

**Attachment C**

OMB Control No. 0648-0369; Expiration Date: 07/31/2009

**WEST COAST CATCHER VESSEL IDENTIFICATION SHEET**

**Person completing the survey**

Name: \_\_\_\_\_  
 FAX: \_\_\_\_\_

Date: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 e-mail address: \_\_\_\_\_

**Vessel Identification, Ownership and Permit information**

1. Please verify the information about the *primary owner* of this vessel.

Item	Information on record	Corrections/Additions
a. Name		
b. Address		
c. City/State/Zip		

**If all of the above information is correct, please check (✓) this box .**

2. Please verify the information about the *primary contact* for operations of this vessel.

Item	Information on record	Corrections/Additions
a. Name	<b>Not available, please provide →</b>	
b. Address		
c. City/State/Zip		

**If all of the above information is correct, please check (✓) this box .**

3. Please verify the following information about this vessel.

Item	Information on record	Corrections/Additions
a. USCG vessel ID		
b. State vessel ID		
c. Vessel name		
d. Home port		
e. Gross registered tons		
f. Length overall		
g. Beam		
h. Shaft horsepower		
i. Fuel capacity (gallons)	<b>Not available, please provide →</b>	
j. Hull type		
k. Year built		
l. Number of berths	<b>Not available, please provide →</b>	

**If all of the above information is correct, please check (✓) this box .**

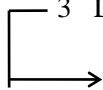
For Office Use Only	Survey #	Rec'd _____	Ent'd _____	OSU _____
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4. Does the entity that operates this vessel own or lease this vessel? (*Circle one number*)

1 NEITHER OWN NOR LEASE (*Skip to Question Number 4*)

2 OWN (*Skip to Question Number 4*)

3 LEASE



4a. For how many months did it lease this vessel in 1997 and 1998?

\_\_\_\_\_ MONTHS IN 1997          \_\_\_\_\_ MONTHS IN 1998

5. Does a processor to which this vessel delivered catch in 1997 or 1998 own this vessel or partly own this vessel? (*Circle one number for each year*)

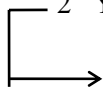
	PROCESSOR <u>OWNS</u>	PROCESSOR PARTLY <u>OWNS</u>	PROCESSOR DOES NOT <u>OWN</u>
a. 1997.....	1	2	3
b. 1998 .....	1	2	3

***If you own all or part of this vessel please go on to question number 6. Otherwise, please skip now to question number 7.***

6. To better protect the confidentiality of cost and revenue information about this vessel we need to collect information about other boats that you may own. Does the entity that owns this vessel, also own other fishing vessels? (*Circle one number*)

1 NO (*Skip to Question 7*)

2 YES



6a. For the other vessels, please give the USCG and state vessel ID and the vessel name.

USCG VESSEL ID    STATE VESSEL ID    VESSEL NAME

a. \_\_\_\_\_ b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_ e. \_\_\_\_\_

f. \_\_\_\_\_

g. \_\_\_\_\_ h. \_\_\_\_\_

i. \_\_\_\_\_

7. For each state and federal limited access permit/license the vessel holds, please provide a description of the license and, if transferable, your estimate of its market value at the beginning of 1998. If you don't know the market value, please tell us by circling "Don't Know". For state permits, please indicate the issuing state.

DESCRIPTION	MARKET VALUE	
a. Groundfish limited entry permit	\$ _____	DON'T KNOW
b. State crab permit WA / OR / CA	\$ _____	DON'T KNOW
c. State shrimp permit WA / CA / OR	\$ _____	DON'T KNOW
Other (specify)		
d. _____	\$ _____	DON'T KNOW
e. _____	\$ _____	DON'T KNOW
f. _____	\$ _____	DON'T KNOW
g. _____	\$ _____	DON'T KNOW
h. _____	\$ _____	DON'T KNOW

