**Annual Updates for the NCA Fish Distribution Indicators**

**Step 1. Acquire new data**

* You want the full dataset each time, from the start of the survey through the most recent year. This helps catch any updates the surveys have made to past years (they sometimes catch and fix old errors).
* Alaska Fisheries Science Center: download from http://www.afsc.noaa.gov/RACE/groundfish/survey\_data/data.htm
* Northwest Fisheries Science Center: submit a data request form to Beth Horness (see example) for the West Coast Groundfish Bottom Trawl Survey.
  + *We are requesting the Trawl Sample Characteristics (including fields for survey, survey cycle, vessel, cruise leg, stratum, trawl ID, trawl date, trawl time, latitude, longitude, depth, stratum, duration, swept area, bottom temperature, and surface temperature) and Catch Data (including fields for trawl ID, species, biomass, and count) for the consistently surveyed area from 2003 to the present for all identified species (both fish and invertebrates) of the West Coast Groundfish Bottom Trawl survey, as conducted by the NWFSC. Only the trawl operations acceptable for fisheries assessment are required. Only the trawl samples taken from areas of consistent probability of station selection are needed. The data will ideally be provided as two flat files in .CSV format (Hauls and Catch).*
* Gulf of Mexico SEAMAP: download Microsoft Access database (or, preferably, CSV outputs) from http://seamap.gsmfc.org/ or email Jeff Rester for .CSV outputs
* Northeast U.S.: email Jon Hare (jon.hare@noaa.gov) or Sean Tracey (sean.tracey@noaa.gov) for latest .RData file
* Southeast U.S.: *in progress, ask Jim Morley*
* Look at the headers in the files and make sure they match the metadata that we have. If not, talk to Malin.

**Step 2. Store on Amphiprion**

* Log in to Amphiprion with your account information
* CD to /local/shared/pinsky\_lab/trawl\_surveys/data/
* There are folders here for each survey (e.g., AFSC\_Aleutians), and inside each of these folders, there are folders named by the date when the new data were acquired (e.g., 2011-09-22/). These folders are typically stored as ZIP archives to save spaced.
* For each survey that is being updated, make a new sub-folder with the appropriate update date. In that folder should be:
  + All new survey files (from the start of the survey to the present)
  + A metadata XML file (note that old updates of the surveys instead kept metadata in the survey folder in text files, e.g., AFSC\_Aleutians\_metadata.txt).

**Step 3. Upload to website**

* Log in at [http://oceanadapt.rutgers.edu/login/](http://oceanadapt.marine.rutgers.edu/login/" \t "_blank)
  + datavis, pinsky
* Click “Data Upload”
* Select a region to upload
* The website will tell you what file names it is expecting. Rename the files from this region as needed.
* Repeat for each region.
* Prompt Lucas Marxen to re-run the analysis scripts
* Make sure it all worked (look at graphs on OceanAdapt)