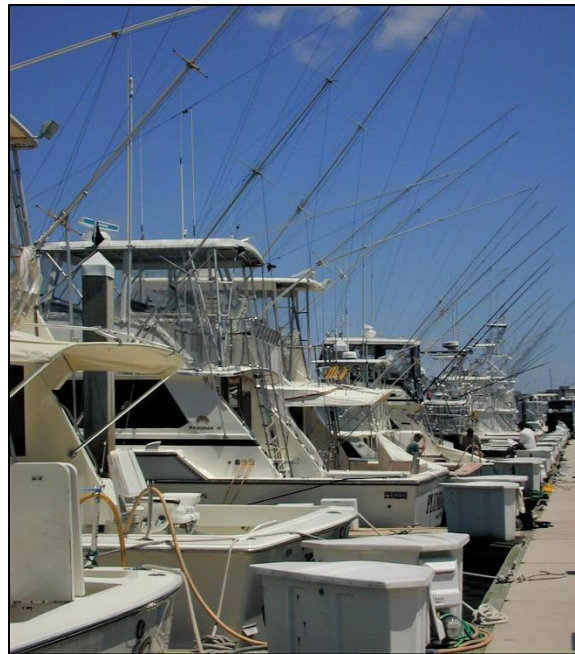


# Procedures Manual: For-Hire Telephone Survey & Large Pelagics Telephone Survey Add-on



by the  
**Atlantic Coastal Cooperative Statistics Program**

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# Table of Contents

<b>1. INTRODUCTION TO FHTS AND LPTS ADD-ON .....</b>	<b>1</b>
Program Background .....	1
For-Hire Telephone Survey .....	1
Large Pelagics Telephone Survey Add-on .....	1
Complementary Surveys .....	2
Related Data Collection Programs.....	2
Survey Definitions .....	3
Vessel Directory For-Hire Categories.....	3
Private Vessel Trips .....	3
Vessel Representative (VR) .....	4
Gate Keepers.....	4
Interviewer .....	4
State Coordinator.....	4
Waves .....	4
<b>2. FHTS AND LPTS ADD-ON PROCEDURES .....</b>	<b>5</b>
Survey Tasks and Components .....	5
Vessel Directory .....	5
Sample Frame (“Good List”) .....	5
Weekly Sampling of Vessels .....	6
Advance Letters .....	6
Calling Times.....	7
Dialing Procedures .....	7
<b>3. FHTS DATA COLLECTION .....</b>	<b>12</b>
Contacting the Vessel Representative (VR) .....	12
Screening Introduction.....	12
Privacy Act Statement .....	12
Vessel Representative Interview: General Instructions .....	14
Vessel Representative Interview.....	16
Vessel Representative Interview: CATI System .....	16
FHTS Selection .....	17
FHTS Questionnaire: Item-by-Item Instruction .....	18
Introduction Page.....	18
FHTS Logsheet Page.....	21
Follow Up Page .....	25

Potential Problems .....	26
Interviews with many trips .....	26
No Access to the CATI system .....	27
Refusal Conversion.....	27
Frequently Asked Questions/Comments .....	27
<b>4. LPTS ADD-ON DATA COLLECTION.....</b>	<b>30</b>
HMS-permitted Charter and Headboat Vessels .....	30
Contacting the Vessel Representative .....	30
Screening Introduction.....	30
Privacy Act Statement .....	30
Vessel Representative Interview: General Instructions .....	31
Vessel Representative Interview: Key Items .....	31
Vessel Representative Interview: CATI System .....	31
LPTS Add-on Questionnaire: Item-by-Item Instruction.....	31
Introduction Page.....	31
LPTS Add-on Logsheet Page .....	33
Follow-up Page .....	38
Potential Problems .....	38
Interviews with many trips .....	38
Refusals.....	38
Frequently Asked Questions/Comments .....	38
<b>5. QUALITY CONTROL.....</b>	<b>40</b>
Interview Validation.....	40
Pre-Validation Procedures.....	40
<b>APPENDIX A: ADVANCE LETTER (NORTH CAROLINA TEMPLATE) .....</b>	<b>42</b>
<b>APPENDIX B: FHTS LOGSHEET.....</b>	<b>43</b>
<b>APPENDIX C: LPTS LOGSHEET .....</b>	<b>45</b>
<b>APPENDIX D: SPECIES CODES/LOCAL AREA NAMES LIST.....</b>	<b>47</b>
<b>APPENDIX E: GLOSSARY .....</b>	<b>48</b>

## **1. INTRODUCTION TO FHTS AND LPTS ADD-ON**

### **Program Background**

National Oceanic and Atmospheric Administration (NOAA) Fisheries conducts surveys of marine recreational anglers and for-hire vessel operators to obtain information about their fishing effort, catch, and participation in marine recreational fishing, and about the demographic, social, and economic characteristics of those who participate in saltwater recreational fishing in United States waters. These data for marine recreational fisheries had been collected through the Marine Recreational Fisheries Statistics Survey (MRFSS) from 1979 until 2008 and has since been replaced by the Marine Recreational Information Program (MRIP). The MRIP was created in order to continue improving the collection, analysis, and use of fishing data.

Accurate, up-to-date catch, effort, and participation statistics are fundamental for assessing the influence of fishing on any stock of fish. Quantities taken, fishing effort, and seasonal and geographical distribution of catch and effort are required for the development of rational management policies and plans. Continuous monitoring of catch, effort, and participation is needed to better monitor recreational fishing trends, to evaluate the impacts of management regulations, and to project what impacts various management scenarios will have on a fishery. Recreational fisheries data are essential for NOAA Fisheries, Regional Fishery Management Councils, the Interstate Fisheries Commissions, state conservation agencies, recreational fishing industries, and others involved in the management and productivity of marine fisheries.

### **For-Hire Telephone Survey**

The For-Hire Telephone Survey (FHTS) is a telephone survey based on the NOAA vessel directory that collects information from for-hire charter and headboat operators to estimate fishing effort (number of angler trips) for the for-hire sector. Vessel operators are asked to report the total number of saltwater fishing trips taken and provide the total number of anglers who fished, trip duration, time spent fishing, area, fishing method, and target species for each trip taken during a one-week reference period.

### **Large Pelagics Telephone Survey Add-on**

The Large Pelagics Survey (LPS) is a group of surveys that collect effort and catch data for the hand-gear fishery directed at offshore or "large pelagic species". Large pelagic species include, but are not limited to, tunas, billfishes, swordfish, sharks, wahoo, dolphin, and amberjack. The LPS consists of 3 separate surveys; the Large Pelagic Intercept Survey (LPIS) used to estimate catch, the Large Pelagic Telephone Survey (LPTS) used to estimate effort, and the Large Pelagic Biological Survey (LPBS) used to collect biological samples. The LPS is conducted from Maine to Virginia from the end of May (week that includes June 1<sup>st</sup>) through the end of October (week that includes October 31<sup>st</sup>).

The LPTS Add-on refers to the LPTS being conducted in conjunction with the FHTS as an additional set of questions required for fishing trips targeting large pelagic species. The LPTS Add-on captures the effort of Charter/Headboat Category HMS permitted vessels that the LPTS Private (for Angling and General Category HMS permitted vessels) does not. Similar to the FHTS questions, vessel operators are asked to report the total number of fishing trips taken on which anglers fished with hand-gears to target large pelagic species, providing the same trip level information collected for non-LPS trips plus additional information on gear,

location, and species caught relevant to large pelagics species (see *Appendix D: Species Codes/Local Area Names List* on p. 46).

The LPTS procedures outlined in this manual are for conduct of the LPTS Add-on component of the LPS (see *LPTS Add-On Data Collection* on p.29).

### **Complementary Surveys**

In addition to the FHTS and LPTS discussed above, MRIP consists of several other surveys. Data from the FHTS is combined with data from these surveys to estimate total recreational catch, an important step in creating sustainable fisheries:

- The Access Point Angler Intercept Survey (APAIS) is a dockside intercept survey which collects catch data from individual anglers as they complete their fishing trips. APAIS assesses catch for all recreational fishing modes, including for-hire (charter and headboat) fishing modes. The FHTS is paired with the independent, yet complementary APAIS to estimate total fishing effort and catch by species.
- The Fishing Effort Survey (FES), a mail based survey which estimates recreational shore and private boat fishing effort by utilizing the U.S. Postal Service's list of residential addresses and the list of mailing addresses provided by licensed or registered anglers, is derived from the MRIP National Saltwater Angler Registry (NSAR). Note: FES data is not related to the FHTS.
- The Large Pelagics Intercept Survey (LPIS) is a dockside intercept survey which collects catch data at fishing access sites from private and for-hire captains who are returning from fishing trips targeting large pelagic species. The LPIS is a component of the LPS and provides the average catch per trip estimates to complement the effort estimates from the FHTS/LPTS Add-on and LPTS Private, allowing total catch per species to be estimated.

### **Related Data Collection Programs**

- The Vessel Trip Reporting (VTR) program is a mandatory catch reporting program for federally permitted for-hire vessels fishing in federal waters (3 to 200 miles offshore). Effort data collected from the VTR program supplements the FHTS data. FHTS Interviewers should be aware of each respondent's reporting burden and be accommodating to vessel operators who may become frustrated with repeat reporting of fishing activity.
- The Highly Migratory Species (HMS) Catch Card Census program collects information from catch cards completed by captains or operators of HMS permitted vessels. Completion of a catch card is required for all recreational landings of billfish, swordfish, and bluefin tuna in MD and NC. Dead discards are also reported. In MD, cards must also be completed for sharks, except spiny dogfish.
- State for-hire logbook programs supplement effort estimates from MRIP surveys and/or support fishery specific state management goals. Comprehensive state for-hire logbook programs attempting to capture all for-hire fishing activity within their state include:
  - New York Department of Environmental Conservation Vessel Trip Reports
  - Maryland Charter Logbook
  - South Carolina Charter Logbook

State for-hire logbook programs that are limited to specific fisheries include:

- Rhode Island Division of Fish and Wildlife eTrips/eLog program (Tautog)
- CT Party/Charter Vessel Black Sea Bass program
- New Jersey Striped Bass Bonus Program Logbook
- Virginia Charter Boat Reporting program (Cobia, tilefish, and grouper permit reporting program)

## Survey Definitions

The following definitions represent some of the most common vocabulary used within the FHTS and LPTS Add-on. A more comprehensive list of survey vocabulary can be found in *Appendix E*.

## Vessel Directory For-Hire Categories

### Charter Boat

A boat operated by a licensed captain and crew where a group of recreational anglers has hired or “chartered” the vessel, paying a fee for the captain’s services for a specific date and time. The number of anglers in the group is usually less than seven. Charter vessels are subject to the requirements of the U.S. Coast Guard to carry six or fewer passengers for hire and engage in charter fishing at any time during the calendar year. Charters, sometimes called guide boats, are usually closed parties, as opposed to the open party status of headboats. Typically, individual anglers cannot just show up on the day of the trip to join, though some captains allow anglers to join with customers’ permission. Method of payment is less important than the group size when distinguishing between charter boats and headboats. Charter boats can engage in a full range of fishing techniques, including trolling, bottom fishing, and drift fishing. Charter boat catch is sampled at fishing access sites by the APAIS and from Virginia to Maine by LPIS staff.

### Headboat

A boat operated by a licensed captain and crew where individuals (or small groups of recreational anglers) pay a fee for fishing and that holds a valid Certificate of Inspection (COI) issued by the U.S. Coast Guard to carry six or more passengers for hire. Headboats are generally large, and almost always carry seven or more passengers. Some headboats carry over 100 passengers. Anglers can reserve a space, or show up on the day of the trip to join. The anglers usually do not know everyone on the boat, and the boat typically requires a minimum number of anglers in order to launch. In some areas of the country, headboats are called ‘open party boats’ or ‘party boats’ for short. Headboat catch is sampled onboard the vessel at sea by APAIS staff.

### No Paying Passengers

A boat with a HMS Charter/Headboat Category permit that **never** takes anglers fishing for a fee. These vessels are sampled for the FHTS/LPTS Add-on rather than the LPTS Private.

## Private Vessel Trips

Private vessel trips are recreational fishing trips for which no fee was paid for the services of a captain and crew. The vessel may be rented by the anglers but the anglers operate the vessel on their own for their own recreational fishing.

### **Vessel Representative (VR)**

Vessel representatives (VRs) may include the owner, captain, or another individual such as a mate that has been designated to act in place of the owner or captain, that serves as the contact person for the telephone survey. The vessel representative should be knowledgeable about the activity of the vessel for the reporting period and should be able to provide the necessary trip-level information (e.g., number of anglers, departure and return times, target species, etc.) to complete the survey.

### **Gate Keepers**

When attempting to reach the VR by phone the first point of contact may sometimes be a marina office manager, spouse, or other contact who answers on behalf of the VR. Interviewers should introduce themselves and the FHTS to these gate keepers or proxies in a manner that is likely to get the VR on the line. Some gate keepers may have knowledge of the vessel's activity, but they should not complete the interview on behalf of the VR(s).

### **Interviewer**

Successful conduct of the FHTS and LPTS Add-on is dependent on the Interviewer's knowledge of survey procedures and their working relationships with their state's for-hire vessel operators. Interviewers are responsible for properly conducting phone interviews according to survey procedures, accurately recording answers to the survey questionnaire and updated vessel information into the Computer Assisted Telephone Interviewing (CATI) system, accommodating survey respondent schedules, and overcoming respondent resistance and/or survey fatigue. Interviewers should never claim to be an employee of NOAA Fisheries. Instead, Interviewers should say that they are an employee of their respective state agency collecting data for a survey sponsored by NOAA Fisheries.

### **State Coordinator**

The states will have a state coordinator who is responsible for all aspects of the administration of the FHTS and LPTS Add-on phone data collection, including supplemental calling and interview training for new employees (beyond the ACCSP's initial training session), supervision of Interviewers, and quality control (QC) procedures. These QC procedures include tracking sampling progress, validating Interviewer work via interview monitoring, and updating vessel contact information and/or activity status in the NOAA Vessel Directory. The state coordinator should be contacted if Interviewers have any questions about procedures or vessel information.

### **Waves**

A Wave is a two-month sampling period:

- Wave 1 = January and February
- Wave 2 = March and April
- Wave 3 = May and June
- Wave 4 = July and August
- Wave 5 = September and October
- Wave 6 = November and December

## 2. FHTS AND LPTS ADD-ON PROCEDURES

The FHTS is conducted by the Atlantic states with timeframes that vary depending on the state/region:

**North Carolina:** January – December (12 months)

**Massachusetts to Virginia, South Carolina, and Georgia:** March – December (10 months)

**Maine and New Hampshire:** May – October (6 months)

The FHTS (and LPTS Add-on) staff includes the following roles:

- Interviewers
- State coordinator
- ACCSP personnel
- NOAA Fisheries MRIP personnel

Interviewers work directly with their state coordinator. Coordinators are involved in Interviewer training, supervision, and quality control procedures as well as with tracking call progress, interview monitoring, and updating the Vessel Directory using updated vessel information recorded during interviews. Interviewers should communicate with their state coordinator when questions about procedures or interviewing vessel representatives arise.

### Survey Tasks and Components

#### Vessel Directory

The NOAA vessel directory was developed for the purpose of implementing the FHTS and LPTS Add-on. The directory contains a list of all for-hire vessels along the Atlantic and Gulf coasts (Maine to Mississippi) and also includes HMS CH/HB Category HMS permitted vessels. Vessels are listed by name and/or state registration number or coast guard documentation number and most vessel records include the names, addresses, and phone numbers of the vessel operators. A primary VR is designated for each vessel in the directory. That primary VR may be the owner, one of the captains of the vessel, or some other person designated by the owner, who can report information about the vessel's fishing activity.

The vessel directory shall be updated continuously. At the beginning of each Wave, the updated list of approved vessels in the vessel directory will be used to create the sample frame or "Good List" for each state. All vessels in draft status will be omitted from the frame either due to incomplete vessel or contact information.

