

SURVEY/Team Leader Notes:

- When you are sent the list of your team members, contact your skipper to coordinate the boat logistics (boat location, directions to dock, arrival time, lunch options, etc.)
- Contact the other team members to give them the boat logistics.
- Check with the photographer as to what he/she will require for the camera (film or card type). If you need more film or cards, contact Peach ASAP: gadolphin@comcast.net so there will be enough time to get them to you.
- Remind the photographer has the camera set to start with frame #1.
- Download the survey forms from the website.
- Fill out the top of at least 5 event sheets so that you'll be ready to start as soon as you get to the boat.
- On the boat, go over the checklist with the team.
- Give the film or camera cards to the photographer(s)
- Have the photographer take a photo of the top of the completed event sheet. Each event sheet used must have the top of the form completed. Copies will be made of these forms for scientists. If you don't fill them out, then someone else will have to do it. Not completing the tops of each event sheet leaves the photographic record incomplete.
- After the first sighting of dolphins, fill out an event sheet with the required scientific data: Event Start/End time (use military time); Longitude/Latitude; Tide; Sea; Weather; Number & size of dolphins; Behavior; Photographer's frame numbers....
- The first picture taken was of the top of an event sheet to record the start of the survey.... So the first frame number to note will be [2] in the box labeled [Frames #-#]... if 5 pictures were taken, then you would record [2 – 6] in the box labeled [Frames #-#]... in the adjoining box labeled [Event Sheet #], record the number [7]. The [Event Sheet#] box is for the frame number of the picture taken of that particular event sheet - not that sighting event. The number for the sighting event goes into the box at the top right of the event sheet. This box is labeled [EVENT#]
- Note that digital cameras also have frame numbers. The owner of the digital camera should set the frame numbers to begin with #1. Digital camera photos should have the frame numbers noted in the [Frames#-#] box and the [Event Sheet#] box.
- Once all the data has been recorded on the event sheet for a sighting, including the frame numbers – have the photographer take a picture of the ENTIRE event sheet. If any of the recorded data has been cropped while taking the photo, take another picture, but note that the event sheet is no longer #7, it would be #8
- Assuming that an additional picture did not have to be taken of the event sheet and that the photo taken of the event sheet was #7, then the next event sheet frame number would be #8. You could go ahead and enter that number on the next event sheet in the [Frames #-#] box.

- If dolphins are sighted and verified by at least two team members, then that dolphin sighted must be recorded even if no pictures are taken. This is important for the dolphin abundance count. The only frame number to be recorded would be the one taken of the event sheet and entered into the [Event Sheet#] box.
- IF you are traveling up a creek and dolphins are sighted but pictures cannot be taken, as stated above, an Event Sheet is completed with abundance information. However if on the way back out of the creek you are sure that the same dolphins are sighted and photographs are able to be taken, enter these photos on another Event Sheet, but do not enter their numbers. In the EVENT# box (located at the top right of the page) enter the same number as the previous Event Sheet (that had the abundance numbers noted) and add a 'dash' with the letter 'A' If the previous Event Sheet was numbered as 7, then the Event Sheet with the photos would be '7-A'. To help the Data Entry folks, at the bottom of Event '7-A', in the OBSERVATIONS/NOTES/SKETCH area... in bold print, make a note that **EVENT #7-A is a Continuation of EVENT #7**
- If a marine mammal violation is sighted, it is a sighting event so an event sheet is completed and photographed. Once that is achieved, complete a MMPA violation Form. While the photographer is taken pictures of the dolphins, have him/her take pictures of the registration numbers on the bow (front sides) of the boat as well as the name on the stern(back).
- If your boat goes out of its zone and you see dolphins, an event sheet is needed to record that sighting **IF** there is no other TDP boat in that neighboring zone. The Skipper should be aware of other TDP boats in the area. If there **IS** another boat in the adjoining zone and you see dolphins, ignore them. The other boat may have recorded them and that would skew the data. IF your skipper has the information to radio the other skipper, he can do so to verify if that other skipper has been in the area.
- At the end of the first period, enter the first period ending time on the last event sheet that you completed in the [Period END] box.
- When you start the afternoon period - be sure to change the number in the [PERIOD] box to '2' and add the starting time in the [Period START] box on the top of the Event Sheet
- At the end of the second period, enter the second period ending time on the last event sheet that you completed in the [Period END] box.
- At the end of the survey – on the way back to the dock or at the dock - have the team members fill out the evaluation forms.
- Retrieve the film/camera card(s) from the photographer(s)
- Send all the data and film to: Peach Hubbard 155 Bent Tree Way, Richmond Hill, GA 31324 unless informed to send it to another location. If someone on your boat lives in Richmond Hill, the survey data/film can be given to them and they can coordinate with Peach for delivery.

THANK YOU FOR YOUR PARTICIPATION AND SUPPORT