

Instructions for

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

**TIME LIMIT AND SUBMITTAL.**

The manager of a shoreside processor or stationary floating processor (SFP) must submit check-in reports and check-out reports to the Regional Administrator by FAX (907-586-7131) or transmit a data file by e-mail to [erreports.fakr@noaa.gov](mailto:erreports.fakr@noaa.gov).

**CHECK-IN REPORT.**

The manager must submit a check-in report (BEGIN message) within the time limits given in the following table:

Submit a separate BEGIN message for ...	Within this time limit
Groundfish	Prior to receipt of, processing of, <b>purchase of, or arrange to purchase</b> groundfish
CDQ	Prior to receiving groundfish under the Western Alaska Community Development Quota Program (CDQ). If receiving groundfish under more than one CDQ number, use a separate check-in for each CDQ number
Exempted or Research Program	Prior to receiving groundfish under an exempted fishery or research fishery
Change of fishing year	If continually active through the end of one fishing year and at the beginning of a second fishing year, submit a check-in at the start of the year, January 1
<b>Aleutian Islands Pollock (AIP)</b>	<b>Before receiving AIP</b>

**CHECK-OUT REPORT.**

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

Submit a separate CEASE message for ...	Within this time limit
CDQ	Within 24 hours after receipt of groundfish CDQ has ceased for each CDQ group
Exempted or Research Program	Upon completion of receipt of groundfish under an exempted or research fishery, submit a separate check-out for each fishery for which a check-in was submitted.
<b>Temporary stop of groundfish participation</b>	If receipt, process, <b>purchase, or arrange to purchase</b> groundfish is expected to stop for a period of time (one or more month) during the fishing year and then start up again, may submit check-out report.
<b>Stop of groundfish participation</b>	Within 48 hours after the end of the applicable weekly reporting period that a shoreside processor or SFP ceases to receive, process, <b>purchase, or arrange to purchase</b> groundfish for the fishing year.
Change of fishing year	If a check-out report was not previously submitted during a fishing year, submit on December 31, a check-out report.

## CHECK-IN AND CHECK-OUT REPORTS

### Original/revised Report.

If report is the first one sent for this date and reporting area, check "ORIGINAL REPORT".

If report is a correction or addition to a previously sent report for this date and reporting area, check "REVISED REPORT."

### Processor Name.

Enter the name of processor, as listed on the Federal Processor Permit.

### ADF&G Processor Code.

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

### Federal Processor Permit Number.

Enter Federal Processor Permit number.

### Representative Information.

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

### Management Program.

Circle to indicate whether fishing activity is under the CDQ Program, a Research Fishery, Exempted Fishery, **or AIP** and add identifying number, if appropriate.

## INDICATE WHETHER CHECK-IN REPORT OR CHECK-OUT REPORT.

### If check-in report:

Enter date facility will begin to receive, process, **purchase, or arrange to purchase** groundfish.

First Check-in of the Year. Check (a) to indicate that processor is checking in for the first time this fishing year; or

Restart after Temporary Stop. Check (b) to indicate that processor is checking in to restart receipt, processing, purchase, or arrange to purchase groundfish after filing a check-out report.

### If check-out report:

Enter date facility ceased to receive, process, **purchase, or arrange to purchase** groundfish.

## FISH OR FISH PRODUCT HELD AT PLANT.

On each check-in or check-out report, enter all fish or fish products remaining at the facility on the date of the check-in or check-out report

Enter species code, product code, and product weight, in pounds or to at least the nearest 0.001 mt (indicate pounds or nearest 0.001 mt).