

Appendix D
2004 LPIS Procedures
Manual

Overview of the Large Pelagics Survey

The National Marine Fisheries Service (NMFS) is responsible for monitoring and managing U.S. marine fisheries resources. Highly migratory species (e.g., tunas, billfish, swordfish, sharks) which are caught in offshore oceanic waters are of particular interest to NMFS as these species support economically important recreational and commercial fisheries. NMFS monitors these highly migratory species' catch rates and effort closely, and adjusts these species' management measures as needed to maintain stocks and the fisheries that depend on them.

One method used to collect information on catch rates and effort is the Large Pelagics Survey (LPS). The LPS collects catch information from boat captains upon their return from offshore fishing trips. Effort information (trips per week) is collected in a separate telephone survey. This information is vital to NMFS' efforts to manage highly migratory species. Therefore, boat captains returning from offshore fishing trips may be required to provide catch information to NMFS as part of the LPS. Participation by qualified vessel operators is required and responses are classified as confidential records in accordance with NOAA Administrative order 216-100.

In order to collect this information, NMFS has contracted to conduct interviews with captains of boats returning from fishing offshore for large pelagic species. Survey staff will interview boat captains or the captain's designee (i.e., mate) who have just returned from an offshore oceanic fishing trip which targeted or caught large pelagic species such as tunas, billfish, sharks, and other similar species. The captains (or designee) will be asked a series of questions about their catch and bycatch for the trip just completed, and their catch will be counted. Some interviewers may measure fish lengths or take issue samples (e.g., hearts, otoliths, vertebrae). The data which is collected is protected by NOAA Administrative Order 216-100.

The authority to require recreational and commercial fishermen to provide this catch information comes from the Atlantic Tunas Convention Act (ACTA). The collection of catch information fulfills the U.S. obligations to the International Commission for the Conservation of Atlantic Tunas (ICCAT) and provides the basis for stock assessments and management of the valuable species in the U.S. territorial waters.

In 2004, NOAA Fisheries may also order other survey components including the Large Pelagics Biological Survey (LPBS) and the Large Pelagics Observer Survey (LPOS). On LPBS assignments, biological sampling is conducted to obtain tissue samples as well as additional length and weight information for bluefin tuna and other large pelagic species. For the LPOS, interviewers join half-day, full-day, or multi-day trips on-board party/head boats targeting large pelagic species to collect information concerning the vessel's fishing effort and catch.

OVERVIEW OF PROCEDURES

- Interviewers are responsible for determining the best time of the day to conduct their assignment.
- Assignments must be at least two hours long but may be up to eight hours long.
- Assignments may be rescheduled due to high seas, gale warnings, or hurricanes.
- Interviewers may move within a pre-defined cluster of sites to obtain interviews.

GENERAL INSTRUCTIONS

The questions to be asked during the Large Pelagic Intercept Survey interview are written out in full for a purpose. Methodological studies have shown that even slight changes in wording -- for example, should versus could, drastically influence item response. The interviewer should always read each item on the questionnaire exactly as it is stated (unless it is an item that is contained on the ID listing, in which case the interviewer need only verify the information). Verifiable information includes the vessel name, NMFS HMS/Atlantic Tunas Permit number, Coast Guard Documentation number, State Registration number, and Captain/Owner's name.

If the respondent asks for the interviewer's opinion about an item, the interviewer should provide a definition for the item in question, rather than supply the actual response.

Pre-Assignment Procedures:

Each interviewer should make sure that he/she knows his/her interviewing schedule. Field Supervisors will schedule interviewers for assignments on a monthly basis during 2004. Assignments will be drawn for either a single site or a cluster of sites. Before accepting each assignment, each interviewer should know the location of the assigned interviewing cluster. Adequate directions to get to the assigned location(s) shall be given to interviewers by their Field Supervisor. If there is any confusion about where to interview, the interviewer should contact his/her Field Supervisor.

When accepting assignments, interviewers should record the following information for each assignment:

- Date

- Control Number
- County Code
- Cluster ID
- Site Codes for all sites within the cluster
- Site Names for all sites within the cluster

Sites within a cluster may vary from month to month.

Do not try to memorize your schedule of assignments.

Keep your list of accepted assignment information in a safe place.

Verify assignment information while reviewing your forms prior to transmittal.

Interviewers should contact their Field Supervisors to obtain their assignments. It is crucial that assignments get done on the date scheduled. The only reasons for not completing a scheduled assignment is if weather conditions do not allow for offshore game fishing and no boats are out that might be targeting or incidentally catch a large pelagic species. This type of cancelled assignment is referred to as "weathered-out".

Field Supervisors must be notified when an assignment is "weathered out" within 24 hours.

Assignments that are "weathered out", will be rescheduled for the same day the following week. However, rescheduling "weathered out" assignments will only be done in coordination with the Field Supervisor.

Interviewers should reschedule "weathered-out" assignments with the Field Supervisor and verify that another assignment has not already been scheduled for the same day and location(s).

In addition, Field Supervisors should be contacted immediately if an interviewer determines that he/she cannot do an assignment due to unforeseen circumstances or emergencies. If possible, another interviewer will be asked to complete the assignment on the date for which it was originally drawn.

Each interviewer should make certain that he/she has all of the required materials and equipment for conducting interviews, including:

- Name Tag;
- Procedures Manual;
- Fish Identification Field Guide;
- Tape Measure;
- To Whom It May Concern Letter;
- Other Informational Materials, such as the Permit List; and

- Questionnaires/Coding Forms.

All interviewers must have the required materials listed above in their physical possession when on site. Never leave required materials in the car! Interviewers should dress casually but neatly. Shorts are acceptable, but bathing suits are not. T-shirts are acceptable. Shoes or sandals should be worn while interviewing. Alcohol or illegal drug use or intoxication on assignment is strictly prohibited. Fishing while on-assignment is prohibited. Failure to abide by these rules will result in a loss of future assignments for that interviewer.

If interviewing is to be conducted on location(s) where there is an owner, manager, or supervisor, it is a requirement to "check-in" and speak with that person upon arrival at the site and explain the nature of the survey, its objectives, and how you will be performing your work. If the manager wants more information than is immediately available, he/she should contact the person listed on the "To Whom" letter at NOAA Fisheries.

Sites where interviewers are impeded or prohibited from interviewing are referred to as "hostile".

Please notify us in writing if you are impeded from interviewing eligible respondents at a Large Pelagic Intercept Survey fishing access site. **The best place to record this information is on your SITE Description Form.** The reason for the impediment must be given.

Examples include, but are not limited to:

- The site owner or operator will not give permission to interview at (site name).
- The owner of (site name) will not allow interviewing at the fuel dock.

