



Generic Standard Operating Procedure

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Revision History		
Version No.	Effective Date	Description
1.0	01/01/2024	Original composition by Katie McFarland

Procedure Owners:

Date:

Katherine McFarland, Research Biologist

Mariah Kachmar, Field Project Lead, LISS Oyster Health Project

Meghana Parikh, Veterinary Medical Officer

Approved By:

Date:

Lisa Milke, EAD Chief

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1 Purpose

The purpose of this SOP is to provide concise guidance for booking field work specific to the Long Island Sound Study Oyster Health Project. This SOP can also be generally applied to other field work activities.

2 Scope

This SOP is pertaining to booking field work for the EPA Long Island Sound Study funded Oyster Health project looking to understand oyster population health within the Long Island Sound.

3 Definitions/Acronyms

FTE - Full Time Employees (Federal NOAA employees and does not include affiliates)

4 Safety

5 Procedures

1. Check Tides ([USHarbors.com](https://www.us-harbors.com))
 - a. Aim for a weekday with a low tide at a reasonable hour travel and work within normal working hours (8:30 am to 5:00pm)
 - b. Consider the travel time to each site and back to the Milford Lab when choosing a time. For example, if a site is 45 minutes away, booking a trip between 10am and 2pm may be most ideal to ensure time for travel and other tasks that need to be finished at the lab.
2. Coordinate with Site hosts (See [appendix A](#) and [B](#) for draft emails and guidance). Primary contacts are:
 - a. Fence Creek, Clinton, CT:
 - i. Mike Gilman, mgilman@albertus.edu, cell (203) 605-5158
 - b. Ash Creek, Fairfield, CT:
 - i. Tim Bishop, TBishop@fairfieldct.org, cell 203-231-1608
 - c. Gold Star Beach:
 - i. Demetrios Caroussos, dc223@cornell.edu, cell 631-418-6570
 1. Matt Sclafani, ms332@cornell.edu
 - ii. Oyster Bay:
 1. Rob Crafa, rob@oysterbaycoldspringharbor.org, cell 631-848-2090

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3. Add Site visit to Google Calendars for all involved
 - a. In the calendar description include:
 - i. Departure time
 - ii. Time of low tide
 - iii. Approximate duration of time working in the field
 - iv. Identification of field tasks (eg. Standard Monthly Collection or Full Oyster Bed and Demographics)
 - v. Approximate return time

4. Book Ferry (for NY sites only)
 - a. Let Meghana know the [ferry schedule](#) that needs to be booked and number of vehicles
 - b. Make the PDF versions of the tickets available to view offline on the tablet or print for easy access

5. Reserve a Government Vehicle using the [online reservation system](#). Are two vehicles needed?
 - a. Chevy Traverse or MiniVan
 - i. If only transporting people and gear
 - ii. Two vehicles are needed for survey days when extra people are needed
 - b. All drivers must be approved
 - i. Certificate of completion of the NOAA driver safety course through the CLC
 - ii. Final approval from Domenick ("Dom") Campomolla (domenick.capomolla@noaa.gov)
 - c. Coordinate with Divers (Mark and TJ) and Dive supervisor (Barry Smith, barry.smith@noaa.gov)
 - i. Pre-planning coordination should be completed with the divers and the dive supervisor should be copied on all emails.
 - ii. Include specific site visit tasks in the coordination emails
 - iii. Be sure to submit diver pay approval for all FTE divers
 1. Alert PI (kathereine.m.mcfarland@noaa.gov) of the planned dates at the beginning of the field season to fill out the [approval forms](#) for FTE divers.

