



**NOAA
FISHERIES**

Northeast Fisheries Science Center

PTNS Vessel User Guide

Groundfish Fishing Year 2023



PTNS

OBSERVER PRE-TRIP NOTIFICATION SYSTEM

A real-time, responsive, observer deployment system

Logging In

To log into your PTNS web account:

1. Navigate your browser to [the PTNS website](#).
2. Enter your FishOnline username and password.
3. Click the LOG IN button.

Help Contact

PTNS
OBSERVER PRE-TRIP
NOTIFICATION SYSTEM
A real-time, responsive, observer deployment system

USERNAME

PASSWORD

LOG IN

[Reset Password](#)

NOTICE TO USERS: You are accessing a U.S. Government information system, which includes: 1) this computer, 2) this computer network, 3) all Government-furnished computers connected to this network, and 4) all Government-furnished devices and storage media attached to this network or to a computer on this network. You understand and consent to the following: you may access this information system for authorized use only; unauthorized use of the system is prohibited and subject to criminal and civil penalties; you have no reasonable expectation of privacy regarding any communication or data transmitted or stored on this information system at any time and for any lawful Government purpose; the Government may monitor, intercept, audit, and search and seize any communication or data transmitted or stored on this information system; and any communications or data transmitted or stored on this information system may be disclosed or used for any lawful Government purpose. This information system may contain Controlled Unclassified Information (CUI) that is subject to safeguarding or dissemination controls in accordance with law, regulation, or Government-wide policy. Accessing and using this system indicate your understanding of this warning. For questions on NOAA's security policy, NEFSC.IT.Helpdesk@noaa.gov

Please note, your PTNS login information has changed for fishing year 2023 and is now the same as your FishOnline Username and Password. Navigate to the PTNS website and enter FishOnline credentials. If you forget your username, please visit https://apps-garfo.fisheries.noaa.gov/fishtank/login/forgot_username. If you forget your password, please visit <https://apps-garfo.fisheries.noaa.gov/fishtank/login/forgot>. The PTNS Team will still be able to access your account during this time and you can contact them at 855-347-4371 if you need PTNS assistance, but they do not have access to your individual username and password.

4. After logging in, if you have vessel entitlements for one vessel you can move to the next section, 'Home Screen.' If you have vessel entitlements for more than one vessel, please select the name of the vessel you would like to manage the account of from the dropdown list.

Logout

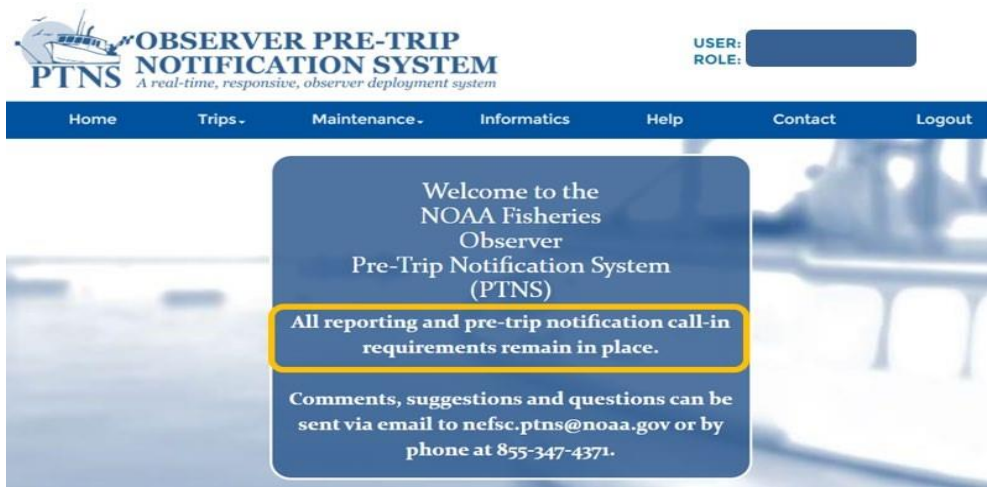
Select Vessel

Vessel Choose...

- Example Vessel A
- Example Vessel B
- Example Vessel C
- Example Vessel D
- Example Vessel E

Please note, you will need to log out and back in before managing more than one vessels account during one PTNS session. Simply log out of your existing session, log back in as the same individual FishOnline user on the PTNS website, and select the next vessel you would like to manage.

