



Gear

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I. Gear List

The WCGOP will provide you with the equipment you need to help safeguard your life and perform your job safely and efficiently. Once your gear is checked out, you will be responsible for the proper care and use of up to \$10,000 worth of scientific and safety equipment depending on the program you will be working with. Below is a list of gear that will be issued to you based on the program you will be working with and the length of your contract.



CHAPTER 11
Gear

Category	Item	Unit Cost	Quantity per observer	ITQ	Non ITQ	NON ITQ Year Round
Book	Beating the Odds	\$ 15.00	1	√	√	√
Book	Guide to the Coastal Marine Fishes of CA, Miller, Lea; 1976	\$ 35.00	1	√	√	√
Book	A Field Guide to Western Birds: Roger Tory Peterson; May 1998	\$ 13.60	1	√	√	√
Book	Guide to Marine Mammals of Alaska, Second Edition, Wynne; 97	\$ 25.00	1	√	√	√
Book	Rockfishes of the Northeast	\$ 17.13	1	√	√	√
Book	Pacific Coast Fishes, Eschmeyer	\$ 13.60	1	√	√	√
EPIRB	EPIRB	\$ 529.00	1	√	√	√
EPIRB	Personal Locator Beacon	\$ 365.00	1	√	√	√
Forms	Various Forms	\$ 0.45	50	√	√	√
Knife	Knife, Victorinox	\$ 3.92	2	√	√	√
Manuals	Guide to Rockfishes of the Genera Sebastes, Sebastolobus, and Adelosebastes of the NE Pac. Ocean, 2nd Orr, Brown, & Baker; 2000	\$ 40.68	1	√	√	√
Manuals	Logbook	\$ 20.00	4	√	√	√
Manuals	Manual	\$ 70.00	1	√	√	√
Manuals	Field Manual	\$ 60.00	1	√	√	√
Manuals	Species ID Manual	\$ 40.00	1	√	√	√
Office Supplies	Calculator (10 Key)	\$ 15.00	1	√	√	√
Office Supplies	Office Supply Kit (full kits based on check out form)	\$ 5.00	1	√	√	√
Other	5 Gallon Bucket & Lid	\$ 7.00	1	√	√	√
Other	Digital Camera and media possibly	\$ 300.00	1	√	√	√
Other	Disposable Camera w/flash	\$ 3.00	1			
Other	Hand Cart	\$ 22.00	1	√	√	√
Other	Rope, polyester 25ft.	\$ 7.41	1	√	√	√
Safety Gear	Back Support Belt	\$ 14.00	1	O	O	O
Safety Gear	Immersion Suit Zipper Wax (Check in Suit) (BEES WAX)	\$ 2.76	1	√	√	√
Safety Gear	Ear plugs, pairs	\$ 0.50	4	√	√	√
Safety Gear	Emergency Strobe-C	\$ 25.00	1	√	√	√
Safety Gear	Emergency strobe, Firefly	\$ 61.46	2	√	√	√
Safety Gear	First Aid Kit	\$ 16.58	1	√	√	√
Safety Gear	Hard Hat	\$ 13.28	1	O	O	O
Safety Gear	Immersion Suit:	\$ 300.00	1	√	√	√
Safety Gear	Knee pads	\$ 15.96	1	√	√	√
Safety Gear	PFD - Inflatable	\$ 206.36	1	√	√	√
Safety Gear	PFD - Non-inflatable	\$ 64.00	1	O	O	O
Safety Gear	PFD belt pouch	\$ 32.00	1	√	√	√
Safety Gear	Rescue Streamer	\$ 39.00	2	√	√	√
Safety Gear	Safety Glasses	\$ 4.00	1	√	√	√
Safety Gear	Whistle	\$ 2.21	3	√	√	√
Sampling Gear	Clipboard, Plastic	\$ 18.05	1	√	√	√
Sampling Gear	crab calipers	\$ 25.00	1	√	√	√
Sampling Gear	fish pick	\$ 3.75	1	√	√	√
Sampling Gear	Forceps, 4 1/2", Curved Tip	\$ 2.45	2	√	√	√
Sampling Gear	GPS unit	\$ 159.00	1		as need	as need
Sampling Gear	Headlamp, Princeton Aurora	\$ 20.00	1	√	√	√
Sampling Gear	Length Frequency Board	\$ 55.00	1	√	√	√
Sampling Gear	Length Frequency Strips	\$ 5.00	3	√	√	√
Sampling Gear	Marine Mammal sample kit	\$ 2.00	1	√	√	√
Sampling Gear	Meter Stick	\$ 9.75	1	O	O	O
Sampling Gear	Plastic Deck Forms	\$ 10.00	2	√	√	√
Sampling Gear	Plastic vials	\$ 0.20	40	√	√	√
Sampling Gear	Sampling Basket	\$ 5.00	6	√	√	√
Sampling Gear	Sampling Basket Lid	\$ 7.18	1	√	√	√
Sampling Gear	scalpel blade	\$ 0.20	6	√	√	√
Sampling Gear	scalpel handle	\$ 2.50	1	√	√	√
Sampling Gear	Specimen Bags	\$ 0.25	30	√	√	√
Sampling Gear	Tally Counter	\$ 2.94	4	√	√	√
Sampling Gear	Tape Measure 15 M	\$ 16.50	1	√	√	√
Scale Care	corrosion block spray	\$ 10.17	1		√	√
Scale Care	Grease, ball-bearing marine grade	\$ 5.27	1		√	√
Sampling Gear	Platform Scale Marel	\$ 5,640.00	1	√		
Sampling Gear	Pelican Case for scale	\$ 440.00	1	√		
Sampling Gear	5 kg. Calibration Weights	\$ 215.00	1	√		
Laptop	Netbook	\$ 533.00	1	√		
Laptop	Verizon broadband service	\$ 68.00	1	√		
Laptop	Portable thermal Printer	\$ 350.00	1	√		
Laptop	Pelican Case	\$ 169.00	1	√		
Sampling Gear	Handheld Scale, Chatillon 2lb.	\$ 49.68	1		√	√
Sampling Gear	Handheld Scale, Chatillon 25 LB	\$ 49.68	1		√	√
Sampling Gear	2 lb. Calibration Weights	\$ 38.60	1		√	√
Sampling Gear	5 lb. Calibration Weights	\$ 40.00	1		√	√
Sampling Gear	Handheld Scale, Chatillon 50 LB	\$ 49.68	1		√	√
Sampling Gear	Handheld Scale, Chatillon 6 LB	\$ 49.68	1		√	√
Sampling Gear	Platform Scale	\$ 897.23	1		√	√
Laptop	Laptop & Laptop bag	\$ 1,323.20	1		√	√

II. Gear assignments

Day One

The first day of training you will be issued your manuals, ID books, a logbook and an office supply kit. A gear checkout sheet will be included for you to verify everything you have received so far. Additionally you will use this form to request the size and brand of immersion suit that will fit you best, choose additional optional equipment, and acknowledge your personal responsibility for the gear you will be using.

When you arrive to class find the gear sheet, fill out your name, phone number and port assignment (if known) and check off all the items you have received to date by placing a checkmark “√” in the *Obs.* column under the *Check Out* heading. Notify the instructor if you are missing any items or the quantities listed do not match. Only check off items that you have actually received and accounted for. The *Staff* column is used by WCGOP staff members to verify that your items have been inspected prior to you receiving them. Most of the items will not be checked off until the last day of class. Leave the signature line blank until final check out.

During training you will have a chance to try on various immersion suits and get an idea for any additional gear you may need based on your port assignment. Your debriefer/coordinator can give you some suggestions as well. Once you are confident of the correct size and brand of your immersion suit, fill out that section on the form. Ignore the serial numbers for now. You will fill these out or check them when all your gear is assigned at the end of training. If you desire any of the optional equipment, indicate that by filling out the *Qty.* column under the *Check Out* heading. Some optional equipment is only assigned if you will be going to specific ports or working with very small vessels. Your debriefer or coordinator may request that you receive additional equipment such as a hand held GPS or VHS. Optional safety equipment requests will always be honored. You may also choose how many baskets you would prefer. The minimum recommended is 3 however it is often useful to have 6 or more when working on trawlers. Ultimately your ability to transport your equipment may be the ruling factor. Note the

number desired next to *sampling baskets* in the *Qty.* column under the *Check Out* heading. Keep your gear sheet in your clipboard and update it as needed.

After Safety Training

Shortly after you have completed the cold water safety training an instructor will collect your Gear Sheets. Be sure that any additional requests have been filled out and any size relevant requests noted appropriately by circling them on the form. See the example forms on the page 11-13 and 11-14. If you are still unsure, make your best guess as to sizes and try the equipment on at final check out. Depending on the size of the class, you may be assigned a specific check out time to receive your gear. A copy of your gear sheet will be returned to you with a gear pickup time noted in the upper right corner of the form. If there is no time indicated all observers will be expected to check out gear at the same time.

Gear Pick up

The last day of training you will receive your gear. Gear is usually assigned in the Barry Fisher Building loading dock but may alternately be done at an off site storage facility. You will receive the location during the last days of training. Arrive at the time indicated on your form. To check out your gear you will need to bring the following:

- A vehicle to transport your gear (make room before you get there)
- Your Log Book
- Your clipboard
- A pen

Gear will be organized in baskets by observer. Check in with the staff and they will show you where your gear is. Only take the gear stack you have been assigned. Many items have serial numbers and will be tracked for safety, reporting, or legal reasons. It is imperative that you take only those items assigned to you and that you verify all information on the gear sheet. Tables will be provided for you to go through the gear and carefully check everything off.

Gear Checkout

The quickest way to check out is to remove all the gear from the baskets and systematically check and place everything back in the baskets as you proceed. This will help keep your gear separate. Keep the calibration weights out as you will need them to test your scales. In most cases the serial numbers will already be noted on your check out sheets. This will be your first equipment inspection in the logbook as well. Fill out the appropriate sections in the logbook at the same time.

Verify all information and add any missing information on the gear sheet.

EPIRB/PLB (page 11-17)

- Beacon number
- Battery expiration month and year
- Registration expiration month and year
- Test it
- Record in log book

Immersion Suit (page 11-31)

- Serial number matches bag and form
- Size (try it on if it doesn't fit request a new suit)
- Inspect the suit
- Check the whistle and its attachment.
- Check the strobe date and switch position (should be to the right).
- Record in log book

Inflatable PFD (Page 11-36)

- Check the whistle
- Check the strobe and it's batteries
- Check rescue streamer attachment
- Record in log book

Laptop (Non-IFQ)

- PSMFC #
- Power cord # matches
- Passwords

- Turns on, and you can log in

Netbook (IFQ)

- PSMFC #
- ESN #
- Power cord # matches
- Passwords
- Turns on, and you can log in (Check all user options)
- Verizon card works and you can log into WCGOP Database
- Printer turns on and printer is recognized when connected to netbook

Marel Scale

- Inspect for damage (report if found)
- Record Serial number
- Turn on
- Calibrate (record in log book)
- Perform scale test and record on scale test sheet
- Remove batteries for transport

Chattilon Platform

- Check grease and grease if needed
- Record serial number.
- Calibrate (record in log book)

Brass hand scales

- Check zero setting
- calibrate (record in log book)

Tally Counters

- Make sure they work.

Optional gear

- Do you have it
- Does it fit
- PFD work vest test attached safety equipment

Headlamp

- Check batteries
- Make sure it works

Once you have completed your inspection notify a staff member of any problems, correct them and take your check out form to Eric Brasseur the gear technician. Sign the form, turn it in, load up your gear and head out. Request a copy if you desire it. When you finish your contract the same form will be used to check in your gear. BE SAFE!

Observer Name (print) _____

Port Assignment: _____

Date Checked In: _____

Gear Pickup Time: _____

Call Phone: _____

Date Checked Out: _____

Checked In by: _____

Check out Staff Dbr.	Qty	Item	Check in Staff Dbr.	Qty
		EPiRB		
		Serial #: ADCE		
		Battery Exp.:		
		PLB Personal Locator Beacon		
		Serial #: 2DCE		
		Battery Exp.:		
		Reg. Exp.:		
		Immersion Suit:		
		Small(red) Universal(orange) Jumbo(green)		
		Stearns or Imperial		
		Serial #		
		1 Emergency Strobe		
		Exp.:		
		1 Whistle secured to Immersion suit		
		1 PFD - mustang/Stearns Inflatable		
		1 Rescue Streamer on PFD		
		1 PFD belt pouch on PFD		
		1 Whistle on PFD		
		1 Emergency Strobe-Cand Clip on PFD		

Check out Staff Dbr.	Qty	Item	Check in Staff Dbr.	Qty
	3	Ear Plugs, pairs		
	1	First Aid Kit		
	1	Bees Wax/Zipper Wax		
	1	Safety Glasses		
	1	Knee pads		
	1	LCD Headlamp		
	1	2lb. Calibration Weights		
	1	5 Gallon Bucket & Lid		
	1	5 lb. Calibration Weights		
	1	crab callipers		
	1	fish pick		
	1	gear dolly		
	1	Handheld Scale 6lb.		
	1	Handheld Scale, 25lb.		
	1	Length Frequency Board		
	3	Length Frequency Strips		
	1	Platform Scale w/ Handle		
	1	Sampling Basket Lid		
	4	Sampling Baskets (2-10)		
	1	Tally Counter		
	1	Tape Measure 15 M		
	1	corrosion block spray		
	1	Grease, marine		
	1	Victorinox knife		
	40	Plastic otolith vials		
	40	Barcodes for vials		
	10	Specimen Bags small		
	10	Specimen Bags med		
	10	Specimen Bags large		
	1	Sample kit		
	1	Plastic Container		
	2	Ethanol Vials		
	2	Forceps, 4 1/2"		
	10	Envelopes		
	6	scalpel blade		
	1	scalpel handle		
	1	Sponge		

Check out Staff/Dbr.	Qty	Item	Check in Staff Dbr.	Qty
	1	Laptop Carrying Case		
	1	Laptop		
	1	PSMFC #		
	1	Power supply.		
		Forms		
	70	Trip		
	70	Trawl/Prawn Catch		
	40	Fixed Gear Catch		
	100	Species Composition		
	100	length Frequency		
	30	Biological Specimen		
	5	Trip Discard		
	6	M/M/Seabird/Turtle		
	2	Sea turtle		
	10	Skate ID		
	3	Tagged Fish		
	20	Flatfish Species ID		
	25	Misc. Species ID		
	20	Rockfish Species ID		
	3	Logbook		
	12	Specimen collection IBI		