**(PLEASE GO ON TO MAIN SURVEY)**

**WEST COAST CATCHER VESSEL SURVEY**

***Vessel Characteristics***

1. What is the maximum pounds of fish and live fish this vessel can safely deliver per trip?  
 a. \_\_\_\_\_ LBS. OF FISH                      b. \_\_\_\_\_ LBS. OF LIVE FISH

2. Please indicate whether or not the vessel has each of the following storage facilities:  
 (Circle one number for each)

	<u>YES</u>	<u>NO</u>
a. Freezer Hold .....	1	2
b. Live Fish/Crab Hold .....	1	2
c. Ice Hold .....	1	2
d. RSW .....	1	2

3. For each of the following activities, please give the average fuel consumption of the vessel per hour during 1998. If not applicable, please write "NA".

<b>ACTIVITY</b>	<b>GALLONS PER HOUR</b>
a. Trawling	
b. Crabbing	
c. Shrimping	
d. Steaming – fully loaded with fish	
e. Steaming – empty	

4. What was the starting date of this vessel's 1998 fiscal year?  
 (\_\_\_\_/\_\_\_\_/\_\_\_\_) (mm/dd/yy) STARTING DATE OF 1998 FISCAL YEAR

5. If the vessel's fiscal year changed in 1997, 1998 or 1999, please check this box .

6. What was the most recent survey value (fair market value) of this vessel, rounded to the nearest 100 dollars, and survey date?

6a. US \$ \_\_\_\_\_ SURVEY VALUE                      6b. (\_\_\_\_/\_\_\_\_/\_\_\_\_) (mm/dd/yy) DATE OF SURVEY

7. Does the survey value shown above reflect the value of permits and moratorium qualifications associated with the vessel at the time of the survey? (Circle one number)

- 1 YES
- 2 NO

8. What was the insured value, rounded to the nearest 100 dollars, of this vessel and all on-board equipment in fiscal year 1998, excluding permits and licenses?

US \$ \_\_\_\_\_ 1998 INSURED VALUE

**(PLEASE TURN THE PAGE)**

## *Expenditures*

9. For each of the expense categories below, first provide the total annual expenditures for fiscal year 1997 and then the amount attributable to each month. Then provide this information for 1998. Please record the information in the month that the cost was incurred. If you were *not active* during a month, please circle that month. If you do not maintain an expenditure category by month please provide those expenditures that are tracked monthly. Round all answers to the nearest 100 dollars.

FISCAL YEAR 1997 EXPENSE CATEGORY	TOTAL	JAN	FEB	MAR	APR
a. Fishery permit leasing and catch quota purchases					
b. Payments to skipper (including bonuses and payroll taxes but excluding benefits and insurance)					
c. Crew wages/crew shares (including bonuses and payroll taxes but excluding benefits and insurance)					
d. Fuel and lube					
e. Landing taxes paid					
f. Ice					
g. Food and provisions					
h. Bait					

FISCAL YEAR 1998 EXPENSE CATEGORY	TOTAL	JAN	FEB	MAR	APR
a. Fishery permit leasing and catch quota purchases					
b. Payments to skipper (including bonuses and payroll taxes but excluding benefits and insurance)					
c. Crew wages/crew shares (including bonuses and payroll taxes but excluding benefits and insurance)					
d. Fuel and lube					
e. Landing taxes paid					
f. Ice					
g. Food and provisions					
h. Bait					

(GO ON TO NEXT PAGE)

Question 9 - continued.

1997 continued								
MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	

1998 continued								
MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	

10. Please provide the total **capitalized expenditures** associated with each of the following categories for this vessel for fiscal years 1997 and 1998. Round all answers to the nearest 100 dollars.

CAPITALIZED EXPENDITURE	1997 (US\$)	1998 (US\$)
a. Purchases of fishery permits and licenses (capitalized)		
b. Fishing gear (nets, net electronics, doors, cables, etc.)		
c. Expenditures on vessel and on-board equipment (other than fishing gear)		
d. Other capital expenditures related to vessel operations		

11. In the table below, please provide the total expenses associated with the following categories for fiscal years 1997 and 1998. **Do not include expenditures that were expenses listed in question 9 (pages 2 and 3) or capitalized above in question 10.** Round all answers to the nearest 100 dollars.

