Atlantic Coastal Cooperative Statistics Program

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**Atlantic Coastal Cooperative Statistics Program Commercial Technical Committee**

**Annual Webinar**

**Wednesday March 6th, 2024 | 9 am – 2 pm**

**Calendar Link:**

<https://www.accsp.org/mc-events/commercial-technical-committee-meeting/?mc_id=23>

**Webinar Information:**

<https://v.ringcentral.com/join/795462597>

Meeting ID: 795462597

One tap to join audio only from a smartphone:

+16504191505,,795462597# United States (San Mateo, CA)

Or dial: +1 (650) 4191505 United States (San Mateo, CA)

Access Code / Meeting ID: 795462597

International numbers available: <https://v.ringcentral.com/teleconference>

**DRAFT MEETING MINUTES**

**COMMITTEE MEMBERS IN ATTENDANCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Partner** | **Phone** | **Email** |
| Melissa Albino-Hegeman | NMFS | (228) 872-3831 | melissa.albino@dec.ny.gov |
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| Donna Bellais | GSMFC | (228) 875-5912 | dbellais@gsmfc.org  |
| Alan Bianchi | NC DMF | (252) 808- 8092 | alan.bianchi@ncdenr.gov |
| Chris Bradshaw  | FL FWCC | (727) 896-8626 x4717 | chris.bradshaw@myfwc.com |
| Nicholas Buchan | MA DMF |  | Nick.buchan@mass.gov |
| Julie Califf | GA DNR | (912) 264-7218 | julie.califf@dnr.ga.gov  |
| Barry Clifford | GARFO/NEFSC | (978) 281-9148 | barry.clifford@noaa.gov |
| Julie Dingle | SC DNR | (843) 953-5136 | dinglej@dnr.sc.gov  |
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| Lauren Staples | NH FGD |  | lauren.staples@wildlife.nh.gov  |
| Rob Watts | ME DMR | (207) 633-9412 | rob.watts@maine.gov  |
| Anna Webb (Chair) | MA DMF | (978) 282-0308 | anna.webb@state.ma.us  |
| Meredith Whitten | NC DMF |  | Meredith.whitten@ncdenr.gov |
| Catherine Wilhelm  | VMRC |  | catherine.wilhelm@mrc.virginia.gov  |
| Jackie Wilson | NOAA HMS | (240) 338-3936 | jackie.wilson@noaa.gov  |

Committee Members Not in Attendance: D. Franco (GA DNR), G. Glanden (DE DFW), S. Mclnerny (NC DMF), C. O’Donnell (NH FGD)

Staff Members in Attendance: Anna-Mai Christmas-Svajdlenka (Data Coordinator), Julie Defilippi Simpson (Deputy Director), Alex DiJohnson (Recreational Team Lead), Ed Martino (Software Team Lead), Daniel Mestawat (Programmer), Joe Myers (Senior Data Coordinator), Jennifer Ni (Data Analyst), Jamal Oudiden (Programmer), Marisa Powell (Program Assistant), Heather Power (Senior Data Coordinator), Skye Thomas (Data Coordinator), Geoff White (Director)

**Welcome and Introductions**

 Chair Webb welcomed the group and went through introductions.

**Review and approve agenda**

Chair Webb moved to made a motion to approve the agenda. M. Lewis moved to approve agenda. J. Dingle seconded the motion.

**Public Comment**

There was not public comment.

**Review and approve past meeting minutes**

Chair Webb moved to made a motion to approve the previous meeting minutes with three changes.

 J. Dingle moved to approve the meeting minutes C. Ares seconded the motion. **M. Powell will make changes to previous meeting minutes.**

**Accountability update**

 J. Defilippi Simpson provided an accountability update including the overall scope and objectives of the working group.

**Electronic Monitoring (EM) standards**

A. Christmas-Svajdlenka went over the Electronic Monitoring (EM) standards update. To determine the scope ACCSP and knowledgeable EM volunteers formed a small group. This small group included NOAA fisheries, Rhode Island Department of Environmental Management , Massachusetts

Division of Marine Sciences , New Jersey's Department of Environmental Protection , Georgia's Department of Natural Resources , the Motes Marine Lab Center for Fisheries, and Nature Conservancy. Outside the scope was the actual recording devices, the recordings themselves , any hardware that was used to transfer or digitize the data and any implications that involve AI or funding. Inside the scope was limited to any post analytical data from the Atlantic states or the federal partners.

