

SURVEY CORRESPONDENCE

ADVANCE LETTER

<DATE>

<First name> <Last name>
<Address>
<City>, <State> <Zip>

Dear <First name>,

The National Oceanic and Atmospheric Administration (NOAA) is conducting a study to learn more about saltwater charter businesses like yours. With your help, the information we collect will enable us to better assess the economic effects of management and regulatory actions (currently in place or potential) on Alaska charter boat fishing businesses and the communities in which they operate. The Pacific States Marine Fisheries Commission (PSMFC) is working with us to administer the survey.

Alaska Department of Fish and Game records indicate that you registered a saltwater charter business for 2011. . In the next few days, you will receive a packet in the mail from NOAA and PSMFC containing a survey booklet and a postage-paid return envelope, as well as instructions for how to complete the survey on-line if that is preferable.

The survey asks about your involvement in charter fishing, including information about your vessel(s) and crew, services you offer to clients, and cost and earning information associated with your business.

All information you provide in the survey is considered confidential under section 402(b) of the Magnuson-Stevens Act (16 U.S.C. 1801, *et seq.*) and NOAA Administrative Order 216-100. Your information will not be disclosed publicly and will only be accessible to authorized personnel. Only aggregated results from the survey will be released publicly.

Your response is voluntary, but important. The information you provide may be used to help shape decisions about federal government actions on saltwater charter boat fishing in Alaska. However, if too few responses are obtained, the results of the analysis cannot pass scientific standards, and thus will not be used to inform decision makers. Therefore, to make sure that the best possible information is obtained about Alaskan charter businesses, we need to hear from you.

If you have any questions about this study, please call toll free (877) 741-8913 and speak with Geana Tyler.

Thank you in advance for your help.

Sincerely,

Drs. Dan Lew, Brian Garber-Yonts, and Amber Himes
Project Directors
National Oceanic and Atmospheric Administration

INITIAL LETTER

<DATE>

<First name> <Last name>

<Address>

<City>, <State> <Zip>

Dear <First name>,

The National Oceanic and Atmospheric Administration (NOAA) is conducting a study to learn more about saltwater charter businesses like yours. With your help, the information we collect will enable us to better assess the economic effects of management and regulatory actions (currently in place or potential) on Alaska charter boat fishing businesses and the communities in which they operate. The Pacific States Marine Fisheries Commission (PSMFC) is working with us to administer the survey, and you have received this survey packet because Alaska Department of Fish and Game records indicate that you registered a saltwater charter business for 2011.

The survey asks about your involvement in the charter fishing industry in Alaska. Some of the questions may require you to consult your records or work with other members of your charter business to answer. It is important that the information you provide is as complete and accurate as possible.

We have included instructions for accessing a secure online version of the survey, which requires a unique login ID and password. The online survey is designed to minimize the time required to complete the survey. We have also included a printed copy of the survey and a postage-paid return envelope. Both versions of the survey ask identical questions, and we ask that you use whichever version is most convenient for you.

This survey takes most people about 90 minutes to complete. After you've completed the survey, please return it to PSMFC in the enclosed self-addressed and postage-paid envelope.

All information you provide in the survey is considered confidential under section 402(b) of the Magnuson-Stevens Act (16 U.S.C. 1801, *et seq.*) and NOAA Administrative Order 216-100. Only aggregated results from the survey will be released publicly. Your personal information will not be disclosed and will only be accessible to authorized personnel responsible for management and research of fisheries under the authority of NOAA. All authorized personnel have signed nondisclosure agreements specifying penalties for unauthorized use and disclosure of confidential fisheries data.

Your response is voluntary, but important. The information you provide may be used to help shape decisions about federal government actions on charter fishing in Alaska. However, if too few responses are obtained, the results of the analysis cannot pass scientific standards, and thus will not be used to inform decision makers. Therefore, to make sure that the best possible information is obtained about Alaskan charter businesses, we need to hear from you.

Please complete the survey to the best of your ability and return it no later than [DATE]. If you have any questions about this study or about any of the questions in the survey, please call toll free (877) 741-8913 and speak with Geana Tyler. Thank you in advance for your help.

