

**Atlantic States Marine Fisheries Commission**  
**ISFMP Policy Board and ACCSP Coordinating Council**

*October 28, 2014*  
*3:00-4:15 p.m.*  
*Mystic, Connecticut*

**Draft Agenda**

The times listed are approximate; the order in which these items will be taken is subject to change; other items may be added as necessary.

- |   |           |
|---|-----------|
| 1. Welcome/Call to Order ( <i>L. Daniel/C. Patterson</i> )  | 3:00 p.m. |
| 2. Board Consent ( <i>L. Daniel/C. Patterson</i> )  | 3:00 p.m. |
| • Approval of Agenda  |           |
| 3. Public Comment   | 3:05 p.m. |
| 4. Review Status of the Transition Plan for State Conduct of Angler Point Access Intercept Survey ( <i>G. White</i> ) | 3:15 p.m. |
| 5. Confirm Timeline and Process to Complete the Transition ( <i>L. Daniel/C. Patterson</i> ) <b>Action</b>            | 3:40 p.m. |
| 6. Other Business   | 4:10 p.m. |
| 7. Adjourn  | 4:15 p.m. |

The meeting will be held at:  
The Mystic Hilton, 20 Coogan Boulevard, Mystic, Connecticut (860) 572.0731



## Atlantic Coastal Cooperative Statistics Program

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From September 25, 2014 ACCSP Recreational Technical Committee meeting in Hanover, MD:

*The Recreational Technical Committee recommends to the Operations Committee to move forward with the transition to state conduct of the APAIS in 2016 as documented in the attached Transition Plan with preparation starting in 2015.*

From October 1, 2014 ACCSP Operations Committee meeting in Hanover, MD:

*The Operations Committee recommends to the Coordinating Council to move forward with the transition to state conduct of the APAIS in 2016 as documented in the attached Transition Plan with preparation starting in 2015.*

**Plan for Transition of  
State Conduct of Angler Point Access Intercept Survey (APAIS) by the  
Atlantic Coastal Cooperative Statistics Program (ACCSP) and the  
Atlantic States Marine Fisheries Commission (ASMFC)**

*September 2014*

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## **A. Background**

Recreational catch information on the Atlantic coast is derived through an Access Point Angler Intercept Survey (APAIS) that is part of the Marine Recreational Information Program (MRIP). Currently, MRIP consists of three major surveys. These surveys are: 1) APAIS (discussed here for transition to state conduct); 2) the coastal household telephone survey (CHTS), a private boat/shore based angler effort survey; and 3) a for-hire effort survey (FHS). At present, APAIS is administered through NOAA Fisheries by MRIP and coordinated by a contractor. There is significant variation among the involvement of state agency and the contractor.

The Atlantic coast remains the only area in the continental United States where the survey continues to be administered by MRIP. Over time, management of the surveys has been transitioned to more local agencies. In the case of the Gulf of Mexico, the surveys are conducted by the states (Florida through Alabama), but administered by the Gulf States Marine Fisheries Commission (GSMFC). The transition to GSMFC management has resulted in substantial improvements in data quality, a better sense of involvement by the participating states, and better responses from the anglers interviewed. It is for these reasons that the effort was undertaken to accomplish the same transition on the Atlantic coast.

Several options (see Appendix A for further details on the Options) for administration of APAIS along the Atlantic coast<sup>1</sup> were developed by the Recreational Technical Committee of Atlantic Coastal Cooperative Statistics Program (ACCSP) in September 2013. After presentation to the Operations Committee of the ACCSP, the recommendation to implement Option 4 “A cooperative agreement between NOAA Fisheries-Atlantic States Marine Fisheries Commission (ASMFC)” was adopted and forwarded to the ACCSP Coordinating Council. Under this option, ASMFC/ACCSP will become the survey administrator and central data collection coordinator for Maine through Georgia. The states will perform the field survey with state supervisory and field staff funded through an ASMFC contract. However, some states noted a need for additional staffing support as outlined in Options 3 (staff hired as ASMFC employees). Later in October 2013, the Coordinating Council of the ACCSP supported this modified recommendation and planning for the transition to state conduct of the APAIS began.

## **B. Executive Summary**

This plan provides details specific to the transition from a NOAA Fisheries contractor to ASMFC/ACCSP and state conduct of the APAIS. Under this plan, NOAA Fisheries will retain primary accountability for APAIS and will be responsible for survey design, catch and effort estimation, and public data dissemination. ASMFC/ACCSP will act as the central coordinator of APAIS and be responsible for data entry, compilation, quality control checks and edits, as well as formatting and delivery of intercept data to NOAA Fisheries. States will manage field data collection which will be conducted by state employees (or ASFMC employees located in the state offices) in line with APAIS standard data collection protocols.

The state conduct of the APAIS will be accomplished by the creation of a cooperative agreement between NOAA Fisheries and the ASMFC for APAIS data collection. ASMFC will, in turn, negotiate individual contracts with each state to conduct the local portion of survey operations.

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<sup>1</sup> For the purposes of this document it is agreed that “Atlantic coast” implementation is from Maine through Georgia.

For successful implementation, continued coordination and cooperation are required of NOAA Fisheries, ASMFC, ACCSP, and state agency personnel. Each agency is agreeing to adhere to the standard survey procedures, and will update or develop internal plans and supporting information for actual costs, and roles and responsibilities for survey supervisory and field staff roles. As the plan moves forward, agency directors are expected to select the final transition parameters in consultations with NOAA Fisheries, ASMFC, and ACCSP as this information is critical in determining appropriate timelines. As internal plans develop and are finalized, proper contingencies for long term funding of survey implementation will also be developed.

This document aims to identify tasks, responsibilities, and timelines necessary to accomplish the transition in an efficient way while minimizing any negative impacts on data collection. To date, draft budgets have been prepared by the partner agencies, and operations/implementation plans will be completed as part of the transition. The target date for implementing Atlantic coast data collection via this plan is January 1, 2016. On that date, ASMFC/ACCSP and the states would be responsible for collection of the APAIS data. Preparation for this transition is expected to begin in January 2015 for ASMFC/ACCSP and the states that are currently sampled by the NOAA fisheries contractor.

Appendix B contains the Statement of Work (SOW) for the overall project and includes specific details of the roles, responsibilities and timelines for the first two years. The SOW includes tasks related to the planning and steps required to prepare states, ASMFC and ACCSP for the additional work in 2015 as well as the execution of the APAIS for 2016.

The major action points in the timeline are below:

Oct 2014:	Action on transition plan for 2015 and 2016 by ACCSP, ASMFC, and MRIP
Jan 2015:	ASMFC and ACCSP hire APAIS Program Manager
Feb 2015:	Final ASMFC and state implementation plans and budgets due
Mar 2015:	Cooperative agreement submitted to NOAA Fisheries; ASMFC develop state contracts; ACCSP develop training plan and identify software development items
July 2015:	Funding available from MRIP to prepare for state conduct; transition states hire lead biologists (RI, NY, NJ, MD, DE, VA)
Aug-Nov 2015:	Personnel training and state infrastructure acquisition/testing
Nov-Dec 2015:	Testing of field survey and central data processing
Jan-Feb 2016:	State conduct of APAIS begins with ASMFC/ACCSP as central coordinator

### **C. Goals of State Conduct of APAIS**

- Build more cooperative ownership of recreational data and data collection program
- Support field data collection via state staff with vested interest in fisheries
- Maximize data quality and efficiency of data collection
- Maximize angler participation and minimize refusal rates
- Successful transition must maintain or improve data quality

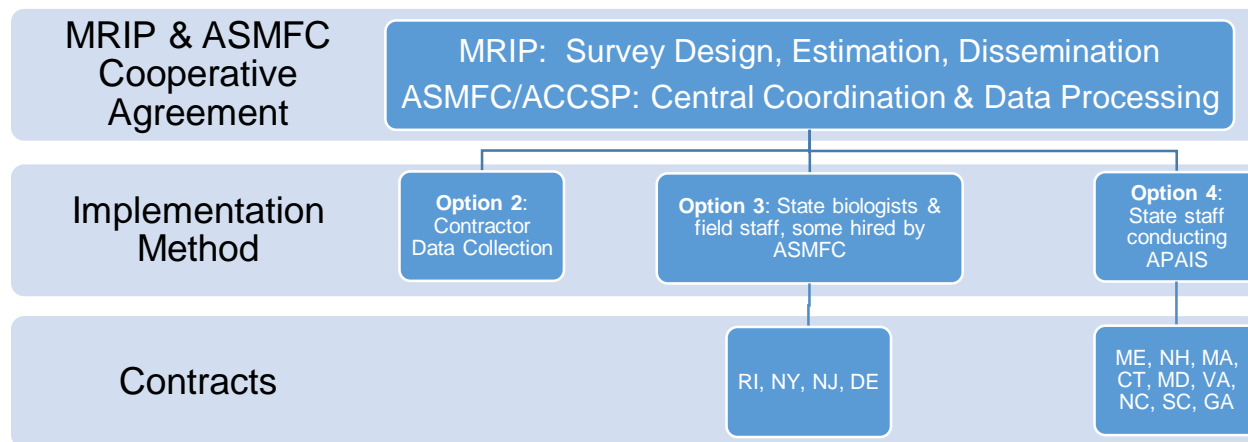
### **D. Model for 2016 Implementation**

Below is the proposed model overviewing preferred state options for administration of APAIS (see Appendix A for further details on each Option). Four options were developed by the Recreational Technical Committee of ACCSP in September 2013 (note: Option 1 is not listed in the table below since status quo, in which a contractor served as the central APAIS coordinator, was not favored by

any states). The *Implementation Options* for consideration were developed to provide flexibility for staffing models. While some states may elect to have staffing support via ASMFC, these staff will be located in the states, and state staff are responsible for daily supervision and performance evaluation. It is also important to note that states will develop their own internal plans for supervisory structure and costs to conduct APAIS sampling. The *Contracts* are preferences for states as of September 2014, with four states requesting staffing support via ASMFC.

