



Interim procedures for Geoduck Validation during Covid-19

North Coast fleet to packer offloads – updated September 10, 2020

In order to help reduce the potential for the spread of COVID-19 in our workplaces, we are implementing changes to some operational practices and how information is exchanged between Archipelago staff and members of the fishing industry in the delivery of our fishery monitoring programs. We need to significantly reduce or eliminate all together the exchange of material (paperwork) between individuals and wherever possible comply with social distancing (>2 meters) guidelines. Please adhere to the following practices in your work that are in addition to all recommendations previously communicated to keep our staff and clients healthy. Please communicate frequently with members of industry on vessels and at offload facilities about their recommendations for maintaining a safe working environment.

Vessels meet packer:

- Logbooks held by vessel, all harvest information filled out prior to offload at packer.
- Vessel records packer information onto logpage, removes white pages, fold and place pages in envelope provided, seal envelope, and provide to sanitized tupperware held on packer.
- Vessel to provide blue copy to OGM after offload.
- Packer weights relayed to OGM from packer staff to verify against logpages.
- All envelopes stored in sanitized tupperware during transit.
- OGM creates packer sheet and emails to port validators, office staff, and trucking company.

Port validator meets the truck and packer:

- Prior to offload port validator creates validation worksheets based on packer sheet from OGM.
- Bring printed copy of packer sheet to offload to fill in net weights and confirmed cages.
- Use gloves and/or wash and sanitize hands to handle all paperwork.**
- Receive Tupperware of white pages from packer.
- Do scale check validation on first lift into empty truck to allow for social distance of 2 meters, validator to proceed with offload from the dock.
- Fill out validation worksheets for each offload as per packer sheet.

- Validator to fill in number of cages and net offload weight for each validation on the packer sheet.
- Take a photo/scan of packer sheet and text to truck driver and to North Coast Co-ordinator.

Port validator returns to the office:

- Use gloves and/or wash sanitize hands to handle all paperwork.**
- Check validation paperwork for errors.
- Scan validation worksheets and packer sheet to head office.
- Open envelopes and scan log pages to self and head office.
- Place log pages back into envelope, place worksheets in separate envelope and label and file.
- Clean scanner and all surfaces.
- Check electronic scanned copies of log pages for any errors, especially related to areas fished and VO#s – send email to head office or text/call to staff depending on errors.
- Phone and confirm numbers to OGM and Vancouver Observers, email excel packer sheet to OGM and Vancouver Observers.

Paperwork received by head office:

- Office staff use validation worksheet numbers to update log pages and data check validations.
- Office staff send appropriate log pages to plants.
- Office staff enter log data and confirm data with OGM.

Plant Validators meet product in Vancouver:

- Vancouver validator receives email and phone confirmation from Port Validators and truck driver for timing of plant offloads.
- Validator confirms receipt of appropriate number of cages for each validation to the plants and records plant weight into Vancouver plant paperwork maintaining social distancing.
- Validators email plant validation forms to Victoria office.