

## **APPENDIX H: DELIVERY SCHEDULE**

**DELIVERY SCHEDULE FOR ATLANTIC APAIS**

WAVES ARE DATA COLLECTION PERIOD; DELIVERY DATES ARE FOR PRODUCTS OF EACH WAVE

SOME ARE DUE BEFORE THE WAVE STARTS (SAMPLE DRAW FILES, BOAT PRESSURE FILES) AND SOME ARE DUE AFTER DATA COLLECTION (DATA, SUMMARIES, AND REPORTS)

DUE DATES - 2014						
Delivery Item	Wave 1 (Jan/Feb)	Wave 2 (Mar/Apr)	Wave 3 (May/Jun)	Wave 4 (Jul/Aug)	Wave 5 (Sep/Oct)	Wave 6 (Nov/Dec)
First Month intercept data (types a, i1, i2, i3, i4, i6, i9 & i5/i8 if ordered)	2/21	4/21	6/20	8/21	10/21	12/19
Wave intercept data (both months; types a, i1, i2, i3, i4, i6, i9 & i5/i8 if ordered)	3/21	5/21	7/21	9/22	11/21	1/21/2015
Assignment Completion file	3/21	5/21	7/21	9/22	11/21	1/21/2015
Pre-Validation Data files	3/21	5/21	7/21	9/22	11/21	1/21/2015
Error Check Program output (intchk)	3/21	5/21	7/21	9/22	11/21	1/21/2015
Data edit Documentation - First Month	2/21	4/21	6/20	8/21	10/21	12/19
Data edit Documentation - Wave (2 mns)	3/21	5/21	7/21	9/22	11/21	1/21/15
Wave Report (Narrative Executive Summary & Tables, as required by SOW)	3/28	5/28	7/28	9/29	11/28	1/28/15
Head Boat Intercept Pressure file (including Maine CH boats for waves 3-5)		2/28	5/1	7/1	9/1	10/31
Head Boat Intercept Sample Draw file		2/28	5/1	7/1	9/1	10/31
Charter Boat Intercept Sample Draw file (Maine only)			5/1	7/1	9/1	
Fishdumps (monthly lists - see SOW)	2/10; 3/10	4/10; 5/12	6/10; 7/10	8/11; 9/10	10/10; 11/10	12/10; 1/12
Weekly Tally Reports	every Tues	every Tues	every Tues	every Tues	every Tues	every Tues
Signed non-disclosure forms	at beginning of the year for all staff; within 15 days of hire for subsequent hires (no later than the interviewer's third day of field sampling)					
Agendas - Regional Wave Meetings	10 days prior to scheduled meeting					
Regional Wave Meeting Records (attendance lists, summary of meeting)	10 days after meeting					
Interviewer Quality Review Records (date/score of any procedure testing; fish identification tests; field evaluations)	test scores with Regional Wave Meeting Records; field evaluations due one week after field visits					
Final Field Procedures Manual	2/28/2014					
Training Presentation and Materials	Feb 14, 2014 or prior to initial field training sessions					
Annual Report	3/31/2015					

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First Month intercept data (types a, i1, i2, i3, i4, i6, i9 & i5/i8 if ordered)	2/20	4/21	6/22	8/21	10/21	12/21
Wave intercept data (both months; types a, i1, i2, i3, i4, i6, i9 & i5/i8 if ordered)	3/20	5/21	7/21	9/21	11/20	1/21/2016
Assignment Completion file	3/20	5/21	7/21	9/21	11/20	1/21/2016
Pre-Validation Data files	3/20	5/21	7/21	9/21	11/20	1/21/2016
Error Check Program output (intchk)	3/20	5/21	7/21	9/21	11/20	1/21/2016
Data edit Documentation - First Month	2/20	4/21	6/22	8/21	10/21	12/21
Data edit Documentation - Wave (2 mns)	3/20	5/21	7/21	9/21	11/20	1/21/2016
Wave Report (Narrative Executive Summary & Tables, as required by SOW)	3/30	5/28	7/28	9/28	11/30	1/28/16
Head Boat Intercept Pressure file (including Maine CH boats for waves 3-5)		2/27	5/1	7/1	9/1	10/30
Head Boat Intercept Sample Draw file		2/27	5/1	7/1	9/1	10/30
Charter Boat Intercept Sample Draw file (Maine only)			5/1	7/1	9/1	
Fishdumps (monthly lists - see SOW)	2/10; 3/10	4/10; 5/11	6/10; 7/10	8/10; 9/10	10/12; 11/10	12/10; 1/11
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Interviewer Quality Review Records (date/score of any procedure testing; fish identification tests; field evaluations)	test scores with Regional Wave Meeting Records; field evaluations due one week after field visits					
Final Field Procedures Manual	2/27/2015					
Training Presentation and Materials	Feb 13, 2015 or prior to initial field training sessions					
Annual Report	3/31/2016					