Example internal SOP for a CSB company/program

DISCOVERY Yacht Onboarding Process for Citizen Science & Seabed 2030

Version 1. Digital Introduction

Step 1: Application Submission

- The DISCOVERY Yacht (DY) submits their application to participate.

Step 2: Initial Contact by Programming Team

- The regional Programming Team reaches out to the vessel to discuss interests.

- This can be done via email or an introductory call.

Step 3: Interest in Citizen Science (CS)

- If the vessel expresses interest in Citizen Science, connect them with the Citizen Science Manager or the propriate chapter lead.

Step 4: Interest in Seabed 2030

- If the vessel is interested in contributing to Seabed 2030, consider whether the vessel is equipped with the correct tools.

- Depth Transducer
- GNSS/GPS Chartplotter
- NMEA2000 or NMEA0183 backbone CONNECTING THE PREVIOUS TWO

- Ask the vessel to complete a Seabed 2030 Letter of Agreement (this can be a formal letter or a Google Form, as appropriate) and send the Installation Guide to the vessel.

- Proceed with delivering (by mail or hand)

- Data Logger (YDVR-04R for Raymarine, YDVR-04N for others, or NEMO with adapter)
- SD card (no more than 32GB),
- T-connector
- Drop Cable

If you do not have any available, please request these from Rosemarie@SeaKeepers.org

Step 5: Logger Installation and Data Offloading

- Once the logger is shipped, connect the vessel with the Data Scientist for guidance on data offloading specifics. In the introductory email between the vessel and Data Scientist, attach the Seabed2030 agreement if it was done manually (i.e., not via the Google Form). The data scientist will create a personalized google folder for the vessel and walk them through the data offload process.

Version 2. In-Person Introduction

Step 1: Initial Contact by Programming Team

- Connect with the DISCOVERY Vessel in person at an event. Bring to their attention potential for Scientist Led and Citizen Science opportunities.

Step 2: Application Submission

- The DISCOVERY Yacht (DY) submits their application to participate.

Step 3: Interest in Seabed 2030

- If the vessel is interested in contributing to Seabed 2030, consider whether the vessel is equipped with the correct tools.

- Depth Transducer
- GNSS/GPS Chartplotter
- NMEA2000 or NMEA0183 backbone CONNECTING THE PREVIOUS TWO

- Ask the vessel to complete a Seabed 2030 Letter of Agreement (This can be a formal letter or a Google Form, as appropriate.), and send the Installation Guide to the vessel.

- Proceed with delivering (by mail or hand)

- Data Logger (YDVR-04R for Raymarine, YDVR-04N for others, or NEMO with adapter)
- SD card (no more than 32GB),
- T-connector
- Drop Cable.

If you do not have any available, please request these from Rosemarie@SeaKeepers.org

Step 5: Logger Installation and Data Offloading

-Connect vessel with pertinent staff for continued regional engagement in either additional CS or SLE programs. This can be done via call or email.

Step 6: Logger Installation and Data Offloading

- Once the logger is shipped, connect the vessel with the Data Scientist for guidance on data offloading specifics. In the introductory email between the vessel and Data Scientist, attach the Seabed2030 agreement if it was done manually (i.e., not via the Google Form). The data scientist will create a personalized google folder for the vessel and walk them through the data offload process.

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