1.0 Applicable Standards / Regulations

ISO 9001-2008, Clause 4.2.1(d), 7.5.1(b)

[50 CFR 648.7](http://frwebgate.access.gpo.gov/cgi-bin/get-cfr.cgi?TITLE=50&PART=648&SECTION=7&TYPE=TEXT)

2.0 Purpose

To ensure near real time collection and processing of required vessel catch data.

3.0 Scope

Applies to information from Northeast region federally permitted fishing vessels with mandatory IVR reporting requirements.

4.0 Authority and Responsibility

**Systems Management and Development (SMD) Section Chief –** Responsible for ensuring that the requirements of this procedure are fulfilled.

**Fishery Information Specialists (FIS) –** Responsible for performing activities described in this procedure.

5.0 Activities

|  |  |  |  |
| --- | --- | --- | --- |
|  | Resp. | Activity | Requirement |
| **5.1** **Processing IVR Data** | | | |
| 5.1.1 | FIS | Captures catch data. | Run SQL summary reports weekly. |
| 5.1.2 | FIS | Research set aside internal summary | Complete on Wednesday. |
| 5.1.3 | FIS | Quota Monitoring Report | Complete on Thursday. |
| 5.1.4 | FIS | Research set aside external summary for distribution. | Complete and distribute on Friday. |
| 5.2 | FIS | Respond to vessel calls regarding systems issues   * Manually enter vessel data. * Correct vessel data. | Respond within 1 business day. |
| 5.3 | FIS | Alert IRM and Aquilent (IVR Contractor) of system failure. | Immediately after learning of system failure. |
| 5.4 | FIS | Issue vessel pass code | As requested. |

6.0 Associated Documents / References

None.

7.0 Revision History

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| Version | Date | Sections Affected/Description |
|  | 03/12/09 | Document established. |
|  | 03/24/11 | Document converted to new template. |
|  | 05/26/11 | Changed filename & title. Removed “SOP Reporting-03” text from Doc No header field. |
|  | 06/21/11 | S1: Added ISO reference; revised CFR reference style and # to 648.7, added CFR hyperlink. S2, S3: changed wording for style consistency. |
|  | 9/11/12 | Made modifications per SME review, Alison Ferguson. |

8.0 Authorized Signature

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| Procedure Owner |
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