EXPENSE CATEGORY	1997 FISCAL YEAR EXPENSES (US\$)	1998 FISCAL YEAR EXPENSES (US \$)
a. Lease expenses for this vessel and all on-board equipment		
b. Repair and maintenance expenses for vessel and equipment (including shipyard accrual and purchases of parts and equipment that were expensed in each fiscal year)		
c. Fishing gear leases, repairs and purchases fully expensed in each fiscal year (e.g., nets, net electronics, doors, cables, etc.)		
d. Insurance (vessel insurance, P&I, and other insurance associated with operation of the vessel)		
e. Recruitment, travel, benefits and other employee related costs (excluding food and provisions and other employee expenses included in question 9)		
f. General and Administrative (including professional services and management fees)		
g. CCF contributions		
h. Income taxes associated with this vessel		
i. Interest payments associated with this vessel		
j. Depreciation and amortization		
k. All other expenses associated with this vessel not included in questions 9 or 10 above		

(GO ON TO NEXT PAGE)

## ***Fishery Participation and Revenues***

12. During either 1997 or 1998, did this vessel participate in fisheries that were not West Coast fisheries? (*Circle one number*)

1 NO (*Skip to Question number 13*)

YES

→ 12a. Please tell us the location of these non-West Coast fisheries and give the beginning and ending dates (mm/yy) in which you were active in these fisheries. Also provide revenue estimates (rounded to the nearest 100 dollars) and typical crew size (including skipper).

Fishery Name/Location	Start date (mm/yy)	End date (mm/yy)	Landings Revenue (US\$)	Typical crew
a.	/	/		
b.	/	/		
c.	/	/		
d.	/	/		

13. For each fishery in which this vessel participated in 1998, please provide the typical trip length in days and the typical crew size (including skipper).

1998	Typical Trip days	Typical Crew Size
a. Whiting shoreside		
b. Whiting at-sea		
c. DTS		
d. Slope Rockfish		
e. Shelf Rockfish		
f. Near shore flatfish		

1998	Typical Trip days	Typical Crew Size
g. Crab		
h. Shrimp		
Other (specify)		
i.		
j.		
k.		

14. Excluding revenues for which there is a West Coast fish ticket and revenues reported in question 12, please give the total amount of revenue received in fiscal years 1997 and 1998 (rounded to the nearest 100 dollars) for each of the following categories for this vessel:

Revenue Category	1997 (\$)	1998 (\$)
a. Income derived from leasing of permits or catch rights normally associated with this vessel (exc. fish tickets)		
b. All other income derived from other vessel operation (e.g., tendering, charters)		

(PLEASE TURN THE PAGE)

**Other**

15. Please give the total dollar amount of gear lost in 1997 by gear type and then the dollar amount lost in each month. Record lost gear value in the month of loss, not the month of replacement. Give this same information for 1998.

<b>1997</b>	<b>Value of Gear Lost</b>					
<b>Gear Type</b>	<b>TOTAL</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>
a. Trawl						
b. Pot						
c. Net						
d. Line						
e. Other						

<b>1997 continued</b>		<b>Value of Gear Lost</b>				
<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>

**Question 15 continued.**

<b>1998</b>	<b>Value of Gear Lost</b>					
<b>Gear Type</b>	<b>TOTAL</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>
a. Trawl						
b. Pot						
c. Net						
d. Line						
e. Other						

<b>1998 continued</b>		<b>Value of Gear Lost</b>				
<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>

(GO ON TO NEXT PAGE)