**Figure 1: Model for 2016 Implementation of State Conduct of APAIS**

(as of August 2014)



### E. APAIS Roles and Responsibilities

The following are proposed roles and responsibilities for the Atlantic coast agencies and staff positions for those involved with state conduct of APAIS.

#### NOAA Fisheries MRIP

- Leads design of the survey(s) and protocols
- Maintains consolidated registries for anglers, sites, and vessels
- Approves and directs funding to ASMFC for Atlantic coast recreational data collection
- Provides oversight of data collection activities under the cooperative agreement
- Receives data from ASMFC/ACCSP as per cooperative agreement
- Performs and distributes site assignment draws to ASMFC/ACCSP
- Performs central calculation of estimates, stores and presents data to the public

#### ASMFC/ACCSP

- Coordinates recreational data collection on Atlantic coast under the cooperative agreement with NOAA Fisheries MRIP
- Executes state contracts and payments to states
- Provides administration (e.g., hiring, pay, benefits, office space) to ASMFC/ACCSP staff, lead biologists, and/or field staff
- Provide centralized training materials and procedures manual
- Performs data entry of intercept forms from Maine to Georgia

- Performs quality assurance and control (QA/QC) of intercept data
- Delivers intercept data to MRIP
- ACCSP Recreational Technical Committee coordination of multi-state issues for submission to MRIP

#### **ASFMC Finance and Administration Staff**

- Manages cooperative agreement with NOAA Fisheries
- Administers staff hiring/benefits administration for ACCSP
- Administers staff hiring/benefits administration for states
- Executes state contracts and payments
- Reimburses travel for state participation in data review meetings

#### **ACCSP APAIS Program Manager / Data manager**

- Submission of cooperative agreement deliverables to MRIP
- Monitors and approves state contract deliverables
- Supervises ACCSP recreational survey staff
- Submits aggregate state add-ons to MRIP for site assignment draws
- Receives site assignment draws from MRIP
- Submits data to NOAA Fisheries at schedule set by statement of work (currently monthly for data collection monitoring and QC, estimation by 2-month wave)
- Participate in ACCSP Recreational Technical Committee process

#### **ACCSP APAIS Survey Coordinators** *(Two positions: Maine through New Jersey and Delaware through Georgia) - (Expanded to share some data management tasks)*

- Ensures daily aspects of survey run properly
- Distributes site assignments to states
- Compiles weekly tally sheets from states
- Tracks assignment completion and field staff training/proficiency as necessary
- Works with data entry clerk on form tracking issues
- Oversees process of converting paper field sheets to electronic data
- Responsible for QA/QC of electronic data

#### **ACCSP APAIS Data Entry Clerk**

- Collects data forms from states
- Performs data acquisition/scans incoming data sheets into database
- Performs initial validation, QA/QC and tracking of changes
- Raises issues to the ACCSP APAIS Program Coordinators and Manager

#### **State Agencies** *(including ASMFC hired staff located and supervised in states)*

- Develops budget for APAIS with in-kind and requested support for implementation and on-going APAIS conduct
- Contracts with ASMFC for APAIS data collection tasks
- Provides office space for supervisory staff and field staff

- Provides supervisors, biologists and field staff
- Manages staff assignments
- Responsible for procurement and storage of equipment
- Conducts data collection assignments according to protocol of MRIP
- Provides data to ASMFC/ACCSP for entry and processing
- Participates in QA/QC of data

**The following staff positions are intended as a general guide for distribution of the tasks. The distribution of tasks among state positions may vary and not all positions are required.**

**Supervisor** (*expected shared time with other projects*)

- Development and maintenance of state contract with ASMFC
- Responsible for generating yearly statement of work and budget
- Participates with MRIP workgroups (i.e Operations Team, workgroups)
- Performs performance reviews of staff

**Lead Biologist/Survey Coordinator**

- Acts as contact person for constituent questions regarding survey protocol
- Maintains and coordinates APAIS field sampler assignments (dockside & at sea)
- Performs weekly technician staff oversight
- Leads staff training on procedures and fish identification
- Performs phone validations for 10% of all intercepts completed (by sampler)
- Maintains state site registry information
- Responsible for state data analysis
- In consultation with MRIP, recommends base & add-on site allocation requests to ACCSP for site assignment draws
- Develops assignment sampling schedule based on MRIP assignment draw
- Submits weekly data and assignment tracking to ACCSP for entry and processing
- Participates in QA/QC and data review meetings (currently two per year)
- Holds regular meetings with field staff to coordinate information

**State (regional) Data Collection Coordinator (Optional - not necessary in all states)**

- Performs daily technician staff oversight
- Monitors weekly assignments (tally sheets)
- Updates data in site registry application
- Participates in data collection and data QA/QC
- Provides for-hire vessel directory changes as identified by field staff

**State Field Technician**

- Provides recommendations for updates to data in site registry application
- Completes assignments
- Performs initial review QA/QC of data
- Kept current on training (e.g., fish identification, survey procedures)



- Sends weekly dockside intercept and pre-validation visit forms to Data Collection Coordinator or Lead Biologist/Survey Coordinator
- Conducts FHS pre-validations visits

## F. For-Hire Effort Survey Roles and Responsibilities

This MRIP survey component is currently led by a vendor under NOAA Fisheries. No changes to the status quo are recommended at this time.

## G. State Conduct Transition Timeline

The draft timeline is presented to inform the discussion of the necessary steps to complete a smooth and accurate transition of APAIS. Successful transition must maintain or improve data quality.

The major action points in the timeline are below:

Oct 2014:	Approval of transition plan by MRIP/ASMFC/ACCSP; commitment to proceed
Jan 2015:	ASMFC/ACCSP hire APAIS Program Manager; final ASMFC and state implementation plans and budgets due.
Feb 2015:	ASMFC/ACCSP approval of final transition plans (including budgets)
Mar 2015:	Submit the cooperative agreement and budgets to NOAA Fisheries (processing 3 months); ASMFC develop state contracts; ACCSP purchase and delivery of servers and scanners; begin training with GSMFC and MRIP staff
April-May 2015:	Work with states to develop and post position announcements for ASMFC staffing support (all biologist positions starting July 2015)
June 2015:	Develop state biologist (“train the trainer”) training plan and schedule; cooperative agreement completed; funds available to ASMFC; ASMFC begins hiring of central staff; creation of state/survey contracts; states have funds available to begin hiring process as necessary
July 2015:	Funding available from MRIP; transition states hire lead biologists; acquisition of staff, equipment, training of state biologists and field staff as appropriate
Aug 2015:	Hold state biologist training and transition planning meeting (3 days)
Sept-Oct 2015:	Start date for ACCSP data technician, begin training/configuration; ACCSP training of coordinators on duties, survey methods, data flow, contacts and roles
Oct-Dec 2015:	Training for data collection and processing for state and central data staff; state field staff participates in wave 6 survey for training (as necessary); ACCSP staff perform data entry/processing test runs; sample draws done for North Carolina wave 1 2016
Jan-Feb 2016:	State conduct of APAIS begins; North Carolina begins data collection; ACCSP begins production data processing; sample draws for wave 2 2016 distributed Massachusetts to Georgia
Mar 2016:	Massachusetts to Georgia begin fielding survey; ACCSP data processing and delivery to NOAA Fisheries

May-Dec 2016: Maine to New Hampshire begin fielding survey; Ongoing – State conduct of APAIS with ASMFC/ACCSP monthly data delivery to NOAA Fisheries according to schedule identified in SOW

