

The Pre-Trip Notification System (PTNS) is designed by NMFS to provide a fast, simple, and effective way to ensure fair and adequate coverage of all vessels fishing for northeast groundfish. Once a vessel enters trip information into PTNS, an algorithm works to determine if the vessel is selected for coverage for that particular trip. Within 40 hours of the vessel's sail date/time, it is notified of its coverage status via email.

There are 3 different methods available for 48-hour pre-trip notification:

1. **Internet (preferred method)** - This should be the primary means of trip notification and trip changes. The PTNS website is available at the following address: <http://fish.nefsc.noaa.gov/PTNS/>. Vessels should log in using the same username (Permit Number) and password (PIN) as they use for Fish-On-Line. All notification information listed below should be entered into the web form. Refer to the following basic steps when using the internet:

Step 1. Notify via PTNS prior to sailing

Vessels must notify at least 48 hours prior to their planned sail date

- a. After logging into your PTNS account, verify vessel name
- b. Enter/verify contact phone numbers under the "registration" tab
- c. Enter/verify email addresses under the "registration" tab

Step 2A. For day trips (trips <48 hours)

- a. On the "new trip" tab, select **DAY TRIP**
- b. Enter sail date and time of potential trip
- c. Select port sailing from
- d. Select area intending to fish
- e. Select gear intending to fish
- f. Enter Special Access Program status, if applicable (i.e. **US/Canada Area**, Closed Area I Hook Haddock SAP)
- g. Hit "submit" once and wait for the site to show your confirmation number and selection status

Enter information for each potential sail date separately - up to 9 days in advance, up to 7 sail dates

Step 2B. For multi-day trips (trips ≥48 hours)

- a. On the "new trip" tab, select **MULTI-DAY TRIP**
- b. Enter sail date and time for next planned trip up to 9 days in advance
- c. Select port sailing from
- d. Select area intending to fish
- e. Select gear intending to fish
- f. Enter Special Access Program status, if applicable (i.e. **US/Canada Area**, Closed Area I Hook Haddock SAP)
- g. Hit "submit" once and wait for the site to show your confirmation number and selection status

Step 3. Receive selection status email

Once notification is received from a vessel, it will be issued a confirmation number and will be either selected for coverage or assigned a waiver. This email will be generated at least 40 hours in advance of the sail time. Vessels are randomly selected based on the combination of their sector, area, and gear, in order to reach the targeted observer and at-sea monitor coverage rates (i.e. 38% sector trips, 30% common pool). The vessel's VMS and email contacts will receive an email indicating coverage selection or issuance of a waiver.

If selected for coverage:

Step 4. Await contact from provider

If your vessel is selected for coverage, a service provider will contact you *within 24 hours of receiving your notification*. If providers are unable to cover your trip, the vessel will receive a waiver notification 24 hours has passed since entry of notification. Once an observer arrives at the vessel or a waiver is received, the vessel may begin its trip.

- Email** – This should be the secondary means of trip notification. The email address to submit trip notifications, trip changes, questions, or problems is nefsc.ptns@noaa.gov. All notification information listed below should be included in the body of the email. The vessel will be notified of its selection status as described in Step 3 above. If selected for coverage, a vessel will await contact from a provider as described in Step 4 above. **There may be a delay in receipt of vessel selection status notification if using email notification.** *A trip may not sail without an observer unless it has been issued a waiver.*
- Telephone** – This is the backup means of notification. The office phone number to submit trip notifications and changes and to ask questions is [508-495-2309](tel:508-495-2309) (M-F 7:00 AM – 06:00 PM). The emergency cell phone number for afterhours changes and problems is [508-681-9104](tel:508-681-9104). All notification information listed below should be relayed to the answerer or left in a clear voicemail. The vessel will be notified of its selection status as described in Step 3 above. If selected for coverage, a vessel will await contact from a provider as described in Step 4 above. **There may be a delay in receipt of vessel selection status notification if using email or telephone notification.** *A trip may not sail without an observer unless it has been issued a waiver.*

Required Notification Information:

- Vessel name
- Permit number
- Vessel contact name and phone number
- Email addresses at which vessel desires to receive selection notices and waivers (if not already in system)
- Trip type – Day (<48 hours) or Multi-Day (≥48 hours)
- Planned sail date(s) and time
- Port sailing from
- Primary gear (longline, handline/jig, otter trawl, large mesh gillnet [7.9” or smaller], or extra large mesh gillnet [8” or larger])
- Primary area fishing (Georges Bank, Gulf of Maine, Southern New England/Mid-Atlantic)
- Special Management Program (SMP) selection (yes or no) and specific SMP if applicable (US/Canada Area, Closed Area I Hook Haddock SAP, Closed Area II Yellowtail/Haddock SAP, or Regular B-DAS)

Notifications received less than 48 hours in advance may be required to delay departure up to 48 hours from the time of initial notification if an observer is not available earlier.

If a vessel is selected for coverage and must cancel the trip, the vessel will be selected for coverage on its next notified trip. Please notify the PTNS coordinator of any trip cancellations, whether the trip has been selected for coverage or issued a waiver.

If a vessel must delay a multi-day trip sail date for an indefinite period of time, it must cancel the trip and provide another notification 48 hours prior to its planned sail date. If a vessel must delay a multi-day trip sail date, it should notify the PTNS coordinator and its observer, if applicable.

If you do not receive notification of your selection status within 40 hours of your planned sail date and time, contact the NMFS PTNS Coordinator, Sarah Cierpich, Office phone: 508-495-2309, Cell phone: 508-681-9104.