



**Instructions for Groundfish Sector
Dockside Monitoring Hails**

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1. INTRODUCTION

Trip start and trip end hails are the means by which sector vessels notify dockside monitoring (DSM) providers of when and where they will be landing their catch, so dockside monitors can be dispatched efficiently to observe the offloading. In 2010, 50% of the trips by sector vessels must be subject to DSM. It is the sector manager's responsibility to ensure the monitoring occurs at that rate. DSM providers will randomly select which trips are to be monitored.

National Marine Fisheries Service (NMFS) Office of Law Enforcement (OLE) will receive a copy of trip start and trip end hails. The copy will indicate sector vessels' compliance with the hail requirement, and it will inform enforcement agents when and where they may observe landings of sector catch. The information will not be used by NMFS to calculate catch or sector allocation balances, but the hail information may be used for deriving a back-up inventory of trips and as rough indicator of fishing activity.

Because sectors may operate and communicate variously, NMFS is providing some flexibility to sectors and vessels in complying with sector trip hailing requirements. Hails may be made from the vessel using a VMS form, an e-mail, or by voice communication. (Voice hails must be backed up by an e-mail, probably sent by the DSM provider or sector manager. Details are provided below.) To enable these modes NMFS is adding forms to the vessel-side VMS software, providing the message specifications to sectors and 3rd party software developers, and posting an automated submission form on-line. NMFS has specified the content and format of the hails, but has left the content, format, and mode of the confirmation message (from the DSM provider to the vessel) at the discretion of the sector.

Trip hails and dockside monitoring are new requirements in the region. NMFS is committed to improving these functions as we learn more about how DSM is working.



2. TRIP START HAIL

2.1. **Purpose.** The purposes of the trip start hail (TSH) are to:

- Notify the sector's DSM service provider of the trip and provide a heads up for planning purposes as to when and where the vessel will land its catch.
- Notify the NMFS OLE of the sector trip.

2.2. **Requirement.** Unless another arrangement has been made in consultation with the NMFS and addressed in an approved sector operations plan, TSH reports must be submitted prior to leaving port on a sector trip for which catch will count against sector allocation.

2.3. **TSH content.**

2.3.1 A TSH messages includes:

- Vessel permit number
- Trip ID # (serial # from the 1st page of the vessel trip report (VTR))
- Landing state*
- Landing port city*
- Estimated time and date of arrival in port
- Estimated time and date of offloading (required only for trips <6 hrs or if fishing within 6 hrs of offload port)**

*The landing location state and city are not required by regulation to be included in the TSH. The fields may be used to give the DSM provider advanced notice of where the landing will occur, especially if the fishing trip is to be short (*i.e.*, less than 6 hours). To that end, NMFS has provided the fields in the VMS form and the 3rd party message formats. If the landing state and port city fields are not filled in, the hail message must include commas to mark each field. The VMS form will do this automatically. Third party software systems should be checked to ensure they will do the same.

**If the trip is likely to be less than six hours in duration or if the fishing operations occur within a six hour transit from the offloading location, the TSH must include the estimated offload time.

2.3.2. The TSH output message format from VMS and from 3rd party software products is provided in the technical appendix to this instruction.



2.4. Transmission. The TSH may be transmitted by the vessel via one of the following means:

- VMS form.
- Formatted e-mail (either in the e-mail text or as an attachment).
- Voice, including telephone, radio, or in person.

2.4.1. VMS form.

- NMFS will provide a form within the vessel-side VMS software that can be used by sector vessels to submit the TSH.
- The TSH must be submitted in addition to the standard VMS activity declaration.
- When sent using the VMS form, the TSH form is automatically sent to NMFS. The vessel-side units do not allow additional addressees to be added to the message. When the form is received by NMFS, it will be automatically forwarded to an address (e.g. to the DSM provider) specified for each vessel by the sector manager in the roster function of the Sector Information Management Module (SIMM).
- Sector managers and dockside monitoring provider companies may wish to set up secondary e-mail forwarding routines of their own to accommodate the sector's particular arrangements with providers. Sectors may use an alternative means of submitting the form that can be transmitted to more than one recipient.