## H. Sampling Period Data Flow and Timelines

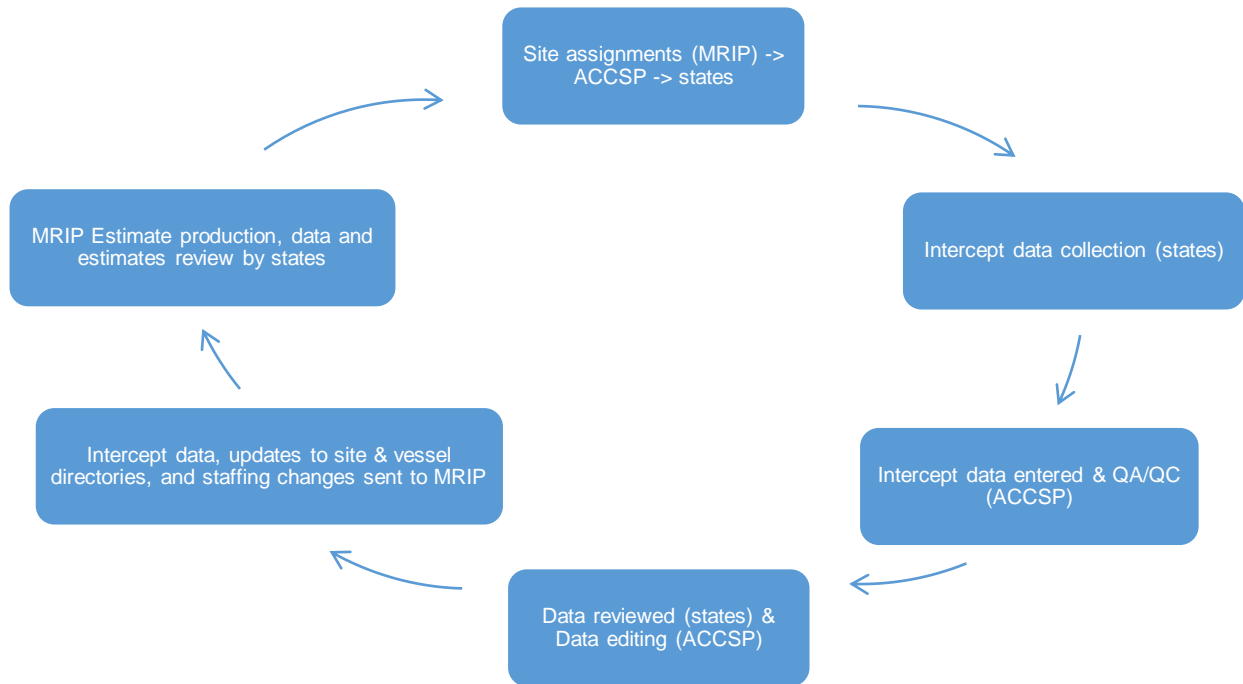
The conduct of APAIS on the Atlantic coast occurs in two month sample periods: January through February (Wave 1), March through April (Wave 2), May through June (Wave 3), July through August (Wave 4), September through October (Wave 5), and November through December (Wave 6).

The APAIS will include conduct of two main data collection tasks. The first data collection task includes 1) North Carolina during Wave 1, 2) Massachusetts through Georgia in Wave 2, 3) Maine through Georgia during Waves 3, 4, and 5, and 4) Massachusetts through Georgia during Wave 6. The second data collection task includes the dockside validation of the FHS vessel activity throughout the geographic ranges.

Within each sampling period, there is a cycle of information flow between MRIP, the ASMFC/ACCSP, and the states. Figure 2 (*Data Flow per Sampling Period*) identifies the overall data flow for each sampling period, Figure 3 (*MRIP Data Collection Timelines for All Survey Components*) shows the general timeline for all MRIP survey components, and Figure 4 (*Atlantic Intercept Data Processing Steps*) identifies the Atlantic intercept data processing activities at the end of the sampling period.

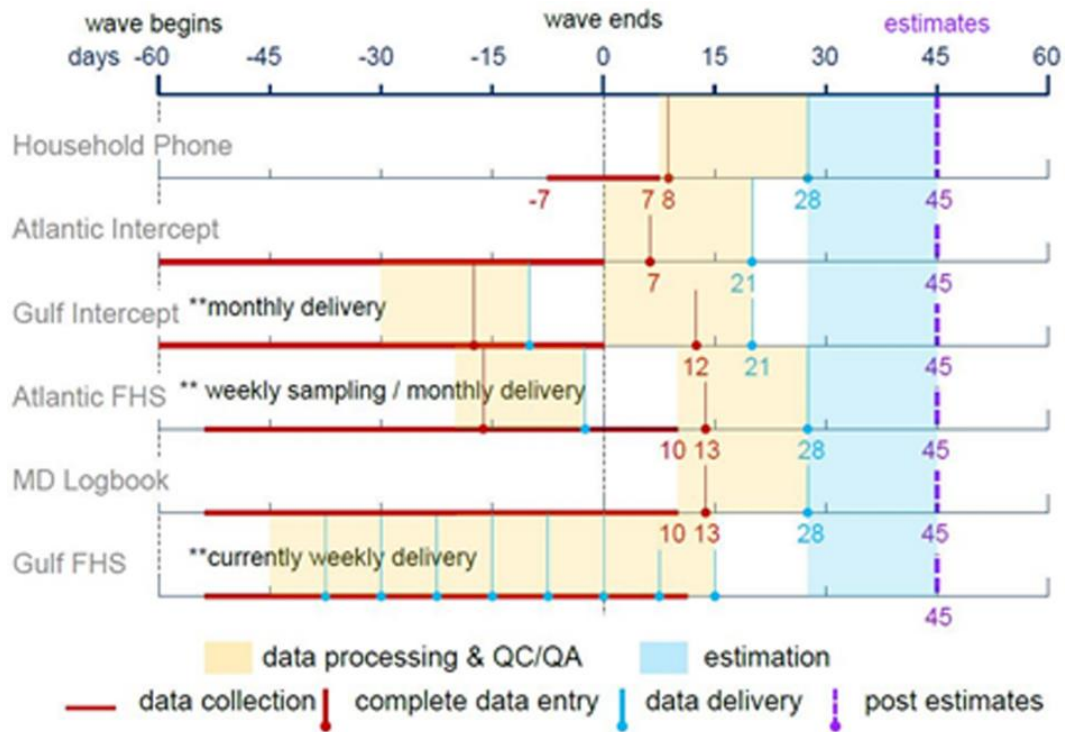
## Figure 2: Data Flow per Sampling Period

Prior to each sampling period, the states (via ASMFC/ACCSP) make a request to MRIP for the number of assignments by mode for data collection, which may include base plus add-on assignments. MRIP performs the sample draw which is distributed back to the states for completion. Completed intercept forms are checked locally, and sent weekly to ASMFC/ACCSP for data entry and further data checking and editing in conjunction with state biologists. Modifications to the site and vessel directories are processed and the request for the next sampling period assignments are submitted. Several feedback loops exist to ensure data quality. Details for the deliverables of the data flow can be found in the statement of work on the final cooperative agreement.



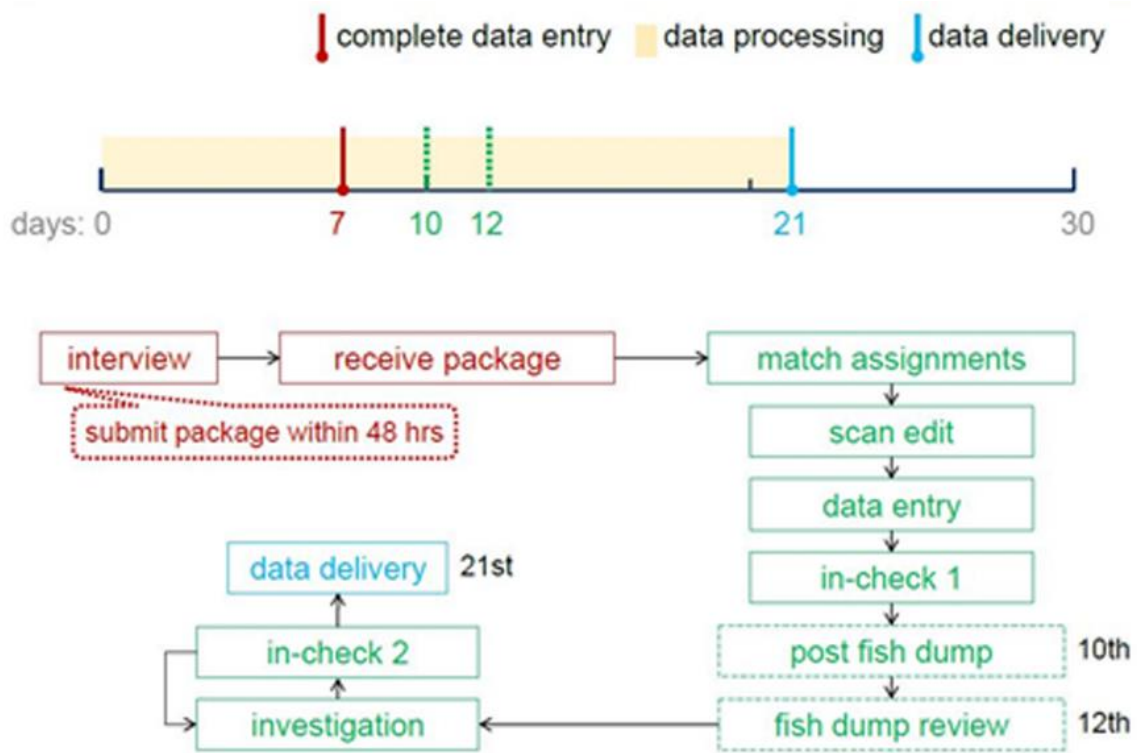
### Figure 3: MRIP Data Collection Timelines for All Survey Components

MRIP standard data collection, processing, and delivery timelines by wave and survey component. The units are in days from the beginning of a two month sampling period. Data collection will be performed by the states and delivered weekly to ASMFC/ACCSP. Data processing and QA/QC will be performed by ASMFC/ACCSP. Estimation tasks will be performed by MRIP.