#### Sample Frame ("Good List")

The sample frame or "Good List" will contain a list of all vessels that are eligible for the FHTS (or FHTS/LPTS Add-on, from June through October). To be on the sample frame, a vessel must have "approved" status and be active in at least one month of the wave in the NOAA vessel directory. HMS Charter/Headboat Category permitted vessels, regardless of whether they fish for-hire or not, must remain active in the vessel directory from June through October.

Note: In order to have "approved" status the NOAA vessel directory record must have activity in at least one access site, activity in a least one month of the year, primary contact name and phone number, vessel name, state registration or Coast Guard number, and the for-hire category cannot be "No paying passengers" unless the vessel has an HMS permit.



## Weekly Sampling of Vessels

Vessels in the sample frame are stratified by boat type and sorted by (1) HMS permit status, (2) boat length, and (3) county. Of the three boat categories (e.g. Headboat, Charter, No Paying Passengers), Headboats are a distinct stratum from Charter and 'No Paying Passengers'. Vessels in the 'No Paying Passengers' category are considered Charter for the purposes of the sample frame. Samples are generated for each week within the wave according to a systematic random sampling design. Typically there are nine weeks in each wave. Sample sizes for the FHS are 10% of each boat type in the frame on a weekly basis or a minimum number of three boats per week.

Sometimes a VR may be contacted more than once within a wave or within the same week. This may happen because:

- Each weekly sample is independent.
  - All vessels are eligible to be picked for each week and just because a vessel is picked for Week 1 does not mean it can't be picked for Week 2.
- A captain may own or operate more than one vessel meaning you may be speaking with that captain multiple times during the sample week.
 

**Note:** Interviewers can determine if a captain has more than one vessel selected for the sample week by sorting the Call List by 'Vsl Representative' name. Once contacted, the interviewer may conduct one or more surveys with the captain on the same call for convenience. In order to do this, this interviewer must open and complete the survey for the first vessel, then move onto the survey for the second vessel.
- For states with a small number of headboats, weekly sampling may result in vessels being drawn often, nearly weekly, in the state.

## Advance Letters

An advance letter will be sent to the primary VR (Captain, Owner, Designated Representative) of each selected vessel one week prior to the week for which the vessel was selected to report fishing activity (sample week). The letter will notify the representative of the vessel's selection for the survey, the week for which he or she will be asked to provide data, and the week in which the interview will take place. The letter will also have the contact information for the primary state FHTS contact including a phone number and email address. (see the *Advance Letter (North Carolina Template)* example included as Appendix A). VRs may use the contact information included in the advance letter to ask questions about the survey or to schedule a call time to complete the survey with an Interviewer. Inclusion of the state contact information is not intended to provide an alternate means of reporting FHTS or LPTS Add-on data and a time must be scheduled for the Interviewer to call the VR back and complete the survey over the phone.

VRs will also be provided with an optional logsheet and instructions (enclosed with advance letter) to record trip information during the specified week of fishing (see the *FHTS Logsheet* example included as Appendix B). Recorded trip information in the logsheet can help facilitate the recording of survey responses during the interview and improve recall of trip information. In states conducting the LPTS Add-on, a separate LPTS logsheet will be used in place of the standard FHTS logsheet during LPTS weeks for vessels listed as having HMS permits in the sample frame (see the *LPTS Logsheet* example included as Appendix C). A letter from NOAA Fisheries, known as the 'To Whom' letter should also be provided in mail outs to HMS-permitted vessels. The 'To Whom' letters are printed on official NOAA Fisheries letterhead to reinforce the study's legitimacy. They are a direct link from NOAA Fisheries to the VRs and serve to encourage cooperation. Interviewers should always have a copy of

the “To Whom” letter available when calling VRs and conducting FHS/LPTS Add-on interviews.

Advance letters will be generated using the ‘Mail Merge’ tool available in the FHTS CATI system. After selecting the appropriate sample week, the mail merge function creates a Microsoft Word document containing all of the letters to be mailed out for the sample week. The Interviewer will then print out and mail individual letters to the primary VR. Letters will be sized to fit a #10 windowed envelope. The CATI will remove all ‘Inactive’, ‘No Longer For-hire’, and ‘Deceased’ contacts from mailings within the current wave. State supervisors will work with the ACCSP to design and update the pre-formatted letters used for mailing. Advance letters should be updated as soon as possible if there is a change in survey personnel or relevant contact information during the year and should be reviewed and/or updated at the beginning of each year prior to the start of survey conduct.

The letters shall be mailed 2 weeks prior to the dialing week. This allows captains to receive the letter 1 week prior to the fishing week. This way the captain is notified that they were selected for the survey prior to fishing and can record fishing information in the logsheet during the week if desired. The Mail Merge tool in the CATI system defaults to the appropriate week.

If a selected vessel does not have a mailing address listed for the primary VR in the vessel directory, then the VR will not be mailed an advance letter prior to the dialing week. The VR should still be called during the dialing week to complete the survey, at which point the interviewer should attempt to update the VR’s contact information. Typically, the VR will respond “No” or “Don’t Know” to the first question in the follow-up portion of the questionnaire related to receipt of the notification letter (see *Follow Up Page* on p.24). When a VR claims they did not receive or is unsure whether they received an advance letter, the Interviewer should check the vessel directory to verify that there is an address available for the VR and that it is accurate. If there is no address listed, the Interviewer should ask the VR if they would provide their address so they can receive the notification letter in the future. If there is an address listed but the VR did not receive a letter, then the Interviewer should confirm the accuracy of the address with the VR and update as necessary.

### **Calling Times**

For FHTS and LPTS Add-on, a daytime call attempt is defined as a call attempt made between 9:00 AM and 4:59 PM; an evening call attempt is made between 5:00 PM and 8:00 PM. **No call attempts should be made outside of these time limits.**

### **Dialing Procedures**

#### **Call Attempts**

Data collection shall be conducted on a weekly basis during all weeks within each wave. A week is defined as Monday through Sunday. All weekly dialing should be completed during the week following a specified week of fishing (Monday-Sunday). Respondents will be asked to report angler and vessel fishing activity for the prior week that ended on a Sunday. This approach results in a recall period of 7-14 days for all respondents.

All interviewing for outgoing calls shall be done through a Computer Assisted Telephone Interviewing (CATI) system provided by ACCSP. The CATI system is part of the ACCSP’s Assignment Tracking Application (ATA) and functions as the data entry and call logging tool for the FHTS. The CATI system automatically updates the Call List (vessels to be contacted) each week and tracks call progress, provides the Interviewer with the script used to conduct interviews, and records survey responses input by the Interviewer. The CATI system is not

connected to any telephone system and is not capable of automated dialing of VR phone numbers. All calls made to VRs must be made through an independent phone system provided by the states.

For each selected vessel, a minimum of 7 attempts must be made to contact that vessel's representative during the sampling week. If there is no response after 7 contact attempts, it is strongly encouraged that interviewers continue to contact the vessel representative in order to obtain a response and complete the survey. While there is no limit to the number of calls that can be attempted and logged in the CATI system during the sampling week, it is recommended that interviewers do not make more than 3 call attempts per day to an individual VR. Interviewers should always have the Vessel Directory and FHTS CATI open and ready to record directory updates and survey responses when making call attempts to VRs. Telephone calls should be made during the time of day that maximizes the potential to contact vessel operators. All first attempts should be made the first day, and repeat attempts should be distributed among weekend/weekday (WE/WD) and day/evening time periods. All call attempts that do not result in an interview must be logged in the CATI system by selecting a disposition for the call attempt using the 'Call Disposition' buttons in the FHTS Questionnaire. The Interviewer should always leave a message after the first attempt notifying the VR that they were selected for the FHTS. The message should include the interviewer's name and information about the survey. An example of an appropriate voice message is listed below under Call Dispositions.

The pattern of dialing for each number should include at least one daytime attempt and three evening attempts. Interviewers should continue to attempt to contact vessel representatives until they have conducted an interview, or made at least seven attempts, and can continue after seven attempts until the end of the sampling week.

### Call Dispositions

Call dispositions are recorded using the list of 'Call Disposition Buttons' available on the Introduction page of the FHTS questionnaire. When selected, each Call Disposition carries out a specific action within the CATI system. It is important that the Interviewer carefully select the appropriate Call Disposition for each call. If an inappropriate Call Disposition is selected, the Interviewer must contact ACCSP to get it changed. The following list outlines all of the call disposition options and when they should be applied:

**No Answer:** When a VR's number is dialed, the telephone should be allowed to ring five times before being classified as a 'No Answer'.

**Answering Machine:** If an answering machine picks up after 5 or fewer rings, the call attempt will be recorded as 'Answering Machine'. If the first call attempt to a VR is answered by a machine, the Interviewer should leave a message for the respondent. Messages should not be left on answering machines on subsequent calls. Interviewers may leave the following message for the respondent:

"Hello, this is [INTERVIEWER NAME] calling from [STATE AGENCY] on behalf of NOAA Fisheries for the For-Hire Survey. I'll be trying to reach you this week concerning the activity of the [VESSEL NAME]."

**Not Available:** If the VR is reached but is unable to complete the survey when speaking with the Interviewer and cannot arrange a call back time, then the interviewer should code

the call attempt as 'Not Available'. The call attempt will be logged in the Call List and the interviewer should continue attempting to contact the VR until at least 7 call attempts have been made. If the VR is unable to complete the survey when speaking with the interviewer and informs the interviewer that they will not be available to call back during the dialing week, then the interviewer should probe to determine if another VR is available to complete the survey during the dialing week. If a different VR is available the call attempt can still be coded as 'Not Available' but if there is no other VR available to contact, then the call attempt should be coded as 'Unreachable'.

**Unreachable:** When a vessel is selected for telephone sampling, the Interviewer should first attempt to contact the primary VR at each of his/her listed phone numbers. If it is determined for certain that the primary VR will not be available during the dialing period (e.g., sick, on vacation, etc.), rather than immediately coding 'Unreachable', the Interviewer should attempt to contact one or more other known owners or operators of the vessel in question (using additional phone numbers or contacts from the vessel directory) during the week. However, if there are no alternate VRs, the attempt should be coded as 'Unreachable'; the telephone number will not be attempted again during the dialing week.

**Call Back:** Although most VRs answer their own calls, some are only accessible after the Interviewer provides an introduction of themselves and the FHTS/LPTS Add-on to a Gate Keeper. Interviewers should introduce themselves to Gate Keepers in a manner most likely to induce them to get the VR on the line. Tactics may include mentioning the vessel name or explaining the purpose of the call. For example, an Interviewer may explain, "I'm calling about the [VESSEL NAME] on behalf of NOAA Fisheries". Interviewers should listen to the beginning of answering machine messages to determine if it is possible to reach the respondent through a phone tree option (e.g., "Press 1 for an employee directory or 0 to speak with an operator").

If the interview cannot be completed at the time of initial contact, or a Gate Keeper indicates a better day and/or time to call back, future calls will be made on an appointment basis. Gate Keepers at the contact number should be questioned as to the best time to call back in order to interview the eligible respondent if this information is not provided. The call attempt that resulted in the identification of a better date and/or time to call back will be coded as a 'Call Back'. Recording a call back will remove the vessel from the Call List and place it in the 'Total State Callbacks' section of the CATI. To call back this representative, the call button in the 'Total State Callbacks' list must be used. Note: Calls that result in a scheduled call back will be counted as call attempts. If the first call to a VR results in a call back, then the Interviewer must continue to contact the VR until the VR either completes the survey or an additional 6 call attempts (minimum of 7 total call attempts) have been made.

Call Back dates can only be selected for the current dialing week. If the VR requests to be called back after the dialing week is complete, and no earlier time is available, record the call as 'Unreachable' instead.

**Busy:** If an Interviewer calls a telephone number and gets a normal busy signal, the call attempt will be coded as 'Busy'.

**Bad Number, Fax/Computer, or Wrong Number:** If the Interviewer gets a fast busy signal or a message indicating the number is out of service, the Interviewer will dial the number again before coding as a 'Bad number'. If a message indicates that the number is disconnected and includes the number in the message, the Interviewer will not call the number again before coding as 'Bad Number'. Similarly, if the number dialed is a fax line, or an incorrect number to reach a VR the call attempt will be coded as either 'Fax/Computer' or

'Wrong Number', respectively.

Up to 3 telephone numbers are available for each call. When this Call Disposition is selected a pop-up box will appear requesting the user to select which number was dialed.

- If 2 or 3 numbers are currently available, the vessel will remain in the Call List after the call is completed. The number selected will be presented in red text (good numbers presented in green) in the CATI system for the remainder of the wave and a Vessel Directory Update will be created.
- If 1 number is currently available, the vessel will be removed from the CATI for the remainder of the wave and a Vessel Directory Update will be created.

Some Gate Keepers and VRs will mistake FHTS calls for telemarketing calls and make false 'Wrong Number' claims. If someone answers the phone, but informs the Interviewer that there is no one there with the name of the respondent, the Interviewer will introduce themselves and explain that they are calling about the vessel, and if necessary, confirm the telephone number with the person who answered to make certain that the number was dialed correctly. If the number was dialed correctly and no eligible respondent for the vessel is ever at that number, the number will be coded as 'Wrong Number'. Interviewers should then attempt to find new telephone numbers to contact the VR.

Note: Phone numbers that are designated as 'Bad', 'Wrong' or 'Fax/Computer' number during interviews should be removed (or changed if a new phone number is found) in the Contacts section of the Vessel Directory. If there is only one contact phone number listed for the vessel and it is removed the vessel will be returned to Draft status until the contact information can be updated with an appropriate number to contact the VR.

**Inactive:** If the VR indicates that the vessel will be inactive for an extended period (e.g., out of season, being fixed, etc.), the vessel will be coded as 'Inactive', and inactive start and end dates will be recorded. If the vessel had any activity, the Interviewer will collect all trip-level information according to survey specifications. The vessel will be removed from the CATI for the time period given or the remainder of the Wave (whatever happens first). A Vessel Directory Update will also be created.

Note: If a vessel is typically inactive for an entire month out of the year for which it is listed as having activity in the Vessel Directory, then the active period in question should be deselected for the relevant site(s).

**Language Barrier:** If the Interviewer cannot effectively communicate with the VR, the call attempt will be coded as 'Language Barrier'. Interviewers should first attempt to contact an alternate VR (if available) and determine if the alternate VR is capable of reporting on the vessel's fishing activity before coding this disposition; the vessel will be removed from the Call List for the dialing week.

**No-Longer For-hire:** If the Interviewer is informed that the contacted vessel is no longer a charter/headboat vessel, the vessel will be coded as 'No-Longer For-hire'. Coding a vessel as "No-Longer For-hire" will remove the vessel from the CATI for the remainder of the Wave and a Vessel Directory Update will be created, unless the vessel has a current HMS CH/HB Category permit.

Note: If the vessel has a CH Category HMS permit in the VsD then change the for-hire category to "No paying passengers". If no permit then change to ineligible.

**Vessel Sold/Destroyed:** If the Interviewer is informed that the contacted vessel has

either been sold or destroyed, the vessel will be coded as 'Vessel Sold/Destroyed' and the vessel will be removed from the CATI for the remainder of the Wave and will create a Vessel Directory Update.

Note: If the vessel was destroyed, the 'Mark as Ineligible' button should be used to set the vessel's status as ineligible in the Vessel Directory. This will remove the vessel from future sample frames. If the vessel was sold and the Interviewer is able to determine to whom the vessel was sold, then the vessel, contact, and site information should be updated. If the vessel was sold and the Interviewer is not able to determine to whom the vessel was sold then the 'Mark as Sold' option can be selected. This option will set the vessel status to 'Ineligible', remove all access sites and contacts, and append the vessel comment with "Vessel reported as sold, DD-MON-YYYY".

**Deceased:** If the Interviewer is informed that the VR for the contacted vessel is deceased and there are no other VRs for the vessel, the 'Deceased' disposition should be selected and the vessel will be removed from the CATI for the remainder of the Wave and will create a Vessel Directory Update.

Note: The 'Mark as Ineligible' button should be used set the vessel's status to ineligible in the Vessel Directory if there is no other VR available and there no information can be obtained on the vessel's status and/or owner changes.

