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# Checklist for FPC & Deck Lead between legs

General cleaning and packing

* Checklist for bundling and stacking a net
* OSI 2021 Job Service No's
* Clean bedding for all new scientists
* Prepare report inventorying progress of each Special Project assigned to the vessel for the next leg's deck boss
* Check survival suit inventory, to ensure all incoming scientific personnel have a suitable size
* "Collect" all boots and rain gear loaned to interns and others as they depart the vessel
* Freshwater rinse all metal tools and parts (bolts, washers, nuts etc.) that have been on deck and exposed to saltwater.
* Empty the eyewash bottle as one of your last items & ship it home empty.
* Otolith trays
  + caps tightened
  + trays scrubbed with dilute bleach solution
  + trays dried
  + Pollock otoliths packaged and shipped after each leg (EBS SHELF)
* All deck tables scrubbed and pressure washed
* Baskets and white totes scrubbed or pressure washed and stacked
* Electronic scales
  + cleaned and scrubbed
  + rinsed with fresh water
  + dried and packed
* Deck supplies cleaned
* Ethanol and formalin buckets capped with uncut lids and buckets properly labeled
* Frozen specimens put in freezer boxes, properly labeled and sealed with tape & shipped
* Take properly sealed and labeled stomach buckets to Coastal Transportation for shipment
* Record the quantity of packages associated with each project and email or deliver that information to the Special Projects Coordinator
* Remaining ethanol and formalin properly stored and labeled
* Document conditions for vessel ingress and egress
* Chemical storage cleaned and rinsed thoroughly and chemicals returned
* All bedding and pillows stuffed in trash bags labeled "USED"
* All tools cleaned and replaced in their proper case and location
* On deck Invert and Fish guides cleaned and dried
* State rooms cleaned, trash removed, and floor vacuumed (each leg!)

Data Administration

* Fill out Inter-leg Communication Log
* Provide Fuel PO # and sign and obtain copy of fuel receipt if fuel taken
* (end of leg 3 ask engineer for remaining fuel report (tank soundings)
* CATCH computer - Run catch entry program for checking data; MAKE APPROPRIATE EDITS!
  + WHEELHOUSE/CALYPSO computer - Use DB\_Utilities to make 7zip file (remaining or fixed hauls) and SFTP to Seattle DB
  + Deck Lead or designee does line-by-line edit of catch data for each leg
  + Deck Lead or designee obtain electronic table of crab weights and numbers from Crab Lead and reconcile with those in DATA\_ENT
  + Deck Lead or designee obtain electronic table of Halibut catch numbers and lengths by haul from IPHC Biologist and reconcile with those in DATA\_ENT
  + Incoming Deck Lead should delete prior leg's data from Data\_ent using "Delete data for new leg" button found within Edit, Delete Data window. Then ensure the cruise number is correct for the leg.
  + HAND CARRY Thumb Drive and/or hard copies back to Seattle (FPC, Deck Boss, or designee)
  + Leg data sheets (HAULFORM, Wheelhouse Haul Rept, DATA\_ENT Catch & Length Reports (mandatory), ES60 LOG SHEETS) and hand carry to Seattle
  + WHEELHOUSE/CALYPSO computer - Make copies of all BTD, BTH, BC2, & MARP files
  + WHEELHOUSE/CALYPSO computer - Use DB\_Utilities to back-up WHEELHOUSE DB
  + WHEELHOUSE/CALYPSO computer - Make copy of DDMMYYYY\*.DMP & exp\_python.log files from C:\oracle\_data\_pump\_files directory
  + MARPORT computer - Make copy of C\:Program Files\Marport Server\Logs directory (BVDR files)
  + CATCH computer - Make copy of DATA\_ENT.MDB program in C:\data directory
  + CATCH computer - Add metadata to photos and make copies of Portfolio DB and Photos from leg directory (C:\Data\Photos )
  + CATCH computer - copy Length and Specimen App CSV files from bluetooth directory (C:\Users\NOAADATA\Documents\Bluetooth\inbox )
  + GLOBE computer - Make copy of Globe track data files (C:\Globe\Tracks\)
  + GLOBE computer - Make copy of Globe log data files (C:\Globe\Log\2020\\*.glg )
* CTD Computer - Make copy of CTD data files
  + ES60 computer - swap portable hard-drive and hand carry back to Seattle; ensure replacement is in working order. LEAVE POWER SUPPLIES & USB connectors for ES60 backup hard drives onboard the survey vessel until the end of the survey.
* Copy of fuel receipt to RACE Directorate
* Completed forms from FPC filebox
* Completed Ergonomic Reporting forms sent back to Jim Malchow