Home Screen



Vessel Account Settings

Vessel Contact Information



To view and edit vessel contact information, click on the ‘Maintenance’ tab and select ‘Vessel Contact Information’ from the dropdown menu.

Account Settings

User Information

Vessel Permit Number

Contacts

Contact Type*	Value*	
PHONE	555-123-4567	x
EMAIL	nefsc.ptns.test@noaa.gov	x
TEXT	555-555-5555	x

+ Add Contact Save

All of the phone numbers and email addresses associated with your PTNS account are listed on the 'Vessel Contact Information' screen.

To add a contact:

1. Click the '+ Add Contact' button.
2. Select the desired 'Contact Type' from the dropdown menu on the left-hand side.
 - a. 'Email' – email addresses to receive automated alerts and other PTNS correspondence.
 - b. 'Phone' – phone numbers to receive voice calls from providers and FSB staff.
 - c. 'Text' – phone numbers you would prefer to be texted first before receiving a voice call.
3. Enter the desired contact (phone or email) into the blank field under 'Value'.
4. Click the Save button.

To delete a contact:

1. Click the red 'X' button next to the contact you want to delete.
2. Click the Save button.

While there is no limit to the number of contacts you can list on your account, you must have at least one phone number and one email address listed on your account in order to enter notifications in PTNS.

Entering New Notifications



To enter new notifications of any type, users should navigate to 'Trips' > 'Enter Trips' along the heading bar. The new trip entry screens collect the information necessary to determine a trip's selection status and facilitate the deployment of assigned observers.

To enter a new notification:

1. Click the 'Trips' tab and select 'Enter Trips' from the dropdown menu.
2. Verify the 'Fishery' listed is the principal fisher the vessel plans to participate in during the trip. Vessels will only see the options that match what type of permit(s) they have. For vessels with permits for both Northeast Multispecies and Herring there will be a dropdown option. Users should select the fishery for which they want to enter the current notification for. Vessels will only be able to enter for one fishery at a time. Note: If vessels are trying to switch fisheries for a specific day or if they don't know which fishery they want to notify for a given trip they should call PTNS staff to discuss options.

3. Select one of the following options from the 'Trip Type' dropdown menu which matches your intent.
 - a. 'Day'- Short trips generally 1 or 2 days in length. Vessels often notify for blocks of consecutive sail dates. Day trip notifications and selection status apply to a single calendar day (0000-2359) and many not be delayed.
 - b. 'Multiday'- Longer trips generally 3 or more days in length and may have longer turnaround times. Vessels have one active trip notification in the PTNS system at a time.
 - c. 'No-Effort'- if you are taking a transit trips with product or acting as a carrier vessel. Vessels may not have any fishing activity if they notify for a No-Effort trip.

If you need assistance determining if you should be notifying for day or multiday trips, please call the PTNS Team at 1-855-FISHES1 (1-855-347-4371) or email NEFSC.PTNS@noaa.gov.

Trip Type: Day

4. Entering you desired 'Sail Date(s)' and times: Click the box containing your desired sail date. When selected, the box will turn blue.

Sail Date	Time	Icon
March 4, 2022	00:00	🕒
March 5, 2022	00:00	🕒
March 6, 2022	00:00	🕒
March 7, 2022	00:00	🕒

- a. You will only be able to select available sail dates between 48 hours and 10 days in advance.
- b. You may need to scroll down the list of dates to see all available notification dates.
- c. If a notification already exists for a certain date, the box will be light blue, and you will not be able to select that date.

You cannot enter 2 notifications for the same day; your day trip notification selection status applies to any time you leave the dock within that calendar day.

5. If the default time listed is not the time you wish to depart:
 - a. Click the clock icon to the right of the desired date.
 - b. In the 'Select Departure Time' pop-up, click on the hour of the day that you plan to leave the dock. The system will only allow times that are 48 hours or more in advance. If not all times for that day are available, the 'First Available' hour will display on the lower right corner of the pop-up.

- c. Click your desired 'Sail Minute' in the 'Select Departure Time' pop-up.

6. Repeat these steps until all of your desired dates are selected and highlighted in blue.

To deselect a sail date, click the box containing that date. The box will no longer be highlighted blue and a notification will not be submitted for that date. In order to enter notifications in bulk, they must all have the same trip characteristics. Continue to the 'Port Sail' section for help entering the rest of the trip details for day trips.

Trip Type: Multiday Trips

Trip Type ?

