



UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
NATIONAL MARINE FISHERIES SERVICE  
Southeast Regional Office  
263 13<sup>th</sup> Avenue South  
St. Petersburg, Florida 33701-5505  
<https://www.fisheries.noaa.gov/region/southeast>

MEMORANDUM FOR: Peer Review Charge

FROM: Joe Heublein  
Queen Conch Status Review Team Liaison

SUBJECT: Peer Review of the Status Review Report: Queen Conch (*Strombus gigas*)

DATE: 8 February 2020

Thank you for your interest in reviewing this document. Peer review is an important process for science and its application in our administration of the Endangered Species Act. We appreciate your dedication to both the process and the species.

General directives:

1. Please provide comments on the scientific information and data contained within the status review report.
2. If you believe that justification is lacking or specific information was applied incorrectly in reaching specific conclusions, please specify.
3. If there is any information missing from the report please provide the data and the associated citation.

A few items regarding your peer review:

1. The draft status review report should not be disseminated to third parties. Peer review should not be confused with public comment and other stakeholder processes. This information is distributed solely for the purpose of pre-dissemination peer review.
2. The Office of Management and Budget published a Peer Review Bulletin (December 2004) that requires online posting of this peer review as it has been determined to be “influential.” This peer review bulletin is intended to enhance the quality and credibility of the federal government’s scientific information. To ensure that we have a transparent process for public disclosure, names and affiliations of each peer reviewer is posted online as well as comments. While we must identify peer reviewers by name and affiliation, NMFS has the ability to post a compilation of reviewer comments. Therefore, I will not associate individual comments with reviewer name; rather I will compile the unabridged comments and organize by a reviewer number. Previously submitted peer reviews are available at: <http://www.cio.noaa.gov/itmanagement/prplans/PRsummaries.html>
3. Peer Review Bulletin guidance from 2012 indicates that peer reviewers must be aware of applicable access, objectivity, reproducibility, and other quality standards under federal laws governing information access and quality. I request that you read the NOAA information quality guidelines prior to your review. They can be found at [https://www.cio.noaa.gov/services\\_programs/IQ\\_Guidelines\\_103014.html](https://www.cio.noaa.gov/services_programs/IQ_Guidelines_103014.html).



4. The Peer Review Bulletin further requires that non-Federal peer reviewers complete a *Confidential Conflict of Interest Disclosure* form – I have attached the form and request that you return it at your earliest convenience.

Please note that you are required to submit a curriculum vitae (CV) with the signed form. Peer reviewers who are federal employees do not need to sign the conflict of interest form; rather they must comply with applicable federal ethics requirements.

5. Notably, if NOAA Fisheries receives a FOIA request, anonymity of peer reviewers or comments cannot be guaranteed.

Regarding logistics:

1. Please sign this memo and the conflict of interest form, and send those to me along with an updated CV.
2. I will submit the Queen Conch Status Review Report to you electronically and recommend using the “track changes” feature of Microsoft Word and/or comment bubbles when reviewing the report.
3. If you prefer to work on a hard copy, please feel free to print the report, mark directly on it, scan the document, and return it to me via email.
4. Please complete your review within 21 days of receipt of the document.
5. Please feel free to call (727) 209-5962 or email me at joe.heublein@noaa.gov if you have any questions or concerns.

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YOUR SIGNATURE

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DATE

Attachments:

1. *Confidential Conflict of Interest Disclosure*
2. *Peer Review Bulletin (December 2004)*