**New Vessel Representative:** If the Interviewer is given a new contact for the vessel, the call disposition should be recorded as 'New Vessel Representative'. When the Interviewer enters the new contact information into the pop-up window, the contact name for the vessel will be updated in the current Call List, the CATI will create a Vessel Directory Update that saves the updated VR name and phone number, and the CATI's contact information will be updated for the remainder of the Wave.

Note: The new vessel representative should be added as a contact in the Vessel Directory with the appropriate relationship to the vessel (e.g., Owner, Captain, Other).

**Soft Refusal:** If the VR says that they don't want to complete the survey right now, the Interviewer should first attempt to convert the VR. If that's not possible the call disposition should be recorded as 'Soft Refusal'. The Interviewer will be given the option to either schedule a Call Back or record the vessel as 'Unavailable' for the dialing week. The vessel will not be removed from future samples if this option is used (for more detailed information on Refusals see page 26).

**Hard Refusal:** If the VR says that they don't want to complete the survey ever again, the Interviewer should first attempt to convert the VR. If that's not possible the call disposition should be recorded as 'Hard Refusal'. The vessel will be removed from the CATI for the remainder of the Wave and a Vessel Directory Update will be created. The vessel should be recorded as non-cooperative in the Vessel Directory for the next 2 Waves for the 1st hard refusal and 3 Waves for all subsequent hard refusals (for more detailed information on Refusals see page 26).

Note: Marking the vessel as non-cooperative in the Vessel Directory is a manual process. The non-cooperative flag must be removed manually after 2 (or 3) Waves have passed from the Wave in which the hard refusal was recorded. Interviewers and/or state coordinators should keep a log and set a calendar reminder to remove the non-cooperative flag once this period has expired.

### 3. FHTS DATA COLLECTION

#### Contacting the Vessel Representative (VR)

Only current owners, captains, or designated VRs of listed vessels are eligible to be interviewed as part of the For-Hire Telephone Survey. If the person answering the phone indicates that no eligible VR is currently available, then the Interviewer should ask for an appropriate time to call back. Respondents who are no longer operating the vessel for which they are listed are ineligible to provide information on that vessel.

The best approach for conducting the FHTS is to use a small, core set of Interviewers to contact VRs, and have the same Interviewer responsible for a certain set of captains for a wave, or even across waves. Some VRs will be called repeatedly throughout the year or even within a wave, depending on the size of the for-hire fleet in a particular state. This repeated calling may result in increased resistance to being interviewed if interviews are thought to be formal and impersonal. Having the same Interviewer conduct repeated contacts with an individual should help establish a rapport with respondents, and familiarity with those VR's operations may help interviews flow more smoothly and take less time. Familiarity with the VR's reporting preferences (i.e., preferred call times) should also help reduce the number of call attempts needed to make contact.

#### Screening Introduction

After successfully contacting the primary or other eligible VR, it will be necessary to determine whether the individual contacted is able to accurately report on all of the vessel's activity for the sample week, whether there is another person who must be contacted, and whether the vessel is still being operated.

The screening questions are built into the FHTS CATI and make up the first two items of the FHTS questionnaire Introduction. First, the Interviewer should determine if the person contacted is a valid VR for the designated vessel. If the person contacted is not a valid VR, then the CATI will prompt the Interviewer to ask additional questions to determine whether the vessel is still operating and whether there is a new contact for the vessel due to a change in owner(s) and/or operator(s).

If a valid VR is reached, the Interviewer must then ask whether the representative is capable of reporting on all of the vessel's activity during the prior week. If the contacted person can only report on some of the vessel's activity, then the Interviewer will be prompted by the CATI to ask for the names and contact numbers of other vessel representatives who could report on the entirety of the vessel's activity for the sample period and a Callback will be logged.

Once a valid VR who is capable of reporting on all vessel activity is reached, the Interviewer should read the Privacy Act Statement, which will appear in a box below the vessel activity screening questions, before proceeding with the interview.

#### Privacy Act Statement

All surveys conducted by the federal government are regulated by the Privacy Act of 1974. This Act stipulates that each person interviewed must be informed of the following: (1) The auspices under which the survey is being conducted; (2) Whether participation is voluntary or mandatory; (3) What will happen if they choose not to participate; and (4) How the information will be used. The Privacy Act also stipulates that this information must be made available to the survey respondent, in this case read aloud during the screening

introduction. An abbreviated statement appears after the VR has completed the Screening Introduction. **The abbreviated statement must be read during every interview.**

“The {VESSEL} has been selected at random from a directory of charter and headboats to be included in this week's survey of trips. This data will remain confidential, and this survey is being conducted in accordance with the Privacy Act of 1974, therefore your participation is voluntary.”

A copy of the full Privacy Act Statement must be in possession of the Interviewer and may be read again at any point during the interview if requested by the VR. The Privacy Act Statement reads as follows:

**Authority:** *The collection of this information is authorized under the Magnuson-Stevens Fishery Conservation and Management Act (16 U.S.C. 1852 et. seq.) and the Atlantic Tunas Convention Act of 1975.*

**Purpose:** *Collection of recreational fisheries catch and effort data is necessary to fulfill statutory requirements of Section 303 of the Magnuson-Stevens Fishery Conservation and Management Act (16 U.S.C. 1852 et. seq.), which requires that conservation and management measures prevent over fishing while achieving, on a continuing basis, the optimum yield from each fishery, and also to comply with Executive Order 12962 on Recreational Fisheries. Section 303 (a) of the Magnuson-Stevens Act specifies data and analysis to be included in Fishery Management Plans (FMPs), as well as pertinent data that shall be submitted to the Secretary of Commerce under the plan. Recreational fishing catch and effort statistics are fundamental for assessing the influence of fishing on any stock of fish. The quantities taken, the fishing effort, and the seasonal and geographical distribution of the catch and effort are required to assess the health of fish stocks and develop and evaluate national fisheries management policies and plans.*

**Routine Uses:** *The Department will use this information in developing, implementing and monitoring fishery management programs. Disclosure of this information is permitted under the Privacy Act of 1974 (5 U.S.C. Section 552a), to be shared within NMFS offices, in order to coordinate monitoring and management of sustainability of fisheries and protected resources, as well as with the applicable State or Regional Marine Fisheries Commissions and International Organizations. Disclosure of this information is also subject to all of the published routine uses as identified in the Privacy Act System of Records Notice [COMMERCE/NOAA-19](#), Permits and Registrations for the United States Federally Regulated Fisheries. Any public release of survey data will be without identification as to its source or in aggregate statistical form. Prior to dissemination, the information will be subjected to quality control measures and a pre-dissemination review pursuant to [Section 515 of Public Law 106-554](#).*

**Disclosure:** *Furnishing this information is voluntary unless the vessel has a valid Highly Migratory Species (HMS) permit, in which case participation is mandatory. Failure to provide complete and accurate information will result in the vessel representative not participating in the survey and not helping to*



*assess the influence of fishing. For HMS permitted vessels, failure to comply will affect permit status.*

## **Vessel Representative Interview: General Instructions**

### **A. Be organized before making the call.**

Prior to dialing, the Interviewer should have the Introduction page of the FHTS CATI and Vessel Directory open and review the contact information for the vessel. Interviewers should be ready with the name of the VR and the vessel they are attempting to contact in order to make the introduction and screening sections of the questionnaire flow smoothly. Also, knowing whether the selected vessel has an HMS permit will allow the Interviewer to anticipate having to complete the LPTS Add-on portion of the questionnaire.

### **B. Identify yourself to the captain or vessel representative.**

Interviewers should give their name and state who they represent at the start of the call before asking to speak with the VR. The FHTS CATI system produces a brief auto-filled script containing the appropriate information (e.g., the Interviewer's name, organization, and the vessel representative's name) that should be referenced by the Interviewer when making their introduction.

### **C. Be polite, courteous, and conversational.**

When speaking with a respondent, a pleasant voice presents a professional image. Being alert, pleasant, natural, and tactful and using "please" and "thank you" should ensure Interviewers are treated like professionals. The use of unprofessional language, such as slang, should be avoided. Interviewers should also avoid speaking in monotone. Making the respondent understand that they are speaking with a person, not a machine, reinforces the cooperative nature of the survey and encourages the respondent to be detailed in their answers to survey questions.

### **D. Limit social conversations with the respondent.**

While building a rapport with VRs is important, long off-topic conversations waste time and may frustrate the respondent. If a respondent gets off-topic, the Interviewer should politely bring them back to the point of the survey.

### **E. Do not talk to anyone else when on the phone.**

Interviewers should not engage in outside conversations while completing a survey with a VR. This may give the respondent the impression that the Interviewer is not really paying attention and that the survey is not worth the respondent's time.

### **F. In general, ask the questions as written.**

Reading the questions as scripted in the CATI system will help Interviewers become more skilled in conducting the interview. However, we recognize that there may be some instances in which using a more conversational tone could be helpful. Interviewers may restate a given question in a slightly different way if it helps the VR better understand what information is being requested.

### **G. Ask every question specified in the questionnaire according to the instructions.**

Never presume that the answer to an upcoming question has already been provided by a previous answer. The answer received in the context of one question may not be the same answer that would be received when the specific question is asked. The only times when questions are not asked are when the pattern of answers given to the Introduction page of the FHTS CATI leads to a callback or when a respondent refuses to complete the survey, resulting in a terminated interview and removal of the vessel from the 'Call List'.

#### **H. Read the complete question and all response choices (when applicable).**

As Interviewers become more familiar with the questionnaire, they may be tempted to read through the questions more quickly, perhaps in an effort to reduce the burden for respondents in terms of the time spent doing the interview. While most captains or VRs will be familiar with the survey, some will have never heard the questions before. Therefore, Interviewers must read slowly enough to allow for everything that is asked to be understood. A pace of about one or two words per second is usually appropriate. Even if the respondent is in a hurry, the questions should not be read quicker, because this puts the integrity of the interview at risk. If the respondent is rushed, politely remind the respondent of the importance of this study.

#### **I. Do not suggest answers to the respondent.**

As Interviewers progress through the questionnaire, they will come across questions to which they might think they know the answers, based on prior information given or prior knowledge of the vessel's operations. This situation can lead to a tendency to suggest answers to the respondent. Avoid this tendency and instead read the question as written.

#### **J. Allow for flexibility when entering trip information into the Logsheet.**

The Logsheet page (see *FHTS Logsheet Page* on p. 21) of the FHTS CATI allows the user to be flexible in how they input answers to the fishing trip questions. Answers can be input across each row, one trip at a time, or down each column, one question at a time for all trips. Allowing respondents to complete the logsheet questions in the order they prefer should keep them engaged in the interview and make data entry more efficient for the Interviewer.

**Mid-Interview Refusals** – If the vessel representative refuses to answer any of the survey questions after the questionnaire has been initiated (i.e., not an initial Hard or Soft Refusal), the Interviewer should select the 'Mid Interview Refusal' button, which opens a pop-up window for the creation of a Call Back record. The Interviewer can select a callback date and time and input comments that will appear in the 'Total State Callbacks' list on the FHTS Selection page of the ATA. The Interviewer can also select 'Unavailable for Dialing Week' in this pop-up if the respondent won't be available again to complete the survey during the dialing week. This will result in the removal of the vessel from the Call List for the week.

**Don't Know** – If the vessel representative does not have the information at hand or is unsure of how to answer a question, then the Interviewer should either attempt to schedule a callback with the VR for a time when they will have access to their vessel activity information or restate the question in a slightly different way to elicit the correct response to the question. Alternatively, the Interviewer can ask for the name and contact information of another designated vessel representative who would be capable of completing the questionnaire.

**'Other (SPECIFY)'** – Response codes for a few questions (e.g., fishing method and fishing area) are not exhaustive. If a vessel representative gives a response not coded by the pre-coded responses, Interviewers should click on 'Other' and specify.

**Notes** – The FHTS CATI has two levels of notes: (1) vessel directory updates – used to log changes to a vessel's status or contact information to be applied to the NOAA Vessel Directory and (2) vessel notes/comments – used to save specific details about the vessel's operations (e.g., preferred call times) that will appear next to the vessel name and contact information in the 'Call List' and the 'Total State Callbacks'. These notes will stay with that vessel each time it is selected, allowing the Interviewer to respond to VR requests or provide information regarding the VR prior to the call. The notes can be edited as needed during each call.

### **Vessel Representative Interview**

In general, all questions require the Interviewer to input a response for an FHTS and LPTS Add-on questionnaire to be considered Complete in the FHTS CATI. The CATI system does not allow for partial completion of questionnaires. If a respondent does not have all of the necessary information available to complete the interview or refuses to complete the interview while on the call, then the resulting call disposition will be either a 'Soft Refusal' or 'Mid-Interview Refusal' depending on when the interview is terminated. The Interviewer must then log a Callback and will start the questionnaire from the beginning when they re-contact the vessel representative (i.e., partially completed interviews are not saved by the CATI system).

All questions that must be answered by the VR in order to complete the survey and remove the selected vessel from the 'Call List'. Nearly all questions in the FHTS questionnaire require the VR to respond by providing an answer to be input by the Interviewer. A VR response of 'Don't Know' or a refusal to answer should suspend the interview. The few exceptions include the fishing method 1, fishing method 2, and inland water body-specific questions in the FHTS Logsheets page along with the three follow-up questions asked at the end of each interview. These questions have pre-coded 'Don't Know' and/or 'Refused' options for the Interviewer to select if the VR cannot or will not answer.

### **Vessel Representative Interview: CATI System**

The FHTS will be conducted by using the FHTS Computer Assisted Telephone Interviewing (CATI), a centralized web tool that is accessed through the ACCSP's Assignment Tracking Application (ATA) website. The CATI system serves as the data entry tool for FHTS interviews, tracks call progress and rounds during the sampling period, and provides a list of Vessel Directory updates to be completed by state coordinators. The FHTS Selection page is the primary webpage for the FHTS CATI and contains the weekly 'Call List', a list of 'Total State Callbacks', and a list of pending 'Vessel Directory Updates'. The CATI system automatically updates the 'Call List' each week with the current list of vessels to be contacted from the sample frame draw.

Additional tools contained in the FHTS CATI include the 'Mail Merge' tool used to generate the advance letters, a list to track completion of 'Vessel Directory Updates', and interactive tables for viewing 'Completed Surveys' and entering interview 'Validations'.

Please see the links below in order to access the ACCSP Homepage as well as the Assignment Tracking Application Page:

- **ACCSP Webpage:** <http://www.accsp.org/>

- **ATA:** [https://safis.accsp.org:8443/accsp\\_prod/f?p=127](https://safis.accsp.org:8443/accsp_prod/f?p=127)

For a specific list of CATI instructions and features, users should refer to the CATI User Manual available on the ATA and from ACCSP.

## FHTS Selection

The FHTS Selection page displays all of the information needed to complete the weekly sampling of vessels.

The screenshot shows the ACCSP FHTS Selection interface. At the top, it indicates 'Current Survey Week: 49' and provides a warning: 'Time is After 8PM and before 8AM - Do Not call unless you are sure it is OK to call in off hours.' Below this, there are filters for State (DELAWARE), Year (2020), and Week (49 - Nov 30 to Dec 6). The main section is titled 'FHTS calls by DE for week 49 in 2020' and contains a table with the following data:

Call	Phone #	Vsl Representative	Vsl Name	Vsl Num	Round	Best Call Time	Notes
	856-891-1270	ANTHONY VENUZIO	RAJA	618075	0	- None set -	-
	302-335-3869	ED WAGNER	MISS ENE III	602969	0	- None set -	-
	610-583-1040	EVAN FALGOWSKI	PERFECT MIXTURE	DL3011AH	0	- None set -	-
	302-645-8882	Harry Parsons	KEEN LADY IV	607537	0	- None set -	-
	302-645-8882	Harry Parsons	LEWESTOWN LADY	908421	0	- None set -	-
	302-645-8882	Harry Parsons	THELMA DALE V	576746	0	- None set -	-
	302-275-0234	JOHN BARNETT	SURREAL	DL6438AC	0	- None set -	-
	717-884-1138	MICHAEL PIVA	EMPTY POCKETS	1131617	0	- None set -	-
	302-354-7825	ROBERT TROWBRIDGE	CAPTAIN'S LADY	558815	0	- None set -	-
	302-462-6135	RODNEY MEYERS	LAST 5	1095591	0	- None set -	-

Below the table, there is a 'Total State CallBacks' section with a search bar and a message: 'No callbacks found for the selected state and week.'