### Figure 4: Atlantic Intercept Data Processing Steps

At the end of each sampling period, the remaining intercept data forms are processed according to the following steps and timelines for delivery to MRIP. This figure is an extension of Figure 3 (*MRIP Data Collection Timelines for All Survey Components*) from the end of the sampling period (day 0) through 30 days after the end of the sampling period.



## APPENDIX A: Implementation Options

A phased approach is possible under a cooperative agreement. While transition to central coordination should be on one date, a state may develop from option 2 through option 4 over time.

**OPTION 1 (Status Quo):** NOAA Fisheries procures a vendor to conduct field data collection tasks of APAIS. Vendor acts as central data coordinator for Maine through Georgia. Some states sub-contract to conduct survey with state personnel. State compensation determined by vendor-state subcontract negotiation. Contractor directly performs field survey for some states, and is responsible to NOAA Fisheries for all data collected within the contract scope (2014: Maine to Georgia and Puerto Rico).

**OPTION 2 (Contractor Data Collection):** Cooperative agreement between NOAA Fisheries-ASMFC. ASMFC/ACCSP is the survey administrator and central data collection coordinator for Maine through Georgia. Some states directly perform field survey funded through ASMFC statement of work. State compensation negotiated annually. *Field data collection in some states accomplished via ASMFC/ACCSP procurement of an experienced contractor.* This option would prevent defaulting to Option 1 (status quo) if all states cannot commit to the preferred option 3 or 4. The duration of the transition period would be negotiated among all parties.

**OPTION 3 (State located Biologists and Field Staff, some hired by ASMFC):** Cooperative agreement between NOAA Fisheries-ASMFC. ASMFC/ACCSP is the survey administrator and central data collection coordinator for Maine through Georgia. All states directly perform field survey funded through ASMFC statement of work. *Some states provide office space for biologists and field staff hired by ASMFC/ACCSP.* Remaining states hire state biologists to actively run the field survey in their state. ASMFC/ACCSP hires field staff, housed and supervised locally within the state to accomplish data collection. State compensation negotiated annually.

**OPTION 4 (State Staff Biologists and Field Staff):** Cooperative agreement between NOAA Fisheries-ASMFC. ASMFC/ACCSP is the survey administrator and central data collection coordinator for Maine through Georgia. All states directly perform field survey with state supervisory and field staff funded through ASMFC statement of work. State compensation negotiated annually. This is the long term preferred option (i.e., Gulf States Marine Fisheries Commission *Fisheries Information Network* model).

**Table 1: State Supervisory/Field Staffing Commitment Models**

Data for this table based on three components:

- 1) a 2012 State Fishery Directors’ Survey (see Question 10 below),
- 2) the current method of data collection in 2014, and
- 3) input from the Recreational Technical Committee Members for each state’s plan to implement the APAIS in 2016 (as of August 2014).

State	<b>OPTION 2:</b> Contractor Data Collection	<b>OPTION 3:</b> State located Biologists and Field Staff, some hired by ASMFC	<b>OPTION 4:</b> State Staff Biologists and Field Staff
ME			SDSP; Current Method; <b>2016 Plan</b>
NH			SDSP; Current Method; <b>2016 Plan</b>
MA			SDSP; Current Method; <b>2016 Plan</b>
RI	Current Method	<b>2016 Plan</b>	SDSP
CT	Current Method		SDSP; <b>2016 Plan</b>
NY	Current Method	<b>2016 Plan</b>	SDSP
NJ	Current Method	<b>2016 Plan</b>	SDSP
DE	Current Method	SDSP; <b>2016 Plan</b>	
MD	Current Method	SDSP	<b>2016 Plan</b>
VA	Current Method	SDSP	<b>2016 Plan</b>
NC			SDSP; Current Method; <b>2016 Plan</b>
SC			SDSP; Current Method; <b>2016 Plan</b>
GA			SDSP; Current Method; <b>2016 Plan</b>

KEY: SDSP (State Director’s Survey Preference) = Preferred model in 2012 State Directors’ Survey  
 Current Method = Method of data collection in 2014  
**2016 Plan** = Current plan based on August 2014 budgets from states

**State Directors’ Survey**

The following information was asked of Atlantic coast saltwater fishery agencies in 2010, and updated in 2012 via members of the ACCSP Recreational Technical Committee. This “State Participation in NOAA Fisheries’ Marine Recreational Fisheries Surveys Questionnaire” can be found: <https://www.surveymonkey.com/s/B5J92QH>

- Question 1: Staff Member, Date
- Question 2: Status
- Question 3: State
- Question 4: Name of Person
- Question 5: Job Title
- Question 6: Does your state participate in any of the Surveys by using state staff?
- Question 7: If yes, in which of the following surveys does your state participate?
- Question 8: If your state does not participate in any of the current surveys, what are the reasons why?
- Question 9: What resources would be needed for your state to participate in the Intercept Survey?
- Question 10: Which of the following levels of state involvement is most desirable for your state agency?
- Question 11: General comments or questions

## APPENDIX B: NOAA Fisheries Cooperative Agreement and ASMFC/ACCSP SOW

ASMFC/ACCSP shall identify the costs associated with transition to, and ongoing activities of central coordinating body for APAIS. Costs shall include staffing, planning, equipment, and data processing.

- Logistics of central staff (ASMFC/ACCSP)
- ASMFC Finance & Administration: Manages cooperative agreement, state contracts, and field staff hiring.
- ASMFC/ACCSP Director: Manages personnel, oversees the budgets and statements of work for each state, and participates in the MRIP management process
- ACCSP Systems Administration: Maintain servers, scanners, workstations
- ACCSP APAIS Program Manager (1): Manages converting paper field sheets to electronic data, responsible for QA/QC of electronic data, provides clean data to NOAA Fisheries, signs off on subcontract deliverables (from states and contractors)
- ACCSP APAIS Survey Coordinator(s): Ensure daily aspects of survey run properly. 6-7 states per person
- ACCSP APAIS Data Acquisition/Analyst (1): Runs scanner to convert paper field sheets to electronic data as both PDF files for storage and Optical Character Recognition (OCR) translation into database files, performs initial validation, and raises issues to the program manager



## ASMFC STATEMENT OF WORK TEMPLATE

APPLICANT: Atlantic States Marine Fisheries Commission                      PROJECT SEGMENT NO: 1  
DURATION: January 1, 2015 - December 31, 2016  
TITLE: Atlantic States Marine Fisheries Commission (ASMFC)/NOAA Fisheries/Atlantic Coastal Cooperative Statistics Program (ACCSP) Recreational Data Collection.  
OBJECTIVE: To provide coordination and administrative support for state and federal activities for improved, more efficient and effective data collection, management, and dissemination for the recreational fisheries on the Atlantic coast.

**A. Job 1 Title: Preparation for Collecting, Managing, and Disseminating Marine Recreational Fisheries Data**

Duration January 1, 2015 – December 31, 2015

Segment Objective: To prepare for the transition to state conduct of the Marine Recreational Information Program (MRIP) Access Point Angler Intercept Survey (APAIS) with ASMFC/ACCSP as the central coordinator in Rhode Island, New York, New Jersey, Delaware, Maryland, and Virginia for shore, for-hire, and private modes. This task will provide for the procurement of staff and material resources and training coordination of the APAIS survey, a field intercept survey of shore, for-hire and private boat anglers to estimate angler catch using the existing MRIP methodology, entry and processing of the data. The task will put in place the infrastructure, and perform test runs of field data collection, error checking, and transmission to NOAA Fisheries.