- DAY
- MULTIDAY**
- NO_EFFORT

To select your desired 'Sail Date' and 'Time':

- Click the calendar icon.
- Click your desired 'Sail Date' in the pop-up calendar. Only dates between 48 hours and 10 days in advance will be available to select. The blue highlighted date and time indicates the earliest notification; the date and time that is 48 hours from time of entry.

Sail Date ?

March 2022

Su	Mo	Tu	We	Th	Fr	Sa
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

- Click your desired 'Sail Hour' and then 'Minute' in the pop-up calendar.

Sail Date ?

25 March 2022

0:00	1:00	2:00	3:00
4:00	5:00	6:00	7:00
8:00	9:00	10:00	11:00
12:00	13:00	14:00	15:00
16:00	17:00	18:00	19:00
20:00	21:00	22:00	23:00

Sail Date ?

25 March 2022

15:00	15:15	15:30	15:45
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The remaining fields will be the same, regardless of whether you choose day or multiday trip.

Port Sail

Select the port out of which you plan to sail. It will default to the port listed in the vessel's most recent notification. If your port is the same, no action is needed.

To change ports:

- 1. Click the dropdown field next to 'Port Sail'.
- 2. Hit the backspace key.
- 3. Begin typing the port name and select your port when it appears.

Port Sail ?

roc

▲

Rockland - ME

Rockport - MA

Estimated Trip Duration (Days)

Select the length of your trip, rounded to days. It will default to the estimated trip duration in the vessel's most recent notification. If your trip duration is the same, no action is needed. You will be able to select a length of 1 or 2 days in the day trip entry screen and 3 – 13 days in the multiday trip entry screen. If you do not see the trip length you desire, you may need to switch from entering a day trip notification to a multiday trip notification or vice versa. As a reminder, these trip types have different rules. Contact the PTNS Coordinators if you need assistance determining if you should be entering day trips or multiday trips. This 'Estimated Trip Duration' field will not show up if the 'No-Effort' trip type is selected.

Estimated Trip Duration (Days) ?

1

▲

Gear/Mesh Size ?

1

2

Above: Estimated 'Trip Duration' dropdown from day trip entry.

Below: Estimated 'Trip Duration' dropdown from multiday trip entry.

Estimated Trip Duration (Days) ?

|

▲

3

4

5

6

7

8

9

Gear/Mesh Size

Select the gear you plan to use the most over the course of your trip. The system will default to the gear listed in the vessel's most recent notification. If your gear is the same, no action is needed.



Gear/Mesh Size ?

Sink Gillnet, 8.0" and Larger

Fishing Region ?

Exemption ?

EFP Program ?

Admin Selection ?

Handline

Otter Trawl, Fish, 5.5" and Larger

Otter Trawl, Haddock Separator, 5.5" and Smaller

Otter Trawl, Haddock Separator, 5.5" and Larger

Otter Trawl, Ruhle, 5.5" and Larger

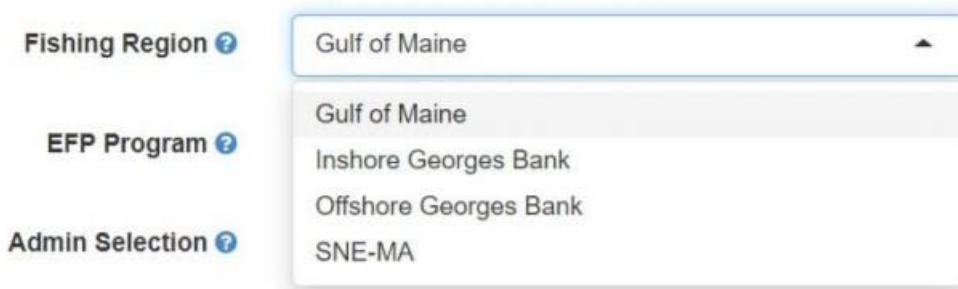
Otter Trawl, Twin, 5.5" and Larger

Sink Gillnet, 7.9" and Smaller

Sink Gillnet, 8.0" and Larger

Ruhle Trawl and Haddock Separator Trawls have definitions in regulations; 50 CFR 648.85 (b)(6)(iv)(J)(3) and 50 CFR 648.85 (a)(3)(iii)(A), respectively. The regulations can be found at [50 CFR 648.85](#). Any trawl gears modified from these exact specifications are considered 'Otter Trawl, Fish'.

Fishing Region



Fishing Region ?

Gulf of Maine

EFP Program ?