The current survey week is displayed at the top of the page in green text along with two filters that allow the user to view call information for other survey years and weeks. The FHTS Selection page will always default to displaying information for the current survey week. Interviewers should always verify that they are viewing the 'Call List' and 'Total State Callbacks' for the current week prior to making calls to avoid calling past survey respondents.

**Call List:** The 'Call List' contains the list of vessels to be contacted each week and serves as the primary area for making calls. The default contact information displayed includes the phone number ('Rep Phone'), VR name ('Captain'), vessel name ('Vsl Name'), and vessel number ('Vsl Num'). Next to each vessel's contact information is a green 'Call' button which opens the FHTS questionnaire for that vessel. The 'Call List' also contains a 'Best Call Time' column that contains saved call time preferences recorded from previous interviews and a 'Notes' column where Interviewers can view additional information associated with the selected vessel. Notes can be recorded and edited for a vessel on the Introduction Page of the FHTS questionnaire during calls and are permanently added to the vessel.

The 'Call List' is a dynamic list that tracks the 'Round' of the call (i.e., how many call attempts have been made during the week for the vessel so far). Interviewers also have the option to select personal columns and sort the 'Call List' using the Actions menu. Once a VR has been reached and completes the survey, that vessel is then removed from the 'Call List' for the week.

**Total State Callbacks:** When a call attempt to a VR results in a Call Back, the vessel information is populated in the 'Total State Callbacks' list. This running list of callbacks to be made is refreshed at the beginning of each week, at which point the previous week's vessels will no longer be available to call. If a call attempt is made from the callbacks list but the survey is not completed, then the vessel information will re-populate in the 'Call List'. If the VR is reached and the survey is completed, then the vessel will be removed from the callbacks list and will not reappear in the 'Call List'.

**Vessel Directory Updates:** During calls with VR's, Interviewers will sometimes be informed of changes to a vessel's status and/or contact information. These changes should be noted in the 'Vessel Update Information' comment box on the Introduction page of the FHTS Questionnaire. Changes logged in the 'Vessel Update Information' will then populate the 'Vessel Directory Updates ~ Pending' list on the FHTS Selection page and in the 'Vessel Directory Updates' tool.

**Interviewers and state coordinators should note that there is no database link between the FHTS CATI and MRIP's online Vessel Directory and that all change requests in the Vessel Directory updates list must be made manually.** After the vessel information has been edited in the online Vessel Directory, the change requests can be removed from the list by checking the complete box next to the record and clicking the 'Mark Selected As Complete' button.

While updating the vessel directory shall be a continuous process, in order for updated vessel information to be reflected in the next Wave's sample frame, the vessel information must be changed in MRIP's online Vessel Directory by the 14<sup>th</sup> of the month prior to the start of a new Wave (e.g., Vessel Directory updates for Wave 2 should be completed by February 14<sup>th</sup>). This means that there will be an approximately 2 week period at the end of each Wave where Vessel Directory updates will not be reflected in the following Wave's sample frame (these changes will be reflected in all Waves thereafter). If an Interviewer logs a Vessel Directory update in the FHTS CATI during this time period, the appropriate change to the online Vessel Directory should still be made as soon as possible. The Interviewer should also enter a vessel comment in the Vessel Notes/Comments section of the FHTS questionnaire. These notes will be linked to the vessel inside of the CATI system and will be visible in the 'Notes' column of the Call List whenever the vessel is selected for dialing in the future. This function of the CATI will be particularly useful if a VR informs the Interviewer of a major change in the vessel's status that would exclude the VR from receiving calls in the next Wave. For example, if an Interviewer is informed that a VR is deceased (a disposition which could preclude the vessel from future calls) after the deadline for Vessel Directory updates has passed, a Vessel Note could be referenced to prevent calls from being made to the VR's spouse/family if the vessel is included in the sample frame for the following Wave.

## **FHTS Questionnaire: Item-by-Item Instruction**

### **Introduction Page**

**ITEM: Valid Vessel Representative** – The introduction auto-fills with the user name and organization and the name of the VR (typically the captain). If the person contacted identifies themselves as the captain, vessel owner, or designated VR, then the 'Yes' response should be selected and the Interviewer can proceed to the next question. If the person contacted is not a valid VR, then the Interviewer must ask additional questions to determine if the vessel is no longer operating or if it is now operated by someone else. If there has been a change in owner(s) and/or operator(s), then the Interviewer should attempt to obtain the name and telephone number of the new contact.

▼ Are you still the captain, owner or designated representative of the ROCK & ROLL?

Yes

No

**Note:** When either option is selected, the Contact Information and Vessel Directory Update sections of the screen are minimized to save space for the survey questions. The minimized areas can be accessed again by clicking the triangle in the top left of the section. Similarly, when a response to a question is recorded the system will automatically skip to the next appropriate question and will minimize the response to the previous question. The response for any minimized question can be revealed by clicking the triangle next to the question.

**ITEM: Fishing Activity** – Once the contacted person has been identified as a valid VR, the Interviewer should ask if the respondent is capable of reporting on all of the vessel’s activity during the prior week. If the respondent cannot provide information on all of the vessel’s activity, then the Interviewer should ask if there is another contact who could report on the full activity of the vessel during the prior week. If other vessel representatives are identified and their information is required then the Interviewer should log a callback and attempt to contact them for interviews after the current interview is completed.

▼ Can you provide information on the activity of the ROCK & ROLL during the last week (Monday through Sunday)?

Yes

No

**ITEM: Privacy Act Statement** – After a response is given to the Fishing Activity question, the Interviewer must read the Privacy Act statement in the blue box.

The ROCK & ROLL has been selected at random from a directory of charter and headboats to be included in this week’s survey of trips. This data will remain confidential, and this survey is being conducted in accordance with the Privacy Act of 1974, therefore your participation is voluntary.

(Continue with interview).

**ITEM: Active Port** – This question asks the VR if the current port listed as the active site for the subject vessel in the Vessel Directory is correct for the current month. If yes is selected the CATI will take the user to the next question. If the response is no, a pop-up will appear and allow the Interviewer to enter in a new active port. This will create a Vessel Directory Update in the ATA and the CATI will continue to the next question after the Log Vessel Port button is selected.

▼ This month, is the primary site where you dock or launch this vessel still located at ?

Yes

No

**ITEM: Number of Saltwater Fishing Trips** – This question asks the respondent to report the number of saltwater fishing trips targeting finfish that were taken during the previous week. This count should include both “for-hire” (paying passengers) and “private” (non-paying passengers) fishing trips. The response to this question will limit the responses of the following questions regarding the number of trips taken with paying customers and the number of trips that consisted of more than one day of fishing. Trips targeting non-fish (e.g., squid, lobster, crabs) should not be included in this count.

▼ During the last week (Monday through Sunday), how many saltwater fishing trips targeting finfish did the ROCK & ROLL take?

- 5 -

**ITEM: Number of Non-fishing Trips** – This question asks the respondent to report the number of additional non-fishing trips made during the previous week. This count should include trips taken for fuel, bait or other recreational activities (e.g. eco-tours). The response to this question will limit the response of the following question regarding the days of the week that the non-fishing trips occurred.

▼ During the last week (Monday through Sunday) how many additional non-fishing trips did your boat make? Please include any trips taken for fuel, bait or other recreational activities.

- 5 -

**ITEM: Days of Trips** – If the vessel representative had additional non-fishing trips (i.e., trips taken for fuel, bait, or other recreational activities) during the sampling week, record the days of the week that those trips occurred. In order to progress to the next question, the confirm (check) box must be clicked.

▼ On what day(s) did these additional non-fishing boat trips occur?

01-Nov-2020 - Sunday

31-Oct-2020 - Saturday

30-Oct-2020 - Friday

29-Oct-2020 - Thursday

28-Oct-2020 - Wednesday

27-Oct-2020 - Tuesday

26-Oct-2020 - Monday

Record what days the vessel had fishing trips (with and without paying passengers) during the previous week. The response to this question determines the rows in the table for the next question. The day selected only records the days on which the vessel returned from saltwater fishing trips not the number of trips on each day. **Note:** If more days are selected than trips taken, an error will prompt the Interviewer to change the response.

On what days did each of the saltwater fishing trips taken by the ROCK & ROLL occur? (Multiday Trips: Record date the trip ended)

01-Nov-2020 - Sunday  
 31-Oct-2020 - Saturday  
 30-Oct-2020 - Friday  
 29-Oct-2020 - Thursday  
 28-Oct-2020 - Wednesday  
 27-Oct-2020 - Tuesday  
 26-Oct-2020 - Monday

**ITEM: Separate Fishing Trips Each Day** – The days selected in the previous questions create a table to enter the number of fishing and non-fishing trips taken each day. Enter the number of trips by double-clicking the first box under ‘# Fishing Trips’ and/or ‘# Non-Fishing Trips’ and either (1) selecting the appropriate number from the drop-down menu or (2) entering the number on the keyboard. After entering trips on the first day, the user can hit Enter on their keyboard to go to the next box. This can help speed up data entry. After the appropriate responses have been entered select ‘Save # Trips/Day’ (check) box to save.

How many separate fishing trips did you take on each day?

Day	# Fishing Trips	# Non-Fishing Trips
31-Oct-2020 - Saturday		
30-Oct-2020 - Friday		
27-Oct-2020 - Tuesday		

Save # Trips/Day

After the ‘Save # Trips/Day’ (check) box is clicked, the below text appears for the Interviewer to read. Stating the total number of non-fishing and fishing trips to the VR allows the VR to confirm the number(s) of trips before moving onto the Logsheet page. This helps prevent potential data loss and VR frustration by minimizing the need for corrections while entering trip information in the logsheet. The process for changing the numbers of fishing trips once in the logsheet are described below in the ‘Modifying Trips/Rows’ section. After the text is read, select the Next button to move to the FHTS Logsheet page.

**You reported X total non-fishing trip(s) and X total fishing trip(s).**

**Now that we have information on the total number of trips taken, we would like to obtain specific information about each of these trips. You reported {number} total trip(s).**

### FHTS Logsheet Page

The CATI FHTS Logsheet page is designed to replicate the FHTS logsheet to help with ease of entry if entering a logsheet into the system, but also creates flexibility for the user. Questions can either be asked across each row or down each column.



When hovering over or clicking on any box within the table the question for that box appears above the table in the blue Questions location. As the user changes which box is selected the question will change as appropriate. Note: The headers for each column are designed to easily inform the user of the next question – but the question still needs to be asked as written.

Some questions may be auto-filled based on responses to previous questions or information in the Vessel Directory. **Please note that all questions must be asked, even if auto-filled, to verify that the information is correct.**

**Using Mouse and Keyboard:** Within the table users can navigate to each cell by mouse or keyboard. If using the mouse only, users can click a column then select the appropriate response from the drop-down. If using the keyboard users can hit Tab (move selected cell right), Enter (down), Shift+Tab (left), and Shift+Enter (up) – and enter responses using the keyboard.

**Modifying Trips/Rows:** Rather than press Back (either in the CATI or in the internet browser) to change responses in the previous page, users can remove trips directly in the table. Select the button containing 3 parallel lines to the left of 'For-Hire?' to delete an existing row. Deleting a row will remove the existing fishing trip in the row that is selected. Currently, the logsheet page does not contain an option to add additional fishing trips by adding rows to the table. If the captain has additional fishing trips that were not recorded on the Introduction page of the questionnaire, then the user will have to navigate back to the Introduction page, which will remove all information currently entered in the logsheet. Previous responses on the Introduction page will be saved but the user will be required to navigate through each of the questions again before proceeding to the Logsheet page. Before navigating back to the Introduction page to add additional fishing trips, it is strongly recommended that the interviewer save a copy of the logsheet if the logsheet is complete or mostly complete in order to facilitate the re-entry of data. Using the screen capture function on a laptop or desktop to save an image of the logsheet in the browser window is likely the easiest method for saving this information.

**Users should make changes to the table here rather than go back to Introduction page to enter new responses as much as possible. However, in some cases (such as adding trips) moving back to the Introduction page of the survey cannot be avoided and interviewers should be prepared to facilitate the re-entry of data with the VR.**

#### **ITEM: Trip Specifics Questions**

- **For Hire?** – Was this trip with paying customers?
- **Days Fished** – How many days of fishing occurred on this trip?
- **Trip Day** – The day of the week of this trip, determined from previous responses
- **Total Anglers** – We are only interested in collecting information about passengers who actively fished by having a line in the water. Excluding captain and crew, how many people actively fished during the trip?

Trip Specifics			
For Hire?	Days Fished	Trip Day	Total Anglers
Yes	1	Friday	

For Hire, Days Fished, and Trip Day will be pre-filled from the responses on the Introduction Page. However, these answers can be changed in this table if need be. Users should change responses here rather than go back to the previous page. **Note: If the user attempts to go back to the previous page all information entered into this table will be lost.** For multi-day trips, the number of days fished will depend on the length of the trip and should be a value greater than one. The day of the week entered for Trip Day should represent the day when the vessel returned from the trip. Record Total Anglers either by (1) selecting the appropriate number from the drop-down menu or (2) entering the number on the keyboard.

#### **ITEM: Site Trip Returned Questions**

- **Trip St** – To what state did your boat return from this trip?
- **Trip Cnty** – To what county did this trip return? (See FIPS counties and county codes in Intercept Survey Training Manual)
- **Trip Site** – Did this trip return to a marina, dock, or launch ramp to which the public normally has access? If so, to what particular marina, dock, or launch ramp did this trip return? (Record MRIP 4-digit site code)

Site Trip Returned		
Trip St	Trip Cnty	Trip Site
NORTH CAROLINA		

The 'Trip St' column for the location of the trip will be auto-filled to the vessel's home state. The user must ask the vessel representative to what county and site did the vessel return for each trip. If the trip returned to a site other than the vessel's home port the user can change the State, County and/or Site as appropriate from the drop-down. Note: Only counties within the selected state and sites within the selected county will be options in the drop-down. If the desired county/site isn't listed make sure the correct state/county has been selected.

#### **ITEM: Effort Questions**

- **Trip Start Time** – At what time (to the nearest half hour) did your boat leave the dock for that trip?
- **Trip End Time** – At what time (to the nearest half hour) did your boat return from that trip?

- **Hours Fished** – To the nearest half-hour, how much time was spent actively fishing with gear in the water? (Record vessel fishing hours.)
- **Method 1** – What fishing method or methods (read all options) were used on that trip? (Record first two methods mentioned)
- **Method 2** – What fishing method or methods (read all options) were used on that trip? (Record first two methods mentioned)
- **Fishing Area** – Was most of your fishing effort on that trip in the ocean, a sound, a river, or a bay?
- **Fishing Area 2** – (Question dependent on state and response to Fishing Area)
- **Dist from Shore** – Was most of your fishing less than or greater than three miles from shore?

Effort							
Trip Start Time	Trip End Time	Hours Fished	Method 1	Method 2	Fishing Area	Fishing Area 2	Dist from Shore

Responses to each question under the Effort section should be recorded by selecting the appropriate option from the drop down. Questions in this section should always be asked left to right because responses to previous questions can effect what is in the drop-down and/or validation for the current question.

For both Trip Start Time and Trip End Time the Interviewer will ask the respondent at what time (to the nearest half hour) did the boat leave from and return to the dock for that trip. The Trip End Time must be later than the Trip Start Time if the trip occurred during 1 day of fishing.

To the nearest half-hour select the appropriate response for Hours Fished from the drop-down menu. Hours Fished cannot be larger than the difference between Trip Start Time and Trip End Time, unless the vessel had more than 1 day of fishing. If the vessel had more than one day of fishing (i.e., Days Fished is >1) the number Hours Fished drop-down menu will allow the Interviewer to enter up to 100 hours for a multi-day fishing trip.