If an interviewer is impeded or prohibited at a site by the location owner, operator/manager, or site personnel (such as a fuel attendant), leave the site immediately. Avoid confrontation.

Field Supervisor must be notified within 24 hours after leaving a "hostile" location.

If you are asked to leave a site, it may be possible to visit other sites within an assigned cluster. As long as the assignment was for a cluster of sites, and not just one site, go to the other sites within the cluster and try to obtain interviews with eligible fishery participants.

If the assignment was for a single site, and you are asked to leave, you will be reimbursed for your mileage and two hours at the pre-determined rate.

Survey personnel will notify NOAA Fisheries and record the site as hostile. The Field Supervisor will be asked to visit the site to speak with the location owner/operator and remedy the situation.

To reduce the number of “hostile” sites and refusals, the NOAA Fisheries will send a package of Large Pelagics Survey information to site owners or fishery participants that you record on your Site Description Form(s).

Interviewers are responsible for determining the best hours to conduct their assignment. Interviewing times will vary slightly by geographical area and time of year. 3-7 pm are often the most productive hours for interviewing returning eligible vessels. In general, assignments should be conducted to maximize the number of interviews obtained. Interviewers will receive training on how to determine the best time to conduct their assignment. Field Supervisors will provide recommendations on when to conduct assignments.

Consider the following variables to determine when to conduct your assignment:

- Weather reports
 - Gale Storm Warning or Hurricane Nearby?
If yes, "weather out" the assignment and reschedule with the Field Supervisor.
 - Offshore weather is highly variable, get reports from the National Weather Service, your local news "Offshore Report", or the Weather Channel.
- Call the site(s)
 - Determine if a person that works at the site(s), such as the Dockmaster, will provide you with reliable information concerning the number of boats that went out and the time that they are expected back.
- Ask the Field Supervisor
 - When accepting your assignments, obtain recommendations on when to go, and which site in a cluster to visit first.

It is important to be on-site by the appropriate time for each assignment. The appropriate time to arrive on site is before eligible vessels are returning from offshore trips. By assessing the potential to obtain interviews at each site within a cluster and going to those locations at the appropriate time to increase your productivity you will obtain more interviews. Consider the following scenario:

It is a good weather day, you expect that there will be some vessels fishing for

large pelagics, and there are three sites in the assigned cluster...

1) Call the sites within the cluster in the morning to ask if any vessels went out. Find out how many vessels went out from each site and when the vessels are expected to return to the site.

In this situation, the site operators have proven to be reliable sources of information in the past. They inform you that at site #1 there are 4 eligible boats out, at site #2 there are 2 boats out, and at site #3 there are 5 boats out.

The vessels that departed that morning from site #1 are expected back between 4pm and 5pm, the vessels from site #2 are expected back at 5p.m., and those from site #3 are expected back between 5p.m. and 6p.m.

2) Consider the proximity of the sites within the cluster.

Site #1 and site #2 are next door to each other, separated by a dock. It is possible to observe the returning vessel activity at both locations from one vantage point. Site #3 is nearby, within a 5 minute drive, however, you cannot see the boats as they return unless you make the trip down the road.

3) Begin at the site where the vessels are expected back sooner.

You arrive at site #1 at 3:45p.m. and check-in at site #1 and site #2. The dockmaster at site #1 informs you that one of the vessels is already in and the captain and crew of that vessel already left the site, the two vessels expected to return to site #2 are not back yet. You decide to stick around and wait for the other three vessels at site #1. Also, you keep an eye on the neighboring site (site #2) because the vessels might return there around 5pm. You manage to obtain interviews from one of the three vessels returning to site #1, but around 4:45pm, while you were waiting for the remaining two vessels to return to site #1 you notice both of the vessels at the site next door (site #2) returning to the dock. After giving the vessels a chance to tie up, you obtain two interviews from respondents at the second site, but now you see one of the remaining two vessels returning to site #1. It is now 5:15pm.

4) Decide how to move within the cluster of sites to maximize the number of interviews that you obtain.

There is now one interview and the potential for another interview that you can obtain at site #1 while there is the potential to obtain 5 interviews at site #3. Now you are presented with a somewhat difficult decision...you could stay and get two more interviews from the late-returning vessels at site #1 and possibly miss a few of the respondents at site #3 or travel to site #3 in hopes that you might obtain interviews from all five vessels returning to site #3.

You decide to obtain the interview from the vessel that just returned to site #1, but rather than wait around for the last vessel to return to site # 1, you decide to go to site #3. At 5:35pm , after a short drive, you arrive at site #3. All five of the vessels have not yet returned to site #3. Rather than driving back to site #1 to wait for the remaining vessel, you stay at site #3 and obtain 5 more interviews.

On-Site Procedures

Interviewers should remain on-assignment to obtain as many intercepts as possible. However, assignments shall not exceed 8 hours in duration. The minimum amount of time for an assignment is 2 hours.

NEVER depart from your assigned site/cluster to help another nearby interviewer assigned to another site/cluster who seems overwhelmed. This is necessary in case a boat does come in late at the assigned site/cluster.

Interviewers will occasionally receive surprise quality control (QC) visits from their Field Supervisor, or possibly a NMFS official, so all interviewers must be on-site for this reason, as well.

Interviewers should position themselves so that they can observe as much activity as possible at the site(s). The goal is to intercept as many eligible respondents as possible. The best locations to be positioned will vary from site to site. Your Field Supervisor is a good person to talk to about this, as he/she will probably have visited the site as an interviewer in the past.

Positioning yourself at a cleaning station may cause you to miss other eligible respondents who did not catch fish and bias the catch estimates.

Canvass the entire site to maximize the number of eligible interviews that can be obtained.

At some sites it is possible and advisable to build rapport with the people present prior to conducting any interviews. Those who have had the opportunity to meet the interviewer and discuss the survey tend to be more cooperative when asked for an interview. A key factor in gaining the respondent's initial cooperation and confidence in the study lies in assuring him/her of the non-enforcement nature of the survey. When explicitly given the true purpose of the survey very early in the introduction, respondents tend to be much more willing to cooperate with the survey.

The canvassing process should be very informal and as unobtrusive as possible. The conversation might begin with "Good Afternoon" or "How's it going?". While canvassing, the interviewer should introduce themselves and be respectful. The interviewer should be polite at all times, regardless of any complaints that he or she may receive.

Respondents who are angry about NMFS policies may be encountered in the field. These persons should be encouraged to contact NMFS directly to air their complaints (using the address or phone number on the To Whom letter). If an interviewer is encountering significant resistance at a site, he/she should contact his/her Field Supervisor so that NMFS can be informed; **it is not appropriate as an interviewer to defend or attack NMFS and its policies.**

Under no circumstances should an interviewer identify him/herself as an employee of the National Marine Fisheries Service.