Admin Selection ?

Gulf of Maine

Inshore Georges Bank

Offshore Georges Bank

SNE-MA

Select the broad stock area in which you plan to fish the most. It will default to the area listed in the vessel's most recent notification. If your area is the same, no action is needed. *Note: SNE-MA stands for Southern New England – Mid-Atlantic.*

Exemption

If you are not participating in an 'Exemption or Exclusion,' the 'Exemption' field will be automatically listed as 'NONE'. No action is needed.

If you are fishing under [Framework 55 guidelines](#), this exemption option will appear in the dropdown list. You should select the 'FW55:>=10 IN GILLNET IGB/SNE' exemption if you are fishing using XL gillnet gear, greater to

or equal to 10 inch mesh, and fishing within the Southern New England/MA or Inshore Georges Bank Broad Stock Areas.

Gear/Mesh Size ? Sink Gillnet, 8.0" and Larger ▼

Fishing Region ? Inshore Georges Bank ▼

Exemption ? NONE ▲

EFP Program ?

- NONE
- FW55: >=10 IN GILLNET IGB/SNE

If you are fishing entirely west of [71°30' W Longitude](#), this exclusion option will appear in the exemption dropdown list. You should select the 'A23: FISHING WEST of 7130' option if you are fishing in Southern New England/Mid-Atlantic entirely west of the 71°30' W Longitude line.

Fishing Region ? SNE-MA ▼

Exemption ? NONE ▲

EFP Program ?

- NONE
- A23: FISHING WEST of 7130

EFP Program

If you are not participating in an 'Exempted Fishing Permit' (EFP) program, EFP Program will be automatically listed as 'NONE'. No action is needed.

If your permit is enrolled in an approved EFP, those EFP options will appear in the dropdown list. If you are participating in an EFP, select the EFP under which you will be fishing. For vessels who will be fishing multiple EFPs in a single trip, there will be combination options such as the ability to choose 1) EFP A 2) EFP B or 3) EFP A and EFP B.

EFP Program ? NONE ▲

- NONE

No Effort Trip Types

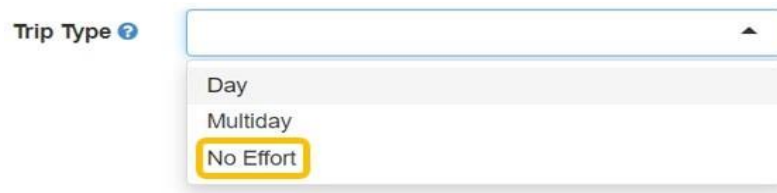
Select special trip characteristics that may affect coverage requirements, if applicable:

Special Trip Characteristics ?

- TRANSIT W/ PRODUCT
- SET-ONLY
- TRANSIT W/ PRODUCT

- ‘Set-Only’ is for gillnet trips where the vessel will be setting gear only. This option only appears on the dropdown if a gillnet gear/mesh was selected. The screenshot above does not show Set-Only because a trawl gear was chosen for this particular notification.
 - Vessels may not haul any type of gear if they notify for a set-only trip.
- ‘Transit W/ Product’ is for trips where the vessel will be transiting under a groundfish VMS activity declaration code rather than ‘Declaring out of Fishery’ (DOF). It is rare for a vessel to need to notify as a groundfish transit with product.
 - Vessels may not have any fishing activity if they notify for a transit trip.

This field will only apply if, ‘No Effort,’ is selected for the ‘Trip Type’ field. See image below:



Submit/Reset

If you make a mistake and need to start over, you may hit the ‘Restart’ button at any time.

To submit your notification, click the ‘Submit’ button once. It may take a moment for the site to go to the next page.



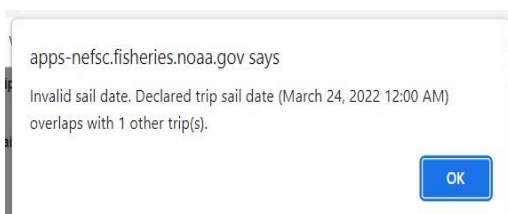
When a notification has been successfully submitted, each sail date is shown with its corresponding confirmation number (see image below).



Enter Trips

Trip Entries Complete
 Confirmation Number: 612
 Sail Date: March 23, 2022 11:45
[Manage Trips for 410391](#)

If you get a pop-up for an overlapping trip error, you must edit the estimated trip duration of the existing notification before you can enter a new one. See ‘Editing Notifications’ below for further assistance (page 19).



