FEAS_DEMERSAL_2_PORT SAMPLING December 2020 Version 1.0

Data Collection in Ports

PORT SAMPLING

Select a boat from this list

On arrival at the port, determine which boats have landed the targeted species

Check sampling targets in Stockman, per port or per species

START

Can the total no. of boxes be determined

YES

Are all grades present **or** Is the sample mixed & representative?

YES

Are otolith samples required to fulfill sampling targets?

NO

NO

NO

YES

Collect 'Aged Sample'

Record **length/weight** data on DEMERSAL AGED SHEET

Collect **otolith** samples for ageing

Retain otoliths in designated otolith box

GDPR **RAW DATA SHEETS**

DEMERSAL AGED SHEET
Length & weight data for ageing (and l/f also in certain circumstances)

DEMERSAL LENGTH SAMPLING DATASHEET
Sample population length-frequency data

Data Storage in MI

Add the **DEM** number and **SSNs** to the relevant otolith box

The **DEMERSAL LENGTH SAMPLING DATASHEET** is archived by the analyst

Add the **DEM** number to the relevant raw data sheet

The **DEMERSAL AGED SHEET** is attached to the relevant otolith box

Multiple Sets per Batch Report

OTOLITH BOX

DEMERSAL AGED SHEET

BATCH REPORT Batch Name 'T' (**To** Prep Lab)

Add batch report to the collected sets of raw data sheets and otolith boxes

Print batch report OR advises Otolith Lab Manager of the Batch Report No

Collate otolith boxes and demersal aged sheets, corresponding to the **SSN** numbers on the batch report.

Analyst decides to send a batch of otolith samples and corresponding demersal aged sheets to the Otolith Prep Lab

Generate grouped sample batch no. in database

Add selected **SSN** numbers to the batch report through Stockman

GDPR **DATA ENTRY TO STOCKMAN**

Manually input the raw data sheet information to Stockman

1. Create a new entry for the sampling event in the DB
This generates a **DEM** no.

2. Enter species metadata
This generates an **SSN** no. for each species

3. Conduct **Data QC** on inputted data. Visual check for outliers in l/f graphs

Stockman2015

Period of Time

When the length/weight data for an 'Aged Sample' is complete, Stockman automatically produces
a. an **Age Reader Report,** and
b. a **random selection of 20% of otoliths** to be read by the Secondary Age Reader

Analysis in MI

Otolith Lab Manager checks if all items listed in the batch report (aka Transfer Sheet) are present?

NO

Otolith Prep Lab rejects data

YES

Otolith Preparation & Reading (Port Sampling)

END

GDPR Please refer to **'FEAS_GDPR_1_PersonalData_V1.0'** which is inserted as a page in this process flow for reference only. It illustrates how FEAS handles Personal Data under GDPR guidelines.

FEAS_DEMERSAL_3j_OTOLITH PREPARATION & READING (Discards) December 2020 Version 1.0

Data Storage in MI

Analysis in MI

When the analyst enters the length/weight data for an 'Aged Sample', Stockman automatically generates
*1. an **Age Reader report**, ready to be printed by the Primary Age Reader at a future date*

*2. a **random selection** of 20% of otoliths to be read by the Secondary Age Reader . This is indicated on the Age Reader Report*

VMFSSSQL02 server

Stockman2015

Period of Time

START

END

OTOLITH PREP LAB

Otolith Prep Lab receives otolith sampleS, DEMERSAL AGED SHEET and batch report

Prepare otoliths according to relevant SOPs

Period of Time

Transfer prepared otoliths and batch report to designated Age Reader

Retain the DEMERSAL AGED SHEET (aka Raw Data Sheet) in the Prep Lab

PREPARED OTOLITHS

TRANSFER SHEET

Age Reader receives prepared otoliths and transfer sheet

Select 20% of otoliths to be read by the Secondary Reader.

Age Reader transfers age detail from Age Readers Report to Stockman DB

Period of Time

AGE READER REPORT

OTOLITH READING LAB

Period of Time

Primary and Secondary Age Readers independently read and age otoliths

Obtain Age Reader Report

Age Reader manually enters age on Age Reader Report

Ensure the agreed age is entered in the 'Age' column of the Age report tab in Stockman. Manually change if necessary

Primary & Secondary Age Readers agree on an age

Investigate all differences in age results

YES

Period of Time - when Primary & Secondary ages are read

Are the Age results within the species specific agreement levels?