Check out Staff Dbr.	Qty	Item	Check in Staff Dbr.	Qty
		Receive in Class		
	1	A Field Guide to Western Birds: Peterson		
	1	Beating the Odds		
	1	Guide to Marine Mammals of Alaska		
	1	Guide to the Coastal Mar. Fishes of CA		
	1	Pacific Coast Fishes, Eschmeyer		
	1	Logbook		
	1	Manual		
	1	Field Manual		
	1	Species ID Manual		
	1	NOAA Guide to Rockfishes..of the NE Pac		
	2	Plastic guide reference Forms		
	1	Office Supply Kit		
	1	Clipboard, Plastic		
	1	Mechanical pencil/lead		
	1	Calculator (10 Key)		
	2	Mechanical Pencils		
	1	Paper clips or Rubber bands (bunch)		
	1	Sharples		
	4	#2 Pencils		

Check out Staff Dbr.	Qty	Item	Check in Staff Dbr.	Qty
	4	Tally Counter		
	1	Tape Measure 15 M		
	1	corrosion block spray		
	1	Grease, marine		
	1	Victorinox knife		
	40	Plastic otolith vials		
	40	Barcodes for vials		
	10	Specimen Bags small		
	10	Specimen Bags med		
	10	Specimen Bags large		
	1	Sample kit		
	1	Plastic Container		
	2	Ethanol Vials		
	2	Forceps, 4 1/2"		
	10	Envelopes		
	6	scalpel blade		
	1	scalpel handle		
	1	Sponge		

Check out Staff/Dbr.	Qty	Item	Check in Staff Dbr.	Qty
		Optional Gear		
		PFD non-inflatable		
		Size: S /M / L / XL / XXL		
	1	Emergency strobe		
	1	Whistle secured		
		2lb. Handheld Scale		
		50lb. Handheld Scale		
		Hard Hat		
		Pelican Case Scale		
		Disposable Camera		
		Rope, polyester 25ft.		
		GPS(Port dependent)		
		VHS(Port dependent)		
		Meter Stick		

Signature: _____

Observer Name (print) _____

Trawl CS Gear Sheet

Date Checked Out: _____

Gear Pickup Time: _____

Call Phone: _____

Port Assignment: _____

Date Checked In: _____

Checked in by: _____

Check out Staff/Obs. Qty	Item	Check in Qty/Obs. Staff	Check out Staff/Obs. Qty	Item	Check in Qty/Obs. Staff	Check out Staff/Obs. Qty	Item	Check in Qty/Obs. Staff
	EPiRB			1 Scale Pelican case			1 Laptop Pelican Case	
	Serial #:ADCE-			1 Marvel Scale#			1 Netbook	
	Battery Exp.:			1 5 kg weight			PSMFC #	
	PLB Personal Locator Beacon			4 D batteries			ESN#:	
	Serial #:2DCE-			1 Quick Calibration sheet			Power supply.	
	Battery Exp.:			1 Silicon Grease			Printer	
	1 Immersion Suit:			3 Ear plugs, pairs			1 Printer power supply	
	Small(red) Universal(orange) Jumbo(green)			1 First Aid Kit			2 Thermal paper	
	Stearns or Imperial			1 Bees Wax/ Zipper Wax				
	Serial #			1 Safety Glasses				
	1 Emergency Strobe			1 Knee pads				
	Exp.:			1 LCD Headlamp				
	1 Whistle secured to Immersion suit			1 5 Gallon Bucket & Lid				
	1 PFD - mustang/Stearns Inflatable			1 crab calipers				
	1 Rescue Streamer on PFD			1 fish pick				
	1 PFD belt pouch on PFD			1 gear dolly				
	1 Whistle on PFD			1 Length Frequency Board				
	1 Emergency Strobe-Cand Clip on PFD			3 Length Frequency Strips				
	Receive In Class			1 Sampling Basket Lid				
	1A Field Guide to Western Birds: Peterson			4 Tally Counter				
	1 Beating the Odds			1 Tape Measure 15 M				
	1 Guide to Marine Mammals of Alaska			1 Victorinox Knife				
	1 Guide to the Coastal Mar. Fishes of CA			40 Plastic otolith vials				
	1 Pacific Coast Fishes, Eschmeyer			40 Barcodes for vials				
	1 Logbook			10 Specimen Bags small				
	1 Manual			10 Specimen Bags med				
	1 Field Manual			10 Specimen Bags large				
	1 Species ID Manual			1 Sample kit				
	1 NOAA Guide to Rockfishes... of the NE Pac.			1 Plastic Container				
	2 Plastic quick reference Forms			2 Ethanol Vials				
	1 Office Supply Kit			2 Forceps 4 1/2"				
	1 Clipboard, Plastic			10 Envelopes				
	1 Mechanical pencil lead			6 scalpel blade				
	1 Calculator (10 Key)			1 scalpel handle				
	2 Mechanical Pencils			1 Sponge				
	1 Paper clips or Rubber bands (bunch)							
	1 Sharpies							
	4 #2 Pencils							

Check out Staff/Obs. Qty	Item	Check in Qty/Obs. Staff
	Forms	
	70 Trip	
	70 Trawl/Prawn Catch	
	40 Fixed Gear Catch	
	100 Species Composition	
	100 Length Frequency	
	30 Biological Specimen	
	5 Trip Discard	
	6 MM/Seabird/Turtle	
	2 Sea turtle	
	10 Skate ID	
	3 Tagged Fish	
	20 Flatfish Species ID	
	25 Misc. Species ID	
	20 Rockfish Species ID	
	3 Logbook	
	12 Specimen collection lbl	

Check out Staff/Obs. Qty	Item	Check in Qty/Obs. Staff
	Optional Gear	
	PFD non-inflatable	
	Size: S/M / L / XL / XXL	
	1 Emergency strobe	
	1 Whistle secured	
	Back Support Belt	
	Hard Hat	
	Disposable Camera	
	Rope, polyester 25ft.	
	GPS(Port dependent)	
	VHS(Port dependent)	
	Meter Stick	

Signature: _____

III. Monthly Equipment Inspections

Observer equipment is used in a very harsh environment and often subject to a great deal of abuse. Saltwater, moisture, transport, regular use, cold and heat will all have a deleterious effect on your sampling and safety equipment.

The Observer Safety Equipment Checklist located in the Observer Logbook is where observers document their monthly inspections of their safety gear. Go through the checklist every month at a minimum (before every trip is recommended) with your gear in hand and check off each item on the list that passes inspection. Include in the comments expiration dates, any servicing you perform and general comments. If an item does not pass inspection bring it to the attention of your coordinator and the WCGOP gear technician immediately. They will get you a replacement ASAP. It is important to do timely inspections so that if replacement safety gear is needed it can be issued before your next trip. Again, it is very important to inspect your safety gear regularly as faulty gear may be of no help should you need it. Inspections are also a great time to practice using your safety gear, such as donning your immersion suit. It is the observer's responsibility to carefully inspect their safety gear and ultimately to ensure their own safety. Use the following sections of this chapter to learn how to properly inspect each item.

IV. EPIRB Care and Inspection

The satellite₂ 406 EPIRB is a buoyant water and manually activated emergency locator beacon. While on a vessel keep your EPIRB in a location that makes the most sense to you. Always realize the most important aspect is that it be available to you and work properly when you need it. Carefully inspect your EPIRB often. Store and transport it appropriately. Contact your coordinator and the WCGOP gear technician with any problems immediately.

Timing

The WCGOP suggest you visually inspect your EPIRB before and after every trip. This will ensure you have it and that it did not incur any damage or accidental activation while on the vessel or during transport. A physical inspection and communication test must be performed and logged every month.

Activation

The beacon can be activated by placing the beacon in water OR by lifting the thumb switch to a vertical position, sliding it toward the antenna and pushing down to the opposite side of the beacon. Activating the beacon in this manner breaks off the Activation Indicator Plastic Pin and allows the switch to properly seat, showing the "■" symbol (ON).

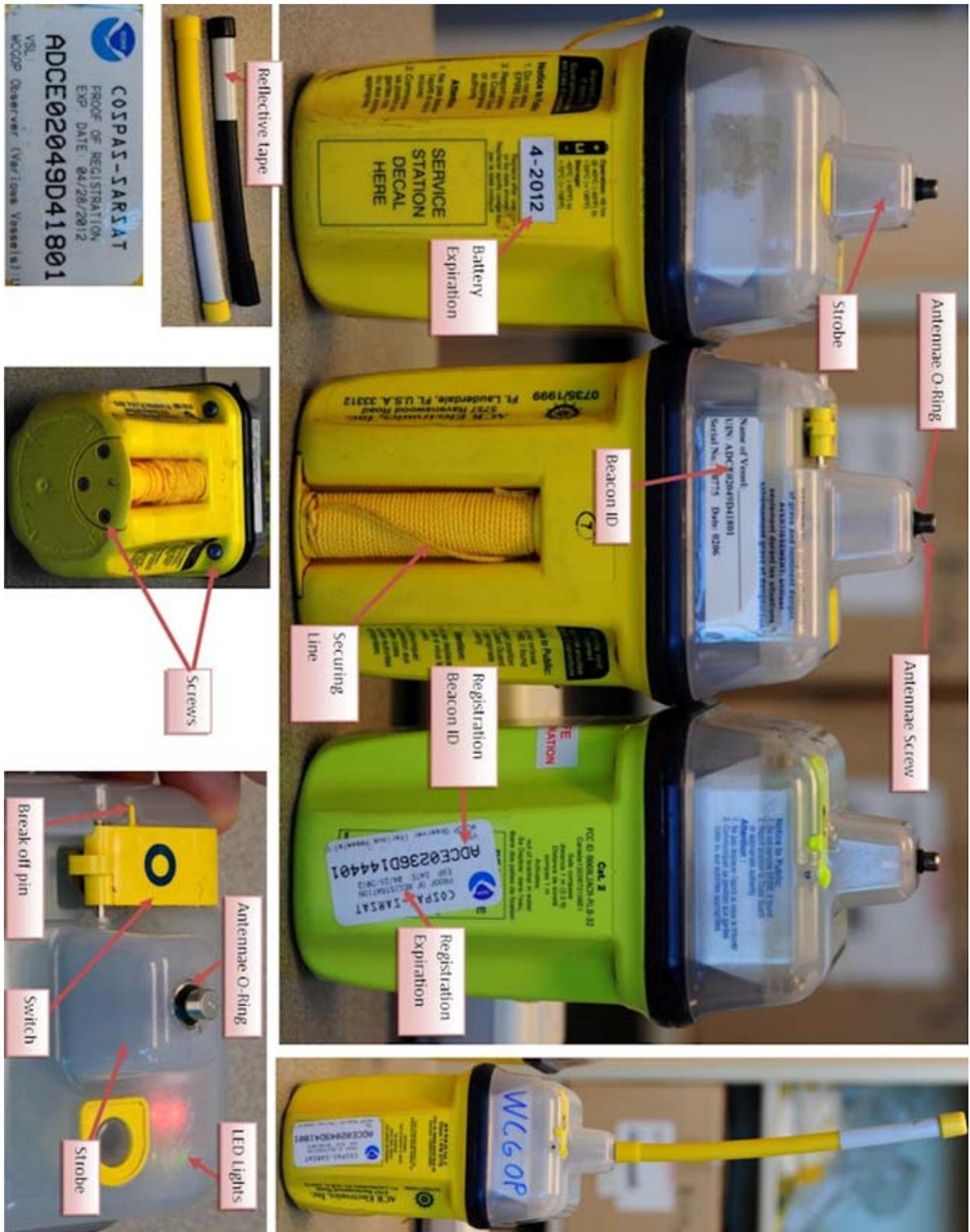
Inspection

1. Physically inspect the body of the EPIRB for cracks. (see image below)
2. Check for missing screws. If screws are missing the internal workings may be compromised.
3. Check the spool of line for tangles.
4. Verify the beacon number. There are 2 locations for the beacon number. **they must match!**
 - The white sticker with the serial number usually on the clear part of the beacon. This is the Unit Identification Number (UIN) assigned by the manufacturer.
 - The NOAA sticker on the Yellow part of the beacon. This number indicates which beacon is registered.
5. Check the Registration Expiration date (located on the NOAA Sticker)

6. Check the Battery Expiration date (usually on the thin side of the yellow body)
7. Check the rubber seal on the antenna base (see picture) for cracking. Apply
8. **silicon** grease if needed.
9. Check the antenna for cracks, corrosion, reflective tape, and that it is screwed securely to the base after inspection.
10. If the unit fails inspection at any point, contact your coordinator and the WCGOP gear technician immediately.



This unit was cracked while being kept in an immersion suit. The suit was tossed on deck from the dock resulting in the damage. This may be considered negligence on your part.



Testing

Please read all instructions before performing any of the tests.

Passing Test

1. Lift the yellow tab on top of the EPIRB HALF WAY up. The tab cannot be flipped all the way over due to design. Do not force the tab. See Activation.
2. Release the tab to its original position The O side should be up.
3. A red xmit LED and green test LED light will flash and beep once simultaneously.
4. The red and green lights will blink 3 times with 3 accompanying beeps. The 3rd is slightly late.
5. The green will stay lit one second on the 3rd beep
6. Finally the strobe will flash while the green light remains lit.



Failed Test

1. The test stops at any point other than step six.
2. The green light and strobe do not fire.
3. Call your coordinator and the WCGOP gear technician immediately.

TEST	SUCCESS	FAIL
Initial Test Start	🟢🔴 Green, Red LED	
Check Data Integrity	Beep, 🟢🔴 Green, Red LED	Test stopped
Check 406 MHz Synthesizer	Beep, 🟢🔴 Green, Red LED	Test stopped
Check RF Power/Battery	Beep, 🟢🔴 Green, Red LED	Test stopped
Successful Test	🟢 Green LED, Strobe	

***NOTE:** The "beeps" are a very high-pitched tone that many people may not be able to hear.

Accidental Activation

1. First deactivate by drying or returning switch to the off position
2. **Reporting of False Alarms:** Should there be, for any reason, an inadvertent activation or false alarm, **it must be reported to the nearest search and rescue authorities.** The information that should be reported includes the EPIRB 15-digit Unique Identifier Number (UIN), date, time, duration and cause of activation, as well as location of beacon at the time of activation. **To Report False Alarms in the United States Contact any of the following:**
 - **Atlantic Ocean/Gulf of Mexico USCG Atlantic Area Command Center Tel: (757) 398-6390**
 - **Pacific Ocean Area / USCG Area Command Center Tel: (510) 437-3700**
 - **USCG HQ Command Center Tel: (800) 323-7233**
3. Additionally immediately contact your coordinator.

Storage

Keep your EPIRB in a secure location when not in use. You are responsible for the unit and will be required to pay the full replacement cost should negligence on your part result in the loss, damage, or theft of the EPIRB. Many observers store the 406 with their immersion suit. This can lead to damage as suits are often tossed around when boarding and disembarking a vessel. If you store it with your immersion suit, ensure it is well padded and will not fall out of the bag if it unbuttons. Transport your suit as you would your own laptop. The beacon can be accidentally activated if stored in a wet environment. If your suit gets wet in its bag or you have worn it in the water, remove the EPIRB to ensure it does not activate.