16. In the table below, please estimate your average monthly per gallon fuel prices in 1998 for this vessel.

1998	Estimated price per gallon of fuel					
	JAN	FEB	MAR	APR	MAY	JUN
Price/gallon of Fuel						

1998 continued	Estimated price per gallon of fuel					
	JUL	AUG	SEP	OCT	NOV	DEC
Price/gallon of Fuel						

17. Does this vessel use a crew share system to pay its crew? (*Circle one number*)

1 NO (*Please turn the page*)

2 YES



17a. In the West Coast groundfish fisheries, which of the following expenses were subtracted from your total revenues (gross stock) before calculating the crew share? (*Circle one number for each*)

	NOT <u>DEDUCTED</u> <u>DEDUCTED</u>	
a. Fuel and Lube .....	1	2
b. Food .....	1	2
c. Fish landings taxes .....	1	2
d. Other (specify) _____	1	2
e. Other (specify) _____	1	2

17b. In the West Coast groundfish fisheries, what percentage of the net share (gross stock minus the expenses indicated above in 17a) goes to:

- a. Boat share ..... \_\_\_\_\_%
- b. Crew share (including skipper) ..... \_\_\_\_\_%

**(PLEASE TURN THE PAGE)**

Thank you for your time and cooperation. Please feel free to provide comments about the survey below. To help us understand problems you may have had with the questions and to help us collect this information in the future more easily and efficiently, let us know which questions were particularly troublesome.

Alternatively, if you have questions about the survey and would like to talk to me directly please feel free to call me at (206) 526-4251 or toll-free at (888) 421-4251. I can also be reached via e-mail at [dave\\_colpo@psmfc.org](mailto:dave_colpo@psmfc.org).

In the event that the return envelope has been lost or misplaced, the completed survey and comments can be returned to me at:

Dave Colpo  
7600 Sand Point Way NE. - Building 4  
Seattle, WA 98115-0070

It is very important that you understand that this is a voluntary survey. Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.

The OMB Control Number for this survey is OMB Control No. 0648-0369 and Expiration Date is 07/31/2009.

While this is a voluntary survey, this information is needed to respond to requirements of the Magnuson-Stevens Fishery Conservation and Management Act. In accordance with Section 402(b), the Regulatory Flexibility Act and NOAA Administrative Order 216-100, "Confidentiality of Fishery Statistics", any information submitted to NMFS by any person in response to this survey shall be considered confidential and shall not be disclosed except to: (1) federal employees and council employees who are responsible for fishery management plan development and monitoring; (2) state employees pursuant to an agreement with the Secretary of Commerce that prevents public disclosure of this information; or (3) when required by court order.

Public burden for this collection of information is estimated at 2 hours per survey, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing the survey. Send comments regarding this burden estimate or any other aspect of this data collection, including suggestion for reducing the burden, to: Dave Colpo, Pacific States Marine Fisheries Commission, 7600 Sand Point Way NE, Bldg. 4, Seattle, WA 98115-0070.

**(THANK YOU FOR YOUR COOPERATION)**

## **Instructions for West Coast Catcher Vessel Survey**

These surveys are designed to collect information on individual vessels even if this vessel is part of a larger company. While the first year of the surveys is focussing on the groundfish limited entry trawlers, information on all aspects of your operation, not just trawling for groundfish, is being requested. For example, if, besides trawling for groundfish, you also fished for crab in 1997 or 1998, information about this harvest is essential and should be reported. The intent is to enable analysts to evaluate all activities of a vessel as a stand-alone entity. If this vessel is part of a larger company with multiple vessels or other operations we request that you report in the survey only costs and revenues that are clearly allocable to this vessel. If this vessel is part of a larger company, surveys have also been sent to the other vessels.

This survey is divided into 5 separate components: Vessel Identification, Ownership and Permit Information section, a Vessel Characteristics section, an Expenditures section, a Fishery Participation and Revenues section and finally an 'Other' section. These sections are described below.

