. Review of and any updates to the safety program.
1430	Catch Estimation Group Homework Assignments	Training Staff	Students are given Catch Estimation Group assignments and detailed instruction on how to complete the homework.
1530	Incidental Take Review Session (This session will run as long as necessary)	Greg Early	Students will review protected species ID characteristics and incidental take protocols.
HOMEWORK ASSIGNMENT	Study for Inc Take Exam and Catch Est. Group Assignment	Homework Location: Issued during class	Due Date: November 5th

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
DAY 4 Thursday	November 5, 2015		Tech Park: Training Room & Outside Station
HOMEWORK DUE	Catch Est. Group Assignment Presentation (1330)		
0800	<u>Incidental Take Exam & Practical</u> <i>This exam requires a minimum of 85% to successfully pass the ASM Training Program.</i>	Greg Early	<u>Open Book:</u> Students will be able to utilize all materials provided to them during training to complete this exam. <ul style="list-style-type: none"> • Key Characteristics and Identification • Animal Condition and Entanglements
0930	Conflict Resolution II	Kit Van Meter Support: Sara Weeks Katherine McArdle	Students are presented with likely situations that could occur while performing ASM observer job duties. Scenarios are covered in lecture and role playing. Support: Trainers & Mike Tork
1130	LUNCH		
1230	Final Exam Preparation	Diana Cowan	Students will review how they will be evaluated. What to bring: <ul style="list-style-type: none"> • Program Manual, Biological Sample Manual, On Deck Ref. Guides and ID manuals • CHARGED Tablet & Digital Camera
1300	Incidental Take Exam Review	Greg Early	Review results of the Incidental Take Exam
1315	Homework Reviews	Training Staff	Review all graded homework assignments.
1330	Catch Estimation Group Hw Scenarios 15 min per group & Stations with props Catch Estimation II Review	Student Presentations Beth Wetterhahn Megan Reynolds Meghan Plourde	Each group will demonstrate how to deal with the assigned catch estimation scenario according to ASM protocols and the group's individual at-sea experiences. Overview of current catch estimation methods. Clear up common errors and/or misunderstandings.
1530	Sub-sampling Justification	Debra Duarte	Endorse the Catch Estimation Program and its methods.
HOMEWORK ASSIGNMENT	Complete Training Evaluations		

TIME	PRESENTATION/ACTIVITY	FACILITATOR	DESCRIPTION
DAY 5 Friday	November 6, 2015		Tech Park: Training Room
HOMEWORK DUE	Complete Training Evaluations (Turn in by Lunch)		
0800	ASM Final Exam <ul style="list-style-type: none"> All fisheries & protocols All logs & Tabs Successfully upload a trip using Tablet (Trip #999) Successfully upload a digital photo using Tablet 	Training Staff	Open Book: 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. Support: Charles Dunlap
1100	Mentoring Session: Final Evaluation <ul style="list-style-type: none"> Bring ASM Checklist 	Training Staff	A mentoring session is conducted with students individually to address concerns and to allow feedback.
	Turn in Completed Training Evaluations	Homework Bin	
1215	LUNCH		
1310	Electronic Devices: Field Ready Delete Tablet trip files Clear out Digital Camera photos	Charles Dunlap	Charles Dunlap for the following: <ul style="list-style-type: none"> To ensure proper upload & confirmation To delete all mock trips from the Tablet
1315	GMRI Electronic Monitoring Study	Kelly Neville	NMFS Observer Program support to the Gulf of Maine Research Institute Electronic Monitoring Study protocols.
1330	Certified Gear Review	Debra Duarte	Return certified gear; provide feedback on results and students sign the Gear Certification Program checklist.
1415	Final Exam & Upload Review Class Photo	Training Staff	Review exam and upload results. Support: Erin Kupcha and Charles Dunlap
1530	ASM Program Conclusion Completion of the ASM Training Program Issue Requested Material/Gear <ul style="list-style-type: none"> Issue Paper Logs NMFS Issued Gear 	Diana Cowan Training Staff Ashley Traverse-Taylor	Students receive their Letters of Introductions and Training Certificates. Student receive any requested NMFS issued gear or paperwork.