LIST OF DOCUMENTS FOR DOCKSIDE BIOLOGICAL SAMPLING PROGRAM

CORE READING

1. **Northeast Regional Office Fisheries Statistics Office Biological Sampling Manual**
   This document is a high level manual for collection of dockside biological samples and provides the basic instructions or procedures for collecting and coding biological sampling information in preparation for data entry. (Source document: h:\\JWITZIG\NEFSC Data Review\Documents\FDSD-PBSP Biological Sampling Manual.pdf)

SUPPLEMENTAL READING

2. **Biological Sampling Work Instructions**
   This manual contains detailed work instructions for conducting biological sampling at ports within the Northeast Region of the National Oceanic and Atmospheric Administration (NOAA) National Marine Fisheries Service (Fisheries). This manual contains the standards to be followed by all Port Agents and NOAA Fisheries Contractors engaged in biological sampling at the port level, the authorities and instructions for data collection, and detailed descriptions of sampling by species. (Source document: h:\\JWITZIG\NEFSC Data Review\Documents\FDSD-PBSP Biological Sampling Work Instructions.pdf)

3. **Biological Sample Monitoring (BSM) Web Entry System User's Guide**
   Instruction manual for the entry of biological sample information. (Source document: h:\\JWITZIG\NEFSC Data Review\Documents\FDSD-PBSP BSM Manual-Web-Entry-V1 web 2.pdf)

4. **Sampling Program Review Manual**
   Detailed outline and instructions for quality audits of biological samples and associated documentation. (Source document: h:\\JWITZIG\NEFSC Data Review\Documents\FDSD-PBSP Data Review Manual 06-10-13.pdf)

5. **Sample Targeting Process**
   Flow chart illustrating decision process for sample collection determination. (Source document: h:\\JWITZIG\NEFSC Data Review\Documents\FDSD-PBSP Sample Targetting Process 2013 06 18.pdf)

6. **Sample Updating Process**
   Flow chart illustrating decision process for reviewing and updating sample meta data. (Source document: h:\\JWITZIG\NEFSC Data Review\Documents\FDSD-PBSP Sample Updating Process 2013 06 18.pdf)

7. **Guidelines for Samplers on Missing or Inaccurate Vessel Trip Reports**
   Detailed outline and instructions for correcting information on completed biological samples and associated documentation. (Source document: h:\\JWITZIG\NEFSC Data Review\Documents\FDSD-PBSP Guidelines for Samplers on missing or errors in VTR's 2012 11 09.pdf)

8. **Dockside Sampling Team Organization Chart** (Source document: h:\\JWITZIG\NEFSC Data Review\Documents\FDSD-PBSP Org 2013 03 28.pdf)

9. **FY2013 NEFSC Biosamples request (separate EXCEL file)**
   Annual request from NEFSC to NERO for sampling for FY 2013. (Source document: h:\\JWITZIG\NEFSC Data Review\Documents\FY13_Biosamples_final_revised_12102012_withFG_01292013.xlsx)