

**Gulf of Maine Research Institute**  
**Sector Dockside Monitoring Program Standards**  
May 25, 2009

PURPOSE STATEMENT: *This document reflects a collaborative effort by sector organizers to capture a baseline protocol of a Dockside Monitoring Program for both 100% and less than 100% Dockside Monitoring Program. Acknowledging that individual sectors present unique technical challenges, participants in this process opted to articulate protocols they felt should be met by all sectors at a minimum. However, while it will be the responsibility of individual sectors to design a Dockside Monitoring Program that achieves these protocols, the approach taken by an individual sector will vary based on the unique circumstances of their sector.*

## **I. HAIL**

1. Upon departure, sector vessels will HAIL OUT, meaning notify the Sector Manager (SM) and Dockside Monitoring Vendor that he is departing on a Groundfish (GF) Trip. The HAIL OUT will include basic identifying information. Basic identifying information includes vessel name (or other data that uniquely identifies the vessel) and sector name.
2. Transmission of the HAIL will be either via Vessel Monitoring System (VMS) or some other electronic method as determined by the Sector.
3. At an appropriate time before landing, (determined by sector and Dockside Monitoring Vendor) the sector vessel will HAIL IN, meaning notify the Dockside Monitoring Vendor of his specific offload location, estimated time of arrival, and estimated volume or weight of GF on board. Whether the captain needs to estimate volume of GF on board, broken down by species, will be determined by whether there is 100% or less than 100% Dockside Monitoring for the sector.
  - a. **If there is 100% Dockside Monitoring**, meaning a Dockside Monitor (DM) or Roving Monitor (RM) will be present for the offloading of every sector vessel groundfish trip, then the HAIL IN will include the following:
    - i. Vessel name, Captain's name, permit number, sector name, VTR# and Trip ID #.
    - ii. Specific offloading location, estimated time of arrival, and estimated volume or weight of all species combined on board.
    - iii. The DM vendor will send a confirmation to the vessel that the HAIL was received.
    - iv. If the DM has an emergency and cannot meet the vessel as required, the DM vendor will notify the vessel, the sector manager and the Office of Law Enforcement.
  - b. **If there is less than 100% Dockside Monitoring**, (meaning any specific GF trip may or may not have a DM or RM present to witness offloading), then the vessel will be notified by the DM Vendor (when they send their confirmation) that:
    - i. They will have a DM/RM present, OR
    - ii. They are issued a DM Waiver for the trip, (meaning no DM or RM will be present to witness the offload).

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- c. **If there is less than 100% Dockside Monitoring:** Regardless of whether the vessel gets a waiver or not, the HAIL IN will include everything required for 100% DM coverage, but will also include an estimated volume of each species on board.

## **II. Responsibilities of the Dockside Monitoring Vendor**

1. The DM Vendor must be able to receive HAILS on a 24/7 basis and must be able to send a confirmation of the HAIL back to the vessel. The confirmation system may be automated, but must indicate completeness of the required information.
2. The DM Vendor may keep a running list of 'open trips' so they are prepared to cover landing events and for other purposes (safety).
3. Upon receiving a HAIL IN, the DM Vendor will respond by sending the vessel and the Sector Manager a confirmation that includes confirming that a DM will be at the unloading station at a time certain; (or be able to communicate with the vessel to coordinate a time for offloading to commence). This can be any time agreeable to the unloading facility, the vessel and the DM.
4. The DM/RM will be required to sign the dealer receipt to document that the offload was observed.
5. The DM Vendor will be required to keep a record of each offload for auditing purposes and for any other reasons that may be stipulated in the private contract between vendor and Sector. This may also be needed to satisfy NMFS compliance concerns.
6. If there is less than 100% DM required, then the DM Vendor will notify the Sector Manager and NMFS Law Enforcement with the complete HAIL IN information (including a breakdown of species to be landed and estimated weight of each species on board) and whether the vessel will have a DM present at offloading or not.
7. The DM/RM must provide accurate and complete data to the SM and/or any third party immediately upon completion of weighing to give the Sector Manager or third party with enough time for the SM to ultimately produce an accurate and complete weekly report to NMFS.
8. The DM Vendor will be responsible for establishing an acceptable randomized methodology for determining allocation of DMs/RMs and waivers if less than 100% coverage level is chosen.
9. The DM Vendor will be responsible for working with Sector Managers to establish an acceptable process for Safe Harbor situations when a sector vessel is unable to follow normal dockside monitoring protocol due to an emergency situation.