2.4.2 3rd party software, formatted e-mail (either in the e-mail text or as an attachment).

- In lieu of using the vessel-side VMS form, vessels may employ electronic logbooks or other software to generate the TSH, so long as the message or file is in the specified format. If the landing state and port city fields are omitted, each must be indicated by a comma in the TSH message.
- The vessel and sector manager are responsible for ensuring the message is forwarded immediately to the DSM provider and NMFS, <NMFS.OLE.NE@noaa.gov >.
- The subject line must be: FORM.OUT.TRIPSTART_HAIL.2. Note that the subject line distinguishes the hail generated by 3rd party software from the VMS form. The distinction is further explained in the technical appendix.
- 3rd party software and e-logbooks allow additional addressees to be added to the hail message, obviating the need for NMFS to forward messages sent in this manner. NMFS will not forward messages received by this mode.



2.4.3 Voice, including telephone, radio, or in person.

- If the TSH is made by voice communication to the sector manager or the DSM provider, then that party must immediately send the TSH information in the specified format via e-mail to: <NMFS.OLE.NE@noaa.gov>.
- The subject line must be: FORM.OUT.TRIPSTART_HAIL.2. Note that the subject line distinguishes the hail generated by e-mail from the VMS form. The distinction is further explained in the technical appendix.
- The need for immediate transmission of the e-mail to NMFS requires that some measure be in place to receive and respond to the call. That may mean staffing, an answering service, an integrated voice response system, or some other method. Also, the sector could also restrict the use of this alternative hailing method except for certain times when such services are available.
- NOAA Fisheries Service will provide a form on-line which can be used by the sector manager or DSM provider to satisfy this forwarding requirement.
- These alternative modes allow additional addressees to be added to the hail message forwarded by the sector manager or DSM provider, obviating the need for NMFS to forward messages sent in this manner. NMFS will not forward messages received by this mode.

2.5. TSH confirmation. The TSH confirmation must be transmitted by the DSM provider (as specified in the sector operations plan), immediately upon receipt of the TSH. The format and content of the TSH confirmation is not specified by NMFS. The vessel may not leave port until the TSH confirmation is received. If the TSH confirmation is not received, the vessel may submit the hail again by a secondary means of transmission in order to obtain a confirmation.

2.6. TSH correction. The TSH message may be corrected simply by retransmitting the message with the corrected information.

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3. TRIP END HAIL

3.1. **Purpose.** The purposes of the trip end hail (TEH) are to:

- Notify the sector's DSM provider of the intended time and location of landing and offloading and to provide a heads up of the volume of fish to be landed for planning purposes.
- Notify the NMFS Office of Law Enforcement (OLE) of the same landing information.

3.2. **Requirement.** When on a sector trip greater than six hours in duration and further than a six hour transit from the offloading location, each sector vessel must hail its trip end at least six hours in advance of arrival at the dock.

For shorter trips and trips closer to shore, unless another arrangement is made in consultation with the NMFS and addressed in an approved sector operations plan, TEH reports must be submitted immediately after completion of fishing operations.

3.3. **TEH content.**

3.3.1 A TEH message includes:

- Vessel permit number.
- Trip ID # (serial # from the 1st page of the VTR)
- First landing state*
- First landing port city*
- Dealer
- Estimated time and date of arrival
- Estimated time and date of offload
- Second offload state**
- Second offload port city**
- Total groundfish kept
- Total non-groundfish kept

*In the TEH, the first landing port city and state is required to be included by regulation.

**If the vessel will be landing catch in only one port, the second offload state and port city fields may be left blank. The hail message must include commas to mark each omitted field. The VMS form will do this automatically. Third party software systems should be checked to ensure they will do the same.