It was determined by the Operations Committee for the (EM) standards to be approved as long as they are reviewed every few years possibly annually by a subcommittee. The subcommittee will contain members from the Bycatch Prioritization Committee. Volunteers already include C. Davis and C. Bradshaw.

A. Christmas-Svajdlenka asked for feedback.

C. Ares asked if anyone from the previous group is interested in joining the subcommittee. Chair A. Webb noted in Massachusetts (EM) standards would be more related to Bycatch rather than Commercial. Suggested Biannual and triannual review by subcommittee. N. Buchan noted he was on the previous subcommittee, and the group included members from Recreational and Commercial Technical Committees. H. McBride noted federal partners use (EM) to validate vessel reported data. The science center current collects discard data aligning with other sever commercial data used to validate VTR. This means (EM) would be a valuable topic to include Commercial Technical Committee members. J. Wilson noted HMS federal partners have an (EM) component to manage discards and bycatch. C. Bradshaw noted maintaining and reviewing standards is a shorter process than building standards from scratch.

 N. Buchan will send a list of contacts from original group.

**A. Christmas-Svajdlenka noted the Committee agreed to have a small group report back to bycatch.**

 **“Do Not Fish” reporting window**

J. Myers went over a recent change from the “Did Not Fish”, no fishing, negative harvester reports reporting window. This is an action item action to request for change. The change for Southeast state fishing license . Currently, for both state fishing licenses and federal operators, the earliest to report would be 2 calendar years back from current year. For future reporting the state fishing licenses are able to 365 days beyond the current the day. For Southeast federal operators it would be 30-day window change. J. Myers noted administrators can report and submit any dates.

J. Myers went over an action item a request for change for when a captain re-submits a DNF that already exist. Currently, SAFIS identifies certain trips dates if any DNF reports already exists. The remaining DNF dates are processed as normal that not already exists. Ignoring the latest submission. The change request the Committee is to allow the SAFIS database system to allow captains to submit a single DNF report and choose a month-long date range. With no error message recording a single submission date. Other reports will be logged in the background. This change would update the “date changed field” when a captain re-submits a DNF for an existing trip date.

J. Wilson asked if the initial date submitted would still be preserved. J. Myers confirmed. Chair A. Webb asked why trips outside the reporting window are not just deleted and resubmitted. J. Myers noted to confirm an attempt was made. Chair A. Webb noted in Massachusetts there is a penalty for late reporting. Would this effect the proposed reporting window change. J. Myers noted this is why the original submission date is kept.

**The group agreed to implement the change request for the reporting window and summit the request to the Information Systems Committee.**

**Break**

**Attribute validation**

 J. Defilippi Simpson went over the validation project. Developed requirements document from May 2023 workshop. Currently, working with contractor K. Cannel on developments including SMS interface, core fields, and attributes.

**J. Defilippi Simpson noted ACCSP will provide a link in the next week to SMS in test for the Commercial Technical Committee to review attributes.**

Depending on feedback a follow up meeting may be held. This project is scheduled for completion by May 2024. Enhancements to the system will then begin.

Chair A. Webb asked the group if any partners have planned outreach for this yet. Noted Massachusetts has not.

**Introduction of a new disposition code**

 A. Bianchi asked the group if there are any thoughts on a new disposition code for a way delineate instants from the typical Oyster harvest. The permit number is not recorded on the trip ticket. The trip includes lease number and fishers license number.

N. Buchan noted in Massachusetts the codes ‘research sales disposition’ and ‘unknown dealer codes’ are used to enter those type of reports. J. Wilson noted trip ticket is transitioning to vessel suggested incorporating a catch source field for restoration. H. McBride asked if A. Bianchi’s data includes the pack out, and where would data need to get submitted to state or ACCSP. A. Bianchi replied to J. Wilson and noted the internal trip ticket program does not have catch source field. When data is submitted into the ACCSP data warehouse it is through a portal. Currently, working on adding catch source to the portal. A. Bianchi replied to H. McBride and noted pack outs are tracked and sent to the data warehouse. Purchases are not tracked and sent to NMFS. J. Califf agreed with the suggestion to add a disposition code, rather than catch source code. Chair A. Webb and R. Watts agreed with J. Califf.

