

## **ASSISTANT TEAM LEADER (ATL) Checklist**

Receive **Survey Logistics** with Team Leader & Skipper: dock arrival time, location, boat restrictions, storage availability, weather, etc.

- SURVEY**
- Go over pre-survey checklist with TL prior to going 'ON EFFORT'. Team members initial the checklist.
  - Assist the TL and crew as needed.
  - Observe dolphins.

- POST SURVEY**
- Assist TL as needed
  - Optional: Complete the Evaluation Form at the end of the survey. Return to TL

## **TEAM LEADER Checklist**

**TEAM LEADER Checklist** – Download & Print from website for TL kit as needed.

**Team Leader Kit** – make sure all supplies are included for the survey...

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|--|---|
| 1) 1 x Pre-Survey Checklist,                     | 9) 3-4 fine tip BLACK markers,                      |
| 2) 12-18 x Event sheets,                         | 10) 2-3 extra-large rubber bands,                   |
| 3) 5 x Survey Notes page,                        | 11) NMFS/NOAA Permit,                               |
| 4) Survey Evaluations for each crew member (opt) | 12) Plastic pouch with TDP burgee,                  |
| 5) 4 x MMPA violation sheets,                    | 13) Laminated info sheet,                           |
| 6) Zone charts,                                  | 14) One CF and one SD camera card,                  |
| 7) 2 x Stranding reports,                        | 15) (Plastic pouch w/)'Protect Dolphins' brochures, |
| 8) 3-4 fine tip BLACK markers,                   | 16) Stranding brochure                              |

**COORDINATE Survey Logistics with Skipper:** dock arrival time, location, boat restrictions, storage availability on boat, weather, etc. be prepared for variable weather conditions.

### **SURVEY**

- Go over 'Pre-Survey Checklist' with team prior to going 'ON EFFORT'. Team members check off and initial.
- Give photographer a TDP camera card,
- Monitor procedures of survey,
- TRADITIONAL SURVEY – Stay within the guidelines of MMPA [distance of 50 yards; do not follow]
- PERMIT SURVEY – Stay within guidelines of NMFS Permit: May follow dolphins with caution; may go within 50 yd. NMFS limit,
- Make sure Photographer's camera starts with #1 or facsimile thereof IE: 0001,
- Enter team data on heading of Event Sheet; have Photographer take picture #1,
- Observe dolphins,
- Enter dolphin sightings and other notable events on Event Sheet: use military time; get longitude and latitude ,from Skipper unless TL has app on phone,
- Coordinate sightings with Skipper and Photographer,
- Have Photographer photograph Event Sheet after each dolphin event,
- All marine mammal emergencies – call hotline numbers as you start completing MMPA forms and Event sheets.

### **POST SURVEY**

- At the end of survey complete Survey Wrapup page, mark up the zone charts, distribute Evaluation forms (optional). Collect forms.
- Retrieve camera card from photographer.
- Take crew photograph with cell phone; send to Peach,
- Mail camera card(s) and completed survey forms to DATA REVIEW.