Segment Procedures:

1. State personnel will prepare to conduct the MRIP Access Point Angler Intercept Survey (APAIS) within the jurisdiction of their respective state. This task will provide for the buildup of staff and infrastructure to complete the field intercept survey of shore, for-hire and private boat anglers listed in Job 2. State personnel will obtain the appropriate materials and infrastructure and provide the following functions:

A) Field Intercept Survey:

- 1) Provide state supervisors to oversee and coordinate all activities related to the MRIP surveys in each state;
- 2) Hire and train personnel to conduct the intercept portion of the MRIP and provide for retraining semi-annually;
- 3) Conduct statewide intercept sampling, using the specific guidelines established by the MRIP methodology in Rhode Island, New York, New Jersey, Delaware, Maryland and Virginia. As appropriate, fish lengths and weights will be collected in accordance with MRIP

protocols. This task will cover the period from January 1, 2015 to December 31, 2015;

- 4) Perform test runs of data collection between November 1 and December 31, 2015 and send edited field data (conducted by the field samplers and state supervisors) to the ASMFC/ACCSP on a weekly basis;
- 5) Complete intercept post-validation phone calls for the November and December 2015 intercepts
- 6) Periodically visit, in accordance with established MRIP guidelines and procedures, fishing access sites to document fishing pressure;
- 7) Perform intercept site registry reviews and updates during the routine operations of field interviews;
- 8) State personnel will conduct statewide field intercept sampling tests in accordance with established MRIP guidelines and procedures. The ASMFC agrees that states will attempt to complete all assignments selected by the NOAA Fisheries monthly allocation.

2. ASMFC/ACCSP will provide, under the direct supervision of the APAIS Program Manager, staff members to serve as APAIS Survey Coordinators, and APAIS Data Entry Clerks for the period January 1, 2015 to December 31, 2015. These individuals will perform the various program functions. The ASMFC/ACCSP will be responsible for ensuring that all requirements documented in the MRIP Statement of Work, Procedures Manual, and instructions for any options contained in the Statement of Work that are exercised in 2016 are followed as a minimum standard, unless there is mutual agreement of the NOAA Fisheries, the ASMFC and member states for change. These activities include but are not limited to obtain the appropriate materials and infrastructure to:

- a) Provide for training requirements for interviewers and their supervisors, including training manuals, slides, and other related documents;
- b) Distribute NOAA Fisheries monthly site draws to each state and provide state specific modifications if necessary;
- c) Provide for tracking and attempting to complete all draw assignments by state, wave and mode;
- d) Report numbers of completed interview samples (telephone and intercept) to NOAA Fisheries;
- e) Assure timely receipt of all data forms from the states;
- f) Implement PC-based data entry program for intercept interview forms and assignment summary forms that will be provided by the MRIP;
- g) Provide data entry and processing procedures for MRIP intercept interviews that incorporate required data formats and file naming conventions;
- h) Implement SAS error-checking programs provided by the MRIP;
- i) Summarize state results for telephone post-validation of 10% of all intercept interviews;
- j) Provide for quality control procedures that ensure clean data are delivered to the NOAA Fisheries Fisheries Statistics Division, Office of Science and Technology as specified;

- k) Create and deliver all specified data files to the MRIP in the time frame as specified;
- l) Require all project personnel involved with the collection or use of confidential data to read the appropriate regulations, sign a Statement of Non-Disclosure, and maintain a file of the Non-Disclosure Statements;
- m) Conduct follow up investigations of possible errors discovered during data entry and quality-control checks. Where appropriate, the interviewer should be contacted to resolve problems with the intercept data. Occasionally, errors are detected subsequent to data delivery. These errors shall be investigated and resolved;
- n) Run quality assurance checks on data provided from states for weekly FHS telephone interviews;
- o) Provide technical guidance on the collection of marine recreational fisheries data using the existing MRIP APAIS methodology and the FHS;
- p) Provide administrative, coordination and contractual support for the operation of the MRIP APAIS and FHS on the Atlantic Coast;
- q) Oversee and maintain quality data management system to ensure the quality of the data produced;
- r) Coordinate periodic meetings to evaluate and review MRIP APAIS data;
- s) Provide assistance to the ACCSP and ASMFC Executive Director in the ongoing evaluation of ASMFC/ACCSP/MRIP activities;
- t) Provide liaison with other MRIP components, ASMFC committees and subcommittees, state and federal organizations, universities, the fishing industry and the general public;
- u) The ACCSP agrees to attend periodic MRIP data review and procedural workshops. In addition, the ASMFC/ACCSP agrees to attend a joint meeting with the Gulf States Marine Fisheries Commission (GSMFC) responsible for conducting the intercept survey in Florida through Mississippi. This meeting is typically sometime in fall. NOAA Fisheries agrees to develop cooperative meeting schedules, venues and agendas, in cooperation with the ASMFC/ACCSP appropriate NOAA Fisheries vendors to provide for substantial ASMFC/ACCSP involvement in leading these meetings;
- v) Maintain the confidentiality of states' data in accordance with the Code(s) of State Statutes List Magnuson-Stevens Fishery Conservation and Management Act 16 U.S.C. 1881a(b); Marine Mammal Protection Act, 16 U.S.C. 1383a(j); Freedom of Information Act, 5 U.S.C. 552 (FOIA); Trade Secrets Act 18 U.S.C. 1905; Privacy Act, 5 U.S.C. 552a(b); and Government in the Sunshine Act 5 U.S.C. 552b(c). The states of state list, ASMFC and the NOAA Fisheries have adopted a policy that expresses their intent to cooperate in the collection, management, and protection of fisheries data.
- w) The ASMFC and Atlantic states are currently substantially involved in the redesign of the recreational fishery surveys under the MRIP initiative. Several of the Commission and Atlantic States staff members are on various MRIP committees and work groups and involved in the deliberations regarding recreational data collection. The ASMFC and Atlantic states, in conjunction

with MRIP, are poised to implement the redesigned methodologies on the Atlantic coast at the appropriate timeframe.

3. The ASMFC/ACCSP shall be responsible for testing the data editing and delivering error-free test data on the initial delivery date. Error-free is defined as data that will pass through NOAA Fisheries quality control error-checking program with no errors detected. Every recorded variable shall be checked for data entry errors, range, logic and reasonableness. The data delivery schedule is as follows:

<u>Sampling Period</u>	<u>Error-Free Data</u>	<u>Fishdumps, Assignment Summary Files, and Wave Reports</u>
Nov-Dec, 2015	Jan 21, 2016	
Nov-Dec, 2015		Jan 28, 2016

**B. Job 2 Title: Collecting, Managing, and Disseminating Marine Recreational Fisheries Data**

Segment Objective: To conduct the MRIP APAIS survey in Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Delaware, Maryland, Virginia, North Carolina, South Carolina and Georgia for shore, for-hire, and private modes, with the Atlantic States Marine Fisheries Commission / Atlantic Coastal Cooperative Statistics Program serving as the central coordinator. This task will provide for coordination of the survey, a field intercept survey of shore, for-hire and private boat anglers to estimate angler catch using the existing MRIP methodology, entry and processing of the data. It will be submitted to NOAA Fisheries for combination with the NOAA Fisheries effort estimate surveys. The NOAA Fisheries will produce expanded estimates of catch and effort by wave using the existing MRIP methodology.

To conduct interviews of recreational fishermen using the current MRIP protocols. Samplers will collect length frequencies, identifications of species, trip and gear characteristics, and weights of catches.

Segment Procedures:

1. State personnel will conduct the MRIP Access Point Angler Intercept Survey (APAIS) within the jurisdiction of their respective states. This task will provide for a field intercept survey of shore, for-hire and private boat anglers, and a telephone survey of for-hire captains utilizing existing MRIP methodologies. State personnel will provide the following functions:

A) Field Intercept Survey:

- 1) Provide state supervisors to oversee and coordinate all activities related to the MRIP surveys in each state;
- 2) Train personnel to conduct the intercept portion of the MRIP and provide for retraining semi-annually;
- 3) Conduct statewide intercept sampling, using the specific guidelines established by the MRIP methodology, to provide number and species composition of catch for estimating catch per angler trip in Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Delaware, Maryland, Virginia, North Carolina, South Carolina and Georgia. As appropriate, fish lengths and weights will be collected in accordance with MRIP protocols. This task will cover the period from January 1, 2016 to December 31, 2016;
- 4) Send edited field data (conducted by the field samplers and state supervisors) to the ASMFC/ACCSP on a weekly basis;
- 5) Complete intercept post-validation phone calls
- 6) Periodically visit, in accordance with established MRIP guidelines and procedures, fishing access sites to document fishing pressure;
- 7) Perform intercept site registry reviews and updates during the routine operations of field interviews;
- 8) State personnel will conduct statewide field intercept sampling in accordance with established MRIP guidelines and procedures. Sample sizes for 2016 are estimates based on NOAA Fisheries historical sampling productivity and minimum required sample size calculations. These are subject to change. The ASMFC agrees that states will attempt to complete all assignments selected by the NOAA Fisheries monthly allocation.

