

Instructions for

**WEEKLY PRODUCTION REPORT (WPR)
SHORESIDE PROCESSOR**

Except if using the Shoreside Processor Electronic Logbook Report (SPELR) instead of the Daily Cumulative Production Logbook (DCPL), the manager must submit a WPR for any week the shoreside processor or stationary floating processor (SFP) is checked-in. The WPR summarizes information recorded in the Daily Cumulative Production Logbook (DCPL) on a weekly basis.

TIME LIMIT AND SUBMITTAL.

The manager or representative must submit a WPR to the Regional Administrator by 1200 hours, A.I.t. on Tuesday following the end of the applicable weekly reporting period **per the following table:**

by FAX: (907-586-7131) or

by E-Mail: erreports.fakr@noaa.gov

Use a separate WPR	For each gear type of harvester if groundfish are caught in the same reporting area using more than one gear type
	For each management program
	For each reporting area, except 300, 400, 550, or 690*
	End of the fishing year. If continually active through the end of one fishing year and at the beginning of a second fishing year, submit a WPR to end the year at midnight, December 31, regardless of where this date falls within the weekly reporting period and submit another WPR to start the year on January 1, regardless of where this date falls within the weekly reporting period.
*Each WPR may list information for two different reporting areas	

GENERAL INFORMATION.

Original/revised Report.

If WPR is the first one sent for a given weekly reporting period, check "ORIGINAL REPORT".

If WPR is a correction or addition to a previously sent WPR, check "REVISED REPORT."

Week Ending Date.

Enter the last day of the weekly reporting period (month-day-year), which ends on a Saturday at 2400 A.I.t. (except during the last week of each year, when it ends on December 31).

Processor Name.

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

Federal Processor Permit No.

Enter Federal Processor Permit number.

ADF&G Processor Code.

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

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.**

Representative Information.

Enter the printed name, **e-mail address**, telephone number, and FAX number of representative.

Date. Enter the date the WPR is completed.

Federal Reporting Area.

Enter the reporting area where groundfish were harvested.

COBLZ or RKCSA.

If harvested with trawl gear, indicate whether catch was harvested in COBLZ or RKCSA.

PART I INFORMATION

From Part I of the DCPL, enter the cumulative amounts of landings and discard/disposition by reporting area at the end of each weekly reporting period.

Gear Type of Harvester.

Circle the type of gear that was used to harvest the groundfish. If gear type not listed, circle OTHER and write a brief description of gear.

Landings Weight Information.

Enter landings weight by Federal reporting area, for each species code and product code, in metric tons to at least the nearest 0.001 mt.

No Landings

If no landings occurred during a weekly reporting period and the Shoreside Processor or SFP is checked in, enter "NO LANDINGS" on the first row of this section. Do not leave this section blank.

NOTE

If DCPL groundfish records are maintained in pounds, convert the amount to metric tons before entering onto the WPR.

(Divide the amount in pounds by 2204.6 to obtain metric tons.)

Discard/disposition Weight Information.

Enter discard/disposition weight by Federal reporting area for each species code and product code of groundfish or Pacific herring to at least the nearest 0.001 mt.

Discard/disposition PSC Number Information.

Enter by Federal reporting area, the number of discard/disposition for each species code and product code of Pacific salmon, steelhead trout, Pacific halibut, king crab, or Tanner crab.

No Discards/disposition.

If there are no discard/disposition, enter "NO DISCARDS" on the first row of this section. Do not leave this section blank.

PART II INFORMATION.

Product Weight.

From Part II of the DCPL, enter the cumulative amounts of product by management area (BSAI or GOA) at the end of each weekly reporting period by species code, product code, and product designation, to at least the nearest 0.001 mt.

No Production

If there was no production during a weekly reporting period and the Shoreside Processor or SFP was

checked in, enter "NO PRODUCTION" on the first row of this section. Do not leave this section blank.

CATCHER VESSEL DELIVERY INFORMATION.

List the fish ticket numbers issued to catcher vessels for the weekly reporting period. Include those fish tickets issued by a buying station on behalf of the Shoreside Processor or SFP.