### **Vessel Identification, Ownership and Permit Information Section**

The first component is on the loose double-sided sheet. This single sheet identifies you and the vessel about which you are providing information. As noted in the cover letter, this sheet should be returned with the survey booklet and will be retained by my office. This section includes questions about the physical attributes of the vessel, the company that operated it in 1997 and 1998, permits held as well as contacts information in case we have questions about your responses.

Question 3 on page 1 sometimes has more than one value for an entry. For instance, we may have 2 different gross registered ton values for this vessel. This usually comes from having a conflicting numbers in the Coast Guard and Washington, Oregon and California registration files. When this happens, we provide all values. Please circle the correct value listed or if both values are incorrect please provide the correct value.

### **Vessel Characteristics Section**

This section starts on the first page of the survey booklet. This section has questions on some of the operating characteristics of the vessel as well as information about the value of the vessel in 1998.

### **Expenditures Section**

The Expenditures section of the survey starts on page 2 of the booklet. The first table is a 2-page table on pages 2 and 3. This table asks for annual and monthly information on 7 different expenditure categories. It is important that this cost information be provided in the month that the cost was incurred, which may not necessarily be the month in which the cost was actually paid. Providing a monthly breakdown of these costs allows analysts to more closely track the expenditures you incurred with the activity for that month as shown on your fishtickets. Finally, if you were not active in a month, please indicate this by circling the appropriate month.

Page 4 has a table for capital expenses and one for other expenses. We ask that you separate out capital expenditures from other expenses in the same way that you do for accounting purposes so that the total expenses listed in the survey will be in accord with your own financial records. For both capital expenditures and expenses we request the total expenditures for the fiscal year. These 3 expenditure tables were written such that there should be no overlap between the data in these tables.

The Fishery Participation and Revenues section starts on page 5 of the booklet. This section asks for information in which fisheries, West Coast and other, you were active. In addition, questions about average crew size, day of trip length and revenues from non-West Coast fisheries are asked.

### **Other section**

This last section starts on page 6. There are 2 tables and a question in this section. The first table asks about information on the value of lost gear. This question pertains to all fishing gear lost by this vessel in 1997 or 1998, not just trawl related losses. As with the cost questions above, please report gear losses in the month that they occurred not the month you replaced the gear. The second table of this section asks about fuel prices in 1998. This information will allow analysts to track trends in fuel prices over time. The Commission is currently collecting this information, but that effort did not start until this year. The final question of this section pertains to crew shares and the formula used to calculate them.

It is very important that you understand that this is a voluntary survey. Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.

The OMB Control Number for this survey is OMB Control No. 0648-0369; Expiration Date: 07/31/2009. While this is a voluntary survey, this information is needed to respond to requirements of the Magnuson-Stevens Fishery Conservation and Management Act. In accordance with Section 402(b), the Regulatory Flexibility Act and NOAA Administrative Order 216-100, "Confidentiality of Fishery Statistics", any information submitted to NMFS by any person in response to this survey shall be considered confidential and shall not be disclosed except to: (1) federal employees and council employees who are responsible for fishery management plan development and monitoring; (2) state employees pursuant to an agreement with the Secretary of Commerce that prevents public disclosure of this information; or (3) when required by court order.

Public burden for this collection of information is estimated at 2 hours per survey, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing the survey. Send comments regarding this burden estimate or any other aspect of this data collection, including suggestion for reducing the burden, to: Dave Colpo, Pacific States Marine Fisheries Commission, 7600 Sand Point Way NE, Bldg. 4, Seattle, WA 98115-0070.

August 30, 1999

{Name}  
{Company Name}  
{Address}  
{City, State, Zip}

{Dear:}

Within the next week you will receive a request to complete a questionnaire we are conducting of West Coast limited entry groundfish trawlers. This survey will be used to collect cost, earnings and employment information about your vessel. This information will help us gain a better understanding of how various factors can affect the value of the fishery and will provide valuable input into the management decision making process.