Sincerely,

Drs. Dan Lew, Brian Garber-Yonts, and Amber Himes
Project Directors
National Oceanic and Atmospheric Administration

POSTCARD FOLLOWUP

Last week a survey was mailed to you seeking information about your business' involvement in saltwater charter boat fishing in Alaska.

If you have already completed and returned the paper survey, or completed the online survey, please accept our sincere thanks. If you have not, we ask that you do so today.

Your response is voluntary, but important. The information you provide may be used to help shape decisions about federal government actions on saltwater charter boat fishing in Alaska. To make sure that enough responses are returned for the data to be useful, and the best possible information is obtained about Alaskan charter businesses, we need to hear from you. Please complete the enclosed survey to the best of your ability and return it no later than [DATE].

If you need another paper copy of the survey or instructions on accessing the survey online, please call toll free (877) 741-8913 and speak with Geana Tyler and one will be mailed to you today.

Thank you for your help.

Drs. Dan Lew, Brian Garber-Yonts, and Amber Himes
Project Directors
National Oceanic and Atmospheric Administration

SECOND MAILING

<DATE>

<First name> <Last name>
<Address>
<City>, <State> <Zip>

Dear <First name>,

A couple weeks ago, a survey was mailed to you seeking information about your business' involvement in Alaskan charter fishing.

If you have already completed and returned the paper survey, or completed the online survey, please accept our sincere thanks. If you have not, we ask that you do so today. We have enclosed another copy of the survey and instructions on accessing the secure online version of the survey in case you have misplaced the original mailing package we sent. We understand that you personally might not have all of the answers to the questions, and we fully expect you to collaborate with as many people as needed within your business to complete the survey. The key is that the information you provide is as complete and accurate as possible.

All information you provide in the survey is considered confidential under section 402(b) of the Magnuson-Stevens Act (16 U.S.C. 1801, *et seq.*) and NOAA Administrative Order 216-100. Only aggregated results from the survey will be released publicly. Your personal information will not be disclosed and will only be accessible to authorized personnel responsible for management and research of fisheries under the authority of NOAA. All authorized personnel have signed nondisclosure agreements specifying penalties for unauthorized use and disclosure of confidential fisheries data.

This survey takes most people about 90 minutes to complete. After you've completed the survey, please return it in the enclosed self-addressed and postage-paid envelope.

Although your participation is voluntary, your response will help us get a better understanding about charter businesses in Alaska, information that may be used to help shape decisions about federal government actions on charter fishing in Alaska. To make sure that the best possible information is obtained about Alaskan charter businesses, we need to hear from you. So please complete the enclosed survey to the best of your ability and return it to PSMFC no later than [DATE].

If you have any questions about this study or any of the questions in the survey, please call toll free (877) 741-8913 and speak with Geana Tyler. Thank you in advance for your help.

Sincerely,

Drs. Dan Lew, Brian Garber-Yonts, and Amber Himes
Project Directors
National Oceanic and Atmospheric Administration

ONLINE SURVEY INFORMATION

The following are instructions for accessing and using the online Charter Operator Survey, which provides a safe, quick method for completing the survey. This secure method will allow you to login to the survey and work at your own pace. At any time, you can save your answers and re-login at a later time to pick up where you left off.

If you would like to use the online version of the survey, please point your web browser to:

<http://www.psmfc.org/am80edr/edr>

For ADF&G Saltwater Charter License No: 1111

Your Login ID is: 2011A-1000A

Your password is: 4we7i5b

Please keep your Login ID and password secure. If this information gets misplaced or you are concerned about unauthorized access, please contact PSMFC and password will be reset.

We have taken several measures to protect the confidentiality of the data you submit through the online survey. These include:

1. Access to data you enter is password protected, and your user id and password are delivered to you by certified mail.
2. All logins to the website (successful and unsuccessful) are logged and the log will be monitored for signs of unauthorized access.
3. The database is password-protected on PSMFC's secure network.
4. Data traveling between your PC and the PSMFC Web server is encrypted for security using an SSL certificate from GoDaddy.com, Inc. (<http://www.godaddy.com/gdshop/ssl/ssl.asp>). The GoDaddy web site certificate safeguards sensitive data by securing online

If you have any questions about the online version of the EDR or need assistance with any questions on the EDR, please call toll free (877) 741-8913 and speak with Geana Tyler.