If captains or owners of eligible vessels refuse the survey please inform them that they could designate a mate to participate.

If they will not designate a mate as the respondent:

Besides tallying as either an initial or mid-interview refusal, you should record the name of the vessel that refused the survey in the comments section of the Site Description Form. Please provide other details about the refusal, such as the large pelagic fish species that were offloaded, and the reason why the vessel captain/owner/mate refused to participate in the Large Pelagics Intercept Survey.

For Example:

- The captain of the (Boat Name) refused today. I saw them unload 2 school BFT and 1 YFT. He says he will not participate until he understands that reporting the information will help his business as well as the fish populations.

To reduce the number of “hostile” sites and refusals, the National Marine Fisheries Service will send a package of Large Pelagics Survey information to site owners or fishery participants that you record on your Site Description Form(s).

Respondents often need to be reassured that the information they provide is confidential under NOAA Administrative order 216-100. Always remind them that you are not there to issue citations or fines, and that all you want to collect is accurate fishery data.

It is possible that an LPS interviewer may arrive on site and find an interviewer canvassing the same site for another fisheries related survey. The LPS interviewer should introduce themselves, explain that for LPS survey purposes only boats targeting large pelagics or possessing large pelagic fish will be surveyed. Explain that for the LPIS, the respondents may only include the captain, boat owner, or designated mate. Attempt to work at the site in a different area if possible or cooperate in the interviewing process.

Every effort should be made to cooperate with others.

Coding

The dockside forms will be read by an optical character recognition (OCR) software package. It is important to follow this coding procedure so the OCR can read the forms.

NEATNESS COUNTS! STAY INSIDE THE LINES! IF YOUR FORMS ARE ILLEGIBLE OR FAXED IMPROPERLY WE WILL CALL YOU AND ASK YOU TO FIX THE ERRORS AND FAX THEM AGAIN.

PLEASE remember to write legibly in Block Capitals (Upper Case) on the dockside forms. Take your time while recording data, in other words, be accurate and precise. Optical recognition software will interpret your entries, so be as neat as possible. Remember, providing quality data is crucial to the success of the study!

As a rule, items on the questionnaire that are not applicable to a certain respondent (i.e., skipped questions) should be left blank, unless otherwise stated.

Items on the questionnaires which the respondent does not know the answers to must be coded with 9's ending with the number 8 unless otherwise stated.

Items on the questionnaires that are refused must be coded with all 9's unless otherwise stated.

Examples of this type of coding can be found in the following examples of Questions 24 through 26:

24. Where were you fishing for large fish?

N	O	R	T	H		O	F		L	U	M	P	S
---	---	---	---	---	--	---	---	--	---	---	---	---	---

9	9	9	9	▶ Lat.	9	9	9	9	▶ Long.
---	---	---	---	--------	---	---	---	---	---------

The respondent said they spent most of their time fishing north of "The Lumps" but refused to give the coordinates. If the respondent said they did not know the coordinates then latitude and longitude should be coded 9998 and 9998.

25. How many miles were you offshore—that is, how many miles was it to the nearest land?

9	9	8	Number of Miles
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The respondent said they did not know how far offshore they were, thus the 998 code. Had they refused the code would be 999.

26. How many feet deep was the water (depth to bottom)?

9	9	9	8
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►Water Depth in Feet

The respondent said they did not know how deep the water was, thus the 9998 code. Had they refused the code would be 9999.

Leading Zeros and Punctuation:

If a numeric value does not require the use of all of the boxes provided, right justify the entry and add leading zeros. For instance, if a fish is 887 millimeters long, its length should be coded as follows:

0	8	8	7
---	---	---	---

If an alphabetic value does not require use of all of the boxes provided, left justify the entry as follows. DO NOT INCLUDE PUNCTUATION ANYWHERE ON THE FORMS.

C	H	A	R	L	E	Y		O	D	E	L	L
---	---	---	---	---	---	---	--	---	---	---	---	---

If a respondent gives a response not covered by the precoded responses at a question that allows for OTHER, the interviewer must write out the angler's response to the side of the boxes on the coding form. Using Question 18 and as an example:

Note that for question 18, the respondent was fishing primarily with a harpoon, thus the interview should be terminated due to ineligibility. Careful use of the screening procedure will insure that only eligible respondents will be interviewed.

18. What type of fishing gear was primarily used?

1 Rod and Reel

2 Handline

3 Other (*SPECIFY*) ► *TERMINATE*

H	A	R	P	O	O	N									
---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--

Note that for question 22, the respondent was trolling, chumming, and fly fishing.

22. For your (*INSERT GEAR*) fishing, which method was used?

(READ LIST; CHECK ALL THAT APPLY)

1 Trolling 1 Chumming
 1 Chunking 1 Other (SPECIFY BELOW)

F	L	Y		F	I	S	H	I	N	G			
---	---	---	--	---	---	---	---	---	---	---	--	--	--

Other coding examples can be found in Appendix A.

Do not put a line through zeros or sevens; the OCR will not read these characters correctly. To ensure that the optical character recognition will read your handwriting, numbers should be written as close as possible to the following format:

1 2 3 4 5 6 7 8 9 0

Letters of the alphabet should always be written in **BLOCK CAPITAL LETTERS**. Please be neat!

THE ID LISTING

In order to verify information in the field with respondents, a list of permitted vessels has been compiled. This ID listing is a database containing boat-identifying information, such as the owner's name, the NMFS Highly Migratory Species or Atlantic Tunas permit number, and the Coast Guard documentation number or State registration number, sorted by boat name in alphabetical order. An ID listing will be created for each state or state group. Some states will also receive a permit list sorted by ascending hull number. This is helpful for those areas that have a lot of small unnamed private boats targeting tunas. There are privacy issues surrounding these ID lists so the information on these lists should never be shown to anyone else. The information on this list is merely used to assist in the verification of a boat's tuna permit number.

When you check-in at a site and find out what vessels are expected back, if there is time, look up the vessels in the ID listing before they return. Confirm the information with the respondent when conducting an interview. If there is no time to look up the vessels beforehand, ask the questions on the form as they are written. If a respondent does not want to get their permit information, offer to check to see if the boat is on the ID listing. If so, you simply need to verify the listed information with the respondent, instead of formally asking him/her the questions. However, if the vessel is not on the ID listing, then the interviewer should ask them to get the permit information directly from the respondent. Inform the respondent that they would have to just get the information once, be sure to record the information in your copy of the ID listing and tell the respondent that you will inform the other interviewers in your area, in case the

respondent is encountered on future assignments.