The Pacific States Marine Fisheries Commission is administering this survey under a cooperative agreement with the National Marine Fisheries Service. This work is being done in accordance to the West Coast Economic Data Collection Plan adopted jointly by the Pacific Fishery Management Council and the Commission. In addition, the people and organizations whose names and logos appear below support this effort.

I am writing to let you know ahead of time that you will be contacted to participate in the study. I would greatly appreciate your taking the time to complete and return the questionnaire.

Thanks in advance for your help.

Sincerely,

Dave Colpo  
Program Manager



Washington  
Department of  
**FISH and  
WILDLIFE**



Ralph Brown,  
PFMC

August 30, 1999

{Name}  
{Company Name}  
{Address}  
{City, State, Zip}

{Dear:}

As a participant of the West Coast groundfish fisheries, you know the economic importance of these fisheries. However, the ability to conduct economic analyses for management purposes is limited by a lack of data. For this reason, the Pacific States Marine Fisheries Commission, under a cooperative agreement with the National Marine Fisheries Service, is developing an economic program to gather this data. The purpose of this survey is to gather information needed to assess the economic effects of fisheries management decisions on the industry and for assessments of community income impacts and regulatory burden.

As a limited entry groundfish trawler, we are asking that you please provide needed cost, earnings and employment information about your operation. While this is a voluntary survey, these analyses are needed to respond to the requirements of the Magnuson Fishery Conservation and Management Act, the Regulatory Flexibility Act, the National Environmental Policy Act, and Executive Order 12866 on Regulatory Planning and Review. This survey is being conducted pursuant to the West Coast Economic Data Collection Plan adopted jointly by the Pacific Fishery Management Council and the Commission.

You may be assured of complete confidentiality of the data you provide. The attached letter, written by NOAA/NMFS explains their confidentiality policies. In addition, your questionnaire has an identification number for mailing purposes only. This is so that we may check your name off the mailing list when your questionnaire is returned. Your name will never be placed on the questionnaire itself. In addition, the information that identifies you and your vessel is collected on a single sheet, separate from the survey booklet. When you return your questionnaire this sheet will be removed and retained by my office. The surveys will be delivered to Oregon State University Survey Research Center for data entry.

I have included 2 pamphlets that provide more information about this program as well as the survey itself. If you have any questions about this program please feel free to contact me at (206) 526-4251 or toll-free at (888) 425-4251.

Thank you very much for your assistance.  
Sincerely,

Dave Colpo  
Program manager

August 30, 1999

{Name}  
{Company Name}  
{Address}  
{City, State, Zip}

{Dear:}

This letter was prepared to explain National Marine Fisheries Service (NMFS) and National Oceanic and Atmospheric Administration (NOAA) policies regarding the protection of confidential data. This includes data submitted in response to the voluntary Cost, Earnings and Employment Survey being undertaken by the Pacific States Marine Fisheries Commission in cooperation with NMFS Northwest Region.

Protecting the confidentiality of proprietary data provided to the NMFS is not only required by Federal statute and regulation, it is critical to NMFS efforts to obtain the data required to meet its fishery conservation and management responsibilities. NMFS collects and maintains a wide variety of confidential data and has been successful both in preventing unauthorized access to data and in protecting confidential data from release under Freedom of Information Act (FOIA) requests.

It is NOAA's position that the information submitted in the Cost, Earnings and Employment Survey will be treated as confidential and will be protected from FOIA requests by Exemption 4 of FOIA. Under NOAA policy on confidential data, only the results of the survey, aggregated at a level that will not compromise individual confidentiality, will be reported to the public. The basis for this position is presented below.

Exemption 4 states that information which is: 1) commercial or financial; and 2) privileged or confidential is generally exempt from disclosure. Commercial or financial information specifically includes business sales statistics, profit and loss data, overhead and operating costs, and information on financial conditions. Commercial or financial information is considered confidential for purposes of Exemption 4 if the disclosure of the information is likely to: 1) impair the government's ability to obtain necessary information in the future; or 2) cause substantial harm to the competitive position of the person submitting the information. It is NOAA's position that both of these conditions are met by the Cost, Earnings and Employment Survey data.

