



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL MARINE FISHERIES SERVICE
Northeast Fisheries Science Center
166 Water Street
Woods Hole, MA 02543-1026

November 12, 2010

MEMORANDUM FOR: NEFOP Observers, At-Sea Monitors and Dockside Monitors,
Observer Service Providers, Dockside Monitor Providers

FROM: Amy S. Van Atten 
Branch Chief, Fisheries Sampling Branch

SUBJECT: Updated Online Incident Report and Instructions, Updated OLE
Letter

Northeast Fisheries Observers (NEFOP), At-Sea Monitors (ASM), and Dockside Monitors (DM) are required to report specific incidents that occur while performing their duties at sea or at the docks. The purpose of this memo is to inform NEFOP Observers, ASM's, and DSM's that the reporting guidelines have now been streamlined and a standard incident report form has been created. All programs will now be required to use the same form for reporting incidents. Also, the instructions for the incident report now describe the incidents that require reporting, which are separated by program (NEFOP, ASM, DM). Please read the reporting instructions so that you are familiar with what types of incidents require reporting. Reports must be sent to different email lists, please refer to the instructions to determine which email list you are required to send the report to. The incident report and its instructions can be found on the Northeast Fisheries Science Center (NEFSC), Fisheries Sampling Branch (FSB) website at <http://www.nefsc.noaa.gov/fsb/> under "Forms" and are attached to this memo for reference. Please submit the online incident report within 24 hr of landing or offloading. Follow the instructions for submitting the report with a digital signature. Hard-copies with a signature are also required and must be mailed to the Fisheries Sampling Branch at the Technology Park in Falmouth, MA. If you cannot send the report electronically, which is preferred, please fill out the hard copy provided, sign and send to the Fisheries Sampling Branch. If you require blank copies of the form please contact Sara Wetmore at Sara.Wetmore@noaa.gov and more copies will be mailed to you. NEFOP observers and ASM's: if you have utilized your field diary contemporaneously to document details that will be described in the report, please send in your field diary with your trip data. You are only required to fill out your field diary contemporaneously. If you do not fill out your diary as the incident occurred, you don't need to





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send in a field diary with your incident report. Please remove the outdated incident report guidelines from your blue regulatory compliance binder and replace with the new instructions and blank report.

For NEFOP observers and ASM's only

In addition to the incident report changes, the Office of Law Enforcement (OLE) letter that must be handed out to a vessel operator when a safety deficiency has been identified has been updated with new contact information for fishermen. NEFOP observers and ASM's are required to issue an OLE Safety Deficiency letter when their Pre-Trip Safety Checklist cannot be completed due to a missing or non-compliant safety requirement. At the end of the OLE Letter the captain is asked to contact NEFOP staff to report that the safety deficiency has been corrected. Vessels fishing in the Northeast will be contacting Sara Wetmore at 508-495-2227; 508-642-6005. Vessels fishing in the Mid-Atlantic will be asked to contact Mike Tork at 508-495-2339; 508-274-4859. NEFOP Observers and ASM's are asked to discontinue use of the 2006 OLE letter; the new letter can be found on the NEFSC website under "Forms" and is dated Oct 1, 2010. Please remove the outdated letter from your blue regulatory compliance binder and replace with this new letter. If you require more hard copies please contact Sara Wetmore at Sara.Wetmore@noaa.gov.

Thank you.