2. ASMFC/ACCSP will provide, under the direct supervision of the APAIS Program Manager, staff members to serve as APAIS Survey Coordinators, and APAIS Data Entry Clerks for the period January 1, 2016 to December 31, 2016. These individuals will perform various program functions. The ASMFC/ACCSP will be responsible for ensuring that all requirements documented in the MRIP Statement of Work, Procedures Manual, and instructions for any options contained in the Statement of Work that are exercised in 2016 are followed as a minimum standard, unless there is mutual agreement of the NOAA Fisheries, the ASMFC, and member states for change. These activities include but are not limited to:

- a) Provide for training requirements for interviewers and their supervisors, including training manuals, slides, and other related documents;
- b) Distribute NOAA Fisheries monthly site draws to each state and provide state specific modifications if necessary;
- c) Provide for tracking and attempting to complete all draw assignments by state, wave and mode;
- d) Report numbers of completed interview samples (telephone and intercept) to NOAA Fisheries;
- e) Assure timely receipt of all data forms from the states;

- f) Implement PC-based data entry program for intercept interview forms and assignment summary forms that will be provided by the MRIP;
- g) Provide data entry and processing procedures for MRIP intercept interviews that incorporate required data formats and file naming conventions;
- h) Implement SAS error-checking programs provided by the MRIP;
- i) Summarize results for telephone post-validation of 10% of all intercept interviews;
- j) Provide for quality control procedures that ensure clean data are delivered to the NOAA Fisheries Fisheries Statistics Division, Office of Science and Technology as specified;
- k) Create and deliver all specified data files to the MRIP in the time frame as specified;
- l) Require all project personnel involved with the collection or use of confidential data to read the appropriate regulations, sign a Statement of Non-Disclosure, and maintain a file of the Non-Disclosure Statements;
- m) Conduct follow up investigations of possible errors discovered during data entry and quality-control checks. Where appropriate, the interviewer should be contacted to resolve problems with the intercept data. Occasionally, errors are detected subsequent to data delivery. These errors shall be investigated and resolved;
- n) Run quality assurance checks on data provided from states for weekly FHS interviews;
- o) Provide technical guidance on the collection of marine recreational fisheries data using the existing MRIP APAIS and FHS methodology;
- p) Provide administrative, coordination and contractual support for the operation of the MRIP and the FHS survey on the Atlantic Coast;
- q) Oversee and maintain a quality data management system to ensure the quality of the data produced;
- r) Coordinate periodic MRIP data review meetings;
- s) Provide assistance to the ACCSP and ASMFC Executive Director in the ongoing evaluation of ASMFC/ACCSP/MRIP activities;
- t) Provide liaison with other MRIP components, ASMFC committees and subcommittees, state and federal organizations, universities, the fishing industry and the general public;
- u) The ACCSP agrees to attend periodic MRIP data review and procedural workshops. In addition, the ASMFC and ACCSP agree to attend a joint meeting with the Gulf States Marine Fisheries Commission (GSMFC) responsible for conducting the intercept survey in Florida through Mississippi. This meeting will be sometime in fall. NOAA Fisheries agrees to develop cooperative meeting schedules, venues and agendas, in cooperation with the ASMFC/ACCSP and appropriate NOAA Fisheries vendors to provide for substantial ASMFC/ACCSP involvement in leading these meetings;
- v) Maintain the confidentiality of states' data in accordance with the Code(s) of State Statutes List Magnuson-Stevens Fishery Conservation and Management Act 16 U.S.C. 1881a(b); Marine Mammal Protection Act, 16 U.S.C. 1383a(j); Freedom of Information Act, 5 U.S.C. 552 (FOIA); Trade Secrets Act 18

U.S.C. 1905; Privacy Act, 5 U.S.C. 552a(b); and Government in the Sunshine Act 5 U.S.C. 552b(c). The states of state list, ASMFC and the NOAA Fisheries have adopted a policy that expresses their intent to cooperate in the collection, management, and protection of fisheries data.;

w) The ASMFC and Atlantic states are currently substantially involved in the redesign of the recreational fishery surveys under the MRIP initiative. Several of the Commission and Atlantic States staff members are on various MRIP committees and work groups and involved in the deliberations regarding recreational data collection. The ASMFC and Atlantic states, in conjunction with MRIP, are poised to implement the redesigned methodologies on the Atlantic Coast at the appropriate timeframe.

3. The ASMFC/ACCSP shall be responsible for data editing and delivering error-free data on the initial delivery date. Error-free is defined as data that will pass through NOAA Fisheries quality control error-checking program with no errors detected. Every recorded variable shall be checked for data entry errors, range, logic and reasonableness. The data delivery schedule is as follows:

<u>Sampling Period</u>	<u>Error-Free Data</u>	<u>Fishdumps, Assignment Summary Files, and Wave Reports</u>
Jan, 2016	Feb 21, 2016	
Feb, 2016	Mar 21, 2016	
Jan-Feb, 2016		Mar 28, 2016
Mar, 2016	Apr 21, 2016	
April, 2016	May 21, 2016	
Mar-Apr, 2016		May 28, 2016
May, 2016	Jun 21, 2016	
June, 2016	Jul 21, 2016	
May-Jun, 2016		July 28, 2016
Jul, 2016	Aug 21, 2016	
Aug, 2016	Sep 21, 2016	
Jul-Aug, 2016		Sep 28, 2016
Sep, 2016	Oct 21, 2016	
Oct, 2016	Nov 21, 2016	
Sep-Oct, 2016		Nov 28, 2016
Nov, 2016	Dec 21, 2016	
Dec, 2016	Jan 21, 2017	
Nov-Dec, 2016		Jan 28, 2017

4. Questionable records identified by the error-checking program must be examined by the ASMFC/ACCSP. This may mean consulting the interviewer. Possible errors may also be found during the MRIP data review meetings and those data must be examined by the ASMFC/ACCSP. If errors are found after the data review meetings error checking process, the ASMFC shall be responsible for correcting the data within one month of the end of the data review meeting, if the error was allowed or caused by the ASMFC/ACCSP.
5. Quality control processes for ensuring accurate data entry and editing the data must be approved by NOAA Fisheries prior to their implementation. Copies of the editing programs used in the previous surveys shall be provided, but shall not be assumed to be complete or accurate for purposes of this cooperative agreement. New error checks continue to be developed by NOAA Fisheries and suggestions from the ASMFC/ACCSP are encouraged. The data formats, units of measure, and coding used for the intercept and telephone household survey data shall be provided by NOAA Fisheries.
6. Examples of intercept survey editing include the following: editing for duplicate identification numbers; correct state, county, and site codes; correct coding by disposition on the fish records, reasonableness with regard to occurrence of a fish species within a region, area or mode; reasonableness of species catch data including number caught, lengths and weights; reasonableness of fishing hours and number of days spent fishing; and geographical distribution of anglers interviewed by county and state of residence.
7. The ASMFC/ACCSP shall provide all data collected for the bimonthly period from the intercept survey through transfer via computer networks, according to the monthly delivery schedule. NOAA Fisheries shall provide the ASMFC/ACCSP with the required data formats and file naming conventions. All magnetic files will be in a format that allows manipulation and analysis (ASCII, database, SAS, spreadsheet, but not word processing file). Data to be provided include:
  - a) Intercept data shall be provided to NOAA Fisheries in a magnetic file after all data have been thoroughly edited and cleaned;
  - b) Magnetic listing (fishdump) of interview records that contain fish species, numbers, weights, and lengths with format, variable names, and codes prescribed by NOAA Fisheries;
  - c) Magnetic file containing the assignment date, including but not limited to: interviewer code and fishing mode; disposition of the assignment (completed or canceled); tallies of intercept samples completed by fishing mode, eligible anglers at each interview site who were not interviewed by category (refused, language barrier, etc.), ineligible people intercepted by screening category, people missed during conduct of another interview. Sample activity data shall be maintained on magnetic media in the MRIP designated format that allows each assignment and its outcome to be quantified (database, ASCII or spreadsheet, not word processing) and integrated with the identification code from the intercept form;
  - d) Magnetic file of charter and headboat validation samples;