NO

Follow SOPs for situation. Make changes if necessary to the DB

Age Reader runs **ALK QC**

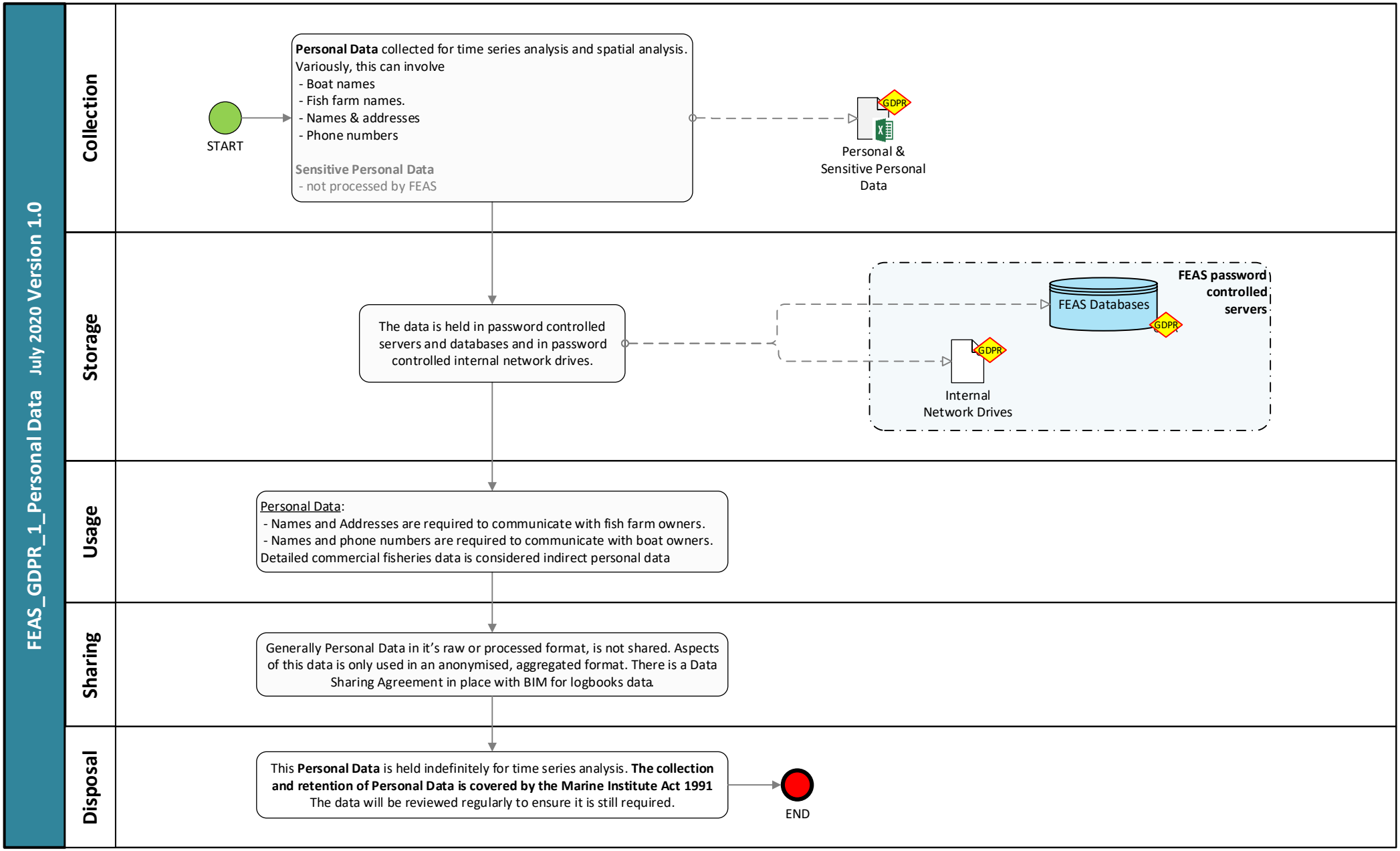
NO

Are the ALK's acceptable for the species

YES

Final Sign Off:
Reader sends email to MI Stock Coordinators advising that ages are signed off in the DB

END



Personal Data

Data relating to *living*, *identifiable* individuals
who can be identified, directly or indirectly, by reference to an identifier such as:
name, address, location data, localisation, online identifier, cultural profile, income, health information

Sensitive Personal Data

- racial origin
- political opinions
- religious or philosophical beliefs
- trade union membership
- genetic data (e.g. biological samples)
- biometric data (e.g. fingerprints, facial recognition))
- data concerning health
- data concerning a person's sex life or sexual orientation

Explicit consent is required to process special categories of personal data