

# 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 appropriate 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](mailto: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](mailto: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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