APPENDIX P

QUALITY CONTROL FORM
QUALITY CONTROL EVALUATION

INTERVIEWER NAME:__________________________  ID NUMBER:__________________________

DATE:____________________________________  EVALUATOR:__________________________

DATE:_________________  TIME OF ARRIVAL:____________  TIME OF DEPARTURE:____________

Did the interviewer have the following equipment and supplies?

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>A. MEASURING BOARD</td>
<td>B. FISH ID GUIDE</td>
<td>C. 25/50 LB SCALE</td>
<td>D. SCREENING INTRO</td>
<td>E. ASSIGNMENT SUMMARY FORMS</td>
</tr>
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<tr>
<td>F. TO WHOM LETTERS</td>
<td>G. TAPE MEASURE</td>
<td>H. DICHOTOMOUS KEY</td>
<td>I. 4 LB SCALE</td>
<td>J. QUESTIONNAIRES</td>
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<tr>
<td>K. SITE DESCRIPTION FORMS</td>
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</tbody>
</table>

Please circle YES or NO with respect to performance and understanding concerning the following:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Did the interviewer introduce him/herself as collecting data for a survey sponsored by NMFS?</td>
<td></td>
<td>[]</td>
<td>[]</td>
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<tr>
<td>2. Did the interviewer check in with the person in charge at the site before beginning their interviewing?</td>
<td></td>
<td>[]</td>
<td>[]</td>
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<tr>
<td>3. Did the interviewer read the Privacy Act statement?</td>
<td></td>
<td>[]</td>
<td>[]</td>
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<tr>
<td>4. Did the interviewer ask each question according to protocol?</td>
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<td>[]</td>
<td>[]</td>
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<tr>
<td>5. Did the interviewer select catch to weigh and measure randomly?</td>
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<td>[]</td>
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<tr>
<td>6. Did the interviewer demonstrate correct procedures for calibrating scales?</td>
<td></td>
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<tr>
<td>7. Was the interviewer appropriately attired?</td>
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<td>[]</td>
<td>[]</td>
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</table>

Please review as many completed intercepts and the assignment site form in the field and respond to the following questions:

1. Intercept forms:
   a. Was a response recorded for every item that required a response (excluding instructed skips)? |   | []   | []   |
   b. Were appropriate skips used? |   | []   | []   |
   c. Were logical responses recorded for Q.18 and Q.19? |   | []   | []   |
   d. Was the sequence of Q.26 through Q.29 coded correctly? |   | []   | []   |
   e. Did all fish records have a disposition code? |   | []   | []   |

2. Assignment summary forms:
   a. Was the identifying information recorded, such as state, mode, control #, etc.? |   | []   | []   |
   b. Does the ON-SITE RECORD match the SUMMARY information? |   | []   | []   |
   c. Did the sampler record a START and STOP TIME for each site visited? |   | []   | []   |
   d. Did the interviewer record a “REASON CODE” for going to an alternate site? |   | []   | []   |

If the answer to any of the above is “NO”, please review the proper procedures with the interviewer now!

Comments:____________________________________________________________________________
______________________________________________________________________________
The following questions are asked to determine the interviewer’s working knowledge of procedures.

1. a. Circle all status code(s) listed below that are considered “good” interviews:
   a. Status 1  b. Status 2
   c. Status 3  d. Status 4
   d. Status 5

   b. What is the maximum number of “good” interviews (per assignment) that you are allowed in any one mode: ____________

2. Please demonstrate the proper fish coding for an angler that says he/she caught 4 redfish and 3 specks:

<table>
<thead>
<tr>
<th>SPECIES CODE</th>
<th># OF FISH</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
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</table>

3. a. How should you properly record a fish that weighs 2.5 kgs? ___ ___ ___ . ___ ___

   b. How should you properly record a fish that weighs 1.55 kgs? ___ ___ ___ . ___ ___

4. A group of anglers have 52 red snapper, 12 triggerfish, and 25 vermilion snapper. Describe how many of each species listed you would attempt to get a length and weight on (without any time constraints).

5. A site is visited on a Saturday and during your 8 hours on-site (including peak fishing time), you observe 38 people fishing. What is the correct pressure that should be recorded on the site description form? ____________

6. If an angler fished for 3 hours in the open ocean/gulf and 1 hour in a bay, which “water fished” should be coded at Q.12?

7. Circle all correct responses that are true for a status 5 interview:
   a. Has a key item refusal
   b. Used when an angler declines to be interviewed
   c. Should be sent to (contractor name)
   d. Should not be sent to (contractor name)

8. Unavailable catch (type 2) records for the first angler interviewed in a party of 6 should include:
   a. All fish unavailable from all anglers who have their catch grouped together
   b. Only the first angler’s unavailable catch

9. Which of the following is not a legitimate disposition “7 - other”?
   a. Fish to be mounted
   b. Fed to birds
   c. Will be used for fertilizer
   d. Gave away

10. What should you obtain from the angler and record if he/she does not know their county of residence?

    Comments: ___________________________________________________

What is your overall rating of the interviewer on this Quality Control Visit?

[ ] Excellent  [ ] Above avg.  [ ] Fair  [ ] Below avg.

I have reviewed this evaluation along with the supervisor: ____________________________________________

Date: ________________________________