- e) Magnetic files that (1) contain the SAS code used to correct errors in the data, (2) contain the SAS log generated when the above code was run.
8. The ASMFC/ACCSP shall prepare and submit a weekly report (1 magnetic file) of the status (e.g., completed or cancelled) of each assignment throughout the wave. In addition, NOAA Fisheries would like to know what actions will be taken to ensure that the assignments will be completed.
  9. The ASMFC/ACCSP shall prepare and submit a data correction report (1 magnetic file) detailing what corrections were made to the data and the steps taken to resolve those errors. The report shall contain, at a minimum, the record id, the species code, the suspect variable(s), the old value, the new suggested value and the reason for the change. This report should also include the output and resolution for each line from the NOAA Fisheries error-checking code.
  10. The ASMFC/ACCSP shall prepare and submit a wave report (three bound copies and one magnetic file) of intercept survey activities and results on respective tasks conducted by the ASMFC/ACCSP and the states, detailing hours worked on various tasks, and including any recommendations for procedural changes.
    - a) The report shall include, but not necessarily be limited to the following:
      - 1) A complete accounting of all assignments drawn for each sub-region, state, mode and wave and for each interviewer that shall include:
        - a. Numbers and percentages of ineligible people intercepted as determined by screening questionnaire results (e.g., commercial, incomplete trip);
        - b. Numbers and percentages of eligible anglers not interviewed by reason for exclusion (e.g., refusal, language barrier, etc.);
        - c. Numbers and percentages of primary assignments not completed by reason for failure (e.g., cancelled);
        - d. Numbers and percentages of assignments where no interviews were obtained;
        - e. Numbers of potentially eligible anglers not intercepted due to inability of interviewer to intercept while interviewing another angler;
        - f. Distribution of interviews obtained and estimated fishing effort as recorded in the site register among counties within each state and fishing mode;
      - 2) Results of supervisory field visits, results of fish tests and scale calibrations;
      - 3) Results of telephone validation of intercept interviews;
      - 4) Tabulations of the residence of intercepted anglers by mode, state and sub-region for:
        - a. Coastal in-state residents (telephone household survey area);
        - b. Remainder of coastal state residents;
        - c. Out-of-state residents;
      - 5) Distribution of interview times by hour by state, and mode;
      - 6) Numbers and percent of fish weighed and measured by state, mode

- and species;
- 7) Summaries of selected variables from the intercept survey showing means for the following: hours fished per trip, days fished in this state in the last 2 months and 12 months, and household residence mail type by state and sub-region;
  - 8) Ranked summaries of the numbers of the top 25 species caught and total number of fish caught by sub-region and wave and the minimum and maximum lengths of each species caught;
  - 9) Results of any of the optional questions;
  - 10) Recommendations and proposals for change based on intercept survey results, including plans to increase sampling efficiency, minimize variance, enhance participation and cooperation of respondents, or increase the visibility and usefulness of the MRIP to the public;
- b) Sample activity data shall be maintained on magnetic media in a form that would allow each assignment and its outcome to be quantified (database, ASCII or spreadsheet, not word processing) and integrated with the identification code from the intercept form. Intercept interview data also shall be maintained on magnetic media, according to the file description in the Procedures Manual. These data shall be delivered to NOAA Fisheries through computer networks following the monthly delivery schedule. Database naming conventions and variable names and codes are included in the MRIP Procedures Manual;
13. Annually, the ASMFC/ACCSP shall provide the following to NOAA Fisheries:
- a) Three (3) bound copies and 1 magnetic file (word processing file) of an annual evaluation report on the data collection procedures and results. A description of the coding and editing procedures, as well as quality control measures, must be included. The reports should include a detailed presentation of the work involved to facilitate completion of the survey and the results; include examples of all data collection forms, instructions to interviewers and any sample allocation or site list software utilized. The final report shall be due on March 31, 2017;
  - b) Three (3) executive summary reports of the data collection procedures and results;
  - c) Magnetic file of all editing programs for the intercept survey data;
  - d) Copies and magnetic file (word processing software) of all manuals, forms, and procedures used in the survey, including any revisions;
  - e) Any other software developed for tracking of assignments, quota monitoring, etc;
  - f) Magnetic file of the final intercept survey site lists with pressures.

Locations:

- Maine Department of Marine Resources, throughout coastal Maine
- New Hampshire Fish and Game, throughout coastal New Hampshire
- Massachusetts Division of Marine Fisheries, throughout coastal Massachusetts

- Rhode Island Department of Environmental Management, throughout coastal Rhode Island
- Connecticut Department of Energy & Environmental Protection, throughout coastal Connecticut
- New York Department of Environmental Conservation, throughout coastal New York
- New Jersey Department of Environmental Protection, throughout coastal New Jersey
- Delaware Division of Fish and Wildlife, throughout coastal Delaware
- Maryland Department of Natural Resources, throughout coastal Maryland
- Virginia Marine Resources Commission, throughout coastal Virginia
- North Carolina Division of Marine Fisheries, throughout coastal North Carolina
- South Carolina Department of Natural Resources, throughout coastal South Carolina
- Georgia Department of Natural Resources, throughout coastal Georgia
- Atlantic States Marine Fisheries Commission, Arlington Virginia
- National Marine Fisheries Service-Headquarters, Silver Spring, Maryland

Personnel:

- |                                 |                  |
|---------------------------------|------------------|
| - Maine Project Supervisor:     | To be designated |
| - Maine Project Biologist(s):   | To be designated |
| - Maine Field Technician(s):    | To be designated |
| ...                             |                  |
| - State Project Supervisor:     | To be designated |
| - State Project Biologist(s):   | To be designated |
| - State Field Technician(s):    | To be designated |
| ...                             |                  |
| - Georgia Project Supervisor:   | To be designated |
| - Georgia Project Biologist(s): | To be designated |
| - Georgia Field Sampler(s):     | To be designated |

Not all samplers are listed. Listed samplers represent a minimum personnel pool from which funded personnel will be drawn. Some TBA positions identified will be funded from an alternate source.

- |                                   |                  |
|-----------------------------------|------------------|
| - ASMFC Assistant Director:       | To be designated |
| - ASMFC Senior Accountant:        | To be designated |
| - ASMFC Administrative Assistant: | To be designated |
| - ASMFC Systems Administrator     | To be designated |
| - ASMFC Staff Assistant:          | To be designated |
| - ACCSP Positions                 | To be designated |

### Budget Template for ASMFC/ACCSP

	% time and # months	Requested Funds	In-kind Contribution	Total Budget
<b>A. Personnel</b> <i>(with fringe = x % FTE)</i>				
ASMFC Finance Director	x% of x months		\$ xxx	\$ xxx
ACCSP Director	x% of x months		\$ xxx	
ACCSP System Administrator	x% of x months		\$ xxx	
ASMFC Finance Staff	x% of x months	\$ xxx		
ACCSP APAIS Manager	x% of x months	\$ xxx		
ACCSP APAIS Survey Coordinators	x% of x months	\$ xxx		
ACCSP APAIS Data Entry Clerk	x% of x months	\$ xxx		
Indirect ( <i>ASMFC staff</i> )	x %			
APAIS State Field Sampler FTE	x% of x months	\$ xxx		
APAIS State Field Samplers PTE	x% of x months	\$ xxx		
Indirect ( <i>State located staff</i> )	x %	\$ xxx		
<i>Total Personnel</i>				\$ xxx
<b>B. Contract Services</b> <i>(if appropriate)</i>				
Develop and maintain applications (staffing, tracking, fishdumps, etc)		\$ xxx		
<i>Total Contract Services</i>				\$ xxx
<b>C. Travel</b>				
Atlantic MRIP Workshops				
Onsite Training				
<i>Total Travel</i>				\$ xxx
<b>D. Operating Supplies</b> <i>(* = assume replace only two sets per year)</i>				
Staff Computers				
Recreational data server				
High volume scanner				
OCR software				
SAS software licenses				
Pitney Bowes folder & software				
Zip Code Maintenance				
Forms (printing and distribution)				
Uniforms				
Postage <i>(weekly overnight intercept forms)</i>				
Office Communication <i>(cell)</i>				
<i>Total Operating Supplies</i>				\$ xxx
<b>Indirect Cost</b>				
Indirect or overhead rate				
<b>ASMFC/ACCSP Total</b>		\$ xxx	\$ xxx	\$ xxx

## APPENDIX C: State contract Statement of Work (Draft Template)

States shall develop budgets associated with the tasks to accomplish state conduct of the APAIS. Budgets shall cover actual costs, identifying transition and ongoing survey implementation costs. Costs for field sampling of APAIS by mode, including for-hire pre-validations shall be included as separate items. These costs should represent base sampling levels (number of NOAA Fisheries supported site-assignments in 2013/2014) and include staff positions.

It is recognized that initial cost projections will need to be modified as sample sizes, agency roles, and staffing tasks are adjusted. However, identification of relative costs associated with major survey tasks to include implementation model, staffing levels, and budget needs will be necessary to provide realistic implementation plans to agency directors. Timelines for state hiring / preparation should be included where necessary. This template includes the primary tasks, and individual state contracts shall be adjusted as necessary.

### ASMFC - **INSERT STATE** CONTRACT STATEMENT OF WORK DRAFT TEMPLATE

APPLICANT: **Insert state fishery agency here**

DURATION: January 1, 2016 - December 31, 2016

**(IF needed, prepare separate contract for transition period July 1, 2015 – December 31, 2015)**

TITLE: **(INSERT STATE)**/Atlantic States Marine Fisheries Commission (ASMFC)  
Recreational Fisheries Statistics Program

OBJECTIVE: To conduct the Marine Recreational Information Program (MRIP) APAIS survey in **(INSERT STATE)** for shore, for-hire, and private modes, an activity under the Atlantic Coastal Cooperative Statistics Program (ACCSP). This task will provide for the conduct of a field intercept survey of shore, for-hire and private boat anglers to estimate angler catch using the existing MRIP methodology.