3.3.2. The TEH output message format from VMS and for 3rd party software products is provided in the technical appendix to this instruction.



3.4. Transmission. The TEH may be transmitted by the vessel via one the following means:

- VMS form.
- E-mail transmitted via VMS or other means (either in the e-mail text or as an attachment).
- Voice, including telephone or radio

3.4.1. VMS form.

- NMFS will provide a form within the vessel-side VMS software that can be used by sector vessels to submit the TEH.
- A VMS catch report does not satisfy the requirement of the TEH and vice versa.
- When sent using the VMS form, the TEH form is automatically sent to NMFS. The vessel-side units do not allow additional addressees to be added to the message. When the form is received as an e-mail by NMFS, it will be automatically forwarded to an address (e.g. to the monitoring provider) specified for each vessel by the sector manager in the roster function of the SIMM.
- Sector managers and dockside monitoring provider companies may wish to set up secondary e-mail forwarding routines of their own to accommodate the sector's particular arrangements with providers. Sectors may use an alternative means of submitting the form that can be transmitted to more than one recipient.

3.4.2 3rd party software, e-mail transmitted via VMS or other means.

- In lieu of using the vessel-side VMS form, vessels may employ electronic logbooks or other software to generate the TEH, so long as the message or file is in the specified format.
- The vessel and sector manager are responsible for ensuring the message is forwarded immediately to: < NMFS.OLE.NE@noaa.gov >.
- The subject line must be: FORM.OUT.TRIPEND_HAIL.2. Note that the subject line distinguishes the hail generated by 3rd party software from the VMS form. The distinction is further explained in the technical appendix.
- 3rd party software and e-logbooks allow additional addressees to be added to the hail message, obviating the need for NMFS to forward messages sent in this manner. NMFS will not forward messages received by this mode.

3.4.3 Voice, including telephone and radio.

- If the TEH is made by voice communication to the sector manager or the DSM provider, then that party must immediately send the TEH information in the specified format via e-mail to: < NMFS.OLE.NE@noaa.gov>.
- The subject line must be: FORM.OUT.TRIPEND_HAIL.2. Note that the subject line distinguishes the hail generated by e-mail from the VMS form. The distinction is further explained in the technical appendix.



- The need for immediate transmission of the e-mail to NMFS requires that some measure be in place to receive and respond to the call. That may mean staffing, an answering service, an integrated voice response system, or some other method. Also, the sector could also restrict the use of this alternative hailing method except for certain times when the services are available.
- NOAA Fisheries Service will provide a form on-line which can be used by the sector manager or DSM provider to satisfy this forwarding requirement.
- These alternative modes allow additional addressees to be added to the hail message forwarded by the sector manager or DSM provider, obviating the need for NMFS to forward messages sent in this manner. NMFS will not forward messages received by this mode.

3.5. TEH Confirmation. Upon receipt of the TEH, the DSM vendor must immediately send a confirmation to the vessel that the TEH was received. If the vessel does not receive confirmation, the captain must use the backup system to contact the DSM provider prior to landing. The DSM provider must inform the vessel in the TEH confirmation (and no earlier) that:

- The vessel will have a dockside monitor (DM) or roving monitor (RM) present; or
- The vessel is issued a DSM waiver for the trip, meaning no DM or RM will be present to witness the offload.

If the DM or RM has an emergency and cannot meet the vessel as scheduled, the DSM provider must notify the vessel, the sector manager, and OLE as soon as possible to resolve the pending DSM event.

3.6. TEH Correction. If, before the vessel lands, the submitter discovers an error in a submitted TEH or the vessel engages in additional fishing after submission of the TEH, a second TEH must be submitted immediately with the corrected/updated information.