**Chair A. Webb agreed to work with A. Bianchi, J. Myers to create a disposition code to present to Standard Codes.**

**Sale Disposition for all catches for harvester/trip-reporting**

Chair A. Webb went over the sale disposition issue for all catches for harvester/trip reporting. The issue is eTRIPS mobile requires all trips be off loaded. The fields are identical in eTRIPS online. However, in eTRIPS online the sales disposition is not required. Currently, a lot of records are missing the sales disposition effecting the QA/QC.

There is a request to make sales disposition standard so that it can be required in eTRIPS online in the future for harvester reporting. A. Webb asked the group if there is any opposition to this request.

R. Watts asked if eTRIPS mobile requires all catch to be offloaded, what if it is not a retained catch but discarded at sea. Chair A. Webb noted there is a sales disposition ‘no sale-discarded’ which is required, but not offload. B. Clifford noted support towards the request to make sales disposition standard so that it can be required in eTRIPS online in the future for harvester reporting. GARFO online requires this is their fish online application. N. Buchan noted eTRIPS online works by if ‘sale to dealer’ is not listed as the sale disposition there is no dealer recorded. These values are missed. J. Califf asked the difference between sales disposition and disposition and if this is required how would this fit into one ticket system. Chair A. Webb replied and noted the disposition of the product is a combination of the two fields in the trip ticket system.

**Chair A. Webb made a motion to make the request required to make sales disposition standard so that it can be required in eTRIPS online in the future for harvester reporting.**

**The motion to motion to make the request required to make sales disposition standard so that it can be required in eTRIPS online in the future for harvester reporting was approved by consent.**

**ACCSP will make sales disposition standard so that it can be required in eTRIPS online in the future for harvester reporting.**

**Break**

**Allowing users (captains and dealers) to delete their records after submission**

J. Myers went over the ability for captains and dealers to delete their own reports after submission. Requesting input. J. Myers asked the group if captains should continue to have the option to delete their own trips in eTRIPS-online or should deletions only be allowed by administrators.

N. Buchan asked if this includes negative reports. J. Myers replied yes. R. Watts noted an issue with dealer accessing that information effecting quantitative reporting. However, harvesters are okay. N. Ares suggested a timeframe for dealer reports. A. Webb asked how other third-party applications are handling this including vessel and FishOnline. J. Myers replied currently the deletion by user occurs only in eTRIPS online. On eTRIPS mobile the deletion option only deletes from the device itself not the SAFIS record. Due to this there is no way for eTRIPS mobile or others using the API to create a deletion request. J. Myers asked E. Martino if there is a deletion API. E. Martino noted there is no API for deletion and suggested reviewing with Information Systems Committee before implementation. A. Webb agreed with N. Ares. Not comfortable with unlimited deletions. Concerned with administrative burden. B. Clifford encouraged the group to have consistency between mobile and online. Noted eTRIPS mobile works exactly the way FishOnline works. The user can delete it from the device, but no from GARFO databases. B. Clifford asked if deletions will be logged. J. Myers noted in addition to tracking data, each data table has tracking information for updates and deletions. Available for review through ACCSP staff. C. Lewis asked if there is a time limit for the ability to edit? J. Myers replied yes. J. Wilson noted everything should be the same across the platforms as long as the metadata is tracked and deletions are flagged. R. Watts asked if this feature was partner specific and could administration choose to turn it on or off. J. Myers noted if this is a partner need this could be considered. G. White noted ACCSP will follow group agencies rules on what should be deleted. N. Buchan suggested user training.

**New Business**

Chair A. Webb discussed new business. Last year, the committee mentioned review of multi effort trips with implementation of redesign. This still has not happened. Chair A. Webb noted the issue is more multi effort trips are being seen than in the previous version. Encouraged members to reach out if interested.

J. Defilippi Simpson provided an update on the 2024 action plan. The goal for this year is to scope the requirements for state questions into OSR. In the Southeast, the questions are not required however federal permit over powers the state permits. The user is getting the federal forms rather than state forms. ACCSP will do a release to fix the issue. The southeast commercial permit will be ignored so the state form can be recognized.

