

NORTHEAST FISHERIES OBSERVER PROGRAM INCIDENT REPORT INSTRUCTIONS

The Incident Report (found under "Observer Program Forms" at <http://www.nefsc.noaa.gov/fsb/forms/>) is applicable to Northeast Fisheries Observer Program (NEFOP) Observers, Industry Funded Scallop (IFS) Observers, and At-Sea Monitors (ASM). As this report contains sensitive information it will not be publicly available **unless all sensitive information is redacted**. This report is interactive and requires Adobe Reader 9.0 (or later) software. To download the most up to date **free** version of Adobe Reader go to <http://get.adobe.com/reader/>. Please read the instructions **before** filling out the report to ensure all required information is included.

The Office of Law Enforcement (OLE) has provided a hotline number (**1-800-853-1964**) for the reporting of urgent/time sensitive issues that do not require immediate response and are not emergency situations. If observers/monitors have been assaulted, threatened with assault, or are in a situation that requires immediate response, they should call 911. If you have reported an incident to the OLE hotline number or 911, you are still required to complete and submit an incident report.

Filling Out the Report

Please note, this report serves as a written affidavit of the incident, therefore, it is **essential that the individual reporting the event complete the report**. **No other parties (program manager, area coordinator, etc.) should complete this report on behalf of an observer or ASM**. All incident reports must include a **digital signature** to certify the document (see directions below). **All incidents must be reported within 12 hours after the incident occurred or within 12 hours of landing, depending on which is applicable**. Please note, all incidents, including mishaps (minor sprains, strains, cuts, abrasions) and serious injuries must be reported.

Each data field is specific to a particular element (e.g., vessel name, incident location, etc.), please do not enter alternate information in the data fields. If you have additional information not listed as a data field you would like to include, please add those details in the "Incident Description" field. If a specific field is unknown, please leave it blank. If the event occurs over the course of several days, enter the last or most recent associated date in the "Incident Date" field and include the other dates in the "Incident Description" field. Please avoid using **commas** in the "Incident Description" field.

If you are **MAC** user using the built-in software "**Preview**" to fill out the report as opposed to Acrobat, please follow the following instructions. Once you have completed the report (using Preview software) instead of saving the report, select "print." Select "save as a PDF" from the drop down menu, save the report using the naming convention outlined below, and follow instructions for emailing the report. This will create a file that is readable. If the fields appear blank after completing the report or you are unable to add a digital signature, "Preview" software is most likely the problem. Please note, MAC users may also opt to use Acrobat to complete the report and would follow the instructions outlined below.

Observer/ASM ID or Trip ID

If the incident occurred on a trip, provide the trip ID, if the incident did not occur on a trip (trip refusal, etc.) provide your identification ID (i.e., Observer or ASM ID).

Position Title

Please select your position title from the drop down list. The choices include; NEFOP Observer, Industry Funded Scallop (IFS) Observer, or ASM.

Employer Name

Please select your employer from the drop down list. Choices include; **NEFOP** (MRAG Americas), **IFS** (A.I.S. Inc., East West Technical Services, Fathoms Research), or **ASM** (A.I.S. Inc., East West Technical Services, MRAG Americas).

Incident Type

Please select the type of incident from the drop down list. Please note, options may be only applicable to certain positions (i.e., NEFOP, IFS, ASM), please be sure you are selecting the correct incident type for your position. The choices include; Refusal, Safety Deficiency, Unsafe Vessel Operation, Harassment, Interference, Intimidation, Gear Tampering/Theft, Assault, Discard of Legal Sized Groundfish (Sector Trips only), Concerns about Safety, Description of any Injuries, Captain did not Show to Vessel at Arranged Time, Difficulty in Setting up Trip, Pre-Trip Notification System (PTNS) Noncompliance, Other.

Digital Signature

When you click on the digital signature box in the lower left hand corner you will be prompted to "Sign Document" (digital signature previously created, click "sign" button) or "Add Digital ID" (no digital signature created). If you are prompted to "Add Digital ID," click on the "A new digital ID I want to create now" button and then follow the steps. A box will pop up and provide you with two choices ("New PKCS#12 digital ID file" or "Windows Certificate Store") to create a digital signature. Either choice should work. After you have selected a digital signature option, you will be prompted to enter your identity information (name, organization unit, email address, etc.). Fill in the information (keep the defaults) and click "Next." You will now be prompted to set your password and you will then be ready to "sign" the report.

Saving the Report

After completing the report with all the required information, you must save the report to your computer, in order to email it. If you are not working on your own computer **you should delete the file from the directory and trash folder (after you have verified that the report was emailed).** To save the file in Adobe Acrobat select "File" and then "Save As" (or Shift+Ctrl+S), and rename the file to a directory.

When saving the file include the following information in the title: **position type, last name, incident type, and the date (month, two-digit day, and four digit year) of the incident.** Examples of the naming convention are included below.

Incident_Report_NEFOP_Smith_Harrassment_Oct012010
Incident_Report_ASM_Smith_SetupDifficulty_May152010

Emailing the Report

After you have completed the report and added your digital signature you will need to email the report as a PDF attachment. Open up your internet email account, add the saved PDF report as an attachment, and send it to the email address listed below. **Report recipients are dependent upon your position and/or incident type, hence, it is very important you use the correct email distribution address.** Please remember to *capitalize* the "NEFSC" portion of each email group and copy your program manager when emailing the report. **Do not copy other staff outside of the distribution email list other than your program manager.** Please include the **new report name** (see above "Saving the Report" for instructions on naming convention) in the subject line of your email. Please see the "positions" and associated email address below.

NEFOP Observers:

NEFSC.nefopincident@noaa.gov

**Copy Program Manager*

Industry Funded Scallop (IFS) Observers:

NEFSC.scallopincident@noaa.gov

**Copy Program Manager*

At-Sea Monitors (ASM):

NEFSC.asmincident@noaa.gov

**Copy Program Manager*

If you have any questions, please contact Sara Weeks (508) 495-2227 or Amy Van Atten (508) 495-2266.

**Fisheries Sampling Branch
National Marine Fisheries Service
25 Bernard Saint Jean Drive
East Falmouth, MA 02536-4420
ATTN: Branch Chief**

INCIDENT REPORT

Name
Last, First

Home Address &
Phone Number

Observer/ASM ID
or Trip ID

Position Title

Incident Location
(Port, Town, State)

Incident Date

Vessel Name

Vessel Permit
Number

Vessel Hull
Number

VTR Serial
Number

Employer Name

Names of
Persons Involved

Incident Type

*****For a list of Incident Types, please use drop down list or see instructions "Filling out the Report" above**

Provide a description of the incident with as much detail as possible. Include date, location, time, persons involved, exact quotes/statements, and other pertinent information.

I declare under penalty of perjury that the foregoing is true and correct.

Signature

Date