Managing Trips

To view and edit existing notifications, click the ‘Trips’ tab and select ‘Manage Trips.’

Viewing Notifications

Manage Trips

✖ Bulk Cancel Trips

🔄 Refresh Table (Last Refresh: 0 Seconds Ago)

Show 100 entries

Search:

Conf. #	Notified Date Sail	Est. Trip Duration	Selection Status	Coverage Type	Sector ID	Sail Port				
659	04/16/2022 22:00	1	Selected	NEFOP_LIMITED	NEFS 11	Portland - ME	Edit	Cancel Trip	Manage Coverage	<input type="checkbox"/>
658	04/15/2022 22:00	1	Selected	ASM	NEFS 11	Portland - ME	Edit	Cancel Trip	Manage Coverage	<input type="checkbox"/>
657	04/14/2022 22:00	1	Selected	ASM	NEFS 11	Portland - ME	Edit	Cancel Trip	Manage Coverage	<input type="checkbox"/>
656	04/13/2022 22:00	1	Selected	ASM	NEFS 11	Portland - ME	Edit	Cancel Trip	Manage Coverage	<input type="checkbox"/>
655	04/12/2022 22:00	1	Selected	ASM	NEFS 11	Portland - ME	Edit	Cancel Trip	Manage Coverage	<input type="checkbox"/>
654	04/11/2022 22:00	1	Canceled		NEFS 11	Portland - ME	Edit	Reinstate Trip	Manage Coverage	<input type="checkbox"/>
653	04/10/2022 22:00	1	Selected	NEFOP_LIMITED	NEFS 11	Portland - ME	Edit	Cancel Trip	Manage Coverage	<input type="checkbox"/>
652	04/09/2022 22:00	1	Selected	NEFOP_LIMITED	NEFS 11	Portland - ME	Edit	Cancel Trip	Manage Coverage	<input type="checkbox"/>
651	04/08/2022 22:00	1	Selected	NEFOP	NEFS 11	Portland - ME	Edit	Cancel Trip	Manage Coverage	<input type="checkbox"/>
429725	08/26/2021 00:00	1	Waiver		NEFS 11	Portland - ME	Edit	Cancel Trip	Manage Coverage	<input type="checkbox"/>

In the ‘Manage Trips’ screen, you will be able to view all of your notifications. The confirmation number, sail port, sail date, observer assignment status, coverage type (if applicable), fishery, and gear for each notification will be visible in the list.

To choose how many notifications are displayed on a page, click the ‘Show Entries’ dropdown in the top left of the page, and select the number of notifications you would like to see on one page.



To search all fields in all of your notifications, begin typing in the search box to the upper right. To search an individual field, begin typing in the search box at the bottom of the column.

Show 10 entries

Search:

Conf. #	Sail Port	Notified Date Sail	Selection Status	Coverage Type	Fishery	Gear	Provider		
---------	-----------	--------------------	------------------	---------------	---------	------	----------	--	--

To order your notifications by a specific field, click the up or down arrows by the field name.

Selection status meanings:

- 'Pending' - the final observer assignment status for the trip has not yet been determined.
- 'Waiver' - the vessel can sail without an observer under that notification.
- 'Assigned' - the provider accepted the trip and has an observer available.
- 'Deployed' - there is an observer currently on board the vessel for this trip.
- 'Complete' - the trip was successfully observed.
- 'Canceled' - the trip did not or will not sail. Vessels may not sail on PTNS-eligible trips under canceled notifications.

Editing Notifications

To view additional information on an individual notification, click the 'Edit' button. After viewing the editing page, you can return to your list of notifications by clicking the 'Back to Manage Trips' button.

To edit a notification:

1. Click the 'Edit' button for the trip you want to change.
2. Change your desired fields.
3. Click the 'Submit' button.

When a notification has been successfully edited, the sail date will be shown with its corresponding confirmation number. To clear unsaved changes and start over, you may click the 'Restart' button at any time. To clear unsaved changes and return to your notification list, click the 'Back to Manage Trips' button.