6. Check weather
 - a. [Windy](#) has been accurate with storms and wind

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7. Booking Overnight Travel
 - a. [Submit AIS Smart Sheet](#) for contractor travel to Peter Melanson (AIS Project Manager). This will include
 - i. Hotel and Perdiem will be booked and billed through AIS
 - ii. Compensation rates for hotel and per diem can be found on [gsa.gov](https://www.gsa.gov)
 - iii. All contractors will need to book their own travel accommodations and submit a reimbursement request at the end of the trip to Peter Melanson.
 - b. Book hotel through [FedRooms.com](https://www.fedrooms.com)
 - i. This will assure you get the fed rate and full reimbursement
 - c. For FTEs update Pat and/or Sylvia with the names of FTEs traveling, travel dates, and preferred hotels
 - i. Pat or Sylvia will also generate travel orders for all FTEs
 - d. Get Tax exempt form for all travelers (affiliates and FTEs)
 - i. Each individual needs a printed form to give to the hotel to get tax exempted room

6 References

7 Appendices

Appendices A and B provide example emails for site coordination.



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Appendix A: Connecticut

Email list: deep.dispatch@ct.gov, "Short, John C." <jshort@snet.net>, "Macklin, Timothy" <timmacklin@gmail.com>, "Bishop, Timothy" <TBishop@fairfieldct.org>, "Coarse, Thomas" <tcoarse@fairfieldct.org>, Rick Landau <rlandau146@gmail.com>, stnikituk <stnikituk@comcast.net>, "Gilman, Michael" <mgilman@albertus.edu>, "Gilman, Michael" <michael.gilman@uconn.edu>,

Email Draft:

Dear CT DEEP,

I am writing to report our scientific research activities for the upcoming week, as required by our scientific collection license (attached). We will be collecting oysters for a health assessment project at the two sites listed below during low tide (+/- 1.5 hrs).

- Mon **07/10/23**, Ash Creek, Fairfield. (Low tide, **12:00 pm**). I have copied John Short and Tim Macklin ([Fairfield Shellfish Commission](#)), Tim Bishop and Tom Coarse ([Fairfield Conservation Department](#)), and Rick Landau ([Ash Creek Conservation Association](#)). They are aware of our project and are offering general support/assistance.
- Wed **07/12/23**, Fence Creek, Madison: (Low tide, **1:22 pm**). I have cc'd Steve Nikituk ([Madison Shellfish Commission](#)) and Mike Gilman ([Connecticut Sea Grant](#) and lease holder), who have approved our work at this site.

Tentative schedule through Nov (no sampling over winter)

- Sept: 9/5 - Ash Creek and 9/6 - Fence Creek
- Oct: 10/3 - Ash Creek and 10/5 - Fence Creek (back visit to one or both sites 10/25)
- Nov: 11/9 - Ash Creek and 11/13 - Fence Creek

Attachments: [CT permit](#)



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Appendix B: New York partner communication guidance

Coordinate with Divers (Mark and TJ) and Dive supervisor (Barry Smith)

Email list: Rob Crafa <rob@oysterbaycoldspringharbor.org>, Heather Johnson <h.johnson@friendsofthebay.org>, Mayor Devita <mayordevita@laurelhollow.org>, Demetrios Caroussos <dc2233@cornell.edu>, Matt Sclafani <ms332@cornell.edu>, Aaren Freeman <afreeman@adelphi.edu>, Ryan Wallace <rwallace@adelphi.edu>,

Email Draft:

Hello All,

Just giving a heads-up that we will be visiting Laurel Hollow and Gold Star Beach next week for our monthly oyster sampling. Our target date is **Mon 7/17**, with **Tue and Wed** as backup dates (so far, the weather looks good for Mon though).

We should be at Laurel Hollow around 10 am and Gold Star Beach by 12:30 pm (maybe earlier?). We intend to use the row boat at LH, as last time.

Demetrios - just checking that you still intend to be at Gold Star on those days so we can access the sonde?

Thank you very much,

Tentative schedule through Nov (no sampling over winter)

- Aug: Mon 8/14 - Wed 8/16 (one of those days)
- Sep: Tue 9/26 and Wed 9/27 (two days; longer oyster bed survey days)
- Oct: Mon 10/16 - Wed 10/18 (one of those days)
- Nov: Mon 11/6 - Tue 11/7 (one of those days)

Attachments: [NY permit](#)

END OF SOP