**Other Business**

Trip change date discussion

J. Myers went over the trip change. For metadata fields logged in SAFIS as records are inserted/ updated including user entered, date entered, user changed, date changed. This discussion is related to the synchronizing of the tracking. There is a different in editing methods from dealer reporting to trip reporting side. J. Myers asked the Committee for feedback. ‘User changed’ and ‘Date changed’ fields are empty until a change is made. Once update is made these fields are set to who made the change. If multiple updates are made over the history of the record the most recent update would appear. Chair A. Webb asked if this is for when someone uses eDR or across all platforms. J. Myers noted this is across all platforms. B. Clifford asked if the former and new values are saved when changed. J. Myers confirmed. N. Buchan asked about the edits reports section and noted the feature of the user’s name identified next to changes. J. Myers answered if you log in as an administrator the edits would be store and name and change time would also be logged. J. Myers noted if an update is made at the catch level ACCSP will update effort and trip report metadata. Any portion of the record and previous changes can be reviewed.

Catch & effort statistical standards Update

J. Defilippi Simpson provided a catch and effort statistical standards update. ACCSP is looking to update the website shortly.

Software development and requirements (eDR redesign)

J. Defilippi Simpson went over the recent software developments. Software development in eDR redesign began October 2023 and is expected to continue to May 2025. API changes involve HMS fields being brought in for dealer PC trip ticket information. Next steps, ACCSP will solicit partner input on requirements over the next 1 to 2 months. E. Martino will present more at the Information Systems Committee.

Vessel tracking update

J. Defilippi Simpson provided a vessel tracking update. Beginning April 1, 2024 federal lobster reporting will be mandatory. No federal rule on trackers. ACCSP built the application for federal trips. The trip appears federal, however the state-owned location data. ACCSP and federal OLE will meet to discuss data and usage. Chair A. Webb noted currently, there is a not a state response to move forward. NOAA OLE data requests are handled through a court system.

Registration tracking update

J. Defilippi Simpson provided an update on registration tracking application. Right now, ACCSP is building new data structures. Building entity relationships from a participant’s standpoint. This is for partners with more complex relationships between participants. The goal is to streamline reporting. J. Defilippi Simpson noted the way this is designed nothing should break once updates are implemented. Chair A. Webb asked what is the status of reviewing how confidentiality is identified would there be a plan in place once changes are implemented. J. Defilippi Simpson noted ACCSP will identify the permit entity. Chair A. Webb recommended to identify carefully especially with smaller fisheries that have consolidated.

Confidential access standards

A. Christmas-Svajdlenka reviewed confidential access standards. During the 2023 Commercial technical Committee meeting there was a presentation on non-confidential data in database accounts. A. Christmas-Svajdlenka will be contacting all partner data contacts to create a small group. The small group will discuss separation of data access, aspects involved, and how it should occur. Making employer and/or institution a mandatory field will also be discussed.

Chair A. Webb asked if anyone does not want to be involved in this conversation. Concern about the small group aspect. A. Christmas-Svajdlenka noted a small group was considered due to lack of availability of the full committee. J. Califf referenced an email sent weeks ago, related to adding a screen for administrators to view who has confidential access by state. Noted there is no contact information listed.

A. Christmas-Svajdlenka asked the group if the small group should include all of the data security contacts. The group approved by consent.

Conversion factors project update

A. Bianchi provided a conversion factors project update. The small group met December 13, 2023 to discuss the status of the project. Everyone is done with sampling and writing progress reports. Data was to be submitted early 2024 to report to Commercial Technical Committee. There is a delay in the process. Maine, New Jersey and Virginia have submitted all data. A. Bianchi is currently working on North Carolina data. The small group will continue to meet to discuss analysis.

**Adjourn**

Chair A. Webb moved to adjourn the meeting. C. Bradshaw seconded that motion. The meeting adjourned by consent.

**Action Items**

1. **M. Powell will make changes to previous meeting minutes. – DONE**
2. **The Commercial Technical Committee agreed to implement the change request for the reporting window and summit the request to the Information Systems Committee.**
3. **J. Defilippi Simpson noted ACCSP will provide a link in the next week to SMS in test for the Commercial Technical Committee to review attributes.**
4. **Chair A. Webb agreed to work with A. Bianchi to create a disposition code to present to Standard Codes.**
5. **ACCSP will make sales disposition standard so that it can be required in eTRIPS online in the future for harvester reporting.**