

Instructions for

**CHECK-IN/CHECK-OUT REPORT,
CATCHER/PROCESSOR**

TIME LIMIT AND SUBMITTAL.

The operator of a catcher/processor must submit check-in reports and check-out reports to the Regional Administrator by FAX or transmit a data file by e-mail to erreports.fakr@noaa.gov.

CHECK-IN REPORT.

Before a catcher/processor commences harvest of groundfish, the operator must submit a check-in report (BEGIN message) within the time limits given in the following table:

| Submit a separate BEGIN message for ... | If you are a ... | Within this time limit |
|--|--------------------------------|---|
| Each reporting area of groundfish harvest, except 300, 400, 550, or 690 | C/P using trawl gear | Before gear deployment |
| | C/P using longline or pot gear | Before gear deployment. May be checked into more than one area simultaneously |
| Two adjacent reporting areas. If fishing by crossing back and forth across a reporting area boundary in two adjacent reporting areas and the two reporting areas have on that day and time an identical fishing status for every species | C/P using trawl gear | Submit a check-in report to the first reporting area prior to setting gear in the first reporting area |
| | | Submit a check-in report to the second reporting area prior to entering the second reporting area |
| | | Remain within 10 nm (18.5 km) of the boundary. If the catcher/processor proceeds in the second reporting area beyond 10 nm (18.5 km) of the boundary between the two areas, the operator must submit a check-out report from the first reporting area. The operator must submit a check-out report from the second area upon exiting that reporting area. |
| COBLZ or RKCSA | C/P using trawl gear | Prior to fishing. Submit one check-in for the COBLZ or RKCSA and another check-in for the area outside the COBLZ or RKCSA. |
| Gear Type | C/P | If in the same reporting area but using more than one gear type, prior to fishing submit a separate check-in for each gear type |
| CDQ | C/P | Prior to groundfish CDQ fishing under each CDQ program |
| Exempted or Research Program | C/P | If in an exempted or research fishery, prior to fishing submit a separate check-in for each type. |
| Processor type | C/P | If a catcher/processor and functioning simultaneously as a mothership in the same reporting area, submit a check-in before functioning as either processor type |
| Change of fishing year | C/P | If continually active through the end of one fishing year and at the beginning of a second fishing year, submit a check-in for each reporting area to start the year on January 1. |
| Aleutian Islands Pollock (AIP) | C/P | Before receiving AIP |

CHECK-OUT REPORT.

The operator must submit a check-out report (CEASE message) within the time limits given in the following table:

| Submit a separate CEASE message for ... | If a ... | Within this time limit |
|---|--------------------------------|---|
| Each reporting area of groundfish harvest, except 300, 400, 550, or 690 | C/P using longline or pot gear | Upon completion of gear retrieval and within 24 hours after departing each reporting area. |
| | C/P using trawl gear | Within 24 hours after departing a reporting area but prior to checking-in another reporting area. |
| Two adjacent reporting areas | C/P using trawl gear | See Check-in Report for details |
| COBLZ or RKCSA | C/P using trawl gear | Upon completion of gear retrieval for groundfish, submit a separate check-out for the COBLZ or RKCSA and another check-out for the area outside the COBLZ or RKCSA. |
| Gear Type | C/P | Upon completion of gear retrieval for groundfish, submit a separate check-out for each gear type for which a check-in was submitted. |
| CDQ | C/P | Within 24 hours after groundfish CDQ fishing for each CDQ group has ceased. |
| Exempted or Research Program | C/P | If groundfish are caught during an exempted or research fishery, submit a separate check-out for each type for which a check-in was submitted |
| Processor type | C/P | Upon completion of simultaneous activity as both catcher/processor and mothership, a separate check-out, one for catcher/processor and one for mothership |
| Change of fishing year | C/P | If a check-out report was not previously submitted during a fishing year for a reporting area, submit on December 31, a check-out report for each reporting area. |
| Alutian Islands Pollock (AIP) | C/P | Within 24 hours after completion of gear retrieval for AIP |

NOTE

If a catcher/processor is transiting through a reporting area and is not fishing, a check-in or check-out report is not required from that area.

FOR EACH CHECK-IN AND CHECK-OUT REPORT

Original/revised Report.

If Check-in/Check-out Report is the first one sent for this date and reporting area, check "ORIGINAL REPORT".

If Check-in/Check-out Report is a correction or addition to a previously sent report for this date and reporting area, check "REVISED REPORT."

Vessel Name.

Enter the name of Catcher/Processor, as listed on the Federal Fisheries Permit.

ADF&G Processor Code.

Enter State of Alaska Department of Fish & Game (ADF&G) processor code.

Federal Fisheries Permit Number.

Enter Federal Fisheries Permit number (AK9).

Representative Information.

Enter name, telephone number, and FAX number of representative.

COMSAT No.

Enter the satellite communications number of the vessel (if available).

Management Program.

Circle to indicate whether fishing activity is under the CDQ Program, a Research Fishery, Exempted Fishery, or AIP.

Processor Type.

Circle to indicate catcher/processor.

Gear Type.

Circle the gear type used to harvest the groundfish.

CHECK-IN REPORT (BEGIN MESSAGE).

Date and Time.

Enter date (month-day-year) and time (A.l.t.) **when gear deployment will begin..**

Position Coordinates.

Enter latitude and longitude of vessel's position in degrees and minutes (*e.g.*, 54 30' N, 167 45' W) where the gear is **deployed**. *Option:* record to the nearest second or fraction of minute.

Federal Reporting Area.

Circle the reporting area code **where groundfish were harvested.**

COBLZ or RKCSA.

If harvest was caught using trawl gear, indicate whether catch was harvested in COBLZ or RKCSA.

Primary And Secondary Target Species Codes.

Record the two main species expected to harvest **in the following** week. **A change in intended target species within the same reporting area does not require a new BEGIN message.**

CHECK-OUT REPORT (CEASE MESSAGE).

Date And Time.

Enter date (month-day-year) and time (A.l.t.) when the catcher/processor departed the reporting area.

Position Coordinates.

Enter latitude and longitude of position in degrees and minutes (*e.g.*, 54 30' N, 167 45' W) where the catcher/processor departed the reporting area.

Federal Reporting Area.

Circle the reporting area code where the catcher/processor departed.