Keep in mind that, though an intercepted boat may be listed on the ID listing, it is essential that you verify all of the ID listing information with the respondent for the following reasons:

- though the boat may have been interviewed before, it is possible that the respondent was not interviewed (e.g., if a boat has more than one owner); if this occurs, be sure to get the new respondent's information, so that it can be added to the ID listing;
- there could be a mistake on the ID listing;
- there may be more vessels with the same boat name.

Since we may not be issuing updated ID listings during the season, it is crucial that all interviewers make note of any changes and keep their individual ID lists as accurate as possible and share additions and changes with other Fisheries Interviewers.

INTERCEPT SURVEY

Screening for interviews should be conducted anywhere at the assigned site or cluster of sites where there are persons who appear to have just completed offshore large pelagic fishing trips.

Blank forms used for the LPIS can be found in Appendix B.

Screening Introduction

To be eligible for the dockside survey, a potential respondent must:

Be the captain or owner of the boat (or a crew member that has been authorized by the captain to represent the vessel) which had been on a trip that has just completed an offshore rod and reel or handline fishing trip during which large pelagic fish were either targeted or incidentally caught. Large pelagic fish include tunas, sharks, billfish, swordfish, wahoo, greater amberjack, and dolphin (mahi mahi).

The screening introduction should be administered to determine if the respondent meets these eligibility requirements.

Screener Item 1: On this vessel, are you the captain, owner, or mate or passenger (designated by the captain to participate in this survey)?

- if the respondent says "yes", go to Screener Item 2.

- if the respondent is not the captain or owner or designated mate, try to locate the eligible respondent. Otherwise, terminate the interview, and tally on your Assignment Summary Form as NOT CAPTAIN OWNER OR MATE on the Site Description Form.

Screeners Item 2: Did your boat just return from an offshore rod and reel or handline fishing trip in which you targeted or incidentally caught large fish such as tunas, billfish, sharks, swordfish, dolphin, wahoo, amberjack, or other large pelagic fish?

- if the respondent says "yes", go to the intercept questionnaire.
- if the respondent says "yes, I was fishing for (any of the following)...king mackerel, bluefish, spanish mackerel, flounder (fluke) or sea bass" then you should ask if he/she was also fishing for any other large pelagics; (for the purposes of the screening introduction, large pelagics include all of the fishes listed on the back of the dockside questionnaire); if the respondent was fishing only for king mackerel, bluefish, spanish mackerel, flounder or sea bass, **AND** did not catch a tuna, shark, billfish, swordfish, wahoo, greater amberjack, or dolphin (mahi mahi), then terminate and tally the respondent on your Site Description Form (SDF) as DID NOT TARGET OR CATCH LARGE PELAGIC FISH on the site description form.
- if the respondent does not want to participate in the survey, and large pelagics fish are observed being landed from the vessel in plain view, terminate the interview and tally the respondent on your Site Description Form as a REFUSAL. Ask the respondent for his name and record the respondent's name and/or vessel name in the comments section of the SDF.
- If the respondent says that they were not targeting large fish, but they happened to catch a large fish, continue the interview as instructed.

Once again, PLEASE remember to write legibly in Block Capitals (Upper Case) on the questionnaire. Take your time while recording data; in other words, be accurate and precise. Optical recognition software will interpret your entries, so be as neat as possible. Remember, providing quality data is crucial to the success of the study!

Intercept Interview

Items 1 through 8 are not questions to be asked of the angler. They are primarily identifying information.

- Item 1 INTERVIEWER CODE. Each interviewer is given a unique four-digit identification number. This number, found on the back of the Agreement Form, should be used on all submitted forms.

- Item 2 DATE OF INTERVIEW. The interviewer should record the Month/Day of the intercept. Two digits for both the month and the day should be used.
- Item 3 TIME OF INTERVIEW. Using military time, record the time that the interview was completed. Military time runs on a 24-hour clock starting at 0001 hours (one minute past midnight) and ending at 2400 hours (midnight).
- Item 4 STATE CODE. Enter the two-digit numeric code for the state of intercept. STATE CODES ARE PROVIDED IN THE BACK OF THIS MANUAL.
- Item 5 CONTROL NUMBER. Each assignment is given a four-digit identifying number. The first digit of the control number indicates if it is a weekend or weekday assignment. If the first digit is a 1, it is scheduled for a Saturday, Sunday, or holiday (e.g., July 4th, Independence Day). If the first digit is a 2, it is scheduled for Monday, Tuesday, Wednesday, Thursday or Friday. The second digit indicates the mode of the assignment. A 1 indicates an assignment during which charter boat intercepts are preferred, while a 2 indicates that private boat intercepts are desired.

NEVER LEAVE THE CONTROL NUMBER BLANK. BE SURE THAT YOU HAVE THE CORRECT CONTROL NUMBER GIVEN TO YOU BY YOUR FIELD SUPERVISOR.

- Item 6 DOCUMENT NUMBER. Throughout an assignment, the interviewer should consecutively number forms completed for the assignment. BOTH PAGES of the first interview should be numbered 01, BOTH PAGES of the second interview should be numbered 02, etc. All forms sent in should be numbered, regardless of interview status.
- Item 7a COUNTY. Enter the three-digit number assigned to the site of the intercept. The county code should be listed on the interviewer assignment listing, as well as in the site register.
- Item 7b SITE NUMBER. Enter the four-digit number of the site where the interview is being conducted. The site number should be listed on the interviewer's assignment schedule as one of the sites within the assigned cluster, as well as in the site register.
- Item 7c CLUSTER. Enter the two digit number for the cluster of sites that you are assigned for that day. The cluster number should be listed

in your assignment schedule. Possible values will range from 01, 02, 03...to 10.

- Item 8 SITE TYPE. Enter the type of site at which the interview took place.
 If you interviewed at a marina, code 1.
 If you interviewed on a private dock, code 2.
 If you interviewed at a public ramp, code 3.
 If you interviewed at some other type of site, code 4.
- Item 9 BOAT NAME. If the name of the boat is evident (e.g., if it is written on the boat itself), then you need only verify the information with the respondent, and fill in the name on the coding form. If the boat name is not apparent, ask the respondent "What is the name of your boat?" and fill in the information. If the boat has no name, leave the first set of boxes at Question 9 blank and fill in the "no name" oval underneath.
- Item 10a WAS THE TRIP TO DATE A CHARTER OR PRIVATE TRIP?
 Item 10a pertains to the type of trip taken that day, private or charter. Fill in the appropriate oval.
- Item 10a IS YOUR BOAT PRIMARILY A...
 Item 10b records how the boat is primarily used and identifies head boats (which are not eligible for the LPIS). Fill in the appropriate oval.