Collect information to report a problem

Problems should be reported to your coordinator and the WCGOP gear technician so they can advise you how to proceed or reassign your vessels if required, and get your replacement to you as quickly as possible. See “Reporting a Problem” section for contact information and full procedures.

1. Record the beacon number from the UIN label.
2. Write down the specific problem.
3. Contact required personnel.
4. If the issue is registration related the problem stop here.

5. Prepare the EPIRB for shipping by taping a note listing the issue to the unit. Tape down the activation switch.

V. PLB Care and Inspection

The WCGOP has several types of PLB's that may be issued to observers. Please review the section pertinent to the type of PLB you have been assigned. Personal Locator Beacons (PLB) are manually activated emergency locators, in an emergency situation you must trigger the PLB yourself. Keep your PLB readily accessible. You will be given a PLB pouch that attaches to your PFD so that you can wear your PLB while on deck. If you are in a situation requiring the donning of an immersion suit, remember to retrieve your PLB and bring it with you. Put it in the suit with you if necessary. The PLB needs a clear line of site. Once activated it must be kept in the correct orientation to function properly.

Timing

The WCGOP suggest you visually inspect your PLB before and after every trip. This will ensure you have it and that it did not incur any damage or accidental activation while on the vessel or during transport. A physical inspection and communication test must be performed and logged every month.

AquaFix™ 406 GPS PLB-200 (I and I/O)

Activation

To activate your PLB in an emergency situation, unfasten the antenna from the case or holster and move it into the upright position. Lift the holster cover revealing the keypad. Depress the “test” and “GPS I” or “GPS I/O” buttons simultaneously for at least 1/2 second and less than 5 seconds. Your PLB is now activated. While transmitting your emergency signal, the red LED will flash once every 2 seconds alerting you that your PLB is activated. If GPS data is present in the PLB via the *GPS I* or *GPS O* the red LED will turn off and the green LED will take over flashing once every 2 seconds.



Activation with GPS I/O (P/N 2797.4 Only)

The **AquaFix™ 406 GPS I/O** is also equipped with an **Onboard GPS** receiver. Once activated the **AquaFix™ 406 GPS Onboard GPS** engine will start up and search to find your LAT/LON and incorporate it into your 406 MHz signal.

When the **AquaFix™ 406 GPS I/O** is turned ON, the **GPS Onboard** receiver is also immediately turned ON and will immediately begin acquiring data. As soon as the GPS receiver acquires good positioning data the red LED will stop blinking and the green LED will begin flashing once every 2 seconds. Once good global positioning data has been obtained, the GPS receiver waits for 20 minutes before looking for new positioning data again. If for any reason a time period of 4 hours passes without the GPS receiver being able to update the last good set of GPS coordinates, the message transmitted by the **AquaFix™ 406 GPS I/O** will revert to default data. At this point the green LED will stop blinking and the red LED will flash once every 2 seconds. If at any time after this good GPS data is obtained, this data will be transmitted, the red LED will stop blinking and the green LED will begin flashing again.

Antenna position

For maximum performance you must deploy the beacon antenna into the proper position as shown. If at all possible, be sure the antenna is positioned facing the sky and avoid submerging in water. This device is intended to operate on or above the ground or while attached to your person above the water line.





Inspection

1. Remove the case completely to inspect the body.
 - To open the case release the antennae and then press the tabs on the bottom together while lifting up.
 - To remove completely gently lift up the front of the case and rotate it to the upper right or left while firmly grasping the unit.
2. Physically inspect the body and case of the PLB for cracks. If the case is cracked double check the unit.
3. Check for missing screws. If screws are missing the internal workings may be compromised.
4. Inspect the gasket that surrounds the body. It should feel soft and be unbroken.
5. Verify the beacon number. There are 2 locations for the beacon number. ***They must match!***
 - The white sticker with the serial number is usually on the bottom of the back. This is the UIN or Unit Identification Number assigned by the manufacturer.
 - The NOAA sticker is usually on the upper part of the back of the beacon. This number indicates which beacon is registered.
6. Registration Expiration date (located on the NOAA Sticker)
7. Battery Expiration date (on back near the middle screws in a blue outlined box)
8. Check the antenna rotation joint to be sure the antennae moves freely and clicks in the appropriate spots. It should feel like it clicks at about 90 degrees to the unit.
9. Check the antenna for permanent bends, corrosion, cracked plastic and the plastic tip that locks it down.
10. Wipe with a damp cloth if cleaning is required.
11. Replace the case and ensure the closure clicks in completely.
12. If the unit fails inspection at any point, contact your coordinator and the WCGOP gear technician immediately.

Testing

Passing Test

PLEASE READ ALL INSTRUCTIONS BEFORE PERFORMING ANY OF THE TESTS.

1. Hold the **406 test button** for at least ½ second and less than five seconds.
2. Your PLB will sound an initial beep and green LED flash to signify the test has begun.
3. The green LED will flash a second time to indicate that the test was successful.

Note: During a self-test your PLB will send a 406 MHz signal coded as self-test to the satellite system. The homing signal at 121.5 MHz is inhibited during a self-test; this allows you to test your PLB any time during the day without causing any false alarms.



Failed Test

1. If you encounter only the initial green LED flash alone, your PLB has failed the test.
2. If your PLB flashes an initial Red LED at the beginning of the test, this indicates that your electronic battery witness seal life has been broken and you have used more than 1 hour of battery life.
3. Call your coordinator and the WCGOP gear technician immediately.

Aqualink™ 406 GPS PLB-350C and 350B & ResQfix 406 GPS PLB-300 with floatation pouch



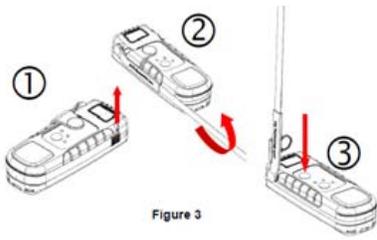


Figure 3

Activation

1. Unfasten the antenna from the case.
2. Move it into the upright position
3. Depress the ON/OFF button for 1 full second.

You will hear a “beep” and your beacon is now activated. While transmitting your distress signal, the red LED will flash once every 2 seconds, alerting you that your beacon is active. An additional “beep” will sound every time your beacon transmits data to the satellites (roughly every 50 seconds).

If your unit is activated, the GPS receiver will start up, search to find your LAT/LON and incorporate it into your 406 MHz signal. As soon as the GPS receiver acquires valid positioning data, the red LED will stop blinking and the green LED will begin flashing once every 2 seconds.

The same GPS data will be sent with each 406 MHz signal for the next twenty minutes. At that time the internal GPS will start up again, search to find your LAT/LON and incorporate it into your next 406 MHz signal. If for any reason the internal GPS cannot update your LAT/LON, your last position will be used for the next four hours. At that time the green LED will stop blinking and the red LED will flash once every 2 seconds until new GPS data is obtained.

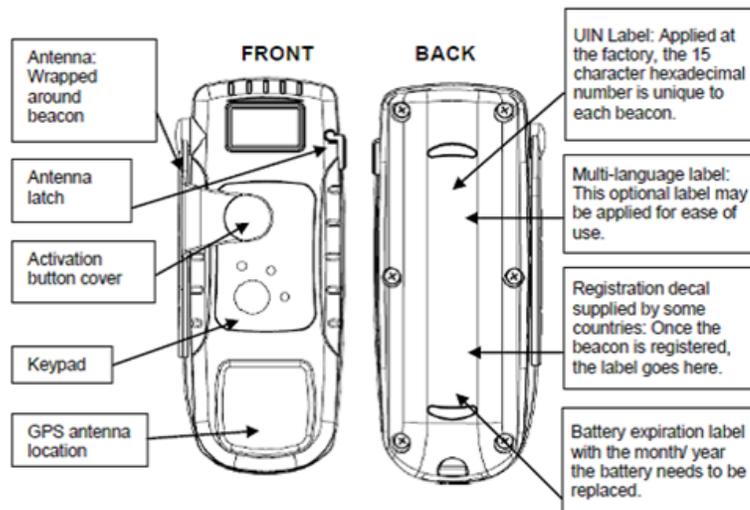
Antenna position

For maximum performance you must deploy the beacon antenna into the proper position as shown in figure 3. If at all possible, be sure the antenna is positioned facing the sky and avoid submerging in water. This device is intended to operate on or above the ground or while attached to your person above the water line.

Inspection

1. Physically inspect the body of the PLB for cracks.
2. Check for missing screws. If screws are missing the internal workings may be compromised.
3. Inspect the gasket that surrounds the body. It should feel soft and be unbroken.
4. Verify the beacon number. There are 2 locations for the beacon number. THEY MUST MATCH!

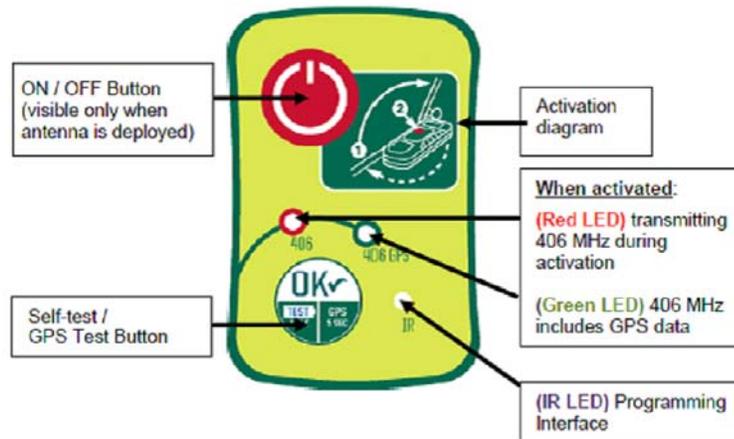
- The white sticker with the serial number is usually on the bottom of the back. This is the UIN or Unit Identification Number assigned by the manufacturer.
 - The NOAA sticker is usually on the upper part of the back of the beacon. This number indicates which beacon is registered.
5. Registration Expiration date (located on the NOAA Sticker)
 6. Battery Expiration date (on back near the bottom)
 7. Check the antenna rotation joint to be sure the antennae moves freely and clicks in the appropriate spots.
 8. Check the antenna for permanent bends, corrosion, cracked plastic and the plastic tip that locks it down.
 9. If the unit fails inspection at any point, contact your coordinator and the WCGOP gear technician immediately.



Testing

Passing Test

1. A Self-test is initiated by holding the Self-test button () for at least 1 second and less than 5 seconds.
2. Your beacon will sound an initial “beep” and flash the green LED to signify the test has begun.
3. Four more beeps will follow.
4. The green LED will flash a second time to indicate that the Self-test was successful.



Self-Test Sequences	Self-Test Guide (🟢 Green LED 🟡 Red LED)
🟢 Green LED with beep, 4 additional "beeps", 🟢 Green LED, strobe flash	Successful Self-test
🟢 Green LED, Less than 4 "beeps", 🟡 Red LED	Failed Self-test: Return unit to ACR for service
🟡 Red LED with beep, 4 additional "beeps", 🟢 Green LED, strobe flash	Successful Self-test: Less than 24 hours of transmission life is left in the batteries.
🟡 Red LED with or without beep, Less than 4 additional "beeps", 🟡 Red LED, strobe flash (PLB-350B only)	Failed Self-test: Return unit to ACR for service. Less than 24 hours of transmission life is left in the batteries.

Failed Test

1. If a red LED flashes at the completion of the Self-test, your beacon has failed. Repeat the Self-test.
2. If your PLB flashes an initial Red LED at the beginning of the test, this indicates that your electronic battery witness seal life has been broken and you have used more than 1 hour of battery life.
3. Call your
4. coordinator and the WCGOP gear technician immediately.

Accidental Activation

1. First deactivate by pressing the ON/OFF button for 1 second.
2. **Reporting of False Alarms** Should there be, for any reason, an inadvertent activation or false alarm, **it must be reported to the nearest search and rescue authorities.** The information that should be reported includes the EPIRB 15-digit Unique Identifier Number (UIN), date, time, duration and cause of activation, as well as location of beacon at the time of activation. **To Report False Alarms in the United States Contact any of the following:**
 - Atlantic Ocean/Gulf of Mexico USCG Atlantic Area Command Center
Tel: (757) 398-6390
 - Pacific Ocean Area/USCG Area Command Center Tel: (510) 437-3700
 - USCG HQ Command Center Tel: (800) 323-7233
3. Additionally immediately contact your coordinator.

Storage

Keep your PLB in a secure location when not in use. You are responsible for the unit and will be required to pay the full replacement cost should negligence on your part result in the loss, damage, or theft of the PLB. If you store it with your immersion suit, ensure it is well padded and will not fall out of the bag if it unbuttons.

Collect Information to Report a Problem

Problems should be reported to your coordinator and the WCGOP gear technician so they can advise you how to proceed or reassign your vessels if required, and get your replacement to you as quickly as possible. See “Reporting a Problem” section for contact information and full procedures.

1. Record the beacon number from the UIN label.
2. Write down the specific problem.
3. Contact required personnel.
4. If the issue is registration related the problem stop here.
5. Prepare the PLB for shipping by attaching a note listing the issue to the unit. Tape down the cover over the activation switch.



VI. Immersion Suit Care and Inspection

Select a Suit that fits

A good fit is essential to the function of an immersion suit. You should have room to fit in a suit fully clothed as you would be on deck, with a secure seal around your face. If a suit does not seal around your face it will fill with water easily.

Choose a suit that fits your frame best while providing a good seal. Try several suits on if more than one size/brand is indicated to find what works best for you.

Imperial suits tend to run a little larger than Stearns.

Chart Code	Brand/Size	Height Range	Weight Range
A	Imperial Intermediate	59"-70"	110 to 180 lbs.
B	Stearns Small	58" to 68"	110 to 250 lbs.
C	Imperial Adult	64"-75"	110 - 330 lbs.
D	Stearns Universal	59" to 75"	110 to 330 lbs.
E	Imperial Jumbo	Over 75"	Over 220
F	Stearns Oversized	over 75"	220 to 375 lbs.