When asking the respondent what fishing methods were used on the trip, the Interviewer should read all options available in the drop-down menu and record the first two fishing methods given by the VR. Note: Method 1 must be entered before the user can enter Method 2. Method 2 can be left blank if only one method was used.

The option selected in Fishing Area determines what options are available in the Dist (Distance) from Shore drop-down menu. If Ocean is selected in Fishing Area, Dist from Shore will give the options for greater than 3 or 3 miles or less from shore. If any other option is selected in Fishing Area, Dist from Shore will only display Not Applicable. Depending on the state and response to Fishing Area, the user may be asked an additional question in Fishing Area 2 to determine if the vessel was fishing in a specific area within that state (e.g., Albemarle/Pamlico Estuary if entering 'Sound' for a fishing trip in North Carolina. If no additional question is necessary, Fishing Area 2 will display 'N/A'.

**ITEM: Fishing Target Questions**

- **Target Species 1** – What species were targeted on that trip? That is, when you left the dock, what species were you planning on fishing for?
- **Target Species 2** – What species were targeted on that trip? That is, when you left the dock, what species were you planning on fishing for? (to be answered if more than one target species given by the respondent)

Fishing Target	
Target Species 1	Target Species 2

The final questions of the trip portion of the survey ask for the Target Species. When entering a target species simply start typing the name of the fish or group of fish in the box. A list of species with similar names will appear and the user can select the appropriate option (below).

Note: The names for species or groups of species can be found in the MRIP coding manual.

**Follow Up Page**

The final page of the questionnaire contains 3 follow-up questions for the vessel representative. When a response to a question is selected the next question will become visible. Select the appropriate response to each question and read the Closing Statement. The response to their preferred time to call will be displayed in the Call List for future weeks under Best Time to Call.

▼ Did you receive notification from us that we would contact you for this interview?

undefined

Yes  
 No  
 Don't Know

▼ Did you choose to use the optional form included in the mailing to record data for the ROCK & ROLL?

Yes  
 No  
 Don't Know

▼ In case the ROCK & ROLL is ever selected again for this survey, at what time do you prefer to be called?

No Pref ↕

▼ Closing

Those are all the questions I have for you. Thank you for your time and cooperation. Have a good day/evening. Goodbye.

Under the final question and Closing Statement there is an area to record Notes/Comments for the Vessel. This is the same field as the Notes/Comments section on the Introduction page of the questionnaire. If the Interviewer has any notes regarding the vessel or vessel representative they would like to be visible for future calls, record them here.

Vessel Notes/Comments

Notes / Comments for this Vessel

-- enter vessel notes/comments information here --

Select the Finish button on the bottom right corner of the screen to complete the interview. This will save all responses directly to the ACCSP database and bring the user back to the FHTS Selection screen in the ATA.

### Potential Problems

Situations that require delicate handling include interviews with many trips, issues preventing access to the CATI, refusal conversion, and respondents with questions or concerns about the survey. To avoid testing the VR's patience, or even losing an interview, it is important for the Interviewer to react appropriately in these situations.

### Interviews with many trips

When there are multiple similar trips to report, respondent fatigue can be a concern on the FHTS and LPTS Add-on. The CATI is designed so Interviewers can quickly record responses

to the survey questions. Some Vessel Representatives (usually those reporting 5 or more trips), however, may want to give information faster than can be recorded in the CATI. It is important in these instances to ask for patience from the vessel representative while trip information is entered in the Logsheet page. If the VR absolutely cannot stay on the phone, then the Interviewer should attempt to schedule a callback time to complete the survey.

### **No Access to the CATI system**

Situations may arise that prevent the Interviewer from having the CATI system open while completing calls for the FHTS and LPTS Add-on (e.g., Interviewer receives a callback from a captain while they are away from their computer). When these situations arise the Interviewer should attempt to schedule a callback with the VR for a time when they have access to the CATI system. Only in the case of an emergency (e.g., long-term power outage) should a paper logsheet be used to record survey data in place of the CATI system. Interviewers that utilize a logsheet must take great care with this procedure. At the end of any call when the Interviewer utilizes a paper logsheet, the Interviewer should ask if it will be acceptable to call back if they have any other questions. Callbacks are not a preferred method, and should not be used frequently, but are allowed when necessary.

### **Refusal Conversion**

Another important aspect of interviewing procedures is overcoming respondent resistance and discouraging refusals. If the person who answers the phone hangs up before the Interviewer can explain the purpose of the call, the Interviewer should call again. If the person hangs up twice, the Interviewer will not call again and the call will be recorded as a 'Hard Refusal'.

Interviewers should be courteous and professional to all respondents, even if they are hostile. If the VR does not want to complete the interview at that time, then the Interviewer should log the call as a 'Soft Refusal'. The 'Soft Refusal' gives the interviewer the option to schedule a better time to call back to complete the interview or to mark the vessel as 'Unavailable for the Dialing Week' if there is no time the captain can be contacted later in the week. If a VR refuses the survey, or is verbally abusive/speaks to the Interviewer inappropriately, the Interviewer should first attempt to explain the purpose of the call. The Interviewer should explain the impact of data collection on resource management (e.g., NOAA Fisheries will receive high quality data as a result of compliance with the survey) and HMS reporting requirements (e.g., If the vessel has an HMS permit, then the survey is an important step toward fulfilling HMS reporting requirements.) to the respondent in an attempt to prevent a refusal. If possible, the Interviewer should complete the interview. However, if the VR continues to refuse, the Interviewer should code the interview as a 'Hard Refusal'. If provided, the reason why the VR refuses to participate in the survey should be recorded.

### **Frequently Asked Questions/Comments**

#### **1. Who is conducting the survey?**

'The For-Hire Survey is being conducted by the state of [INTERVIEWING STATE] and the ASMFC on behalf of the National Marine Fisheries Service.'

#### **2. What is the Atlantic States Marine Fisheries Commission?**

'The Atlantic States Marine Fisheries Commission is a cooperative state-federal commission of the Atlantic United States and the District of Columbia.'

#### **3. What is the purpose of the For-Hire Survey?**

'The purpose of the For-Hire Survey (FHS) is to collect information about recreational fishing effort for the for-hire fleet (charter and headboats). This information is used to estimate fishing effort (angler trips) on for-hire vessels.'

**4. How does the survey work?**

'Using a coast-wide vessel directory, for-hire vessels will be sampled weekly to report trip-level information for the previous week's fishing activity. This information may also be validated dockside. Catch information will be collected through a dockside/at-sea intercept survey. Both the phone survey data and the intercept data will then be statistically combined to generate total for-hire catch.'

**5. How did you get my phone number (or how was I selected for this study)?**

'Your vessel was randomly selected through a statistical, scientific process from a for-hire vessel directory maintained by NOAA Fisheries.'

**6. Do I have to participate?**

'If you decide not to report, we will not have data for your boat, and will be relying on the data reported by other captains to represent your effort. By not reporting, you accept the quality of data reported by others. All for-hire captains have a vested interest in participating in this very important survey by submitting accurate, complete and timely data.' If the vessel has a current HMS permit and it's a current LPTS Add-on sampling week, then 'Yes, participation is an important part of HMS reporting requirements.'

**7. Is this information confidential?**

'Yes, all surveys conducted by the federal government are regulated by the Privacy Act of 1974. Under the Privacy Act, you remain anonymous, the responses to the questions are completely voluntary, and there is no penalty for refusal to answer any or all of the questions. All of the data are treated as confidential. However, for HMS-permitted vessels there may be a penalty for survey non-response; participation in this survey is an important part of HMS reporting requirements.'

**8. How long will this take?**

'We use a computer assisted telephone interviewing system to record the information and our surveyors are polite but efficient, so the call should not take much of your time. We recognize that your time is valuable and appreciate your participation.'

**9. I'm busy right now. Can I complete the survey some other way or some other time?**

'Yes, I can schedule a more convenient date and time for an Interviewer to call you back.'

**10. If I complete a VTR why do I have to respond to this survey?**

'The VTR logbooks do not collect all the information asked for in the FHS. VTR logbooks are required to meet the reporting obligation of your groundfish permit, but not all for-hire vessels have those permits so we need to conduct an independent survey to accurately represent ALL for-hire fishing effort on the Atlantic Coast. VTR reports provide individual vessel historical fishing records for the permitted boats, but the FHS is intended to estimate total fishing effort by charter boats and head boats, so we would like participation by all for-hire boats in the state.'

**11. Why am I being called again? Why am I being called so many times throughout the year? I have already responded to the survey.**

'A random draw process is used to determine which for-hire vessels are selected to be contacted through the FHTS on a weekly basis. Each weekly sample is independent. For-hire vessels that are eligible to be contacted through the FHTS to report fishing activity may be contacted one or more times throughout the year while the survey is active. Because each weekly sample is independent, if a vessel is picked for Week 1 that does not mean it can't be picked for Week 2 (the selections are random).'

**12. If you don't use the catch data I provide on the VTR form, how do you collect catch data?**

'Catch data (catch per trip) are collected by field staff during dockside or at-sea interviews with for-hire anglers through the Access-Point Angler Intercept Survey or APAIS.'

**13. I'm asked to provide target species for the FHS. How is this used to estimate catch?**

'Targeted species information is NOT used to estimate catch. This information is used to provide some general characteristics about for-hire fishing activity. For example, what percentage of for-hire trips targeted striped bass?'

**14. How do I know this study is legitimate? Where do I get more information?**

'You may contact my supervisor at [state coordinator Phone Number/Email] to verify the legitimacy of the study or to obtain additional information. You may also visit the NOAA Fisheries website at <https://countmyfish.noaa.gov> or the ACCSP website at [www.accsp.org/what-we-do/recreational-fisheries](http://www.accsp.org/what-we-do/recreational-fisheries).'

**15. My number is on the do-not-call list. Why are you calling me?**

'This is a government survey so the rules of the do-not-call list do not apply.'



## 4. LPTS ADD-ON DATA COLLECTION

### HMS-permitted Charter and Headboat Vessels

The Charter/Headboat Category (CH) Highly Migratory Species (HMS) permit authorizes charter and headboat vessels to take for-hire passengers to recreationally fish for and/or retain Atlantic LPS species with hand gears. Vessels holding a CH HMS permit must have a captain licensed by the U.S. Coast Guard onboard during all LPS fishing activities and the vessel must comply with U.S. Coast Guard safety gear regulations. HMS permitted charter and headboat vessels are allowed to commercially sell some landings of tunas, swordfish, and sharks if the permit includes a commercial sale endorsement, but cannot fish commercially and for recreational purposes on the same day.

The LPTS Add-on will be conducted in the Northeast Region (Maine through Virginia) from late May (survey week that includes June 1) through October (survey week that includes October 30). During the sample period for the LPTS Add-on, all HMS-permitted vessels that are selected for calling are required to participate in the survey as part of their reporting requirements for the HMS permit.

### Contacting the Vessel Representative

The addition of the LPTS Add-on questions to the standard FHTS questionnaire will not affect the dialing procedures used for conduct of the FHTS. Interviewers should remain consistent in their approach to contacting VRs during the LPTS sampling period. An important distinction to make clear when speaking to VRs from HMS and non-HMS permitted vessels is in their reporting obligation for the FHTS and LPTS Add-on. The FHTS with LPTS Add-on is mandatory for all vessels holding a CH HMS permit. If the vessel does not hold a CH HMS permit, the survey is not mandatory.

Only for-hire vessels listed as having an HMS permit will be asked the initial HMS permit screening question.

### Screening Introduction

Screening for the LPTS Add-on includes the FHTS vessel representative and fishing activity questions with an additional question asking whether the VR holds a current HMS permit.

If the VR did not target LPS species, then the survey will only consist of the FHTS portion of the logsheet. If the VR holds an HMS permit and has taken trips targeting LPS species, the Interviewer will conduct both the FHTS and LPTS Add-on components of the survey.

### Privacy Act Statement

The privacy act statement described previously for the FHTS questionnaire informs the VR of the vessel selection process and affirms that the VR's participation in the FHTS is voluntary. During conduct of the LPTS Add-on (May to October) in the relevant states (Maine to Virginia), a different privacy act statement must be read to all VRs representing vessels that hold current HMS permits following the HMS permit screening question described below. This statement addresses the reporting requirements of current HMS permit holders and reaffirms the statement of confidentiality:

If the {VESSEL} holds a current HMS permit, the data collection for this survey is part of the HMS permit reporting requirements. Questions related to HMS fishing trips are conducted under the authority of the Atlantic Tunas Convention Act. Your answers will be treated as confidential, and data from this survey may only be released in accordance with the Privacy Act of 1974.

### **Vessel Representative Interview: General Instructions**

Interviewers should apply the same general instructions outlined for conduct of the FHTS when conducting the LPTS Add-on. Please refer to the 'Vessel Representative Interview: General Instructions' section under FHTS Data Collection (see p.13).

### **Vessel Representative Interview: Key Items**

Similar to the FHTS portion of the questionnaire, nearly all responses for the LPTS Add-on are required. Questions that contain drop-down menu responses of 'Don't Know' (abbreviated as 'DK') or 'Refused' are not considered required and the interview can still be completed when one of these options is selected. These questions include the 'HMS permit category' question on the Introduction page of the questionnaire and the tournament, fishing grounds, miles from shore, depth, water temperature, and Bluefin tuna size class questions on the LPTS Logsheet page. In the case of the miles from shore and depth questions where the Interviewer must input numbers/characters (i.e., no drop-down list of options), a response of 'Don't Know' or 'Refused' must be coded as 'DK' or 'RF', respectively. These coding conventions will be available in the blue Questions location above the logsheet tables when hovering over or clicking in the response box for these questions.

### **Vessel Representative Interview: CATI System**

The LPTS Add-on is conducted as part of the FHTS. The FHTS CATI integrates the LPTS Add-on as part of the standard FHTS questionnaire during LPTS conduct. Consequently, the questions for the LPTS Add-on will only be visible for states conducting the LPTS Add-on (Maine to Virginia) and only during the LPTS sampling period.

The CATI functionality of the 'Mail Merge' page differs during the LPTS sampling period for states conducting the LPTS Add-on. During the LPTS sampling period, the 'FHTS/LPTS Logsheet' button that appears at the top right of the Mail Merge page should be used to generate all logsheets (i.e., logsheets for HMS-permitted vessels and vessels without HMS permits) for a given sample week. The standard 'FHTS Logsheets' button should not be used during the LPTS sampling period. There is no change in functionality for the 'FHTS Letters' button during the LPTS sampling period and this button should always be used to generate the advance notification letters. The CATI functionality in terms of the FHTS Selection page, 'Vessel Directory Updates', 'Completed Surveys', and 'Validations' tools is otherwise the same for both the FHTS and LPTS Add-on.

### **LPTS Add-on Questionnaire: Item-by-Item Instruction**

#### **Introduction Page**

**ITEM: HMS Permit** – After the Interviewer has established that they are speaking with a valid VR who is capable of reporting the past week's fishing activity with the FHTS screening questions, the HMS permit question will appear if the vessel is being sampled during the LPTS Add-on timeframe (May – October). This question asks if the selected vessel holds a current HMS permit. All vessels listed as having an HMS permit in the appropriate

states/months (see *HMS-permitted Charter and Headboat Vessels* on p.29) are asked this initial screening question. If the VR responds 'Yes' to this question, additional questions related to the HMS permit will appear.

Does the ROCK & ROLL hold a current HMS permit?

Yes

No

Don't Know

**ITEM: HMS Permit Category** – Once the VR confirms that the vessel holds a current HMS permit, the Interviewer will ask for the HMS permit category. If the VR does not know their HMS permit category, the Interviewer should read the options from the drop-down list in order to elicit the correct response. If the VR still cannot determine their permit category, the 'Don't Know/Refused' response should be selected. This response will allow the Interviewer to continue with the questionnaire to the final HMS permit question.

What category is your NMFS HMS permit?

- Select -

**ITEM: Fish or Sharks Sold** – This question asks the respondent if the vessel operator ever sells landed fish or sharks. This question requires a simple 'Yes' or 'No' response and does not lead to additional questions pertaining to landings.

