Guidelines for Samplers on Missing or Inaccurate Vessel Trip Reports

A. Missing Vessel Trip Reports:

1) Samplers will contact the vessel to obtain required information from the missing vessel trip report:

   a) Samplers, upon discovery of a missing VTR related to a sample they have collected, will create a JIRA message in Fish Harmony. The JIRA will be assigned to the sampler and will document the missing VTR error. Samplers will then initiate contact with the vessel.

   b) The JIRA summary should read as follows: "Sampling Identified VTR Issue – PERMIT_VESSELNAME".

   c) No watchers or other JIRA enhancements are necessary at this step in the process, but the issue should be well documented in the event further action is necessary.

   d) If the contact is successful and the VTR information is obtained then no further action is necessary and the sampler will close the JIRA issue.

2) Immediately upon a second failed attempt to obtain the missing VTR information:

   a) Samplers will reassign the JIRA to the IDI team vessel lead, Stefanie Dukes.

   b) Watchers will be added to the JIRA message as follows:

      i) For Contractor samplers: Steve Link, Katie Almeida, Greg Power, Anthony Conigliari, and Victor Vecchio will be added as watchers.

      ii) For Federal samplers: Greg Power, the appropriate Team Coordinator, and Victor Vecchio will be added as watchers.

   c) Details of the samplers attempt to obtain the missing VTR information will be added to the comments.

   d) Samplers should review progress on the issue and update or add comment as necessary. If the missing VTR is provided then the sampler will close the JIRA. If after fourteen days the missing VTR is not provided then the JIRA message will be reassigned to Victor Vecchio.

      Note: the intent here is for project management to use the JIRA for tracking these issues and determining the validity of the sample in question (e.g., proper for billing), at which point a decision will be made concerning closing the JIRA. Therefore as much information as necessary to document the issue must be provided.

B. Vessel Trip Reports with Missing Species Catch Information:

1) Samplers will contact the vessel to verify that the species item(s) in question were actually part of the vessel's trip:

   a) Samplers, upon discovery that a species they have sampled is missing from the corresponding VTR will create a JIRA message in Fish Harmony. The JIRA will be assigned to the sampler and will document the missing species information. Samplers will then initiate contact with the vessel.

   b) The JIRA summary should read as follows: "Sampling Identified VTR Issue – PERMIT_VESSELNAME".

   c) If the vessel confirms that the species item(s) were landed as part of the trip then the sampler will assign the JIRA issue to the VTR group lead, Bethany Brosnan.

   d) The JIRA assigned to the VTR group lead should provide the VTR serial number, species, quantity, and dealer permit information requesting that the missing information be added to the vessel trip report database.

   e) Watchers will be added as follows:

      i) For Contractor samplers: Steve Link, Katie Almeida, Greg Power, Anthony Conigliari, and Victor Vecchio will be added as watchers.

      ii) For Federal samplers: Greg Power, the appropriate Team Coordinator, and Victor Vecchio will be added as watchers.

   f) Samplers should review progress on the issue and update or add comment as necessary. If the missing information is added to the VTR database then the sampler will close the JIRA. If, after fourteen days, the missing information is not added to the database, or if the vessel refuses to confirm that the species item(s) were a part of their landings then the JIRA message will be reassigned to Victor Vecchio.

      Note: the intent here is for project management to use the JIRA for tracking these issues and determining the validity of the sample in question (e.g., proper for billing), at which point a decision will be made concerning closing the JIRA. Therefore as much information as necessary to document the issue must be provided.