		Weight lbs.																																				
		110	120	130	140	150	160	170	180	190	200	210	220	230	240	250	260	270	280	290	300	310	320	330	340	350	360	370										
Height in inches	58	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B																						4'10"
	59	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	BD	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	4'11"							
	60	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	BD	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	5'0"							
	61	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	BD	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	5'1"							
	62	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	BD	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	5'2"							
	63	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	BD	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	5'3"							
	64	ABCD	ABCD	ABCD	ABCD	ABCD	ABCD	ABCD	ABCD	BCD	CD	CD	CD	CD	CD	CD	CD	CD	CD	5'4"																		
	65	ABCD	ABCD	ABCD	ABCD	ABCD	ABCD	ABCD	ABCD	BCD	CD	CD	CD	CD	CD	CD	CD	CD	CD	5'5"																		
	66	ABCD	ABCD	ABCD	ABCD	ABCD	ABCD	ABCD	ABCD	BCD	CD	CD	CD	CD	CD	CD	CD	CD	CD	5'6"																		
	67	ABCD	ABCD	ABCD	ABCD	ABCD	ABCD	ABCD	ABCD	BCD	CD	CD	CD	CD	CD	CD	CD	CD	CD	5'7"																		
	68	ABCD	ABCD	ABCD	ABCD	ABCD	ABCD	ABCD	ABCD	BCD	CD	CD	CD	CD	CD	CD	CD	CD	CD	5'8"																		
	69	ACD	ACD	ACD	ACD	ACD	ACD	ACD	ACD	CD	CD	CD	CD	CD	CD	CD	CD	CD	5'9"																			
	70	ACD	ACD	ACD	ACD	ACD	ACD	ACD	ACD	CD	CD	CD	CD	CD	CD	CD	CD	CD	5'10"																			
	71	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	5'11"	
	72	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	5'0"	
	73	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	5'1"	
	74	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	5'2"	
	75	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	5'3"	
	76																	EF	EF	EF	EF	EF	EF	EF	EF	5'4"												
	77																	EF	EF	EF	EF	EF	EF	EF	EF	EF	5'5"											
	78																	EF	EF	EF	EF	EF	EF	EF	EF	EF	5'6"											
	79																	EF	EF	EF	EF	EF	EF	EF	EF	EF	5'7"											
80																	EF	EF	EF	EF	EF	EF	EF	EF	5'8"													
81																	EF	EF	EF	EF	EF	EF	EF	EF	5'9"													
82																	EF	EF	EF	EF	EF	EF	EF	EF	5'10"													

Timing

The WCGOP requires that you inspect your immersion suit on a monthly basis and record it in the equipment test checklist section of your logbook. WCGOP immersion suits are professionally inspected once every year beginning one year after the suit is first assigned to an observer, regardless of use. The suit you receive should be in excellent condition at the time it is assigned to you. Moving your suit from vessel to vessel, storing it, tossing it and using it for drills or in an emergency may cause wear or damage. Your safety relies on your attention to detail. Immediately report any problems to your debriefer or coordinator so that a replacement may be issued.

Donning Instructions

Your life may depend on your ability to quickly don your immersion suit in an emergency. It makes sense to have practiced beforehand. Monthly practice should reduce your donning time from minutes to seconds.

1. Remove suit from storage bag. Grasp handle on bottom of bag, give a quick tug up. Bag should release snaps and allow suit to slide out.
2. You should practice donning the suit, feet first, while lying or sitting on the deck. Vessel movement or list will often prevent donning the suit in a standing position.
3. Place your weaker arm into the sleeve of the immersion suit. Then using your free hand, reach up and place the immersion suit hood over your head. Then place your strong arm into the sleeve of the immersion suit.
4. Holding the zipper below the slider with one hand, fully close the zipper by firmly pulling straight up on the lanyard with the other hand. Secure the flap over the face/mouth.
5. Enter water feet first while protecting your airways with your hands.

Warnings

Do not inflate the air bladder until you are in the water to prevent damage or injury.

There is a risk of entrapment in submerged vessel compartments due to suit buoyancy.



Jumping into the water is a last resort. Ease/lower yourself into the water if possible.

Inspection

Careful inspection will ensure the suit functions properly should you ever need it. Never board a vessel with a suit that shows signs of damage.

1. The storage bag:
 - Check the closures on the storage bag as well as its general condition.
 - Wax closure snaps on bag for ease of opening.
 - Ensure Donning Instructions are legible.
 - Be sure bag, size and manufacturer of suit labeling are correct.
 - Buttons often rip out of Stearns bags. If too many buttons are damaged to close the bag securely, request a new bag from your debriefer.
2. Lay suit on a flat clean surface. Visually check the suit's reflective tape, fabric and seams, inside and out, for damages.
 - Examine fabric for tears, rips, punctures, abrasions, grease, oil stains, mildew and burns.
 - Examine seams for ripped stitching on the outside and cracked glue seals on the inside.
 - Examine reflective tape. Is it yellowed, peeling, cracked or missing? There should be 16 square inches of reflective tape on the front and the back of every immersion suit.
 - Smell the suit. It should not smell like mold/mildew, gasoline or diesel fuel. If it does wash it as directed below.
 - Make a note of any defects found and their location on the suit. Follow cleaning instructions below if cleaning is needed.
3. The zipper used in an immersion suit is designed to provide a water tight seal. It is important that regular maintenance practices be performed.
 - Visually check zipper for wear, damage, corrosion (green color) and cleanliness. Debris and foreign matter can be removed by using a soft bristle brush and fresh water. Corrosion can be removed with baking soda and water. If zipper shows signs of wear or damage remove the immersion suit from service.
 - Check zipper by sliding up and down with a steady straight pull to check for ease of operation. Watertight zippers take a good deal of pull to operate



Inner seam glue in good shape.



Use wax to lubricate the zipper.

but if the zipper is non-functional or extremely difficult to close while wearing the suit, remove the immersion suit from service.

- Regular lubrication of the inner and outer zipper is essential. You will be issued a block or pencil of zipper wax for this purpose. This is the only lubricant to be used. Use of grease or non-approved lubricants can harm the zipper or suit. Lightly rub the wax along the zipper inside and out, and then work the zipper up and down to spread the wax evenly. Remove excess wax from the suit.
4. Check head support/buoyancy ring for obvious damage and ensure that it is properly attached. Check inflation hose for kinks, deterioration or leaks. See that the lock screw is in open position. Be sure the valve moves in and out freely. Head support/buoyancy ring should be inflated and tested for leaks using one of the following two methods.
- Orally inflate the bladder until firm then immerse in water looking for air bubbles. If bubbles are present, remove immersion suit from service.

OR

- Orally inflate until firm, let stand for 24 hours and check for firmness. If leaks are detected, remove immersion suit from service. A replacement airbladder can be ordered for an Imperial suit instead of replacing the suit.

Once testing is complete, deflate the pillow/air bladder by pushing in on the mouth piece. Ensure the locking ring is screwed away from the mouth piece of the inflator so you can blow air into the bladder.

5. Check whistle for audio function and ease of accessibility. The securing line should be long enough to reach your mouth easily when the suit is zipped up. The whistle may be attached to the zipper pull with heavy string as long as it will not interfere with the zippers operation.
6. Be sure an approved distress marker light with an unexpired battery is firmly attached to the suit. Test it if it is a manual strobe. Replace batteries or strobe if required. Be careful to position the manual strobe so that it will not turn on when the suit is rolled up.
7. Make sure suit is dry inside and out before storing.

Cleaning

Washing: In no case should the suit be dry-cleaned or exposed to any chemical solvents or cleaners. The suit should be hand washed with mild detergent and rinsed thoroughly with plenty of fresh water. Stains can be cleaned by gently rubbing with a soft bristle brush. If odors are present, soak the suit in a mild soap or shampoo safe for neoprene. Dive shops usually sell neoprene shampoo. It is very



Corrosion around the inflation nozzle. Clean with a brush and baking soda and water



rare that you will need to clean your suit. If you have worn the suit in water at any time it should be rinsed thoroughly.

Drying: Hang suit inside out on large wooden or plastic hanger in a cool (65-75 degrees Fahrenheit), dry and well-ventilated area. Do not expose to sunlight or direct heat. Following the drying of the interior of the suit, it should be reversed to completely dry the outside. When the suit has thoroughly dried, it can be returned to the bag by following steps 1 to 4 for Storage Instructions.

Storage

1. Lay suit out on flat, clean surface with arms out. Make sure zipper is almost fully open, leaving an inch or 2 to allow the zipper to be pulled down should it stick, initially. Make sure the lock screw on the inflatable tube is in the open position.
2. Roll suit, feet first, up to the chin area making sure not to crease the head support/buoyancy ring or inflatable tubes. Tuck face flap into neck area to prevent Velcro® from attaching to suit while in storage.
3. Fold arms over rolled up legs and across chest.
4. Tuck hood into the roll and place in storage bag. Secure the bag closures. Be sure suit is stored in clean, dry area and is immediately accessible in case of emergency. Do not compress the suit in storage as it may result in loss of buoyancy and thermal protection.
5. Store the suit in a secure location in your home when not in use. Heat from long term storage in a vehicle can damage the suit and leaving it in view in your vehicle increase the odds the suit could be stolen.

Collect information to report a problem

Problems should be reported to your coordinator and the WCGOP gear technician so they can advise you how to proceed or reassign your vessels if required, and get your replacement to you as quickly as possible. See “Reporting a Problem” section for contact information and full procedures.

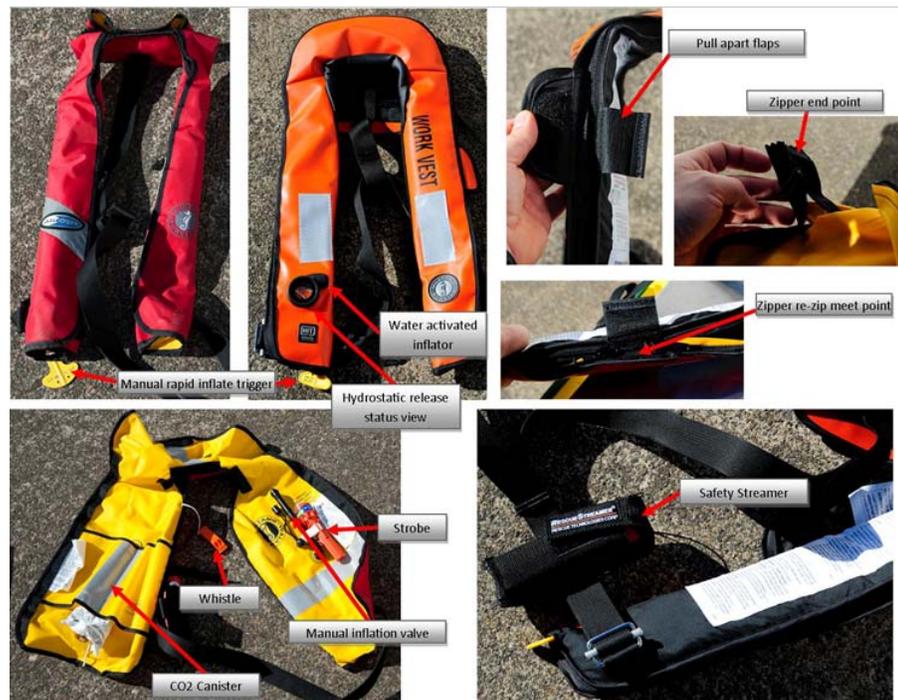
1. Make a note of the serial number of the suit. This can be found in several locations on you immersion suit.
 - Written in large numbers on the back or floatation pillow.
 - Written on each shoulder.
 - On a small white tag near the Velcro on the face flap (Stearns)



- Stamped on the inside of the back of the suit. (Imperials)
2. Write down what is wrong with the suit and the location of the problem. Use a diagram if needed.
 3. Contact the required personnel.
 4. Put a note in the bag with the suit describing any problems and their location on the suit.



VII. Inflatable PFD Care and Maintenance



Timing

The WCGOP suggest you visually inspect your inflatable PFD before and after every trip. This will ensure that it did not incur any damage while in use on the vessel or during transport. A physical inspection and inflation test must be performed and logged every month.

Donning Instructions

Inflatable PFD's are one size fits all. It is important that the Inflatable PFD is properly adjusted to fit the person wearing it. An incorrect fit or improper fastening of attachments could impede its effectiveness. The belt should fit below your rib cage adjusted to a tight personal fit. Check your Inflatable PFD and ensure all of the checkpoints listed below are true before use. Put the Inflatable PFD on just like a jacket and fasten the front buckle. Adjust the waist belt using the side buckle on the belt and secure the belt's loose end is in the belt loop.

WARNING: Do not wear Inflatable PFDs under clothing as the inflation could be restricted or you could be injured.

Checkpoints before donning

- All belts and straps are already threaded correctly and only need to be adjusted for fit.
- Hydrostatic release status indicator is green.
- All zippers, Velcro and waist buckle are securely fastened.
- Inflatable PFD is not twisted.
- Ensure the inflation pull-tab is hanging on the outside.
- No rips, tears, excessive abrasion or holes; all seams are securely sewn; and the cover, straps and hardware are still strong.

Inspection

1. Examine the exterior for holes, abrasions, stains, and rips.
2. Examine the seams. They should be tight and in good condition.
3. Examine the straps and clips and their attachment points.
4. Open the PFD by pulling it apart. For zipper secured PFDs, grasp the flaps and pull apart. The zippers are designed to give.
5. Examine the zippers or Velcro. Zippers can become corroded and Velcro can be excessively dirty. Clean as required.
6. Examine the single point status indicator through the window panel. Ensure the indicator is green. If the indicator is red, the mechanism has been fired or is incorrectly fitted. Do not attempt to repair if triggered.
7. Ensure the current date is not past the date on the inflator
8. Examine the manual inflation tube. Ensure the oral-inflation dust cap is on the tube and secured.
9. Check the strobe attachment and test the strobe. Replace batteries if necessary.
10. Check whistle attachment and test whistle.
11. Verify the presence of the CO2 cylinder and feel for damage. The cylinder is not usually accessible on newer models.

Testing

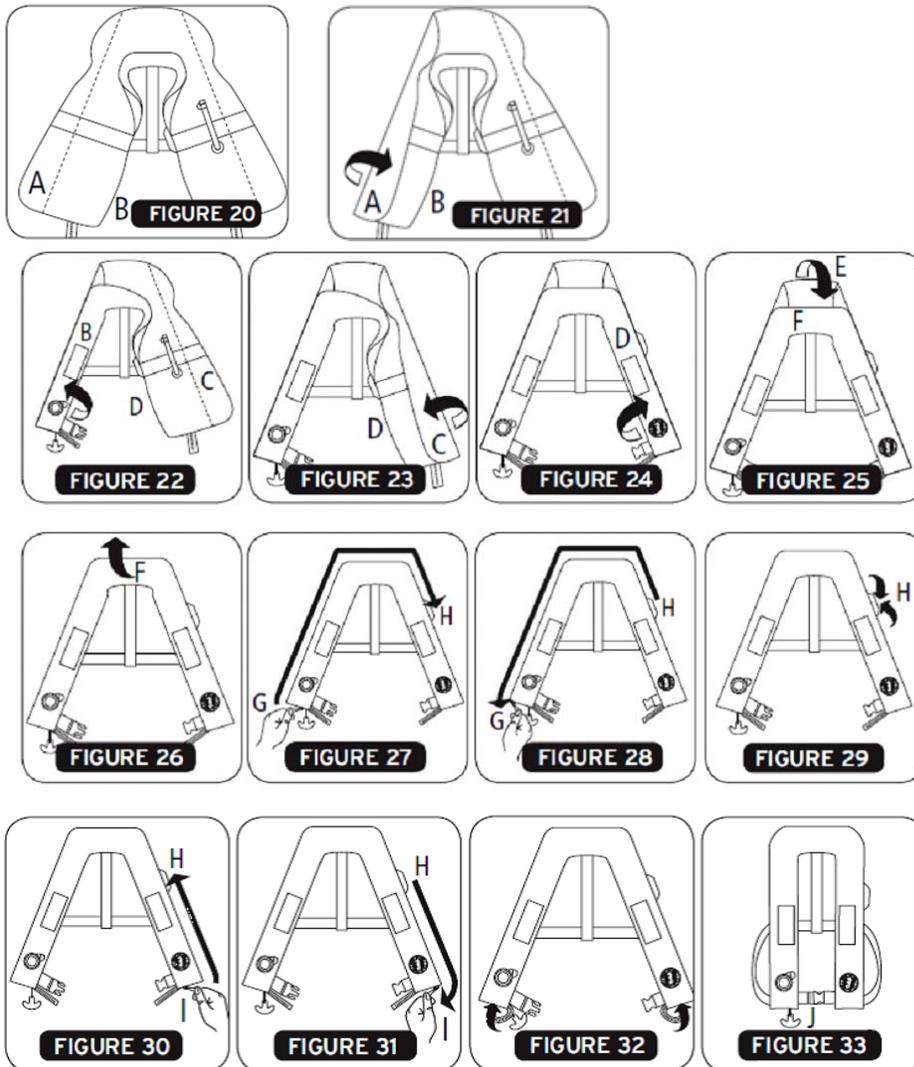
1. Remove the dust cap from the oral inflator and manually inflate the PFD.
2. Let the pdf set overnight.
3. Test should be performed indoors.