Do you ever sell fish or sharks caught from ROCK & ROLL?

Yes

No

**ITEM: Principal port** – This question asks the respondent to confirm that the principal port for the vessel is located in the state listed on the vessel's HMS permit. This question requires a simple 'Yes' or 'No' response.

Our records show your principal port as being located in ME. Is this still accurate?

Yes

No

**ITEM: Active Port** – As in the FHTS questionnaire, the respondent is asked if the current port listed as the active site for the subject vessel in the Vessel Directory is correct for the

current month. If yes is selected the CATI will take the user to the next question. If the response is no, a pop-up will appear and allow the Interviewer to enter in a new active port. This will create a Vessel Directory Update in the ATA and the CATI will continue to the next question after the Log Vessel Port button is selected.

▼ This month, is the primary site where you dock or launch this vessel still located at ?

Yes  
 No

**ITEM: Number of Saltwater Fishing Trips** – A modified version of the ‘Number of Saltwater Fishing Trips’ question is asked of current HMS-permitted vessels. This question still asks the respondent to report the number of saltwater fishing trips targeting finfish for the previous week, with the clarification that ALL trips should be reported, not just those targeting large pelagic species. The count given should include both “for-hire” (paying passengers) and “private” (non-paying passengers) fishing trips. The response to this question will limit the responses of the following questions regarding the number of trips.

▼ During the last week (Monday through Sunday), how many saltwater fishing trips targeting finfish did the ROCK & ROLL take? Please remember to include ALL trips, not just those where you fished for large pelagic species.

- S - ▾

**ITEM: Number of Trips Targeting Large Pelagic Species** – Once the Interviewer determines the total number of saltwater fishing trips taken during the last week, how many were with paying customers, and how many trips consisted of more than one day of fishing, they will ask the VR how many of the total trips targeted large pelagic species (e.g., tunas, sharks, billfish, dolphin, wahoo, amberjack). The response to this question will determine the number of trips rows created in the LPTS Logsheet section of the Logsheet Page. After determining the total number of fishing trips targeting large pelagic species, record the days of the fishing trips and the separate number of trips each day as described in the FHTS questionnaire instructions.

▼ On how many of these trips did you target large pelagic species such as tunas, sharks, billfish, dolphin, wahoo, amberjack or similar offshore species?

- S - ▾

### LPTS Add-on Logsheet Page

The LPTS Add-on logsheet table will appear below the FHTS logsheet when HMS-permitted vessels have taken one or more LPS fishing trips during the sample week. The FHTS logsheet table will contain the total number of saltwater fishing trips taken during the sample week (i.e., both LPS and non-LPS trips). The subset of LPS trips that appear in the LPTS Add-on logsheet are linked to the FHTS logsheet. In order to enter data for LPS trips in the LPTS Add-on logsheet, the ‘LPS Trip’ question in the FHTS logsheet question must be coded ‘Yes’. Thus, all LPS trips require the Interviewer to ask the standard FHTS trip level questions plus the LPTS Add-on questions.

The functionality and navigation of the LPTS Add-on logsheet is the same as the FHTS logsheet. In addition to allowing data entry in LPTS logsheet rows, coding the 'LPS Trip' question as 'Yes' adds an additional 'Crew Fished' question and modifies the functionality of the 'Fishing Target' for the FHTS logsheet.

**ITEM: Crew Fished** – When the 'LPS Trip' question is coded as 'Yes' the '# Crew Fished' question is added to the FHTS logsheet. This question is specific to LPS trips (not asked for the standard FHTS logsheet) and allows the Interviewer to input a number using the drop-down menu. This question is intended to capture the number of crew fishing independently of the passengers. Crew that were assisting passengers with the handling of fishing gear or bringing in catch should not be included in this count.

Trip Specifics					
For Hire?	LPS Trip?	Days Fished	Total Anglers	Trip Day	# Crew Fished
Yes	Yes	1	4	12-Sep-2020 - Saturday	2

**ITEM: Fishing Target** – For LPS trips, the 'Fishing Target' question in the FHTS logsheet will ask the Interviewer to input additional species or size class information into a pop-up box if the vessel was targeting one or more of the following species: Bluefin Tuna, Tuna Genus, Billfish Family, and Unidentified Sharks.

**What Type of Tuna were you fishing for?**

Other Tuna       Bluefin  
 Bigeye             Yellowfin  
 No Specific Tuna    DK  
 Refused

**What size class of Bluefin Tuna were you fishing for?**

Young School (<27" Curved Fork Length)  
 School (27 - <47" Curved Fork Length)  
 Large School (47 - <59" Curved Fork Length)  
 Small Medium (59 - <73" Curved Fork Length)  
 Large Medium (73 - <81" Curved Fork Length)  
 Giant (<81" Curved Fork Length)  
 No Specific Size  
 DK  
 Refused

**ITEM: Tournament Questions**

- **Tournament** – Were you participating in a tournament on that day?
- **Tournament Name** – What was the name of the tournament?

Tournament	
Tournament?	Tournament Name

The tournament section of the logsheet is used to determine if the vessel was fishing as part of a tournament. If the response to the Tournament question is 'Yes' then a search box will open under the Tournament Name field for the Interviewer to input the name of the tournament. If the response is 'No' the Tournament Name field will remain grayed out. If the VR responds with a tournament name that is not included in the searchable options, then the Interviewer should enter and select 'Other (Specify)' and enter the name of the tournament when prompted.

**ITEM: Fishing Specifics Questions**

- **Rod & Reel** – Were you primarily using a rod and reel on this trip?
- **Other Gear** – What type of gear was used primarily on this trip?
- **# Lines** – How many lines were used on this trip? (Record maximum number of lines used)
- **Bait** – What type of bait was used during that trip? (Live, Dead, Artificial, Other)?

Fishing Specifics			
Rod & Reel?	Other Gear	# Lines	Bait

Responses to the questions under the Fishing Specifics section can determine which fields are available in the Fishing Location and Fish Caught sections of the Logsheet and should be answered first. Questions in this section should also be asked left to right because responses to previous questions can affect what is in the drop-down list and/or the CATI's internal error checking within this section.

For 'Rod and Reel?' the Interviewer will ask the respondent if rod and reel was the primary gear used on the trip. If the answer is 'No' the Interviewer will then ask the respondent what type of gear was primarily used on the trip and choose the appropriate response from the 'Other Gear' drop-down menu. If the respondent replies that the primary gear used on the trip was 'Harpoon' then the remaining questions will be grayed out and the trip

information is complete. If the response is 'Other' a pop-up box will open and the Interviewer should input the gear specified by the respondent.

When either Rod and Reel or Handline is the selected gear, the Interviewer will ask the respondent for the number of lines used on the trip and the appropriate bait type. If the VR gives a range for the number of lines used, the Interviewer should record the maximum number of lines that were in the water at any given time. The 'Bait' column allows the interviewer to select from four bait options that appear in a pop-up box including 'Live', 'Dead', and 'Artificial' baits as well as an 'Other' option. Multiple bait options can be selected for fishing trips where multiple bait types were used. If the VR lists a type of bait that is not one of the default options, then the Interviewer should select 'Other' and enter the 'Other' type of bait that was used when prompted.

#### **ITEM: Fishing Location Questions**

- **Fishing Grounds** – What is the name of the fishing grounds on which you did most of your fishing? (use lookup list, categorized by state)
- **Miles** – How many miles (maximum) were the fishing grounds from the nearest shoreline?
- **Depth (ft)** – What was the average ocean depth, in feet, where you were fishing?
- **Water Temp (°F)** – What was the average surface water temperature, in degrees Fahrenheit, where you were fishing?

Fishing Location			
Fishing Grounds	Miles	Depth (ft)	Water Temp (°F)
	-	-	

The Fishing Location questions are used to capture information on the general area where the vessel spent the majority of the trip. The look-up list of Fishing Grounds is categorized by state. Interviewers should familiarize themselves with their states fishing grounds in order to assist VRs in determining their location if they are unsure of fishing ground boundaries. If the VR provides a location that is not available in the look-up list, then the Interviewer should select the 'Other' option. The 'Other' option should also be used if the VR travelled between fishing grounds for the duration of their trip (i.e., did not spend a majority of their time at one location). If the VR is truly unsure of the location where the majority of fishing took place, then the Interviewer should select 'Don't Know'. Finally, if the VR refuses to tell the Interviewer where the majority of their fishing took place, then the Interviewer should record a 'Refused' response.



The 'Miles (from shore)' and 'Depth (ft.)' questions require the Interviewer to input a numeric response given by the respondent. The distance from shore should reflect the maximum number of miles that the vessel traveled from land for the specified trip. The mileage recorded should reflect the distance to the nearest point of land, as opposed to the mileage from the trip site. If the VR provides a range of depths fished, then record the average depth. If the VR cannot provide meaningful estimate for one or both of these questions, then the Interviewer should record DK for Don't Know and/or RF for Refusal (instructions given in question) depending on the VR's response.

For the Water Temperature question the Interviewer will ask the respondent for the average surface water temperature (in degrees Fahrenheit) in the area they were fishing. If the VR cannot provide an exact temperature, the Interviewer should try to obtain a temperature range, and record the midpoint. If the VR did not have a way to measure water temperature or is unsure, the Interviewer should select the 'DK' or 'Don't Know' option from the bottom of the look-up list of temperature values.

**ITEM: Fish Caught** – The final question of the LPTS Add-on logsheet asks whether fish were caught on the trip. If fish were caught on the trip, the Interviewer will select yes from the drop-down menu, which will open a pop-up box containing a separate table for entering information on the numbers and dispositions of each species caught. The questions for each box in this table will appear in the blue Questions location when hovering over or clicking in any box within the table. A row should be added for each species caught by clicking the 'Add Row' button. Before adding each row the 'Save Fish Caught' button should be clicked to save all previous entries. Once the totals have been entered for each species caught, click the green 'Save Fish Caught' once more to save the entries and the 'Cancel/Close' button to close the Fish Caught table. After the Fish Caught table is closed the LPTS Add-on logsheet will be complete.

**Questions**

Species Caught is always required.  
 Number Kept, Number Released Live and Number Released Dead are required for Large Pelagic species only. For other species, those columns are N/A.

Use the +Add Fish Caught Row button to add a row.  
 You must Save Fish Caught before adding additional rows.

+ Add Fish Caught Row
✔ Save Fish Caught

	Species Caught	BFT Size	# Kept	# Rel Live	# Rel Dead
☰			0	0	0

✕ Cancel/Close

Note: The number kept, number released live, and number released dead columns are required for Large Pelagic species only. For other species, the number of kept, released



alive, and released dead columns fill as N/A. The Bluefin Tuna (BFT) size column is only required for catches of Bluefin tuna. When Bluefin tuna has been entered as the Species Caught, the BFT Size column will provide a drop-down list containing the size classes. If multiple size classes of Bluefin tuna were caught, each size class (and the number of fish kept, released alive, and released dead of that size class) should be entered as a separate row in the Fish Caught table.

### **Follow-up Page**

There are no additional questions specific to the LPTS Add-on in the Follow-Up Page of the FHTS questionnaire. The Interviewer can complete the interview after asking the VR the three follow-up questions and reading the closing statement (described in the FHTS Questionnaire) by selecting the 'Finish' button on the bottom right corner of the screen. Any final notes concerning the vessel's HMS permit or fishing activity for large pelagic species can be recorded in the Vessel Notes/Comments box on this page.

### **Potential Problems**

Most problem situations the Interviewer will encounter in the FHTS also apply to the LPTS Add-on. However, the Interviewer should be prepared to address respondent questions or concerns specific to the LPTS Add-on.

### **Interviews with many trips**

For the LPTS Add-on, Interviewers should follow the same process used to record data when dealing with high numbers of trips for FHTS-only interviews. Interviewers may be more likely to encounter respondent fatigue and/or resistance to questioning when entering data for LPS trips as all of the standard FHTS questions and the additional LPTS questions must be asked for each trip.

While most of the LPTS Add-on questions require a simple response chosen from a drop-down list of options, some questions require the VR to give a more detailed answer. Specifically, a VR response to the 'Fish Caught' question of 'Yes' requires the VR to provide additional information on the number of each LPS species caught that were kept, released alive, or released dead along with size class information for catches of Bluefin tuna. If the VR reports multiple LPS trips with catches of large pelagic species, then the Interviewer should be prepared for a longer data entry process and may choose to inform the VR that the data entry for the FHTS and LPTS Logsheet sections of the questionnaire may take more time than an FHTS-only interview.

Encouraging patience on the part of the VR will be particularly important when transitioning from conduct of the FHTS by itself in April to conduct of both the FHTS and LPTS Add-on in May.

### **Refusals**

Interviewers should follow the procedures outlined for the FHTS when handling and logging refusals to the LPTS Add-on questions. It is especially important to inform VRs for vessels with HMS permits that completing the FHTS and LPTS Add-on questionnaire is part of their HMS reporting requirements. If a VR still refuses to complete the survey after being informed that it is part of their reporting requirements for the HMS permit, then the Interviewer should code the interview as a 'Hard Refusal' and politely end the call.

### **Frequently Asked Questions/Comments**

Many of the frequently asked questions outlined for the FHTS will also apply to the LPTS Add-on and require a similar response when asked. The following list of potential questions will require the Interviewer to distinguish between the FHTS and LPTS.

**1. What is the purpose of the Large Pelagic Survey?**

`The purpose of the Large Pelagic Survey (LPS) is to collect information about fishing effort for large pelagic species such as tunas, billfishes, swordfish, sharks, and other offshore species from vessel operators who hold HMS permits.'

**2. How does the survey work?**

`Because fishing trips targeting highly valued large pelagic species make up a relatively small portion of the total angler fishing trips in the Northeast, the LPS was designed as a specialized survey to focus specifically on the hand gear fishery targeting these species. The LPS is made up of three component surveys, two of which are used to estimate catch and fishing effort:

- A dockside intercept survey used to collect catch information from for-hire vessel operators returning from trips targeting large pelagic fish.
- A telephone survey (LPTS) that collects effort data used to estimate the total number of boat trips taken on which anglers fished with hand gears for large pelagic species.
- The third component survey is a biological survey, which is another dockside intercept survey used to collect biological information from large pelagic fish. The data collected do not contribute to catch estimates, but are used to assess stock age and growth rates and contribute to assessment of stock condition.'

**3. Do I have to participate?**

`As an HMS permit holder, your participation in the LPS is an important part of your mandatory reporting requirements. However, participation in the LPS does not fulfill the catch and landings reporting requirements associated with some highly migratory species such as Bluefin tuna, billfish, and swordfish.'

## 5. QUALITY CONTROL

State coordinators will monitor daily dialing activity and productivity of Interviewers and routinely validate interviews. Completed data is immediately available for review by state coordinators by using the FHTS 'Completed Surveys' page of the ATA. Interview validation will consist of direct observation of Interviewers conducting the survey.

### Interview Validation

All of the interviews completed by each new Interviewer on the first day of work will be tracked to ensure that the Interviewer is following survey procedures correctly and has good interviewing technique. Throughout the remainder of the survey, 10% of each Interviewer's completed surveys will be validated each wave through in-person observation of in-progress interviews.

**Only supervisors will carry out monitoring of interviews.** During monitoring, supervisors should have the capability to visibly observe the data that is being entered while listening to the interview. At no point shall the supervisor interrupt the interview. Following the interview, the supervisor should provide feedback to the Interviewer and give suggestions to help improve interviewing technique. Validation results will be recorded in the FHTS Validations page of the ATA. In the Validations page, supervisors can view all contact attempts and recorded dispositions by survey week. If a call was validated, the supervisor should enter 'Yes' in the 'Verified?' field. If errors in data recording were found during the call, the supervisor should enter 'Yes' in the 'Errors Found?' field and comment on the error(s) found. Note: Staffing constraints and/or office structure may prevent in-person observation of interviews. If in-person observation of interviews is not possible, then supervisors may set up a shared conference line using their phone or other call software in order to remotely listen as interviewers conduct interviews.