The next set of questions (Items 11a through 13b) are asked in order to further identify the boat. The best means of identification is the NMFS Highly Migratory Species (HMS) / Atlantic Tunas permit number. If you are able to obtain that number, you can skip the questions about Coast Guard documentation number. If you obtain this information, then you need not ask about state registration number. If you are unable to obtain either the permit number or the Coast Guard documentation number, then try to obtain the state registration information. It is very important that you get at least one of these identification numbers.

NMFS HMS/Atlantic Tuna Permit numbers typically begin with 100 and are eight digits long.

If at any time a number is given as an answer for either 12b or 13b that appears to be legitimate but there are not sufficient boxes for the digits, write the remainder of the number outside the box.

- Item 11a VESSEL PERMITTED. If the intercepted vessel's NMFS

HMS/Atlantic Tunas permit number is contained on the ID listing, you need only verify the information with the respondent. If this is not the case, ask the respondent "Does your boat have a tuna permit number?". If the respondent answers "yes", fill in oval 1 and go to Item 11b. If the respondent answers "no", "don't know" or refuses, fill in ovals 2, 8, or 9 respectively, and go to Item 12a.

- Item 11b NMFS HIGHLY MIGRATORY SPECIES/ATLANTIC TUNAS PERMIT NUMBER. Enter the vessel's NMFS HMS/Atlantic Tunas permit number. If you are able to obtain the tuna permit number, you should skip to Item 14. If the respondent does not know or refuses to give his/her number, check the "don't know" or "refused" boxes, as appropriate, and go to Item 12a.
- Item 12a VESSEL DOCUMENTED. If you were unable to get a NMFS HMS/Atlantic tunas permit number, you should ask Item 12a. If the intercepted vessel's Coast Guard documentation number is contained on your ID listing, you need only verify the information with the respondent. If this is not the case, ask the respondent "Is your vessel documented with the Coast Guard?". If the respondent says "yes", fill in oval 1 and go to Item 12b. If the respondent answers "no", "don't know" or refuses, fill in ovals 2, 8, or 9 respectively, and go to Item 13a.
- Item 12b VESSEL DOCUMENTATION. Enter the intercepted vessel's Coast Guard documentation number. If the Coast Guard number is not already contained on the ID listing, chances are the respondent will have to do a little searching to locate it (it probably will not be on the side of the boat). Encourage the respondent to find the number, and tell him/her that once we get the number into our database, we shouldn't have to ask them to search for it again. If they do not know the number and/or cannot find it, fill in the "don't know" oval and go to Item 13a. If they refuse to give you the number, fill in the "refused" oval and go to Item 13a.
- Item 13a VESSEL REGISTERED. If you were unable to get a tuna permit number or a Coast Guard documentation number, you will need to ask Item 13a. If the intercepted vessel's state registration is apparent (on the side of the boat), or if you have the registration number listed on your ID listing, you need only verify the information with the respondent. If this is not the case, ask the respondent "Does your boat have a state registration number?".
- Item 13b VESSEL REGISTRATION. Enter the intercepted vessel's state registration number. If the number is written on the side of the boat, or if the state registration number is contained on your ID

listing, you need only verify the information with the respondent, and fill in the information on the coding form (including the state abbreviation). If you can not determine the state registration number, ask the respondent "What is your boat's state registration number?" and fill in the information (including the state abbreviation). If the vessel is not registered, or if you are unable to obtain the registration number, leave Item 13b blank.

- Item 14 STATE CODE. Record the 2 digit numeric state code for which the respondent **indicates is the vessel's primary port state** in the next set of boxes, record the state's abbreviation as well.
- Item 15 RETURN TIME. The purpose of this question is to determine when the respondent returned from his/her trip. If you actually see the respondent return to the site, you need only verify the return time with him/her. Otherwise you should ask "At about what time did your boat return to this site?". Returning boats that had docked prior to the assignment start time will be included in the dockside survey. Please interview eligible boats regardless of their arrival time on that day. **Use military time to record the return time.**
- Item 16 TARGET SPECIES. Fill in the appropriate code for the species or species group that the respondent was primarily targeting on the intercepted trip. It is important that you probe to find the primary target species, since there is room for only one response on the coding form. If the primary species code is not listed, simply record the actual species name in the blank provided. **If the angler says they were targeting SHARKS but will not specify species then code 3591 for Unknown Shark. The code for unclassified Tuna is 4656. The code for "All species combined" is 8888. Code 5250 for "OTHER".**

If the angler states that he/she was targeting bluefin tuna, be sure to determine which size class they were targeting! **If the person will not specify which size class of bluefin tuna they are targeting, code 4670.**

- Item 17a TOURNAMENT PARTICIPATION. Check the appropriate box to indicate if the intercepted vessel was participating in a tournament on the intercepted trip.
- Item 17b TOURNAMENT NAME. If the respondent answered yes at question 17a, ask for the name of the tournament at question 17b, and fill in the name on the coding form (one letter per box). If the angler was not fishing in a tournament, leave Item 17b blank.
- Item 18 PRIMARY GEAR. Indicate the primary fishing gear used on the intercepted trip. In most areas, this will usually be oval 1 (rod and

reel). If the angler states that a fishing gear other than rod and reel or handline was primarily used, fill in oval 3, write in the other gear and terminate the interview.

- Item 19 NUMBER OF LINES. Interviewers should enter the number of lines the boat had in the water.
- Items 20 HOURS FISHED. Indicate the number of hours spent actually fishing with the primary gear. Do not include the time spent traveling to and from the fishing area.
- Item 21 BAIT USED. Indicate if live, dead, and/or artificial bait was used on the intercepted trip with the primary fishing gear. Be sure to fill in all ovals that apply.
- Item 22 METHOD(S) USED. Indicate whether anglers were trolling, chumming or chunking or other- *Fill in all ovals that apply and SPECIFY IF OTHER.*
- Item 23 NUMBER OF ANGLERS. Indicate the total number of anglers who were actively involved in large pelagic fishing on the intercepted trip. Do not include persons who did no fishing.
- Item 24 LOCATION. Indicate the latitude and longitude coordinates of the main fishing site that was used for the intercepted trip. If the respondent states that he/she was fishing at one of the sites listed on the fishing area list, write the area name on the line provided and fill in the corresponding lat/long (which should be provided on the area list in Appendix C). If the respondent was not fishing at one of the listed area, ask the respondent to indicate the area at which he/she was fishing and obtain the lat/long if possible.
- Item 25 MILES OFFSHORE. Indicate the maximum number of miles that the intercepted vessel strayed from land on the intercepted trip. Be sure to get the mileage to the nearest point of land, as opposed to the mileage to the site of intercept.
- Item 26 WATER DEPTH. Indicate the depth (in feet) at the intercepted vessel's fishing location. If the respondent cannot provide an exact depth, try to obtain a depth range, and use the midpoint. If the response is given in fathoms, remember that

- **6 FEET = 1 FATHOM**

and adjust the response accordingly, or just write the number of

fathoms to the side of the boxes on the coding form, and later convert the measurement to feet.