- If the trip has been selected for dockside monitoring and the change affects the time and location of the landing, the vessel or sector manager must make arrangements with the DSM provider to monitor the vessel at the corrected time and place. In such cases the vessel may not offload its catch until the DSM is available to monitor the offloading.
- If the trip has not been selected for DSM, the vessel may proceed into port after the TEH correction has been submitted.



4. TECHNICAL APPENDIX

- 4.1. **Acceptable formats**
 - a. Comma separated values in the body of an e-mail; or as a
 - b. Plain text file attached to the e-mail

4.2. **Addressee** NMFS.OLE.NE@NOAA.GOV

4.3. **Subject line**

- TSH from VMS form: FORM.*NER*.TRIPSTART_HAIL.2
- TSH from other: FORM.*OUT*.TRIPSTART_HAIL.2
- TEH from VMS form: FORM.*NER*.TRIPEND_HAIL.2
- TEH from other: FORM.*OUT*.TRIPEND_HAIL.2

4.4. **Field details**

<u>Field</u>	<u>Type</u>	<u>Max. Char.</u>	<u>Other</u>
Vessel permit number	Numeric	6	
Trip ID/VTR serial number/	Numeric	14 ¹	
First landing state	Alpha	2	Standard abbreviation
First landing port city	Alpha	16	Plain language
Dealer	Alpha	16	Plain language
Estimated time of arrival	Numeric	10	MMDDHHMI (HH=00-23)
Estimated time of offload	Numeric	10	MMDDHHMI (HH=00-23)
Second offload state	Alpha	2	Standard abbreviation
Second offload port city	Alpha	16	Plain language
Total groundfish kept	Numeric	6	Pounds
Total non-groundfish kept	Numeric	6	Pounds

¹ Although a VTR page number is only eight characters, the field in the hail forms for the trip ID/VTR serial number allows entry of up to 14 characters. This longer field length accommodates the potential use of a contrived trip ID number under alternative vessel trip reporting schemes that may be approved for use in the future.

If a vessel is reporting a trip using the conventional VTR, the VTR page number shall be entered in the first eight spaces, and the remaining spaces should be left blank. In the hail message text, a comma will indicate the start of the new field, so all 14 spaces need not be used.

When alternative trip reporting methods are approved, the 14 digit trip ID number will be a concatenation of the following fields: vessel permit number, date (YYMMDD), hour (HH=00-23). Detailed requirements will be specified when the alternative means of reporting is approved.



4.5. Field order.

For the trip start hail the field order shall be:

PERMIT NUMBER,TRIP ID/VTR SERIAL NUMBER,LANDING STATE, LANDING PORT CITY,ESTIMATED TIME OF ARRIVAL,ESTIMATED TIME OF OFFLOAD

Example of the Trip Start Hail with the 8 character VTR serial/trip ID #:

123456,02345678,MA,NORTHEAST HARBOR,07150415,07150430

Example of the Trip Start Hail with the 14 character trip ID # (to be used *only* if an alternative vessel trip report form or medium is authorized):

123456,12345610071412,MA,NORTHEAST HARBOR,07150415,07150430

The field order for the Trip End Hail shall be:

PERMIT NUMBER,VTR NUMBER,LANDING STATE,LANDING PORT CITY, DEALER, ESTIMATED TIME OF ARRIVAL,ESTIMATED TIME OF OFFLOAD, SECOND OFFLOAD STATE,SECOND OFFLOAD PORT CITY,TOTAL GROUND FISH KEPT,TOTAL NON-GROUND FISH KEPT

Example of the Trip End Hail with the 8 character VTR serial/trip ID #:

123456,02345678,MA,NORTHEAST HARBOR,SEAFOOD EXPRESS,
071500415,07150430,MA,NEW BEDFORD,2400,2675

Example of the Trip End Hail with the 14 character trip ID # (to be used *only* if an alternative vessel trip report form or medium is authorized):

123456,12345610071412,MA,NORTHEAST HARBOR,SEAFOOD EXPRESS,
07150415,07150430,MA,NEW BEDFORD,2400,2675