### Pre-Validation Procedures

Field Interviewers (FIs) working on the Access Point Angler Intercept Survey (APAIS) will conduct pre-validations of vessel activity for charter and headboats selected for the FHTS. At the beginning of each Wave, state coordinators for the APAIS will issue FIs a list of selected boats which could potentially be validated. FIs will be responsible for visiting access sites for this subset of vessels that were selected for the FHTS and recording whether the vessel is docked or away.

During these dockside site visits, FIs check permanently assigned boat slips to see if the vessel is in or out. They may also visually check for vessels assigned to a permanent location in storage. If the preliminary check determines that a vessel is out, FIs will try to determine what activity the vessel is engaged in such as for-hire fishing, fishing for leisure, checking out the engines, etc. In order to do this, the FI should speak to a reliable source such as a marina operator or booking agent.

For-hire vessels docked at public access marinas, sites in assigned slips, or those assigned to a permanent location in a storage shed that are selected for FHTS must be validated during the week that they are sampled. All sampled vessels that can be validated should be validated at least once during the sample week. Multiple validations per vessel per week are encouraged when the FI's APAIS assignment schedule permits. Ideally, sites are visited at times when the selected vessel will be away from the dock on a for-hire fishing trip (e.g., 8:00AM – 5:00PM).

After receiving the completed FHTS Dockside Validation forms from their FIs, the APAIS state coordinator will enter the validation information into the 'FHS Preval' section of the ATA.

**APPENDIX A: ADVANCE LETTER (NORTH CAROLINA TEMPLATE)**

Week «WEEK»



Vessel Name «VSL\_NAME»  
 Vessel Number «VSL\_NUM»  
 Name «REP\_1ST» «REP\_LST»

«LETTER\_DATE»

«REP\_1ST» «REP\_LST»  
 «REP\_ADD»  
 «REP\_CTY», «REP\_ST» «REP+ZIP»

Dear For-Hire Vessel Owners and Captains:

The For-Hire Survey has been adopted by the state and federal partners of the Atlantic Coast Cooperative Statistics Program (ACCSP) as the official method for collecting recreational catch and effort data from the for-hire (charter and headboat) fleet. Using a coastwide vessel directory, for-hire vessels are sampled weekly to report trip-level information for the previous week's fishing activity. Catch information will be collected through a dockside/at-sea intercept survey. The North Carolina Division of Marine Fisheries began conducting this survey effective November 1, 2005.

You have been selected to report fishing activity of the «VSL\_NAME» vessel for the week of:

«WEEK\_DATE\_START» through «WEEK\_DATE\_END»

Beginning on Monday «CALL\_DATE» we will attempt to contact you to collect this information.

Even *if you did not fish* during the reporting period indicated below it is still important that you participate in the survey. The enclosed logsheet can be used to record your trip information during the specified week of fishing. Instructions have been provided to help you fill in the requested information. At the conclusion of the fishing week, an interviewer will contact you to complete the survey questionnaire. Recording trip information in the logsheet will help facilitate the entry of questionnaire responses during the interview.

If you would like to schedule a time for an interviewer to call you at your convenience or if you have any questions concerning the form or this important survey please call me at (252) 948-3816 or email me at [dallis.tucker@ncdenr.gov](mailto:dallis.tucker@ncdenr.gov). Thank you for your cooperation.

Sincerely,  
 Dallis Tucker  
 North Carolina Division of Marine Fisheries

**Survey Conducted by:**

Contact:  
 Dallis Tucker, Biologist  
 943 Washington Square Mall  
 Washington, NC. 27889  
[dallis.tucker@ncdenr.gov](mailto:dallis.tucker@ncdenr.gov)  
 Office: 252-948-3816

**Jointly with:**

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 Silver Spring, MD. 20910-6233  
[daemian.schreiber@noaa.gov](mailto:daemian.schreiber@noaa.gov)  
 Office: 301-427-8104

**In Conjunction with:**

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[david.molnar@ct.gov](mailto:david.molnar@ct.gov)  
 860-434-6043

Scott Newlin, Delaware Division of Fish & Wildlife  
[scott.newlin@state.de.us](mailto:scott.newlin@state.de.us)  
 302-739-4782

Julie Califf, Georgia DNR Coastal Resources Division  
[kathy.knowlton@dnr.state.ga.us](mailto:kathy.knowlton@dnr.state.ga.us)  
 912-262-3122

Dave Martins, Massachusetts Division of Marine Fisheries  
[dave.martins@state.ma.us](mailto:dave.martins@state.ma.us)  
 508-742-9729

Bruce Joule, Maine Dept of Marine Resources  
[bruce.joule@maine.gov](mailto:bruce.joule@maine.gov)  
 207-633-9500

Connie Lewis, Maryland DNR Fisheries and Boating Services  
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 410-260-8296

Kevin Sullivan, New Hampshire Fish & Game Department  
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Maryellen Gordon, New Jersey Division of Fish & Wildlife  
 Bureau of Marine Fisheries  
[maryellen.gordon@dep.state.nj.us](mailto:maryellen.gordon@dep.state.nj.us)  
 609-748-2020

John Maniscalco, New York State Dept of Environmental  
 Conservation Marine Resources  
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 631-444-0437

John Lake, Rhode Island Division of Fish & Wildlife  
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 401-423-1942

Brad Floyd, South Carolina Dept of Natural Resources Office of  
 Fisheries  
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 843-953-9847

Lewis Gillingham, Virginia Marine Resources Commission  
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 757-508-4768

### APPENDIX B: FHTS LOGSHEET

**FOR-HIRE SURVEY LOGSHEET**

\* Vessel Name: {vsl\_name}      \* Captain: {rep\_1st} {rep\_1st}  
 \* Vessel Number: {vsl\_num}

**TRIP #**

**ORIGIN OF TRIP**

**TRIP SPECIFICS**

**EFFORT**

**FISHING TARGET**

**Please fill in oval to the left if the vessel has a current Highly Migratory Species permit.**

Instructions to fill out the table below are printed on the back of this logsheet.

TRIP #	ORIGIN OF TRIP			EFFORT				FISHING TARGET					
	DATE	DAYS FISHED	TOTAL ANGLERS (no. crew)	STATE	COUNTY	SITE NAME	TRIP START TIME	TRIP END TIME	TOTAL HOURS FISHED	FISHING METHOD (Up to 2)	PRIMARY FISHING AREA	DISTANCE FROM SHORE	TARGET SPECIES (Up to 2)
1													1. 2.
2													1. 2.
3													1. 2.
4													1. 2.
5													1. 2.
6													1. 2.
7													1. 2.
8													1. 2.
9													1. 2.
10													1. 2.
11													1. 2.
12													1. 2.
13													1. 2.
14													1. 2.
15													1. 2.
16													1. 2.

OMB Control No. 0648-0709 Expiration Date: 12/31/2020

## INSTRUCTIONS FOR FILLING IN LOGSHEET

- 1) Please verify your Vessel Name, Vessel Number, and Name on the front of the logsheet.
- 2) Please fill in the oval on the logsheet if the vessel has a current highly migratory species (HMS) permit.
- 3) Please use the following codes to complete the form, you may keep it handy for use during your telephone interview.

<p><b>Trip Specifics:</b></p> <p><b>Date</b> - The date of the trip (month, day).</p> <p><b>Days Fished</b> - The number of days on which fishing occurred during the trip. (This will be "1" unless the trip was a multi-day trip).</p> <p><b>Number of Anglers</b> - The number of people who fished on the trip (excluding captain and crew).</p> <p><b>Origin of Trip:</b></p> <p><b>State</b> - The state to which the fishing trip returned (use two letter abbreviation).</p> <p><b>County</b> - The county to which the fishing trip returned.</p> <p><b>Site Name</b> - of the marina, dock, or launch ramp to which the trip returned. (If private dock, just record "PRIVATE")</p> <p><b>Effort:</b></p> <p><b>Trip Start Time</b> - Time of day vessel departed the dock or ramp for the fishing trip.</p> <p><b>Trip End Time</b> - Time of day vessel arrived back at the dock or ramp.</p> <p><b>Total Hours Fished</b> - The amount of time spent actively fishing with gear in the water to the nearest half hour.</p> <p><b>Fishing Method</b> - The method of fishing on this trip as defined below. Up to two methods can be entered, with the primary method entered first.</p> <p><b>Trotting (T)</b> - Lines fished by pulling through the water while under power.</p> <p><b>Bottom (B)</b> - Lines fished straight down off the side of the boat while typically not under power.</p> <p><b>Casting (C)</b> - Lines fished by using a casting rod and reel.</p> <p><b>Fly fishing (F)</b> - Lines fished by using a fly rod and reel.</p> <p><b>Drifting (D)</b> - Lines fished while boat is passively (not under power) drifting.</p> <p><b>Other (O)</b></p> <p><b>Primary Fishing Area:</b> The primary area of fishing on this trip as:</p> <p><b>Ocean/Gulf (O)</b> - Fishing in coastal or offshore ocean waters, or the Gulf of Maine.</p> <p><b>Sound (S)</b> - Fishing in a semi-enclosed or enclosed embayment named "Sound."</p> <p><b>River (R)</b> - Saltwater fishing in rivers.</p> <p><b>Bay (B)</b> - Fishing in an enclosed bay (e.g. Chesapeake Bay, Narragansett Bay).</p>	<p><b>Distance From Shore</b> - The distance from shore where fishing primarily took place as defined below. Only to be used if Primary Fishing Area = Ocean/Gulf (O).</p> <p>≤ 3 miles - Fishing from shore out to 3 miles.</p> <p>&gt; 3 miles - Fishing greater than 3 miles out from shore.</p> <p><b>Fishing Target</b> - The fish species or species group targeted during the trip. Up to two targets can be entered, with the primary target entered first.</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 33%;"> <p><b>Groundfish:</b></p> <p>COD Atlantic Cod</p> <p>HADD Haddock</p> <p>SHAK Silver Hake / Whiting</p> <p>POLL Pollack</p> <p>HAKI Hake</p> <p><b>Flounders:</b></p> <p>FLBB Blackback/Winter Flounder/Channel</p> <p>FLSOU Southern Flounder</p> <p>FLUKE Summer Flounder/Fluke</p> <p>FLYT Yellowtail Flounder</p> <p>HAL Atlantic Halibut</p> <p><b>Other Finfish – Northern:</b></p> <p>BSS Black Sea Bass</p> <p>PERW White Perch</p> <p>RPG Red Porgy</p> <p>SCUP Scup / Porgy</p> <p>SPOT Spot</p> <p>STB Striped Bass/Rockfish</p> <p>TAU Tautog</p> </td> <td style="vertical-align: top; width: 33%;"> <p><b>Sharks:</b></p> <p>DGSM Smooth Dogfish</p> <p>DOSP Spiny Dogfish</p> <p>SHBL Blue</p> <p>SHMS Shortfin Mako</p> <p>SHSB Sandbar</p> <p>SHTH Thresher</p> <p><b>Other Pelagics:</b></p> <p>BLUE Bluefish</p> <p>BON Bonito</p> <p>MACK Atlantic Mackerel</p> <p>KGM King Mackerel</p> <p>SSM Spanish Mackerel</p> <p>DOL Dolphin/Mahi-Mahi</p> <p>BUM Blue Marlin</p> <p>WHM White Marlin</p> <p>SWO SWORDFISH</p> <p>WAH Walleye</p> <p>AMB Amberjack</p> <p><b>Tunas:</b></p> <p>ALB Albacore</p> <p>BET Bigeye</p> <p>BFT Bluefin</p> <p>BLKFT Blackfin</p> <p>SKJ Skipjack</p> <p>YFT Yellowfin</p> <p><b>OTHER:</b> Whitefish</p> </td> <td style="vertical-align: top; width: 33%;"> <p><b>Other Finfish – Southern:</b></p> <p>BARRA Great Barracuda</p> <p>COBIA Cobia</p> <p>CREV Crevalle Jack</p> <p>CRO Atlantic Croaker</p> <p>DRUMS Black Drum</p> <p>DRUMR Red Drum / Rockfish</p> <p>GRPR Unknown Grouper</p> <p>GRPSN Snowy Grouper</p> <p>LADY Ladyfish</p> <p>SHEEP Sheepshead</p> <p>SNAP Snapper Family</p> <p>SNAPR Red Snapper</p> <p>SNAPV Vermillion Snapper</p> <p>WKSP Spotted Sea Trout</p> <p>WKSQ Weakfish/Squeteague/Gray Sea Trout</p> </td> </tr> </table>	<p><b>Groundfish:</b></p> <p>COD Atlantic Cod</p> <p>HADD Haddock</p> <p>SHAK Silver Hake / Whiting</p> <p>POLL Pollack</p> <p>HAKI Hake</p> <p><b>Flounders:</b></p> <p>FLBB Blackback/Winter Flounder/Channel</p> <p>FLSOU Southern Flounder</p> <p>FLUKE Summer Flounder/Fluke</p> <p>FLYT Yellowtail Flounder</p> <p>HAL Atlantic Halibut</p> <p><b>Other Finfish – Northern:</b></p> <p>BSS Black Sea Bass</p> <p>PERW White Perch</p> <p>RPG Red Porgy</p> <p>SCUP Scup / Porgy</p> <p>SPOT Spot</p> <p>STB Striped Bass/Rockfish</p> <p>TAU Tautog</p>	<p><b>Sharks:</b></p> <p>DGSM Smooth Dogfish</p> <p>DOSP Spiny Dogfish</p> <p>SHBL Blue</p> <p>SHMS Shortfin Mako</p> <p>SHSB Sandbar</p> <p>SHTH Thresher</p> <p><b>Other Pelagics:</b></p> <p>BLUE Bluefish</p> <p>BON Bonito</p> <p>MACK Atlantic Mackerel</p> <p>KGM King Mackerel</p> <p>SSM Spanish Mackerel</p> <p>DOL Dolphin/Mahi-Mahi</p> <p>BUM Blue Marlin</p> <p>WHM White Marlin</p> <p>SWO SWORDFISH</p> <p>WAH Walleye</p> <p>AMB Amberjack</p> <p><b>Tunas:</b></p> <p>ALB Albacore</p> <p>BET Bigeye</p> <p>BFT Bluefin</p> <p>BLKFT Blackfin</p> <p>SKJ Skipjack</p> <p>YFT Yellowfin</p> <p><b>OTHER:</b> Whitefish</p>	<p><b>Other Finfish – Southern:</b></p> <p>BARRA Great Barracuda</p> <p>COBIA Cobia</p> <p>CREV Crevalle Jack</p> <p>CRO Atlantic Croaker</p> <p>DRUMS Black Drum</p> <p>DRUMR Red Drum / Rockfish</p> <p>GRPR Unknown Grouper</p> <p>GRPSN Snowy Grouper</p> <p>LADY Ladyfish</p> <p>SHEEP Sheepshead</p> <p>SNAP Snapper Family</p> <p>SNAPR Red Snapper</p> <p>SNAPV Vermillion Snapper</p> <p>WKSP Spotted Sea Trout</p> <p>WKSQ Weakfish/Squeteague/Gray Sea Trout</p>
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FHTS 2002.01.06





## INSTRUCTIONS FOR FILLING IN LOGSHEET

Please record your Vessel Name, IIMS Permit Number, IIMS Permit Category, IIMS Permit Number, and Principal Port State on the top of the logsheet. Use the following codes to complete this form. You may keep it for use during your telephone interview. Your total trips are the sequential number of the trips taken during your reporting period.

**Total # Trips** - Total number of saltwater fishing trips targeting finfish taken during your two week assignment period.

**Total # Large Pelagic Trips** - Total number of fishing trips in which large pelagic species such as tunas, sharks, billfish, dolphin, walrus, amberjack or similar offshore species were targeted.

**Total # Trips with Paying Passengers** - Number of total trips with paying passengers.

**Trip** - Sequential number of the trip taken during your two week assignment period.

**Trip Specifics:**

**Date** - The date of the trip (month-day).

**Days Fished** - The number of days on which fishing occurred during the trip. (This will be "1" unless a multi-day trip.)