Additional protection may be provided to the Cost, Earnings and Employment Survey data because it will be submitted voluntarily. In Critical Mass Energy Project v. Nuclear Regulatory Comm'n, 975 F.2d 871 (D.C. Cir 1992) (en banc), the court ruled that Exemption 4 protects any commercial or financial information voluntarily supplied to the government if the information is of a kind that the provider would not customarily release to the public. It is NOAA's position that this conditions is met for the Cost, Earnings and Employment Survey data. NMFS has implemented a series of controls to protect the identity of submitters of confidential data. The control system for a particular region is described in a Regional Data Security Handbook maintained by each region's Data Base Administrator (RDBA). Specifically it:

- (1) Identifies those persons who have access to statistics/data files on a named basis and under what conditions;
- (2) Contains procedures to limit access to confidential data to authorized users on a "need to know basis;" and

- (3) Provides for safeguarding the data through user and password restrictions that govern access to databases. Source data (e.g., paper records) are maintained under lock and key until no longer needed; then they are burned or shredded.

This system requires that all persons who have authorized access to the data be informed of the confidentiality of the data. These persons are required to sign and file with the regional RDBA a statement of non-disclosure that includes statements that they:

- (1) Have been informed that the data are confidential; and
- (2) Have reviewed and are familiar with the procedures to protect confidential statistics
- (3) Are aware of the penalties for violation of the non-disclosure statement

Persons having access to these data are prohibited from unauthorized use or disclosure, and are subject to the civil and criminal penalty provisions of 18 U.S.C. 1905, 16 U.S.C. 1857, and NOAA/NMFS internal procedures, including NOAA Administrative Order 216-100.

NMFS realizes that the data collected through the Cost, Earnings and Employment Survey is particularly sensitive. Authorized access to this data will be strictly limited and all necessary precautions will be taken to assure that the data is secure from unauthorized access.

With your cooperation, we believe that the Cost, Earnings and Employment Survey will provide information that is critical for improving our ability both to measure the economic importance of the West Coast groundfish fisheries and to determine the economic effects of fishery management decisions. Therefore, we encourage you to participate in the survey.

Please contact one of us if you want additional information about the confidentiality of the survey data.

Sincerely,

Randy Fisher

William W. Stelle, Jr.

Usha S. Varanasi



August 30, 1999

{Name}  
{Company Name}  
{Address}  
{City, State, Zip}

{Dear:}

About 3 weeks ago a questionnaire seeking cost, earnings and employment information for your vessel was mailed to you. If you have already completed and returned the questionnaire to us, please accept our sincere thanks. If not, please do so today. We are especially grateful for your help, as this information is important to West Coast fisheries analysts and managers.

If you did not receive a questionnaire, or if it was misplaced, please call me at (206) 526-4251 or toll-free at (888) 421-4251 and we will send you a new copy.

Sincerely,

Dave Colpo  
Pacific States Marine Fisheries Commission  
7600 Sand Point Way NE, Building 4  
Seattle, WA 98115-0070

August 30, 1999

{Name}  
{Company Name}  
{Address}  
{City, State, Zip}

{Dear:}

About 5 weeks ago we wrote to you asking for information about your fishing operation. As of today, we have not received your completed questionnaire. We realize that you may not have had time to complete it. However, we would genuinely appreciate hearing from you.

This work is being done to help provide the Pacific Fishery Management Council, its analysts and the analysts of the National Marine Fisheries Service with important cost, earning and employment information. In order for the results of the study to be useful, it is essential that each person make every effort to return a completed survey.

In the event that your questionnaire has been misplaced, a replacement is enclosed. I would be happy to answer any questions you may have about this work. Please write or call me at (206) 526-4251 or toll-free at (888) 421-4251.

Sincerely,

Dave Colpo  
Program Manager