Repacking

1. If there are no signs of deflation, use your finger, or reverse the dust cap and depress the valve in the oral inflator, while gently squeezing the Inflatable PFD until all air or gas has been expelled. To avoid damage, do not wring or twist the Inflatable PFD.
2. Put the inflation tube dust cap back in its stowed position on the oral inflation tube.
3. Lay out the Inflatable PFD flat on a clean surface (Figure 20).
4. Fold side (A) inward along the full length of the dotted line (Figure 21). Fold cover (B) over; covering side (A) (Figure 22).
5. Repeat step 17 with side (C) (Figure 23), cover (D) (Figure 24).
6. Ensure the inflator body is still located within its protective cap cover and that the single point status indicator is visible through the inflator cap cover's window.
7. Fold over the top side (E) (Figure 25) and cover (F) (Figure 26).
8. If PFD uses zippers: Reset the long zipper by pulling the slider (G) around the top to the Velcro™ tab (H).
9. Close by pulling the slider (G) in the opposite direction to the end of the zipper (Figure 28). Ensure that the Inflatable cell does not get caught by the zipper when closing.
10. Fasten the Velcro™ tab (H) (Figure 29) to keep zipper closed.
11. Reset the short 2-step zipper by pulling the slider (I) to the Velcro™ tab (H).
12. Close by pulling slider (I) in the opposite direction to the end of the zipper (Figure 31). Ensure that the inflatable cell does not get caught by the zipper when closing
13. Use a finger to push the zipper ends into the openings at the bottom of the packed Inflatable PFD (Figure 32).

14. Ensure the pull-tab (J) is on the outside of the folded Inflatable PFD. Figure 33 depicts a correctly folded Inflatable PFD.



Cleaning

- To avoid inflation, do not submerge the Inflatable PFD or directly spray the inflator. Clean only while the PFD is closed as you would normally wear it.
- Hand wash or sponge down the Inflatable PFD with warm, soapy water.
- If your PFD is made of nylon, clean slimy spots with a soft scrub brush or sponge and dish soap.
- If it is made of water proof PVC clean with a wet cloth or sponge and dish soap.
- Rinse the PFD with clean water, using a clean rinse cloth. Do not submerge or pour water on it.

- Do not get inflator wet.
- Hang the Inflatable PFD to dry on a plastic coat hanger.
- Do not dry clean.
- Do not use chlorine bleach.
- Do not iron or dry with direct heat.

Storage

Always store your Inflatable PFD in a warm, dry place out of direct sunlight. Keep your equipment in a secure location. You may be responsible for the replacement cost should it be lost or stolen.

Collect Information to report a problem

Problems should be reported to your coordinator and the WCGOP gear technician so they can advise you how to proceed or reassign your vessels if required, and get your replacement to you as quickly as possible. See “Reporting a Problem” section for contact information and full procedures.

- If your PFD is triggered, request a replacement.
- Make a note of the specific problem with your PFD.
- Contact the required personnel.
- Attach the note to your PFD with a rubber band.

VIII. Work Vest PFD Care and Maintenance

Timing

The WCGOP suggest you visually inspect your PFD before every trip. This will ensure that it did not incur any damage while in use on the vessel or during transport. A physical inspection must be performed and logged every month.

Use

You will only be assigned a work vest style of PFD if you request it. You must select the appropriate size at gear check out. Take into account any additional clothing you will wear while on deck. Ensure the straps will buckle and your movement is not restricted.

WARNING: A work vest PFD may not float you face up if you are knocked unconscious.

Inspection

1. Check for rips, tears, holes in fabric. These may be present and not cause the PFD to fail unless the floatation or fit is compromised.
2. Mold or mildew? Clean it.
3. Check the foam for water logging by squeezing it. If water comes out easily the PFD fails. The type of foam used should not retain water.
4. Ensure the foam is full and intact. Foam shrinkage may indicate heat damage and reduce floatation. This can happen if your PFD was left in a very hot place or hung on the wall next to the engine room.
5. Check the seams.
6. Check the straps and their attachment points.
7. Check the strobe attachment and test it.
8. Check the whistle attachment and test it.

Cleaning

Use soap and water and a soft scrub brush to clean your PFD. PFD may be submersed or sprayed with a hose. If mold or mildew is present use a diluted bleach solution and rinse thoroughly. Hang on a plastic hanger and dry before storing.



Storage

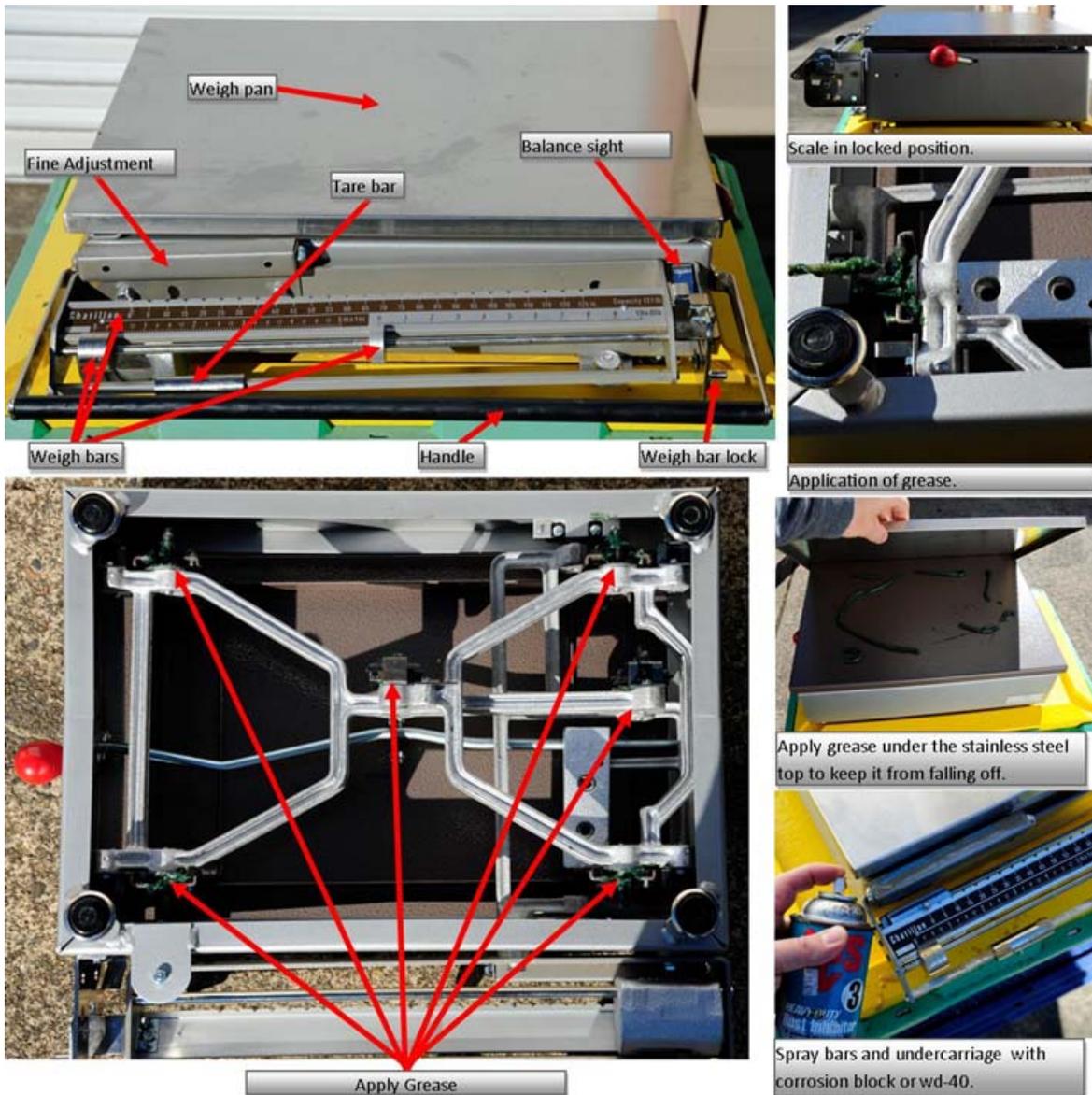
Keep your PFD in a cool dry place. Long term exposure to heat may cause foam to degrade or shrink.

Collect Information to Report a Problem

Problems should be reported to your coordinator and the WCGOP gear technician so they can advise you how to proceed or reassign your vessels if required, and get your replacement to you as quickly as possible. See “Reporting a Problem” section for contact information and full procedures.

- Make a note of the specific problem with your PFD.
- Contact the required personnel.
- Attach the note to your PFD with a rubber band or safety pin.

IX. Chattillon Flatbed Scale Care and Maintenance



Timing

The WCGOP requires you to test your flatbed scale every 5th observed day at a minimum. Record the serial number and the weight to one decimal place in your log book. Maintenance should be performed upon the return of every trip as the scale will only perform if you properly lubricate and maintain it.

Use

Prior to taking the scale from training you should familiarize yourself with how to use it. Additionally, you will need to ensure the scale is properly lubricated and tested. Whenever you are not using the scale, lock the platform in place using the black or red lever on the right side of the scale. Turn the lever forward to lock the platform, and back to unlock the platform. Observers should avoid dropping the sample basket on the scale or placing the basket on the scale in a harsh manner. This bends supports that the platform rests on and can lead to scale malfunction. Carry the scale by the long attached handle, or the handle cut out under the weight bars. The handle must be installed on your scale at all times as it helps to protect the weigh bars.

How to weigh

1. Ensure the scale is as level as possible and will not wobble.
2. Place an empty basket on the weigh pan.
3. Use the lowest bar to tare the basket and set the scale to zero.
4. Place full basket on scale.
5. Use the 5 lb. bar to get the weight to the nearest 5 lbs.
6. Use the 1 lb. bar on the left to get the weight to the nearest pound.
7. Only read single pounds here.
8. Use the tenth bar on the right to get the w
9. eight to the tenth of the pound.
10. Use the sight reflector to see the balance point. It is located on the far right.
11. Record the value by adding the weight from all 3 locations.

The tare on a Chatillon is dependent on the angle of the scale (which is determined by the slope of the deck). An angle as small as 10 degrees will change the tare value required to zero the scale. This is the general slope of the deck only, not the motion of the vessel. This means that if you change the orientation of your scale, the value required to correctly tare a basket will change accordingly. To account for this: always tare your basket after you have placed your scale where you will be weighing catch. Since the angle may change as the boat fills, recheck the tare before sampling each haul. If you move your scale to a new location in the middle of a

haul, you must recheck the tare prior to continuing to take weights. Again, always check your tare prior to beginning a haul.

Maintenance

The bars on the bottom of the scale form an "X" shape. The platform floats on the tips of this "X," and there is a flex point where the bars cross. Each of these five points must be liberally lubricated to prevent rusting. Generally, the flex points will be lubricated with thick grease prior to issue. You will need to occasionally clean off and re-grease all the points. Engine grease obtained from the vessel mechanic can be used in the event you need to apply fresh grease while deployed. Follow the maintenance schedule below to keep your scale in the best condition.

On Vessel

Daily while in use

- Oil the weight bars with a spray lubricant or food grade oil.
- Spray lubricant inside the fine tune adjustment.
- Clean scale after use. Deck hose OK.
- Rinse with fresh water after use if possible.

Weekly

- Spray the undercarriage with WD-40 or rust inhibitor.
- Apply grease to the pivot points on the "X"
- Apply grease to the feet screws.
- Check all screws for tightness and excessive rust. Pay careful attention to the handle. If you remove any screws, coat them with grease prior to reinserting them to help prevent rust locking.

After your trip

- Wash scale with fresh water and dish soap.
- Rinse scale inside and out.
- Let scale dry.
- Spray the undercarriage with WD-40 or rust inhibitor.



The grease has been piled on and has hardened. This may inhibit the scales function. Clean off grease monthly. Use of corrosion block can help prevent rust.

Monthly

- Use a solvent and clean off all old grease.
- Use a scrubby or stiff brush to remove light rust.
- Rinse scale thoroughly with fresh water and allow to dry completely.
- Spray undercarriage and weight bars with lubricant.
- Grease all pivot points and any points that have shown a tendency to rust.
- Remove the stainless steel top, clean off old grease and apply fresh grease to keep it from falling off.

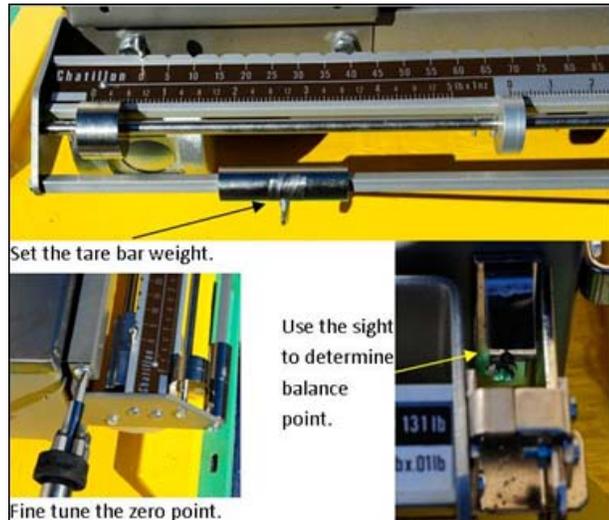
Testing

Test in a wind free environment. You will need to test your scale for accuracy and establish a known weight so you can monitor for drift and correct it. This will be done with a 5 lb. weight provided by the WCGOP and 3 gallons of water. Obtain 3 sealed gallons of water. These will be your “known weight object”. Mark them and keep them for future use. Always use the same 3 gallons. Helpful hint: Write the determined weight on the gallons of water and in your log book.