**Number of Anglers** - The number of people who fished on the trip.

**Paying Passengers?** - Was this trip with paying passengers? **Yes (Y)** **No (N)**

**Origin of Trip:**

**State** - The state to which the fishing trip returned. (use two letter abbreviation).

**County** - The county to which the fishing trip returned.

**Site Type** - Marina, dock, or launch ramp to which the trip returned.

**Marina (M)**

**Private Dock (D)**

**Private Ramp (R)**

**Site Name** - The name of the marina, dock, or launch ramp to which the trip returned. (If private dock, just record "PRIVATE")

**Effort:**

**Trip Start Time** - Time of day vessel departed the dock or ramp for the fishing trip.

**Trip End Time** - Time of day vessel arrived back at the dock or ramp.

**Hours Fished** - The amount of time spent actively fishing with gear in the water to the nearest half-hour.

**Fishing Method** - The method of fishing on this trip as defined below. Up to two methods can be entered, with the primary method entered first.

**Trotting (T)** - Lines fished by pulling through the water while under power.

**Bottom (B)** - Lines fished straight down off the side of the boat while typically not under power.

**Chumming (CM)** - Lines fished off the side of the boat while typically not under power, as chum (ground fish) is dropped overboard to attract fish.

**Chumking (CK)** - Lines fished off the side of the boat while typically not under power, as chunks of fish are dropped overboard to attract fish.

**Casting (C)** - Lines fished by using a casting rod and reel.

**Fly fishing (F)** - Lines fished by using a fly rod and reel.

**Drifting (D)** - Lines fished while boat is passively (not under power) drifting.

**Other (O)** - Specify.

**Primary Fishing Area** - The primary area where most of your fishing effort on this trip occurred.

**Ocean/Gulf (O)** - Fishing in coastal or offshore ocean waters, or the Gulf of Maine.

**Sound (S)** - Fishing in a semi-enclosed or enclosed embayment named "Sound."

**River (R)** - Saltwater fishing in rivers.

**Bay (B)** - Fishing in an enclosed bay (e.g. Chesapeake Bay, Narragansett Bay).

**Distance From Shore** - The distance from shore where fishing primarily took place as defined below. (This to be used if Primary Fishing Area Ocean/Gulf (O)).

≤ 3 miles - Fishing from shore out to 3 miles.

> 3 miles - Fishing greater than 3 miles out from shore.

**Fishing Target** - The fish species or species group targeted during the trip. Up to two targets can be entered, with the primary target entered first.

**Groundfish:**

COB Atlantic Cod  
HAD Haddock  
SHAK Silver Hake/Witing  
POLL Rock Hake  
HAK Hake

**Flounders:**

FLBB Black Winter Flounder/Cherne  
FLSO Summer Flounder  
FLUK Flat Sole  
FLYT Yellow Flounder  
HAL Atlantic Halibut

**Other Finfish - Northern:**

BSB Black Sea Bass  
PERW White Perch  
RPG Rock Pony  
SCUP Scup / For Eye  
SPOT Spot  
STB Striped Bass/Rockfish  
TAU Tautog

**Other Finfish - Southern:**

BARRA Cobia  
COBA Cobia  
CREV Creole Jack  
CRO Atlantic Croaker  
DRUMB Drum  
DRUM Rock Drum / Rockfish  
GRPN Green Pompano  
GRSP Snowy Pout  
LADY Ladyfish  
SHEEP Sheepshead  
SNAP Snapper Family  
SNAP Rock Snapper  
SNAP Vermilion Snapper  
WASP Atlantic Sea Trout  
WASQ Weever/Squarejaw/Gray Sea Trout

**Pelagics:**

BLU Bluefish  
BON Bonito  
MACK Atlantic Mackerel  
KGM King Mackerel  
SSM Spanish Mackerel  
DOL Dolphin  
BUM Blue Marlin  
WHM White Marlin  
SNO Snout Dogfish  
BUE Bonito  
MACK Atlantic Mackerel  
KGM King Mackerel  
SSM Spanish Mackerel  
DOL Dolphin  
BUM Blue Marlin  
WHM White Marlin  
SNO Snout Dogfish  
BUE Bonito  
MACK Atlantic Mackerel  
KGM King Mackerel  
SSM Spanish Mackerel  
DOL Dolphin  
BUM Blue Marlin  
WHM White Marlin

**Tunas:**

ALB Albacore  
BET Bigeye  
BFT Blackfin  
BLKF Blackfin  
SKJ Skipjack  
YFT Yellowfin

**OTHER:**

Wrie-1  
Wrie-2  
Wrie-3  
Wrie-4  
Wrie-5  
Wrie-6  
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Wrie-99  
Wrie-100

**Gear** - Types of fishing gear used for fishing on trip (include all used but list primary gear first).

**Rot/Reel (R)** - Fishing with rod and reel.

**Handline (HD)** - Fishing with handline.

**Bait Type** - Types of bait used for fishing on trip (include all used but list primary bait type first).

**Live (L)** - Live bait

**Artificial (A)** - Artificial lures

**Other (O)** - Other types of bait

**Fishing Grounds/Location** - Enter the name of the fishing grounds or the latitude/longitude coordinates to the nearest five (5) minutes.

**Number of Lines** - Number of lines fished.

**Hours Fished** - Amount of time spent actively fishing with gear in the water to the nearest 1/2 hour.

**Water Depth** - Average water depth of the area fished in feet, if known.

**Water Temp.** - Estimated surface water temperature, if known.

**Tournament** - If applicable, the name of the tournament in which the fishing trip was entered.

**Detailed Information on Catches of Selected Species** - The number of fish:

**Kept (K)** - Fish that were caught and landed.

**Released Dead (D)** - Fish that were caught and released dead.

**Released Live (L)** - Fish that were caught and released while still alive.

**APPENDIX D: SPECIES CODES/LOCAL AREA NAMES LIST**

LPS Species Name	LPS Species Code	*	LPS Species Name	LPS Species Code	*	Non-LPS Species Name	Non-LPS Species Code
			Atlantic sharpnose shark	4941	*		
Dolphin	1050	*	Blacktip shark	4871	*	Barracuda	0180
Greater amberjack	0030	*	Bonnethead	4760	*	Bluefish	0230
Wahoo	4720	*	Blue shark	4931	*	Cobia	0570
			Dusky shark	4841	*	Cod	0815
			Great Hammerhead shark	4951	*	Crevalle	0870
Blue marlin	2171	*	Longfin mako shark	3581	*	Atlantic croaker	0900
Longbill spearfish	4010	*	Porbeagle shark	4811	*	Summer flounder	1219
Roundscale spearfish	4009	*	Sand tiger shark	3491	*	Grouper	1410
Sailfish	3026	*	Sandbar shark	4821	*	Haddock	1479
Swordfish	4328	*	Scalloped Hammerhead shark	4781	*	King mackerel	1940
White marlin	2161	*	Shortfin mako shark	3551	*	Pollock	2695
			Smooth Hammerhead shark	4791	*	Red porgy	3300
Bluefin tuna young school	4673	*	Spinner shark	4881	*	Black sea bass	3350
Bluefin tuna school	4677	*	Thresher shark	3531	*	Sea robin	3410
Bluefin tuna large school	4678	*	Tiger shark	4911	*	Dogfish (general)	3501
Bluefin tuna small med.	4676	*	White shark	4801	*	Smooth dogfish	3511
Bluefin tuna large med.	4679	*	<b>Only valid when respondent will not respond to probing for species or BFT size category and the fish is unavailable for identification by Interviewer</b>	#		Spiny dogfish	3521
Bluefin tuna giant	4671	*		#		Spanish mackerel	3840
						Striped bass	4180
			Tuna (any)	4656	#	Blueline tilefish	4440
Bigeye tuna	4691	*	Shark (any)	3591	#	Sand tilefish	4450
Albacore	4701	*	Other large pelagic species	5250	#	Golden tilefish	4467
Yellowfin tuna	4711	*	Mako shark (any)	3571	#	Tilefish (general)	4470
Skipjack	4661	*	Hammerhead shark (any)	4950	#	Ocean triggerfish	4560
Atlantic bonito	0330	*	Bluefin tuna (any)	4670	#	Blue runner	0270
Blackfin tuna	4641	*	Bluefin tuna school/large school (27" to < 59")	4672	#		
Little tunny	4681	*	Any large pelagic species	7777	#		

## APPENDIX E: GLOSSARY

- **Access-Point Angler Intercept Survey**  
Survey designed to estimate recreational saltwater fishing catch by anglers in all fishing modes, including for-hire (charter and headboat) fishing modes.
- **Advance letter**  
The advance letter is used to inform VRs of their vessel's selection for the FHTS and LPTS Add-on. The letter includes the week for which he or she will be asked to provide data, and the week in which the interview will take place.
- **Artificial Bait**  
Any manufactured or handmade lure including flies, jigs, spinners, spoons, poppers, plugs, crankbaits, etc. that is designed to imitate the shape and/or swimming behavior of fish prey.
- **Bluefin Tuna Size class**  
Atlantic Bluefin tuna are divided into size classes based on curved fork length. Young School = <27", School = 27 - <47", Large School = 47 - <59", Small Medium = 59 - <73", Large Medium = 73 - <81", and Giants = 81"+.
- **Bottom fishing**  
A fishing method that targets fish species inhabiting the bottom of a body of water. The boat is typically anchored in place and the fishing lines are let straight down the side of the boat.
- **Callback**  
A scheduled call attempt that is logged after making contact with the VR. Typically the VR is unable to complete the survey at the time of calling and will schedule a time for the Interviewer to call back to administer the survey.
- **Casting**  
A fishing method where lines are fished using a rod and reel.
- **Chumming**  
Placing in the water any combination of ground up fish, blood, and/or fish oil for the purpose of introducing scent and/or small pieces of bait to attract fish. Chum can be introduced in a variety of forms including liquid, semi-liquid, frozen block, and/or in chum bags and is typically placed in the water slowly.
- **Chunking**  
Placing in the water cut up pieces of bait (larger than used for chumming) for the purpose of stimulating feeding behavior.
- **Crew**  
The vessel crew refers to the individuals that work on the boat. The crew may also be referred to as deckhands.
- **Dead Bait**  
Bait that is placed on the hook after it is dead.
- **Dock**  
A structure built out over water and supported by pillars/anchors, with long-term docking facilities for boats.
- **Drifting**  
A fishing method where lines are fished while the boat is moving with the wind and/or current. The boat is not being moved by the motor.
- **FHTS**  
For-Hire Telephone Survey
- **Finfish**  
Finfish are fish with fins. VRs should only complete the FHTS Logsheet for trips directed at finfish. Data for trips targeting non-finish species will not be captured by this survey.

- **Fly fishing**  
A fishing method where lines are fished using a fly rod and reel.
- **For-hire trips**  
A for-hire fishing trip is a fishing trip where passengers have paid a fee for the services of a captain and/or crew. There are two types of for-hire trips. Charter boats allow small closed parties of anglers to schedule their trip before the date of departure while headboats allow larger open parties consisting of multiple groups and/or individual anglers to reserve a space or show up and depart on the date of the trip.
- **Harpoon**  
A harpoon is a long pole tipped with a steel point or dart that is projected or thrown into the fish from the deck of a boat. The harpoon is typically connected to a line used to reel in the fish once it has been speared.
- **LPS Trip**  
A LPS fishing trip is any fishing trip where large pelagic species such as tunas, billfishes, swordfish, sharks, wahoo, dolphin, and amberjack were the species targeted.
- **Hours Fished**  
The time the vessel spent actively fishing with gear in the water, to the nearest half hour. If the vessel fished for 24 or more hours, the trip should be recorded as a multi-day trip. Not included is the vessel's travel time to or from the fishing grounds.
- **Large Pelagic Species**  
Large pelagic species include highly migratory species such as tuna, swordfish, billfish, sharks, and other offshore predators including wahoo, dolphin, and amberjack. Large pelagic species are typically wide-ranging apex predators that occur across multiple habitat types in the ocean's pelagic zone. Large pelagic species can occur in coastal or open ocean waters or may become coastal residents during part of their lifecycle.
- **Large Pelagics Intercept Survey**  
A dockside intercept survey which collects catch data at fishing access sites from private and for-hire captains who are returning from fishing trips targeting large pelagic species.
- **Launch Ramp**  
A launch ramp is a site with a sloped surface designed for launching and retrieving trailered boats to and from the water. Launch ramps can either be public or private and may be located within a marina or adjacent to a dock. Some launch ramps contain a boarding pier where boats can be temporarily moored for passengers to embark and disembark.
- **Live Bait**  
Bait that is placed on the hook while it is still alive.
- **LPTS Add-on**  
Large Pelagics Telephone Survey Add-on
- **Marina**  
A dock or basin where multiple small vessels can be docked or stored. Supply, repair, and recreation facilities may also be available on-site.
- **MRIP**  
Marine Recreational Information Program
- **NOAA**  
National Oceanic and Atmospheric Administration
- **Non-fishing trips**  
A non-fishing trip is any trip made by the vessel for purposes other than fishing. Non-fishing trips may include trips taken for fuel, bait, or other recreational activities.
- **Party boat**  
Another term used for headboat (see *Headboat Mode* on p.3).

- **Privacy Act of 1974**

All surveys conducted by the federal government are regulated by the Privacy Act of 1974. This Act stipulates that each person interviewed must be informed of the following: the auspices under which the survey is being conducted, whether participation is voluntary or mandatory, what will happen if they choose not to participate, and how the information will be used. The Privacy Act also stipulates that this information must be made available to the survey respondent, in this case read aloud during the screening introduction. The Act is paraphrased on the Introduction page of the FHTS questionnaire and the statement must be read after completion of the screening questions. Copies of the Privacy Act Statement must be in possession of the Interviewer and may be read at any point during the interview if requested by the VR.
- **Private fishing trips**

A private fishing trip is a fishing trip made for private recreational or commercial purposes.
- **Round**

Another term used for call attempt. The call rounds for the week are tracked in the Call List on the FHTS Selection page.
- **Saltwater fishing trips**

A saltwater fishing trip is a fishing trip that targets any species of saltwater finfish. A fishing line must have been in the water. A trip searching for fish to target when a fishing line never goes in the water is not a fishing trip.
- **Sample Frame**

The list of approved vessels in NOAA’s Vessel Directory that are eligible for the FHTS and LPTS Add-on. The sample frame is created at the beginning of each Wave for each state and is used to generate the weekly samples of vessels for each week within the Wave.
- **Sound**

A long relatively wide body of water, larger than a strait or channel that occurs between two landmasses and connects larger bodies of water.
- **Target species**

The species that the vessel planned to fish for when leaving the dock, prior to arriving on the fishing grounds.
- **Tournaments**

Tournaments are fishing contests lasting seven or fewer days for which participants have to register. Prizes are given according to the rules of the contest—most, biggest, etc. HMS-permitted vessels are allowed to fish in registered recreational HMS fishing tournaments.
- **Trolling**

A fishing method where fishing lines are pulled through the water behind the boat while the boat is traveling forward under power.
- **Vessel Directory**

A list of all for-hire vessels along the Atlantic (Maine to Georgia) and Gulf (Florida to Mississippi) coasts used to create the sample frame for the FHTS and LPTS Add-on. State coordinators can create and edit vessel, site, contact information, and registration records in the directory.
- **Vessel Good List**

Another term for the sample frame (can be used interchangeably), which is the list of approved vessels in NOAA’s Vessel Directory that are eligible for the FHTS and LPTS Add-on. The “Good List” or sample frame is created at the beginning of each Wave for each state and is used to generate the weekly samples of vessels for each week within the Wave.

- **Vessel Trip Reporting (VTR) program**  
A mandatory catch reporting program for federally permitted vessels fishing in federal waters (3 to 200 miles offshore). Responding to the FHTS does not fulfill the reporting requirements of the VTR program.
- **Wave**  
A Wave is a two-month sampling period. Wave 1 = January and February, Wave 2 = March and April, Wave 3 = May and June, Wave 4 = July and August, Wave 5 = September and October, and Wave 6 = November and December.
- **Week**  
Sampling of for-hire vessels is conducted on a weekly basis within Waves. A week is defined as Monday through the following Sunday.