#### A. Job 1 Title: **Field Intercept Survey for Shore, For-Hire, and Private Modes**

Segment Objective: To conduct the MRIP survey in **(INSERT STATE)** for shore, for-hire, and private modes, an activity under the Atlantic Coastal Cooperative Statistics Program (ACCSP). This task will provide for a field intercept survey of shore, for-hire and private boat anglers to estimate angler catch using the existing MRIP methodology. It will be combined with the NOAA Fisheries effort estimate telephone survey. The NOAA Fisheries will produce expanded estimates of catch and effort by wave using the existing MRIP methodology.

Segment Procedures:

1. (INSERT STATE) will provide the following:
  - A. State personnel to conduct the project:
    - 1) Provide a state program supervisor to have administrative responsibility over the program.
    - 2) Provide a state program lead biologist to have programmatic responsibility and oversee and coordinate all activities related to the program.
    - 3) Provide a state data collection coordinator to have responsibility for field sampling activities and quality control and assurance of intercept sampling.
    - 4) Provide state field technicians to collect intercept data.
  - B. Field Intercept Survey:
    - 1) Personnel will be trained to conduct the intercept portion of the MRIP survey and will undergo retraining semi-annually.
    - 2) State personnel will conduct statewide field intercept sampling in accordance with established MRIP guidelines and procedures. Sample sizes are based on the requirements set forth by NOAA Fisheries. The sample sizes are projected and may change a small amount after the start of the project. The projected allocations are as follows:

Mode	Wave 1	Wave 2	Wave 3	Wave 4	Wave 5	Wave 6	Total
SH	#	#	#	#	#	#	#
PC	#	#	#	#	#	#	#
PR	#	#	#	#	#	#	#
Total	#	#	#	#	#	#	#

- 3) Conduct an economic add-on survey to collect trip expenditure information and names, addresses and telephone numbers from intercepted anglers when required. The primary objectives of the survey are to collect trip expenditures for the current saltwater fishing trip; angler contact information; and demographic information.
  - 4) Field data will be edited by the state field technician and biologist and sent to the ASMFC/ACCSP weekly.
  - 5) Field samplers will periodically visit, in accordance with established MRIP guidelines and procedures, fishing access sites to document fishing pressure.
  - 6) State field samplers will perform intercept site registry reviews and updates during the routine operations of field interviews.
  - 7) Field samplers will provide information to public on rules, regulations and identification of marine species.
2. ASMFC/ACCSP will provide the following:
    - A. Provide ACCSP APAIS Program Manager to work with the states and be the state's primary contact on the project.
    - B. Hire when necessary field samplers to assume the states field sampler responsibilities.
    - C. Fund a state representative to participate in MRIP data review meetings to

- D. Evaluate and review MRIP data.
- E. Distribute sample assignments for the survey to the states.
- F. Distribute any information on or changes to the program to the states.
- G. Provide electronic copies of all forms and data sheets and computer programs to the states.
- G. Maintain the confidentiality of (INSERT STATE)'S data in accordance with the (INSERT STATE) department/Division Ordinance number; Magnuson-Stevens Fishery Conservation and Management Act 16 U.S.C. 1881a(b); Marine Mammal Protection Act, 16 U.S.C. 1383a(j); Freedom of Information Act, 5 U.S.C. 552 (FOIA); Trade Secrets Act 18 U.S.C. 1905; Privacy Act, 5 U.S.C. 552a(b); and Government in the Sunshine Act 5 U.S.C. 552b(c). The states of Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Delaware, Maryland, Virginia, North Carolina, South Carolina, Georgia, the ASMFC/ACCSP and the NOAA Fisheries have adopted a policy that expresses their intent to cooperate in the collection, management, and protection of fisheries data. All requests for confidential data shall be referred to the agency of data origin.

Timeline:

	MONTH											
	J	F	M	A	M	J	J	A	S	O	N	D
Training of Personnel		X						X				
Field intercept sampling				X	X	X	X	X	X	X	X	X
Edit intercept data	X	X	X	X	X	X	X	X	X	X	X	X
Document Fishing Pressure	X	X	X	X	X	X	X	X	X	X	X	X
Reviews and updates site registry	X	X	X	X	X	X	X	X	X	X	X	X
Conduct pre-validation observations	X	X	X	X	X	X	X	X	X	X	X	X

Location:

(INSERT STATE) Department of Marine Resources, throughout coastal (Insert state)

Personnel:

Programs Supervisor: Name  
 Program Biologist: Name  
 Field Technician: Name

Deliverables:

Payment Schedule:

ASMFC will reimburse state costs on a quarterly basis, upon acceptance of deliverables due within the payment period.

## Budget Template for State APAIS

	% time and # months	Requested Funds	In-kind Contribution	Total Budget
<b>A. Personnel</b> <i>(with fringe = x % FTE, hourly = x % PTE)</i>				
Project Supervisor	x% of x months	\$ xxx	\$ xxx	\$ xxx
Project Biologist	x% of x months			
APAIS Field Samplers – FTE 1	x% of x months			
APAIS Field Samplers – FTE 2	x% of x months			
APAIS Field Samplers - PTE				
FHS field pre-validations - FTE	x% of x months			
FHS field pre-validations - FTE	x% of x months			
FHS field pre-validations - PTE				
<i>Total Personnel</i>				
<b>B. Contract Services</b> <i>(if appropriate)</i>				
Unemployment insurance workers' comp, etc.				
IT contract				
<i>Total Contract Services</i>				
<b>C. Travel</b>				
Mileage for APAIS assignment <i>(includes pre-validation visits if possible)</i>				
Mileage for pre-validation visits independent from APAIS assignments				
<i>Total Travel</i>				
<b>D. Operating Supplies</b> <i>(* = assume replace only two sets per year)</i>				
Scales*				
Measuring boards*				
Field Identification guides*				
Clipboard*				
Bucket, storage bin, etc.*				
Pencils, mailing labels, etc.				
Sunscreen & bug spray				
Rain gear, field shoes & specialty gear				
Uniforms				
Postage <i>(weekly overnight intercept forms)</i>				
Office Communication <i>(cell)</i>				
<i>Total Operating Supplies</i>				
<b>Indirect Cost</b>				
Indirect or overhead rate				
<b>State Total</b>		<b>\$ xxx</b>	<b>\$ xxx</b>	<b>\$ xxx</b>



## APPENDIX D: Coastwide Based Sampling Levels

Below is a chart outlining the base sample size (i.e., number of assignments to be drawn and completed) for 2014 NOAA Fisheries estimates. Estimated annual base assignments by wave as provided by MRIP November 2013. Base site assignments to be drawn and completed. Specific values may be shifted (among mode, wave, and state) in future years or adjusted as deemed necessary with available funds. States requesting add-on site assignments will be responsible to fund the staff to complete the assignments.

STATE	SHORE MODE						CHARTER BOAT MODE						PRIVATE/RENTAL BOAT MODE						HEADBOAT MODE					
	WAVE						WAVE						WAVE						WAVE					
	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	2	3	4	5	6	
CT		23	34	23	19	18		12	15	21	23	21		24	50	65	50	47	0	6	8	6	0	
ME		0	25	35	14	0		0	14	24	15	0		0	29	49	31	0	0	4	8	4	0	
MA		26	54	40	33	32		11	20	29	34	32		37	108	113	86	80	0	12	20	12	0	
NH		0	20	16	13	0		0	14	16	14	0		0	31	27	19	0	0	6	8	6	0	
RI		24	32	25	21	20		14	14	21	18	17		20	38	44	37	35	0	8	12	8	0	
DE		20	30	20	15	14		12	14	19	18	17		23	41	42	35	33	4	8	10	8	4	
MD		33	45	35	25	23		16	20	29	27	27		48	93	97	82	77	4	10	14	10	4	
NJ		52	68	53	40	37		15	24	38	38	36		51	149	160	143	134	6	14	16	14	6	
NY		30	55	44	33	31		14	27	37	37	34		46	154	120	124	116	6	12	14	12	6	
VA		30	41	29	25	23		12	14	23	27	25		53	133	96	73	68	4	8	10	8	4	
GA		20	22	16	14	13		8	8	16	15	13		26	28	31	26	25	0	0	0	0	0	
SC		22	33	21	18	17		12	13	20	17	17		33	48	41	35	32	4	6	8	6	4	
NC-BB	20	26	39	41	35	42	10	12	15	18	11	11	30	34	76	83	57	59	8	14	16	10	8	
NC-MM	25	26	44	40	31	14																		
<b>TOTAL</b>	<b>45</b>	<b>332</b>	<b>542</b>	<b>438</b>	<b>336</b>	<b>284</b>	<b>10</b>	<b>138</b>	<b>212</b>	<b>311</b>	<b>294</b>	<b>250</b>	<b>30</b>	<b>395</b>	<b>978</b>	<b>968</b>	<b>798</b>	<b>706</b>	<b>36</b>	<b>108</b>	<b>144</b>	<b>104</b>	<b>36</b>	