Initial Calibration

1. Ensure the tare bar is set to the zero point for your scale.
2. Fine zero the scale using the small, rectangular bar on the upper left of the weight bar.
 - If the scale is unbalanced where the bar dips low, turn the screw to the left until the scale balances on zero.
 - If the scale is unbalanced where the bar stays high, turn the screw to the right until the scale balances on zero.
3. Weigh the 5 lb. weight.
4. Fine tune the scale to the 5 lb. weight using the fine zero bar.
5. Remove the weight and check the scale zero point.
6. You should get a steady zero and 5lb reading without adjusting the scale if calibration was done correctly.
7. Repeat if necessary.
8. Weigh your known weight object and record the value.

9. This will be your future calibration point.



Weight test for log book

1. Zero the scale with the tare bar.
2. Place the either the known weight object or the 5lb. weight on the platform.
3. Using the bars in the appropriate manner, balance the scale.
 - Use the 5 lb. bar to get the weight to the nearest 5 lbs.
 - Use the 1 lb. bar on the left to get the weight to the nearest pound.
 - Use the tenth bar on the right to get the weight to the tenth of the pound.
4. Record the results (actual read weights) on the Scale Testing form in your log book.
5. Repeat for the other weight.
6. If the scale reads + or - 5% from what is should be for either the 5lb. weight (4.75 lbs. to 5.25 lbs.) or the 3 gallons of water weight:
 - Contact your coordinator or debriefer immediately! Stop until advised further.
 - Recalibrate your scale using your known weight.
 - Redo the weight test.
7. Remove the weight and reset the bar weights.
8. Lock the scale.

Storage

Rinse your scale with fresh water inside and out after every trip. Always allow the scale to dry completely prior to storing. Keep your scale in a secure dry location.

Collect information to report a problem

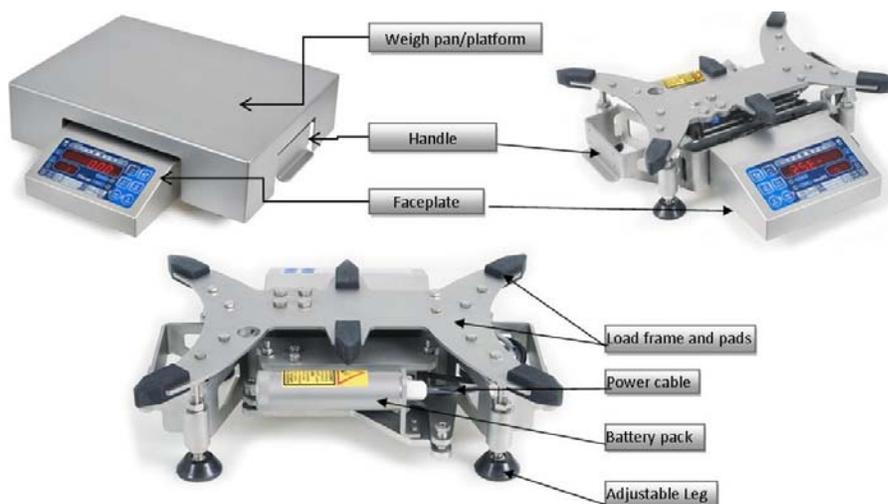
Problems should be reported to your coordinator and the WCGOP gear technician so they can advise you how to proceed or reassign your vessels if required, and get your replacement to you as quickly as possible. See “Reporting a Problem” section for contact information and full procedures.

- Make a note of the specific problem with your scale.
- Contact the required personnel.
- If you have been asked to return the scale, attach a note directly to it indicating the problem.

X. Marel M-1100 Marine Scale Use and Maintenance

Timing

This scale is only issued to WCGOP Catch Share Observer at this time. NON Catch Share Observers can ignore this section. The WCGOP requires you to test your M-1100 scale every 5th observed day at a minimum. Record the serial number and the weight to one decimal place in your log book. Maintenance should be performed upon return after every trip to keep the scale in the best possible condition.



Care and Maintenance

Always carry your scale in either the pelican case, or by the two handles.

On vessel:

1. When boarding or disembarking a vessel always transfer the scale in a securely closed pelican case. Tie a line to the case, long enough to retrieve it if dropped when transferring over water. This is also useful when boarding a vessel lower or higher than the dock.
2. Rinse scale with a **low pressure fresh water** hose between uses to remove the bulk of slime and scales between hauls. If a fresh water hose is not available use a deck hose. Direct stream to the weigh pan top only.
3. If available, rinse with freshwater at the end of each day by pouring a bucket of water over scale. Remove the weigh pan and rinse inside as well.

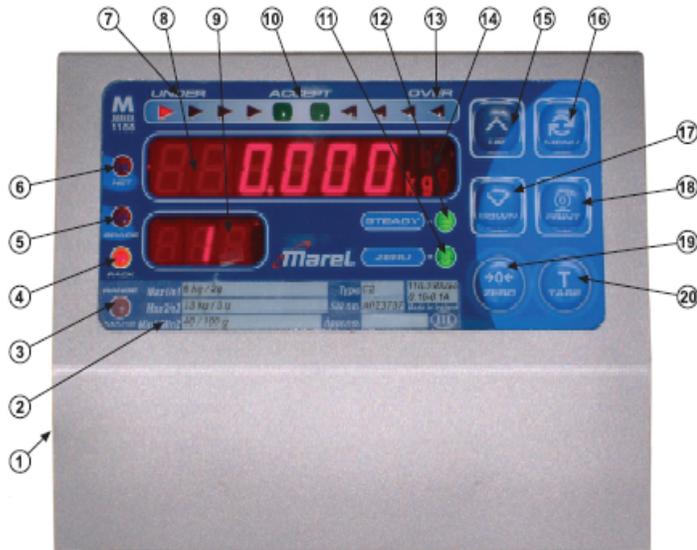
4. Secure scale if you will not be on deck for a period of time and during rough weather. Best practice is to put the scale in the pelican case at the end of each haul. Always remove scale from line of traffic and keep away from scuppers. In bad weather place in pelican case and TAKE THE SCALE INSIDE or TIE IT DOWN.

After your trip:

1. Wash scale with fresh water and dish soap. Use a sponge or cloth on the screen and buttons. A green scouring pad can be used on the **metal parts** to remove any brown spots if necessary. A sponge is preferred.
2. Remove the weight pan to clean and rinse. Rinse scale inside and out.
3. Let scale dry.
4. Inspect the cables for any damage.
5. Clean the pelican case as needed and allow it to dry. The foam can be washed with a hose, sponge, and bleach. Remove everything from case except the foam. Fill with water and ¼ cup of bleach. Allow to soak for 20 minutes. Empty and rinse thoroughly with fresh water. Allow to air dry open for 24 hours.
6. Store scale in Pelican case but leave the case open if possible so moisture can escape.
7. If you notice any condensation in the scale screens
8. or damage to cables please contact the gear technician as soon as possible.

Replacing the batteries

1. Lift off the weigh platform.
2. Find the tube with the yellow warning label.
3. Twist to unscrew tube.
4. Shake out batteries.
5. Insert new batteries positive end towards open end of tube.
6. If needed, apply silicon grease to O-ring.
7. Hand-tighten battery pack.
8. Replace weigh pan.
9. Check scale performance.
10. For long periods of storage, remove the batteries from the pack.
11. Keep the battery pack, empty or full, connected to the scale at all times.
12. Store spare d-cell batteries in a dry Ziploc bag.



- | | |
|------------------------------|------------------------------|
| 1. Top cover | 12. Steady indicator |
| 2. Rating plate | 13. Over indicator |
| 3. Max2/Power-down indicator | 14. Unit of weight indicator |
| 4. Packing indicator | 15. UP arrow |
| 5. Grading indicator | 16. MENU key |
| 6. Net indicator | 17. DOWN arrow |
| 7. Under indicator | 18. PRINT key |
| 8. Weight Display | 19. ZERO key |
| 9. Config Display | 20. TARE key |
| 10. Accept indicator | |
| 11. Zero indicator | |

Use

Prior to taking the scale from training you should familiarize yourself with how to use it. Always transport the scale in its pelican case. Carry the scale by both handles when out of the case. Be careful of the weigh pan as it can fall off. Avoid dropping the sample basket on the scale or placing the basket on the scale in a harsh manner.

1. Determine a good location to work that will allow the scale to be set up without being walked on or washed overboard. Tie it down if necessary using the holes in the handles.
2. Be sure there are no foreign objects that can interfere with the platforms movements.

3. The pelican case can be used as a scale platform or a seat. Just be sure it will not slide around.
4. Store the calibration weight safely (in the case is best). It's small and will roll when tipped.
5. Try to keep the scale out of direct wind (close to the deck or in a sheltered area) if possible.
6. Level the scale to the deck as best as possible, assuring the scale will not wobble.
7. **Calibrate the scale before each and every haul.** A crew member must witness the initial calibration and the fit value must be recorded on your deck sheet with the witness's initials.
8. If weather conditions change during your sample collection, recalibrate scale. A good indicator that recalibration is required is the steady indicator does not light up for long or the word CAL is flashing in the configuration display.
9. To tare the scale simply place basket on scale and press the tare key while the scale reads stable. The weight value should be zero once the tare is accepted
10. To clear a tare, clear the weigh pan and press the zero key.
11. To weigh place item on scale and read the value in the weight display while the green accept indicator is lit.
12. Remember to clear the tare when not using a basket, and to set it when using one.

Hint: Work Smarter. To weigh individual or small piles of fish in a series, start with a tared basket, weigh the fish, record the value, hit tare till you see a zero for weight and weigh the next fish. Continue process until done, then dump the basket and reset the tare.

Testing

Calibration:

To Calibrate the Marel M-1100:

1. Make sure the platform is clear and free of obstructions and the scale level as possible.
2. Turn on scale by pressing any button.
3. When the weight display shows 0.0lb the scale is ready.
 - If the scale will not come to a ready state, check that the weigh pan is seated correctly.
 - If the scale read-out gets stuck on a non-weigh screen, the batteries probably need to be replaced.
4. Press the Zero and Menu Keys simultaneously.
5. Wait for the readout to display: "Put 5 kg"

6. Place the 5kg weight on the scale
7. Press print
8. When “FIT_XXkg” is displayed calibration is complete (xx is a numerical value 00-99) Note “FIT_XXkg” is a land calibration and “FIT XXkg” is a motion compensated calibration. The difference is the underscore.
 - A value in the range of 00 to 25 is acceptable
 - Recalibrate if the value is above 25, rough seas may be difficult to calibrate in. Check that nothing is interfering with the scale top by removing and replacing the top and clearing under the scale. Try to block the wind from the scale. This can be done with a tote or your rain coat.
 - If a better fit cannot be achieved after 10 calibrations continue with normal scale use and note the fit on the data forms.
9. Record the fit in the logbook if testing scale.
10. Remove the weight from the platform
11. When the weight display shows 0.00 the scale is ready for use.

Annual Detailed Weight test:

Test must be performed at the closest field station at gear check out, check in and every 90 days. Testing forms are located at the testing sites.

- 1) Turn on scale by pressing any button.
- 2) Clear the platform.
- 3) Calibrate scale as above.
- 4) Record the fit value.
- 5) This test is done as an accumulating weight test up to capacity, overload and back to zero. Leave and remove each weight as indicated.
 - Record zero value (should be zero)
 - Place 5lb standard on scale. Verify and record value. Total 5 lb.
 - Place 20lb standard on scale. Verify and record value. Total 25lb.
 - Place 50lb standard on scale. Verify and record value. Total 75 lb.
 - Place 50lb standard on scale. Verify and record value. Total 125 lb.
 - Press on the scale until the weight field blanks (overload the scale)
 - Release pressure on scale and record the value. Total 125 lb.
 - Remove 50lb standard from scale. Verify and record value. Total 75 lb.
 - Remove 50lb standard from scale. Verify and record value. Total 25 lb.
 - Remove 20lb standard from scale. Verify and record value. Total 5 lb.
 - Remove 5lb standard from scale. Verify and record value. Total 0 lb.

- If weight values are off of known by more than .1 +/- lbs. repeat the test after placing all the weights on the scale and letting it sit for ~20 minutes.
- If scale continues to fail contact the gear technician immediately for assistance.
- Turn in scale test form to gear technician via fax or email after test.
- A scale must pass before being issued and upon return.

WCGOPCS Marel Scale Min/Max/Overload Test

Marel M-1100 PL3260: 60 KG Single Resolution

Scale Serial # _____

Date: _____

Observer: _____

Checkout _____ Mid Trip _____ Check in _____

Test 1		
Calibration (5kg)		
Fit Value:	Expected Value	
Standard	(Lbs.)	Actual Value
Empty Platform	0	
5lb	5	
5lb+20lb	25	
5lb+20lb+50lb	75	
5lb+20lb+50lb+50lb	125	
5lb+20lb+50lb+50lb + press on scale until screen blanks	lines/blank	
5lb+20lb+50lb+50lb	125	
5lb+20lb+50lb	75	
5lb+20lb	25	
5lb	5	
Empty Platform	0	

Test 2 (If required)		
Calibration (5kg)		
Fit Value:	Expected Value	
Standard	(Lbs.)	Actual Value
Empty Platform	0	
5lb	5	
5lb+20lb	25	
5lb+20lb+50lb	75	
5lb+20lb+50lb+50lb	125	
5lb+20lb+50lb+50lb + press on scale until screen blanks	lines/blank	
5lb+20lb+50lb+50lb	125	
5lb+20lb+50lb	75	
5lb+20lb	25	
5lb	5	
Empty Platform	0	

All values must be within +.05lbs of expected values. If any results are outside of that range complete the test and retest after a new calibration.

Turn in completed forms on the same day as testing, either to your debriefer if testing in person or via fax or email.

Fax form to Eric Brasseur: 541-867-0505

Scan and email to ericb@psmfc.org

Signature: _____

Figure 11-1: Turn in scale test form to gear technician via fax or email after test.

Collect information to report a problem

Problems should be reported to your coordinator and the WCGOP gear technician so they can advise you how to proceed or reassign your vessels if required, and get your replacement to you as quickly as possible. You can only go to sea with a properly functioning scale. See “Reporting a Problem” section for contact information and full procedures.

- Make a note of the serial number and the specific problem with your scale.
- Contact the required personnel.

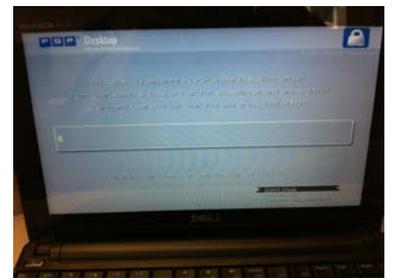
If you have been asked to return the scale, attach a note directly to it indicating the problem

XI. Netbooks

These are issued to WCGOP Catch Shares Observers. NON Catch Share observer can ignore this section.