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### **III. Actual Monitoring of Offload at Dealer**

1. The vessel may enter port and tie at safe berth but no offloading can commence until the DM/RM is present.
  - a. Under limited circumstances vessels may be allowed to land non-allocated stocks for example lobsters or scallops, but will be required to notify NMFS Enforcement with enough notice to enable enforcement to be deployed if desired.
  - b. **If 100% Dockside Monitoring is required:**
    - i. The DM will take copies of the VTR(s) with all information available (no blocked cells).
    - ii. The DM will verify the scales are certified and record the weight of offloaded fish by species or market class.
    - iii. The DM will check the vessel to ensure that all fish have been offloaded.
    - iv. The DM will sign the dealer receipt.
    - v. The DM will collect copies of the VTR(s), and the dealer receipt.
    - vi. The DM will electronically send his copies of the VTR(s), the dealer slip and his report to the sector manager ... if the sector has contracted with a third party to collect and process their data, then the DM will send all three documents to that third party.
    - vii. The DM will keep a copy of his report and it shall be stored by the DM vendor.
  - c. **If less than 100% DM is required and the vessel will get a waiver:**

The DM Vendor, when confirming that they have received the HAIL IN, will notify the vessel that they are receiving a waiver from DM for this trip. It will be the responsibility of each vessel operator to provide electronic copies of the VTR and dealer report to the Sector Manager or if applicable a contracted third party data company.
  - d. **If less than 100% DM is required and the vessel will have a DM or RM,** then the process for 100% DM will be followed.

### **IV. Offloading to a Truck / Roving Monitors**

1. The vessel will HAIL IN as described for all Dockside Monitoring.
2. It will be the responsibility of each individual sector to specify what remote unloading facilities Sector members will be allowed to offload to trucks at in their operations plans.
3. All trucked fish must be weighed, either at the offload site by a licensed dealer (in which case it is treated as a dockside monitoring event) or at the dealer when the truck offloads.
4. **If 100% DM is required:**
  - a. The DM vendor will be responsible for ensuring a Roving Monitoring will be at the offload site when the vessel arrives to offload. All landing events at remote

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ports will be required to have a RM present to witness offload activities as well as a DM present at dealer to certify weigh-out.

- b. Copies of the VTR(s) need to be available at the truck offload for the DM.

**5. If less than 100% DM is required:**

- a. The HAIL IN will include the captain's estimate of weight of each species on board.
- b. The vessel will be notified by the Dockside Monitoring Vendor (when they send their confirmation) that
  - i. they will have a RM present OR
  - ii. they are issued a DM Waiver for the trip
  - iii. the DM vendor will notify the Sector Manager and NMFS Law Enforcement with the complete HAIL IN information (including a breakdown of species to be landed and estimated weight of each species on board) and whether the vessel will have a DM present at offloading or not.
- c. Offloading of landings at remote ports and weigh out of landings at dealer facilities will be considered two separate events. DM will be responsible for establishing a selection process that randomly selects remote port offloads that will be monitored by a RM and weigh out of trucked landings at dealer facility by DM.

**V. Actual Monitoring of Offload at a Remote Port**

1. The vessel may enter port and tie at safe berth but no offloading can commence until the RM is present.
  - a. The RM will take copies of the VTR(s) with all information available (no blocked cells).
  - b. If there are scales, then the RM will verify the scales are certified and record the weight of offloaded fish by species.
  - c. If there are no scales at the offload site, then the RM will record the number of totes of each species with the Captain's estimate of weight of each tote.
  - d. The RM will check the vessel to ensure that all fish have been offloaded.
  - e. The RM will ensure that each tote is labeled with the appropriate information including but not limited to:
    - i. Vessel name, Captain's name, permit number, sector name, VTR# and Trip ID #, date of offload, RM name, tote number and species;
  - f. The RM will confirm that the driver's manifest includes an accurate list of all totes, the species they hold, the vessel and permit each tote came from, and the RM's name/contact info.
  - g. The RM will electronically send his copies of the VTR(s) and his Offload Report to the sector manager, and if the sector has contracted with a third party to collect and process their data, then the RM will send both documents to that third party.
  - h. The RM will keep a copy of his report and it shall be stored by the DM vendor.

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2. Final RM protocols and requirements will be determined by the DM vendor and the individual Sector, detailed in the Sector's Operations Plan, and must be approved by NMFS.