Item 27 WATER TEMPERATURE. Indicate the surface water temperature in degrees Fahrenheit. This can usually be obtained from the captain.

Item 28 NAME AND PHONE. A percentage of all interviews are validated. To do so, we must have a name and phone number where the respondent can be reached for an extremely short interview (about 2 minutes). This number will not be used for the Large Pelagic Telephone Survey, and the respondent does not necessarily need to give his/her full name, or a home phone number. (A first name and a work phone number is fine.) Clearly record the respondent's name and phone number (including area code) in the appropriate boxes on the coding form.

Were any fish caught, landed, or released? If yes then the interviewer will continue the interview on the second page. If respondent answered no then the interview is completed. Additionally, if respondent answers no then only the first page of the intercept will be faxed. Always remember to fill in one of the two ovals. Otherwise, we will be unable to determine whether or not there should be a second page tied to the intercept.

Questions 4, 5 and 6 are repeated at the top of the second page. This will prevent confusion when numerous forms are faxed in to the home office. Always complete these blocks!

Item 29 CAUGHT FISH. Indicate if any fish were caught on the fishing trip. If fish were caught, fill in oval 1 for "yes". If no fish were caught, the respondent claims that they do not know if fish were caught, or if they refuse to answer, fill in oval 2, 8, or 9 as appropriate, end the interview, and thank the respondent for their time. Be especially careful to fill in the correct response at Item 30.

Item 30 FISH COUNTS. If fish were caught, indicate, by species:

- the number of fish that the angler kept.
- the number of fish released alive;
- the number of fish released dead;
- the number of fish kept that have been or will be sold.

If you are absolutely certain that the respondent is making a mistake in count or

species identification, you should record the correct information on your form, as opposed to the incorrect information supplied by the respondent.

There is also a category for "SELL" fish. Be sure that the respondent includes all kept fish when you ask the first part of Item 30. When you ask "How many of those ___ that you kept did you sell or do you plan to sell?", the response should be a subset of those fish that were kept.

The Field Guide of Large Pelagic Fish Species and Guide to the Tunas of the Western Atlantic will help with species identifications. Peterson's Field Guide to Atlantic Coast Fishes of North America is also a good source of information.

For the purposes of this survey, bluefin tuna size classifications should be determined by its straight fork length. If a respondent reports that he/she caught and kept 4 young school bluefin, for example, and at Item 30 you are able to measure the fish and find that one is 1156 millimeters long, you should code Items 30 and 31 to reflect that the angler caught and kept only 3 young school bluefin, along with 1 large school bluefin.

Fill out the corresponding coding boxes for each species that the angler caught. If the angler cannot remember or refuses to indicate how many he/she kept or released of a certain species, record "don't know" or "refused" (as appropriate) in the spaces provided. If the angler kept none of the fish he/she caught, be sure to fill in 00 in the appropriate boxes. Do not leave the boxes blank!

If you encounter a species not listed, write in the name of the species at the "Other" line, along with the species counts.

If you encounter another type of fish species not listed in the table, write in the name of the species at the "Other" line, along with the species counts. All fish caught should be included on form even if they are not large pelagic fish. If there are more than two "Other" fish (fish not on the list of species), use as many second pages of the interview form as necessary to include all fish caught. On each second page make sure you fill in Items 4 through 6 at the top of the page.

Please refer to the species code list in Appendix G and record the code after recording the name of fish that are not listed in the table on the second page of the intercept form. This should be done in the "Other" section, the two rows at the bottom of the table.

In the example below, on this interview, 1 yellowfin tuna was kept but there was also some bycatch of bluefish. The code for bluefish is 0230, there were 7 kept and 3 released alive, none released dead, and none to sell.

	Atlantic Bonito	0350
	King Mackerel	1940
	Dolphin	1050
	Greater Amberjack	0030
	Wahoo	4720
Other	BLUEFISH	023007030000
Other		

Always remember to probe for bycatch.

Item 31 FISH AVAILABLE TO LOOK AT. If the angler did catch and keep any fish, ask "May I measure the fish?". If the respondent says "yes", fill in oval 1. If the respondent refuses to let you measure the fish, or has no fish available to look at, then fill in oval 2.

If you cannot measure the fish whole or gutted it does not belong under item 32.

Fish that have been filleted are not considered "available to look at". If you encounter fish that are filleted, do not include them at Item 32.

If the respondent does have large pelagic fish for you to look at, you should proceed with the collection of the following data:

SPECIES CODE. Use the four digit species codes listed for Items 31; if the species code is not listed, record the actual species name in the boxes for other at the bottom of the table.

LENGTH. Measure both the straight fork length AND curved fork length of the fish in millimeters. Remember, there are 1000 millimeters in one meter.

GENDER. For all sharks and dolphin (mahi mahi), record the gender of each fish (1=male, 2=female, 8=undetermined).

PREP. Record the preparation of the species (0=whole, 2=gutted, 6=pectoral length measurement large medium and giant bluefin tuna size classes only).

See Appendix D for information on obtaining fish lengths. Only fish that are whole or gutted should be measured (prep= 0 or 2). The ONLY exception to this rule is for Giant Category and Large Medium Category bluefin tuna. If these fish are brought in headed then the interviewer may obtain a pectoral length measurement and place a 6 in the PREP code box indicating a pectoral length measurement. DO NOT RECORD A PECTORAL MEASUREMENT FOR ANY OTHER FISH SPECIES OR BLUEFIN TUNA SIZE CATEGORY.

Special boxes for measuring billfish and swordfish are located at the bottom of the second page of the intercept questionnaire. There are boxes for both an upper measurement (tip of upper jaw (bill) to fork) and a lower jaw measurement

(tip of lower jaw to fork). If you measure a billfish, record the upper tip of bill length to the fork IF the bill is intact (complete). Do not record the upper bill length if the bill is broken.

Creel Census Information

Only ten fish of any one species/size class should be recorded at Item 31 for each page. If you inspect more fish than will fit on one page, fill in Items 4 through 6 at the top of the second half of another form and use that form to fill in the remaining fish.

SUB-SAMPLING.