Note: This section is incomplete at this time. An update may be passed out during training to supplement this information.

Trawl Catch Share observers will be assigned a netbook with broadband network access. This will be used to enter your data on vessel and transmit it to the WCGOP database once you are back at dock and to allow internet access for communication and online data entry. Since the data will be retained on the netbook for a period of time, they must be encrypted. There are 2 accounts that you will use while performing your data entry duties. Each is specific to the task they should be used for.



Inventory

- 1 Pelican case
- 1 Shoulder carrying strap
- 1 Dell Inspiron Mini 1012 Netbook
- 1 Dell Power cord
- 1 Flexible number key pad
- 1 USB mini mouse

Transporting and Storage

Your computer is a valuable piece of equipment that contains sensitive information and should be treated as such. To protect the computer and the data it contains please use the following procedures.

- When not in use turn the computer off. Encryption only protects a computer that is not logged on to. Putting the unit to sleep is insufficient.
- Use the power supply whenever possible to conserve the battery and keep the unit charged for time when you may not have access to power.
- Carry the netbook in the pelican case. Keep it locked in transit. You will be given two keys to the case. Keep one on your key ring and one at home in case of loss.
- While on the vessel, put the computer back in the case when not in use. Close it up to help protect it from damage and moisture. Turn it off.
- Do not leave the computer in your car. Laptops are common targets of theft. Keep it out of view in the trunk if left temporarily for any reason.
- Do not let anyone else use your computer.

Computer Access

You will have two user accounts on the netbook. The first one called “Data Entry” will be used to enter data while on the vessel. The second is “Observer” and is used for access to web based email for communication with WCGOP staff and affiliates.

First Use

Turn on the computer and log on using the password “lingcod”. This will take you to the data entry account. Once you have successfully logged onto the computer, change the password to something only you know and will remember (See: *Changing your password* in this chapter).

- Log in with “lingcod” on the gray screen at initial startup. This is the disk encryption challenge and will launch the correct account for data entry once authorized.

Once the password has been changed, Logout of the “data entry account” and repeat the process for the “observer” account.

Since the computer has been logged onto already the screen will be different. The windows logon screen will be visible instead of the PGP encryption screen.

The user name will probably be “data entry” since that was the last account accessed. Enter the following in the window user dialog box.

- User: Observer
- Password: yelloweye

Once logged in proceed to change the password for this account as well.



When you try to connect to a secure Wi-Fi connection a profile box will pop up. If you know the password, enter it, if not, click cancel and connect to a different network

Note: The computer is set to automatically log off the data entry account after 20 minutes of idle to prevent others from tampering with your data.

Changing your password

- Start
- Control panel
- User accounts
- Choose your account
- Create a password

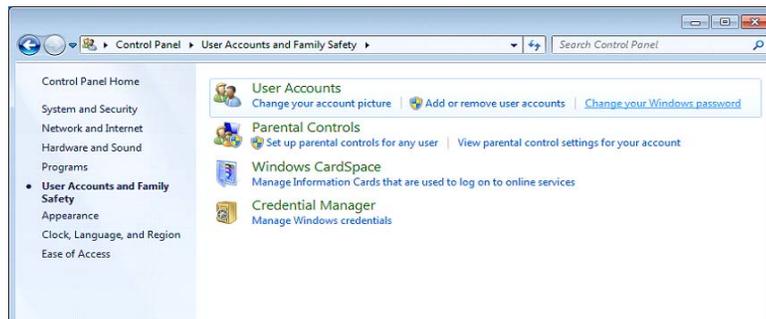
1. Click Start: Control panel



2. Select User Accounts and Family Settings.



3. Select Change your windows password.



4. Select Change your password.



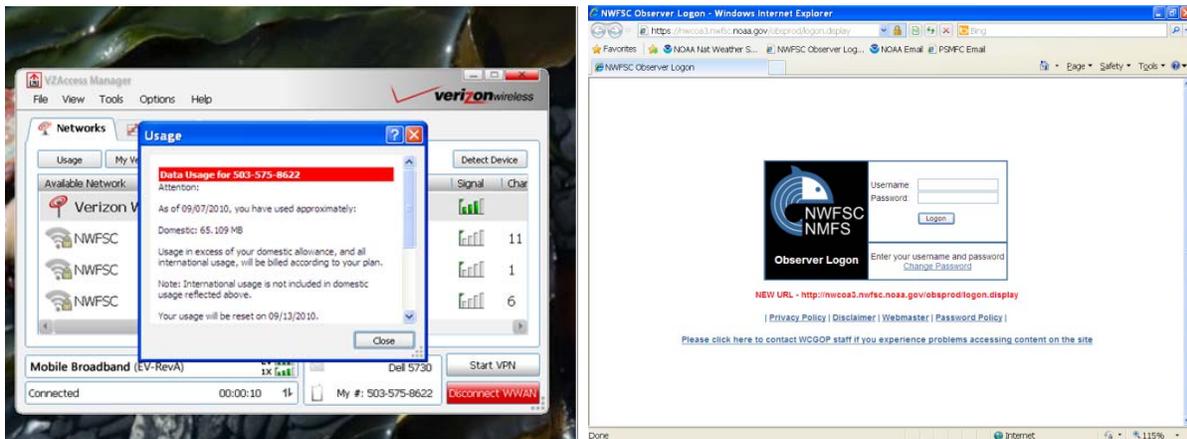
5. Enter the current password.
6. Enter your new password.
7. Enter your new password again.
8. Type a hint to help you remember it.
9. Click Change password.



- Keep your password secret.
- Your netbook is wiped and reset upon return.

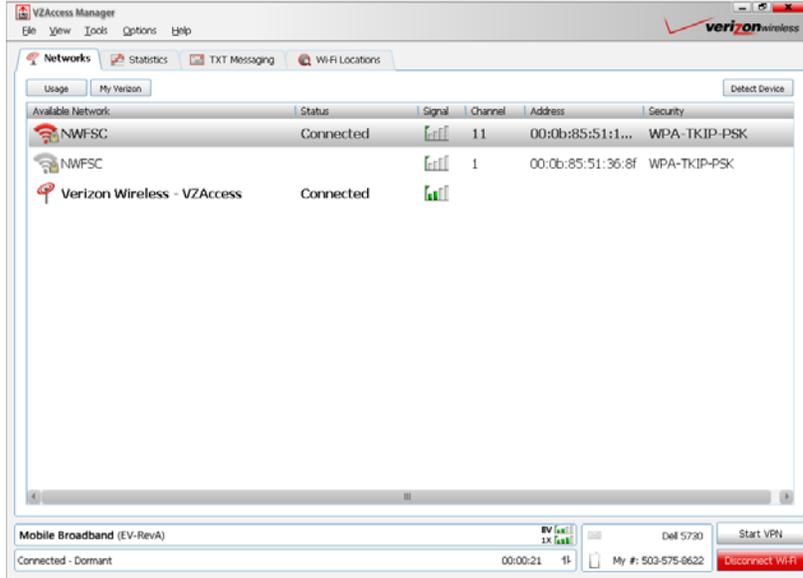
The VZaccess Manager

When the “data entry” account starts, the program VZaccess manager will automatically load and the observer login page will launch in internet explorer.



- The initial screen will look like this above (different background).
- It's ok to close the usage screen.
- Before attempting to log in to the WCGOP Database verify that you are connected to the Verizon network or a secure Wi-Fi signal.

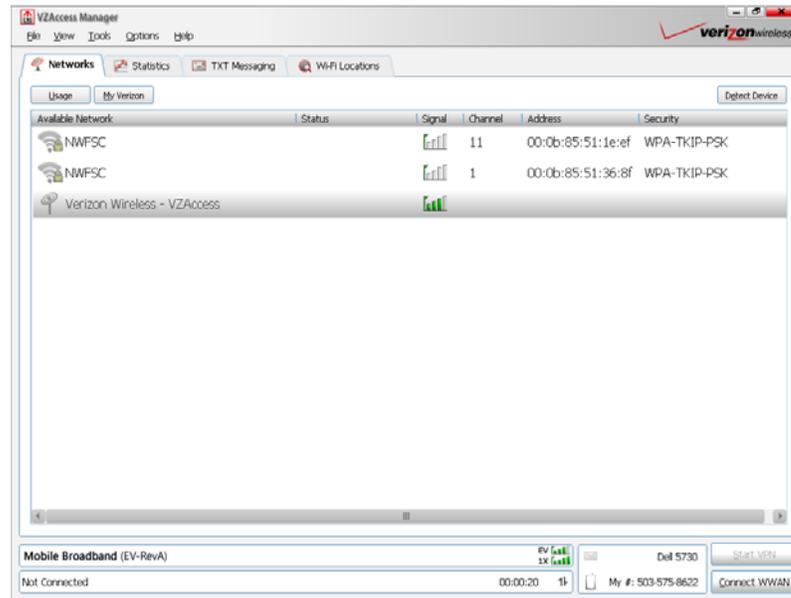
General Network info



In this image, the laptop is connected to both a secure Wi-Fi signal and the Verizon Wireless signal.

For data entry you should only use a secure Wi-Fi connection or the Verizon wireless connection. If you are connected to a free public Wi-Fi account you will need to disconnect from it prior to entering data. Double click an item to connect or disconnect from it or by highlighting the connection and clicking the Disconnect (red)/Connect (Gray) button. To access a secure Wi-Fi account you must know the password. If you have a home wireless network that is secure please use it.

- Connected networks have red icons on the left and a status of connected.
- Non connected networks have gray icons and a blank status.
- If the radar symbol has a lock on it, the WI-FI is secure and you will not be able to use it unless you know the password. At some fish houses or docks, we might be able to acquire the login. Just ask them.



You must highlight the Verizon Wireless connection by clicking on it once before the Connect WWAN button will work. In this image no networks are connected but 3 are available. The Wi-Fi Connections are both secure.

- If Verizon is not visible it is not available in your current location. Move somewhere else.
- If the Wi-Fi signal is free (radar symbol only) it might be the first one in the list and automatically connected as the default is set to use Wi-Fi first when available. Do not use it for data entry.
- If you are connected to an unsecure Wi-Fi instead of Verizon broadband or a secure Wi-Fi, disconnect from the unsecure Wi-Fi signal by double clicking on it, or highlighting the connection and clicking the disconnect Wi-Fi button then connect to Verizon Wireless instead.
- If you are connected to both an unsecure Wi-Fi and Verizon Wireless you will still need to close the Wi-Fi connection. Disconnect from the Wi-Fi signal by double clicking on it, or highlighting the connection and clicking the disconnect Wi-Fi button in the bottom right corner.
- If Verizon is **visible and not connected** hit the **Connect WWAN** button in the bottom right of the program, or double click the Verizon Wireless connection to connect.

Care and Maintenance

The netbook you are using is configured to automatically apply windows and antivirus updates. For these to take effect, you must be connected to the internet long enough for the updates to be installed. You must regularly log on and allow

updates to run. They will run in the background while you check your email or do data entry. Follow the prompts restart the system when requested.

Use the “data entry” account to enter data. The system should not allow you to enter data in any other account. This is to protect your data and the computer.

Use the “observer” account to access the web and check your email and any other WCGOP tasks that require a computer.

Do not download or install programs on your computer. The only allowed software is already installed.

Do not store personal files on the computer.

Do not visit porn sites or other potential virus distributing sites.

Collect information to report a problem

Problems should be reported to your coordinator and the WCGOP gear technician so they can advise you how to proceed or reassign your vessels if required, and get your replacement to you as quickly as possible. See “Reporting a Problem” section for contact information and full procedures.

- Make a note of the PSMFC property number and the specific problem with your netbook.
- Contact the required personnel.

If you have been asked to return the scale, attach a note directly to it indicating the problem

XII. Laptops

Note: This section is incomplete at this time. An update may be passed out during training to supplement this information.

Non-Trawl Catch Share observers will be assigned a laptop and given a monthly stipend for internet access fees. This will be used to enter your data at home in the web based data base and for communication with WCGOP staff.

Inventory

- 1 Laptop
- 1 Laptop briefcase
- 1 Power cord

First use

Turn on the computer and log on to the “WCGOP Observer” account. This will take you to the account you will normally use for everything. Once you have successfully logged onto the computer, create a password for the account, something only you know and will remember (See: *Changing your password* in this chapter).

Changing your password

- Start
- Control panel
- User accounts
- Choose your account
- Create a password

Care and Maintenance

The laptop you are using is configured to automatically apply windows and antivirus updates. For these to take effect, you must be connected to the internet long enough for the updates to be installed. You must regularly log on and allow updates to run. They will run in the background while you check your email or do data entry. Follow the prompts restart the system when requested. Occasionally

visit the windows update site and look for additional updates by selecting custom.
Apply the updates.

- Use the power supply whenever possible to conserve the battery and keep the unit charged for time when you may not have access to power.
- Do not download or install programs on your computer. The only allowed software is already installed.
- Do not store personal files on the computer.
- Do not let anyone else use your computer.
- Do not visit porn sites or other potential virus distributing sites.

Transporting and Storage

Your computer is a valuable piece of equipment that contains sensitive information and should be treated as such. To protect the computer and the data it contains please use the following procedures.

- Carry the in the laptop bag.
- Never take your laptop on a vessel.
- Do not leave the computer in your car. Laptops are common targets of theft. Keep it out of view in the trunk if left temporarily for any reason.

Collect information to report a problem

Problems should be reported to your coordinator and the WCGOP gear technician so they can advise you how to proceed or reassign your vessels if required, and get your replacement to you as quickly as possible. See “Reporting a Problem” section for contact information and full procedures.

- Make a note of the PSMFC property number and the specific problem with your laptop.
- Contact the required personnel.

