List of Documents for Dealer and Vessel Reporting Programs

CORE READING

1. **Federal Dealer and Vessel Recordkeeping & Reporting Regulations**
   The U.S. Code of Federal Regulations Title 50, Chapter VI §648.7 provides the legal reporting requirements for federally permitted seafood dealers and vessels fishing for fish and shellfish managed by the Northeast Region of NOAA-Fisheries. (Source document: h:\\JWITZIG\NEFSC Data Review\Documents\Recordkeeping & Reporting Requirements (50CFR648.7).pdf)

2. **State Dealer Reporting Regulations**
   Title 50, Chapter VI §697 provides the legal reporting requirements for state permitted seafood dealers under the Atlantic Coastal Cooperative Fisheries Management Act and incorporated into the Federal Regulations. (Source document: h:\\JWITZIG\NEFSC Data Review\Documents\ACFCM ((50CFR697.6).pdf)

3. **Vessel Trip Reporting (VTR) Instructions**
   Detailed instructions sent to vessel operators with element by element specifics and lists of valid codes. (Source document: h:\\JWITZIG\NEFSC Data Review\Documents\VTR Reporting Instructions.pdf)

4. **VTR Compliance Guide**
   This guide provides an overview list of commonly asked questions regarding Vessel Trip Reports (VTRs). (Source document: h:\\JWITZIG\NEFSC Data Review\Documents\VTRComplianceGuide.pdf)

5. **Reporting Systems Data Stream Map**
   Data flow and process map for all sources of dealer & vessel reporting (Source document: h:\\JWITZIG\NEFSC Data Review\Documents\Trip Matching Value Stream Map 10-5-12.pdf)

6. **Trip Level Data Reconciliation: Process Description**
   This document describes the Raw Trip Level (RTL) Data Reconciliation matching process utilized by the Fisheries Data Services Division (FDSD) of the Northeast Regional Office (NERO) of NOAA Fisheries. The Quality Assurance (QA) team is responsible for identifying and initiating the correction process for those fisheries designated with the highest priority as well as monitoring incoming data from the northeast multispecies sector management program. (Source document: h:\\JWITZIG\NEFSC Data Review\Documents\Trip Level Data Reconciliation Process Manual - rev 2.pdf)

SUPPLEMENTAL READING

7. **Dealer Data Mapping**
   This document describes how to address specific issues regarding dealer data submitted to the Fisheries Data Services (FDS) Division of the Northeast Regional Office (NERO) of NOAA Fisheries. This document outlines a standardized process for dealer reporting issues. (Source document: h:\\JWITZIG\NEFSC Data Review\Documents\Dealer Mapping- Field IDI Guide.pdf)

8. **Handbook for the Users of the Electronic Dealer Reporting (eDR) Application**
   The Standard Atlantic Fisheries Information System (SAFIS) is a web-based application that allows seafood dealer to enter or upload mandatory reports to a centralized data system. Mandatory seafood dealer reporting of all transactions is a core requirement of NOAA Fisheries and most states in the northeast. The data reported through SAFIS is used for in-season quota monitoring by NMFS and the states as well as for stock assessments and other analyses. This document provides an instructional overview of the system. (Source document: h:\\JWITZIG\NEFSC Data Review\Documents\edrManual.pdf)

9. **Standard Atlantic Fisheries Information System Specifications and Requirements**
   This document describes the basic architecture and operations of the electronic dealer reporting system (SAFIS). (h:\\JWITZIG\NEFSC Data Review\Documents\SAFIS Specifications and Requirements.pdf)

10. **SAFIS Electronic Reporting File Upload Users Guide**
    The Standard Atlantic Fisheries Information System (SAFIS) File Upload Module provides dealers with a method for reporting purchases by uploading data from a file to the electronic reporting database. The system is designed to use the Internet to report data previously reported using paper logs and printouts. Dealers will use web-based processes to upload a comma or tab delimited data file, which has been converted to the coding system required by SAFIS. This document guides the user through the file upload process. (h:\\JWITZIG\NEFSC Data Review\Documents\SAFIS File Upload Users Guide.pdf)

11. **Federal Dealers Trip Ticket Application – Quick Start Instructions**
    This application is an alternative to the web-based application, often referred to as SAFIS, for seafood dealers to record their transactions on a PC-based system. These records are transmitted through a secure upload procedure and integrated into the commercial landings data base for the region. This document provides detailed instructions on how to use this application. . (Source document: h:\\JWITZIG\NEFSC Data Review\Documents\SCBI fedttmanual.pdf)

12. Dealer Electronic Reporting Monitoring and Compliance Procedures

The Dealer Submissions Report (DSR) is a standardized report on the quality of each NE permitted dealer's electronic reporting . The DSR provides a snapshot of each dealer's reporting compliance and quality of the data they submit. The DSR is intended to be used to advise dealers on improving the timeliness and quality of the data they submit. DSR's are prepared individually for each dealer and are grouped by State. This document outlines the processes for addressing dealer compliance issues. (Source document: h:\\JWITZIG\NEFSC Data Review\Documents\FDSD-FIS DER Monitoring and Compliance Procedures_05212012.pdf)

13. VTR Sendback Information Sheet

This document describes the procedures that VTR (Vessel Trip Report) staff use for the VTR sendback process and what recipients should do if a VTR is returned to them. (Source document: h:\\JWITZIG\NEFSC Data Review\Documents\VTR Sendback info sheet 020912.pdf)

14. Raw Trip Level (RTL) Data Reconciliation Discoverer User Guide

This document describes how to log into the Oracle Bi Discoverer program and retrieve updated RTL output data related to sector quality assurance. (Source document: h:\\JWITZIG\NEFSC Data Review\Documents\RTL Discoverer User Guide v3.pdf)

15. Guide to RTL Invalid Data and Orphan Output

This document describes the output tables as generated by the Raw Trip Level (RTL) quality control program. RTL detects and organizes errors found in the NMFS databases. These databases include the VTR database (NOAA under FSO), the sector database (Sector under FSO), the dealer database (CFDBS at SOLE), the permits database (Permit under FSO), and data originating with the observer program. (Source document: h:\\JWITZIG\NEFSC Data Review\Documents\RTL Outputs V4.5.2.pdf)

16. JIRA Cheat Sheet

JIRA is a software application originally developed to track program bugs during software development. The application was adopted for use in tracking and resolving data and reporting errors. Each issue is assigned to an individual to research and resolve. Sometimes this requires contacting the vessel or dealer submitting a report or working with field staff to determine the reasonableness of a submission. Review\Documents\JIRA Cheat Sheet v.2.0.pdf)