Manage Trips

Refresh Table (Last Refresh: 30 Seconds Ago)

Show 25 entries

Search:

Conf. #	Sail Port	Notified Date Sail	Selection Status	Coverage Type	Fishery	Gear	Provider	Provider Phone		
659	Portland - ME	04/16/2022 22:00	Pending		Groundfish	Sink Gillnet, 8.0" and Larger			Edit	Cancel Trip
658	Portland - ME	04/15/2022 22:00	Pending		Groundfish	Sink Gillnet, 8.0" and Larger			Edit	Cancel Trip

Edit Trip

Sail Date

April 16, 2022 22:00

Permit Number

Fishery

Groundfish

Trip Type

Day

Port Sail

Portland - ME

Estimated Trip Duration (Days)

1

Gear/Mesh Size

Sink Gillnet, 8.0" and Larger

Fishing Region

Gulf of Maine

EFP Program

NONE

Exemption

NONE

Submit

Restart

Back to Manage Trips

Please note: Not all fields can be changed by a vessel. PTNS Coordinators may edit more fields. If you are having trouble editing your trip, contact the PTNS Team at 1-855-347-4371.

Canceling Notifications

To cancel a notification:

1. Click the 'Cancel Trip' button.
2. Select a 'Cancel Reason' from the dropdown in the 'Cancel Trip' pop-up.
3. Click the 'Save' button.

Conf. #	Sail Port	Notified Date Sail	Selection Status	Coverage Type	Fishery	Gear	Provider	Provider Phone		
659	Portland - ME	04/16/2022 22:00	Pending		Groundfish	Sink Gillnet, 8.0" and Larger			Edit	Cancel Trip

Cancel Trip
#659 - 04/16/2022 22:00

Cancel Reason: Notified trip did not sail - other

[Save](#) [Cancel](#)

Cancel Trip
#659 - 04/16/2022 22:00

Cancel Reason: Notified trip did not sail - other

- Select
- Notified trip did not sail - crew unavailable
- Notified trip did not sail - mechanical issues
- Notified trip did not sail - other**
- Notified trip did not sail - weather

Conf. #	Sail Port	Notified Date Sail	Selection Status	Coverage Type	Fishery	Gear	Provider	Provider Phone		
659	Portland - ME	04/16/2022 22:00	Canceled		Groundfish	Sink Gillnet, 8.0" and Larger				
658	Portland - ME	04/15/2022 22:00	Pending		Groundfish	Sink Gillnet, 8.0" and Larger			Edit	Cancel Trip

If you do not want to cancel the notification, click the 'Cancel' button in the 'Cancel Trip' pop-up to return to your notification list.

You may not sail on a groundfish trip without a matching active notification in PTNS. If you have canceled your trip in error or otherwise need to reinstate it, contact the PTNS Team at 1-855-347-4371.

Getting Assistance

You can find answers to many of your questions in various areas of the PTNS. In the 'Enter Trips' and 'Edit Trip' screen, each field has a small blue question mark next to it. Clicking on these blue question marks opens a description of the corresponding field requirements and any helpful information associated with that field.

Edit Trip

Sail Date ?

Permit Number ?

Fishery ?

Trip Type ?

Port Sail ?

Estimated Trip Duration (Days) ?

Gear/Mesh Size ?

Fishing Region ?

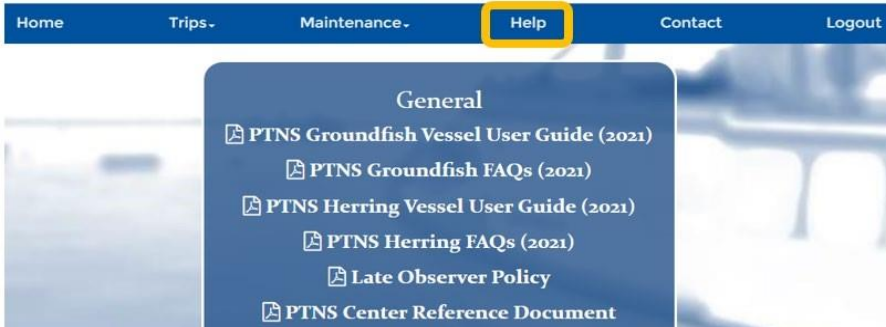
EFP Program ?

Please contact the PTNS coordinators with any suggestions to change this text to make it as helpful as possible. The PTNS Team can be reached at 1-855-FISHES1 (1-855-347-4371) or email NEFSC.PTNS@noaa.gov.

Help Screen

To access the PTNS vessel instructions, FAQ, and other useful information, click the 'Help' tab.

Click on the document you wish to open from the list.



To find contact information for PTNS-related questions, click the 'Contact' tab.



Logging Out

To log out of your account, click the ‘Logout’ tab.