When measuring fish, it may not be possible to obtain length information for all of the available fish. If there are so many fish that individual measurements cannot be obtained, then a representative sample of fish should be measured.

For example, if there were 38 dolphin (mahi mahi) and there is only time to record 10 measurements, then ten fish could be sub-sampled.

To randomly sub-sample the fish, you should blindly determine which fish you inspect; *do not purposely try to pick the fish that look "average"*. Another random sampling method is to line up the fish from smallest to largest and count them, then divide the number of fish available for measurement by the number of length observations that are obtainable. Following the above example, recall that you estimate that you have time to measure 10 fish...

If there are 38 dolphin lined up from smallest to largest...

then 38 divided by 10 is 3.8...

then round to nearest integer...in this case 4

then begin by counting from the smallest or largest fish first and go down the line and measure every 4th fish

Remember that if you encounter a bluefin tuna, its size classification should be determined by its straight fork length. If an angler tells you that he/she caught a large school bluefin at Item 30, for instance, and you find that it actually measures 1465 millimeters, you should record it as a small medium bluefin at Item 30. You should also make sure that you record it as a small medium in Item 31.

LENGTH. Fish lengths should be recorded to the nearest millimeter (do not use inches or centimeters)! Most of the measuring tapes that will be used for the LPS will be marked in both the metric and english measurements. To determine millimeters, multiply the centimeter reading by 10 and add the number of smaller markings past the centimeter marking. For example, a fish that measures to the small

line past 73 centimeters would be 731 millimeters. Since four coding boxes are provided for the length, the length should be coded as 0731. Interviewers should be careful not to introduce digit bias into their measurements -- do not round off--0731 to 0730! Interviewers will also be provided with measuring tapes.

Reminder: If a fish is whole or gutted, you should try to obtain a straight length measurement; do not obtain pectoral fin measurements (from base of pectoral fin to fork in tail) for fish that have been beheaded unless it is a giant or large medium bluefin tuna. Fish that have had their tail cut off should not be measured.

SEE YOUR FIELD GUIDE OF LARGE PELAGIC FISH SPECIES FOR MORE INFORMATION ABOUT IDENTIFYING, MEASURING, AND DETERMINING GENDER OF FISH.

NOTE: PLEASE FORWARD ANY NEWSPAPER ARTICLES FOCUSING ON LARGE PELAGIC FISHING IN YOUR AREA. You will be the individuals best capable of providing the home office with local information affecting large pelagic fishing.

SITE DESCRIPTION FORM

The Site Description Form (SDF) is used to summarize the results of the completed assignment with information from each site (within a cluster). Each assignment that you send in must include a Site Description Form. An example of a blank Site Description Form may be found in Appendix B.

INTERVIEWER CODE: Each interviewer is given a unique four-digit identification number. This number, found on the back of the Agreement, should be used on all submitted forms.

INTERVIEW DATE: The interviewer should record the Month/Day of the intercept. Two digits for both the month and the day should be used.

STATE CODE: Enter the two-digit numeric code for the state of intercept. The state code list may be found in Appendix E.

CLUSTER ID. Enter the two digit number for the cluster of sites that you are assigned for that day. The cluster number should be listed in your assignment schedule. Possible values will range from 01, 02, 03...to 10.

- CONTROL NUMBER:** Each assignment is given a four-digit identifying number. The first digit of the control number indicates if it is a weekend or weekday assignment. If the first digit is a 1, it is scheduled for a Saturday, Sunday, or holiday (e.g., July 4th, Independence Day). If the first digit is a 2, it is scheduled for Monday, Tuesday, Wednesday, Thursday or Friday. The second digit indicates the mode of the assignment. A 1 indicates an assignment during which charter boat intercepts are preferred, while a 2 indicates that private boat intercepts are desired. NEVER LEAVE THE CONTROL NUMBER BLANK. BE SURE THAT YOU HAVE THE CORRECT CONTROL NUMBER GIVEN TO YOU BY YOUR FIELD SUPERVISOR.
- SITE #1 CODE** Enter the four-digit number of the first site visited where interviews are being conducted. The site number should be listed on the interviewer's assignment schedule as one of the sites within the assigned cluster, as well as in the site register.
- COUNTY CODE #1** Enter the three-digit number assigned to the site visited where interviews are being conducted. The county code should be listed on the interviewer's assignment schedule, as well as in the site register.
- ESTIMATE # OF ELIGIBLE VESSELS PER DAY FOR CURRENT MONTH** Estimate the number of eligible vessels per day for the current month on a good weather day that will return to the site. This estimate will likely vary according to the number of private or charter boats at each site and the day type (weekend or weekday).
- Under "PR" enter the numbers estimated for both weekend and weekday for Private boat trips. Under "CH" enter the number estimated for both weekend and weekday for Charter boat trips.
- BEST TIME** Enter the code for the best time to intercept vessels according to weekend and weekday for each boat trip type (charter and private).

STATUS: All intercepted persons should be classified under the appropriate status and tallied on the Site Description Form for each site. Status definitions are as follows:

COMPLETED INTERVIEWS

Enter the number of completed verifiable interviews with eligible respondents **according to Question 11b, Permit Type (CH for charter/headboat permitted vessels, PR for General and Angling permitted vessels).**

Permit type should be verified using the permit listing, if the vessel is listed.

If the respondent does not have a HMS permit, does not know what type, refused the question, and the vessel is not listed in the permit listing, please refer to Question 10a, Boat Primarily Operated As...

If the respondent does not know or refuses to answer 10a, then refer to 10b, trip today. If the respondent does not know or refuses to answer 10b, please note in the comments section of the SDF.

To the right of "PR" enter the number of private boat trip interviews. To the right of "CH", enter the number of charter type trip interviews.

The interview is considered a completed verifiable interview with an eligible respondent if there is:

- A respondent name and telephone number

or

- A boat name and vessel identifier that is in the ID listing

MID-INTERVIEW REFUSALS If you initiated the interview questionnaire with someone but they terminated the interview after you began asking questions, thank them for their time and tally.

INITIAL REFUSALS If a seemingly eligible respondent refuses to be interviewed at all, it is considered an "initial refusal" and should be tallied. Ask the person his or her name and record it along with the boat name (and any other identifying

information, such as state registration #) in the comments section of the SDF.

LANGUAGE BARRIER: Fill in the number of interviews you could not obtain due to language incompatibility. If you initiated an interview with an respondent, but were unable to continue due to communication (language) problems, tally. You may conduct the interview with a captain's translator, if one is present. If this does occur, please note this on the SDF.