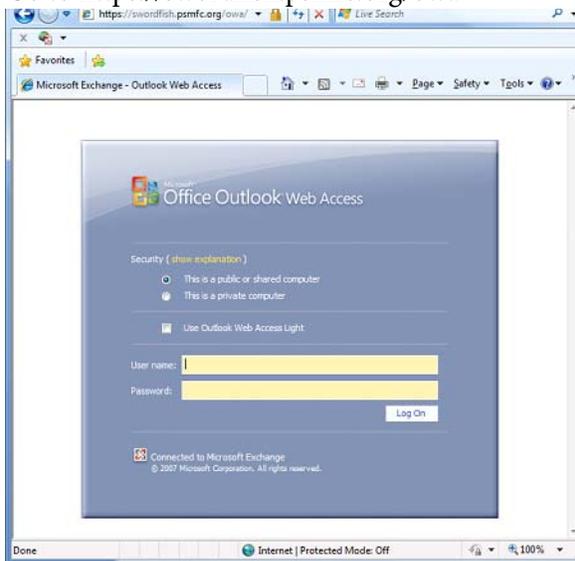
If you have been asked to return the scale, attach a note directly to it indicating the problem

XIII. PSMFC Email Account

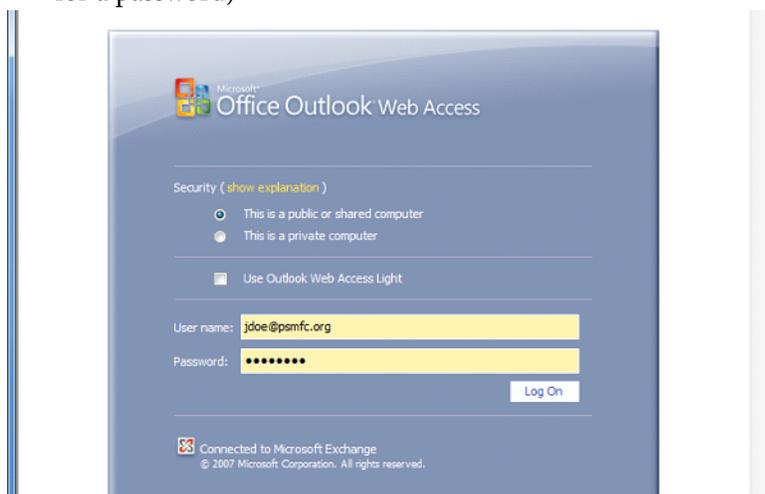
All WCGOP observers (Catch Shares and NON Catch Shares) will be assigned a PSMFC email account to use to communicate with WCGOP. This email should be checked for messages daily if possible.

How to Access PSMFC email on the internet

1. Go to <https://swordfish.psmfc.org/owa>



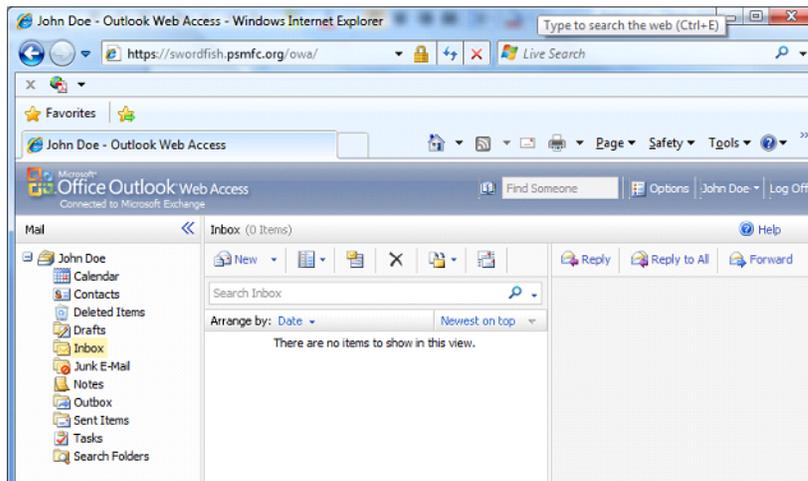
2. Enter your PSMFC e-mail address for the user name (i.e. `jdoe@psmfc.org`)
3. Enter your PSMFC password (if this is your first login use Welcome1 for a password)



4. After you have entered your User Name and Password, click “Log On”.
5. Upon initial login you will be prompted to choose the appropriate time zone for your area.

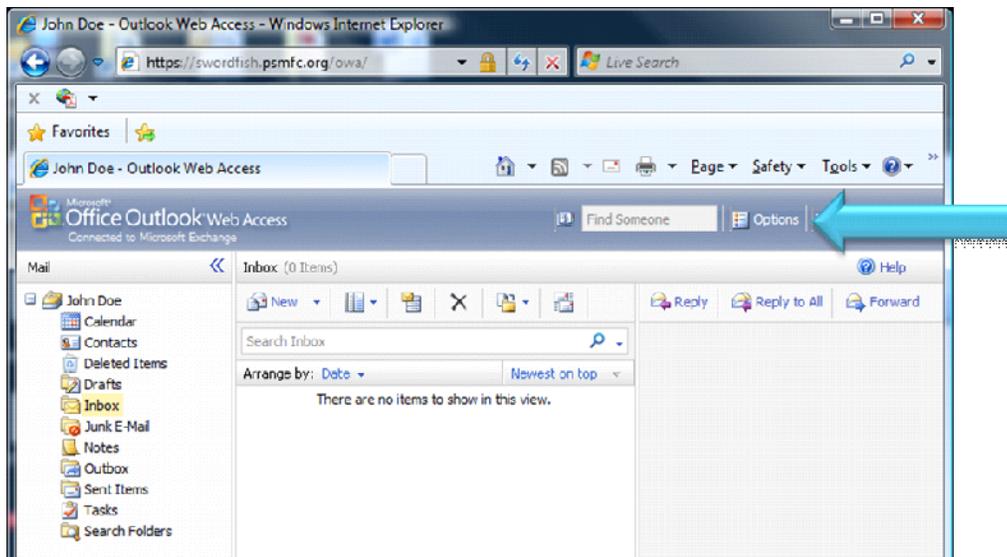


6. Make changes if needed and then click “OK”.
7. You have successfully logged into the PSMFC web mail.

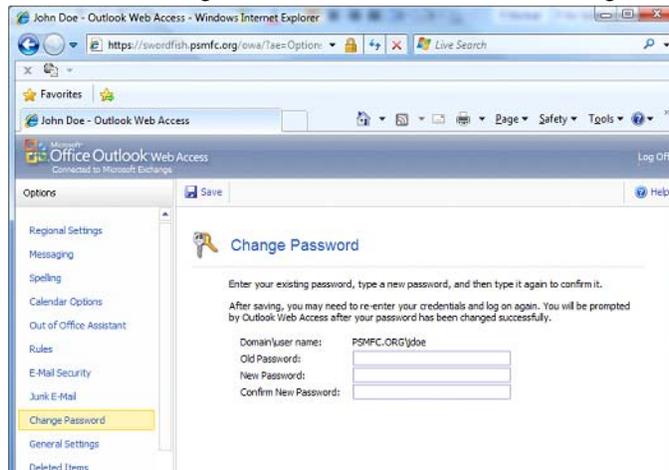


Changing your password using web mail

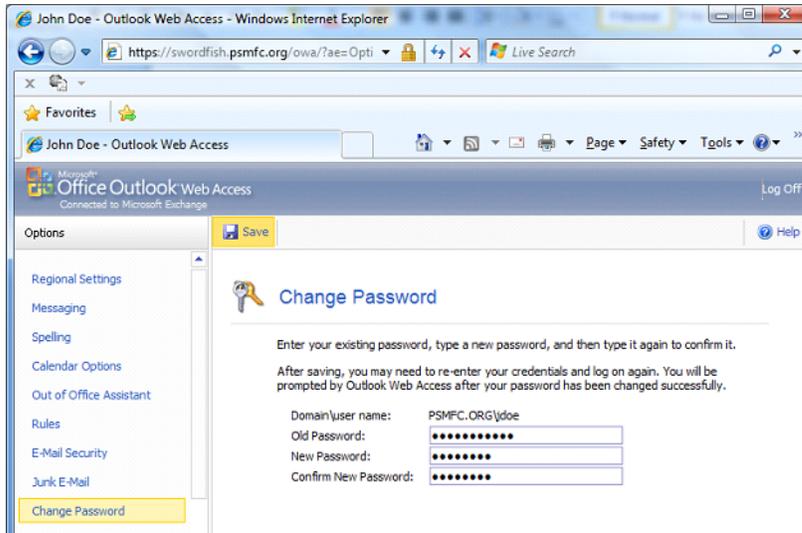
1. After logging into the webmail, click “Options”.



2. Click “Change Password” on the left hand navigation pane.



3. Enter your existing “old” password. Then enter your new password in both the “New Password” and “Confirm New Password” fields. Then Click “Save” your Changes.



4. You should then see the confirmation dialog, confirming the password change, you will then have to login using your new password. Simply Click “OK” to proceed.



XIV. Reporting a Problem

It is very important that any equipment problems be reported right away so that if replacement gear is needed it can be issued before your next trip. Problems should be reported by phone and email to your coordinator and the WCGOP gear technician so they can communicate your request to the proper personnel and advise you how to proceed and reassign your vessels if required.

You should contact the gear technician if:

- Your gear malfunctions.
- You set off an EPIRB, PLB, non-serviceable strobe, or inflatable PFD.
- You are having a problem with a piece of gear.
- Something is missing, lost, or stolen.
- Something breaks.
- You are having a computer problem.

For each item see the corresponding section in the Gear Chapter for specific details needed for reporting such as serial number. Have that information recorded and ready.

1. Call the gear technician and tell them what is wrong. They will advise you if you need to stop working while you await a replacement.
2. Send an email to your coordinator, debriefer and the gear technician with all details.
3. Label the equipment as noted in each section. Included specific notes as required.
4. Be sure your physical address is listed in the WCGOP database. We must have a physical address to ship to, a PO Box is not sufficient for Fed-Ex or UPS overnight deliveries.
5. Once reported a replacement will be shipped directly to you.
6. Use the box your replacement came in and ship the damaged/malfunctioning item back to:

Eric Brasseur
Fisheries Technician
Hatfield Marine Science Center
Barry Fisher Building
2032 SE OSU Drive
Newport, OR 97365

In many cases a return label will be included in the package. Simply remove the previous shipping label and barcodes on the box and insert the new prepaid shipping label in the clear shipping envelope. Seal the box and take the package to the nearest drop off center based on shipping company. If no centers are nearby you can call for a pickup.

XV. Contacts

Gear technician

Eric Brasseur
Office: 541-867-0509
Cell: 757-897-9651
Email: ericb@psmfc.org

Trawl Catch Share Coordinators

Your coordinator is your contact with the observer provider company that hired you.

- AOI
- MRAG
- Saltwater
- NWO
- Tech Sea

Non-Trawl Catch Share Coordinators

Washington and Oregon

Allen Cramer
Office: (541)867-0527
Cell: (503) 791-2703
Email: Allen.Cramer@noaa.gov

Brian Perry

Office: 541-867-0527
Cell: 541- 961-3709
Email: brian.perry@noaa.gov

California

John LaFargue
Office: (707) 443-3228
Cell: (530) 604-7386
Email: John.Lafargue@noaa.gov

XVI. Gear Check in Procedure

Once your contract is over and you are done with all your boats and have scheduled your final debrief, you will need to schedule a time and place to turn in your gear. Contact the gear technician by email to schedule a time.

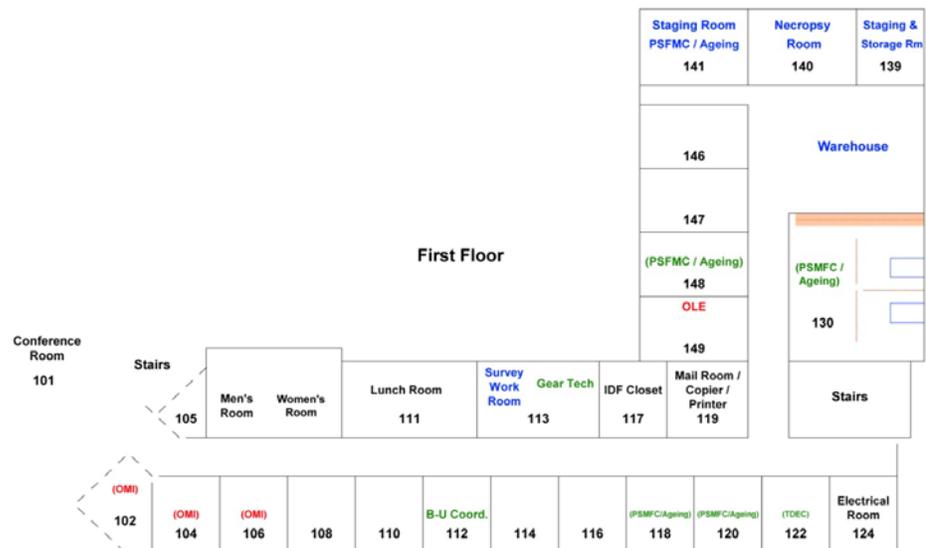
Gear technician

Eric Brasseur

Office: 541-867-0509

Cell: 757-897-9651

Email: ericb@psmfc.org



Gear is generally returned to Newport for check in, unless otherwise arranged. Bring your gear to the warehouse loading bay in the Barry Fisher Building and find the gear technician in Room 113 for check in at the time you have arranged. From the loading bay you can enter the building by the door on the west side south corner of the building near the stairs.

Once you set up your gear check-in a copy of your checkout form will be sent to you by email as a PDF. Please review it to find and go over everything before check in. If you received replacement or additional gear it may not be noted with the correct ID number. You are responsible for everything on the list and any

additional items you may have received during your deployment such as a GPS. If non consumable items are missing **you will be billed for them** through your service provider.

Please be sure to bring all of your gear with you, thoroughly cleaned prior to your arrival.

Here is what needs to be done prior to returning your gear, review maintenance sections for more details:

- Baskets: Clean/scrub thoroughly with bleach. A car wash is a good place to power wash baskets.
- Rain Gear (If provided): Wash with bleach and dry completely. Washer/Dryer is ok.
- Non inflatable PFD: Hand scrub with a mild bleach solution, rinse and air dry completely.
- Inflatable PFD: Hand scrub with dish soap and rinse with a damp rag. DO NOT IMMERSER OR SPRAY. Air dry completely. Leave strobes, whistles, pouches, and streamers attached.
- PLB: Remove the case from your PLB and wash it and the case with soap. Rinse and let dry.
- Platform scale: Clean and remove excess grease. Remove any rust on the five pivot points on the bottom of the scale, and on the sliding weight bars. Rinse it with fresh water and let it dry. Lubricate the scale.
- Brass scales: Clean and place in a lightly oiled paper towel in a zip lock bag.
- Mar el M1100 scale: Clean with fresh water and soap. Scrub brown spots with a green scrubby. Rinse and dry completely. Test the scale and record the results in your logbook. If the scale does not test out within the approved NMFS accuracy range, please alert your debriefer when you return for your final debriefing.
- Pelican scale case: Remove everything from case except the foam. Fill with water and ¼ cup of bleach. Allow to soak for 20 minutes. Empty and rinse thoroughly with fresh water. Allow to air dry open for 24 hours. Once dry return all items to the case for transport.
- Laptop/netbook: Remove any personal files you need from the laptop. Empty the laptop bag/case of everything personal and be sure the power cord is in the bag. Check CD tray.
- Immersion suit: Leave the whistles and strobe lights attached. Remove personal gear from bag.
- Have your PLB and EPIRB out with all other loose gear.

CHAPTER 11

Gear

- Report any malfunctioning or damaged equipment.
- Books: Clean as best as you can.
- Water-proof species guides: Wash with bleach if needed. Dry thoroughly.
- If it is October or later: recycle the paper from your observer manual and turn in the binder otherwise turn in entire manual.