ESTIMATE OF MISSED ELIGIBLE BOATS Determine the number of boats that you miss at each site because you are in the midst of another interview. Record the number of boats appearing to be eligible that you are unable to intercept at each site because you were interviewing another vessel's respondent. Do not include boats that may be at other sites within the cluster. Rather, include those vessels in the section for the other site.

BOATS THAT HAVE NOT RETURNED When you leave a site within the assigned cluster, and there are still boats that are expected back, record the number of vessels that have not yet returned.

Ineligibles

When you are conducting an assignment, all intercepted respondents who are determined ineligible during the screening introduction should be tallied in the appropriate boxes in this section.

DID NOT TARGET OR CATCH LARGE PELAGIC SPECIES If you discover during the screening process that you have intercepted someone that did not just complete a offshore oceanic fishing trip during which they targeted, caught, released, or incidentally caught large pelagic fish, then tally the respondent as 'DID NOT TARGET OR CATCH LARGE PELAGIC FISH'.

If large pelagic fish are in plain view and the respondent claims that they did not target or catch large pelagic fish, then do not tally this person as 'DID NOT TARGET OR CATCH LARGE PELAGIC FISH'.

Instead, tally the respondent as an initial refusal and ask the person his or her name and record it along with the boat name (and any other identifying information, such as state registration #) in the comments section of the SDF.

**NOT CAPTAIN/OWNER
OR MATE**

If you discover during the screening process that you have intercepted someone who is not the captain, owner or mate of the boat (Screener Item 1) then try to locate the eligible respondent, if all eligible respondents for the vessel have already left the site then tally as 'NOT CAPTAIN/OWNER OR MATE'.

RECORD DATA FOR EACH SITE WITHIN THE CLUSTER THAT YOU VISIT.

SITE CODE, COUNTY CODE, ESTIMATE # OF ELIGIBLE VESSELS PER DAY FOR CURRENT MONTH, BEST TIME, COMPLETED INTERVIEWS BY BOAT TYPE, MID-INTERVIEW REFUSALS, INITIAL REFUSALS, LANGUAGE BARRIER, ESTIMATE OF MISSED ELIGIBLE BOATS, BOATS THAT HAVE NOT RETURNED, DID NOT TARGET OR CATCH LARGE PELAGIC SPECIES, and NOT CAPTAIN/OWNER OR MATE.

ASSIGNMENT SUMMARY FORM

The Assignment Summary Form (ASF) is used to summarize the results of the completed assignment, and to charge for work done on the assignment. Each assignment that you send in must include an Assignment Summary Form. An example of a blank Assignment Summary Form may be found in Appendix B.

- INTERVIEWER NAME:** The interviewer should PRINT his or her name in BLOCK CAPITAL LETTERS.
- INTERVIEWER CODE:** Each interviewer is given a unique four-digit identification number. This number, found on the back of the Agreement, should be used on all submitted forms.
- INTERVIEW DATE:** The interviewer should record the Month/Day of the intercept. Two digits for both the month and the day should be used.
- CONTROL NUMBER:** Each assignment is given a four-digit identifying

number. The first digit of the control number indicates if it is a weekend or weekday assignment. If the first digit is a 1, it is scheduled for a Saturday, Sunday, or holiday (e.g., July 4th, Independence Day). If the first digit is a 2, it is scheduled for Monday, Tuesday, Wednesday, Thursday or Friday. The second digit indicates the mode of the assignment. A 1 indicates an assignment during which charter boat intercepts are preferred, while a 2 indicates that private boat intercepts are desired. NEVER LEAVE THE CONTROL NUMBER BLANK. BE SURE THAT YOU HAVE THE CORRECT CONTROL NUMBER GIVEN TO YOU BY YOUR FIELD SUPERVISOR.

- STATE CODE: Enter the two-digit numeric code for the state of intercept. The state code list may be found in Appendix E.
- COUNTY. Enter the three-digit number assigned to the site of the intercept. The county code should be listed on the interviewer's assignment schedule, as well as in the site register.
- CLUSTER ID. Enter the two digit number for the cluster of sites that you are assigned for that day. The cluster number should be listed in your assignment schedule. Possible values will range from 01, 02, 03...to 10.
- BEGIN. Enter the time (military format) when you begin your assignment. That is, enter the time when you arrive on-site to begin your assignment.
- END. Enter the time (military format) when you finish your assignment. That is, enter the time when you leave the cluster and terminate the assignment.

Weather Favorable for Fishing Offshore?

Fill in the oval for "Yes" if the weather conditions are favorable for offshore fishing. If the offshore conditions are poor, fill in the oval for "No". In general, strong winds (25-30 knots, especially from the Northeast) and high seas (especially greater than 8-10 feet) will cause many offshore fishermen to cancel their trips. Assignments that are conducted despite poor offshore conditions should be attempted only when fishing activity can be confirmed beforehand.

SIGN IN

All interviewers are required to introduce themselves to the dockmaster or marina operator upon arrival to each site within the assigned cluster. Request and record the person's name and contact number, then ask the dockmaster or marina operator if they would verify your presence by writing their initials on your ASF.

ADMINISTRATIVE ISSUES

Data Delivery

Because of the rigid requirements for the LPS, it is vital that all completed Assignment Summary Forms, Site Description Forms, and Interview Questionnaires be received within 24 hours of assignment completion. To accomplish this, we are distributing FAX machines **ON LOAN**. Interviewers are responsible for making arrangements to fax each day's work within 24 hours of assignment completion. Fax your forms IN CHRONOLOGICAL ORDER starting with the assignment summary form first and the site description form second. If you forget to fax your forms in or there are any problems with the OCR data capture system reading your forms you may be asked to re-edit and re-fax your forms.

Only one fax TRANSMISSION per assignment. That is, if you are sending in forms from two assignments they must be sent separately!

A Toll Free FAX number is provided for your convenience

Please fax all pages in order (assignment summary first, serving as the cover sheet) to **1-877-694-XXXX**.

If for any reason you are unable to fax completed forms within the time schedule, you must contact your Field Supervisor immediately so arrangements can be made to get your forms faxed in.

State Supervisor

Each state or state group has a state supervisor (Field Supervisor). This person is someone who is knowledgeable in the local fishing activity and fisheries in your area, and who is a veteran field interviewer. This person will also be responsible for coordinating assignment scheduling, as well as occasional quality control visits. You should contact your Field Supervisor whenever you:

- Need advice on fish identification;
- Have a question about the site register or a certain site; or
- Have a question about general interviewing procedures or coding.

As previously indicated you will have a field supervisor that also schedules the dockside assignments. Therefore, your primary contact while working on the LPS will be your Field Supervisor.

You will contact your Field Supervisor for the following reasons:

- To reschedule or cancel an assignment;
- To see if there are any additional assignments available;