

# **INTERAGENCY ELECTRONIC REPORTING SYSTEM – IERS**

## **Users Guide for *eLandings* Web Based Application**

September 2006

Prepared by:

Alaska Department of Fish and Game  
International Pacific Halibut Commission  
National Marine Fisheries Service, Alaska Region

# TABLE OF CONTENTS

<b>1</b>	<b>PREFACE</b> .....	<b>5</b>
<b>2</b>	<b>INTRODUCTION</b> .....	<b>6</b>
2.1	APPLICATION FEATURES.....	7
2.1.1	<i>Integrated Reporting</i> .....	7
2.1.2	<i>Saving and Recall Features</i> .....	7
2.1.3	<i>New Required Information</i> .....	8
2.1.4	<i>Stacked Permits</i> .....	9
2.1.5	<i>Online Fishery Codes</i> .....	9
2.1.6	<i>Immediate Data Validation</i> .....	10
2.1.7	<i>Error Messaging</i> .....	11
2.1.8	<i>Interim Values</i> .....	12
2.1.9	<i>Automatic Deduction for Ice/Slime in Halibut and Sablefish Fisheries</i> .....	13
2.1.10	<i>Customize Your eLandings Account</i> .....	14
2.1.11	<i>Announcements</i> .....	16
2.2	USER SUPPORT, HELP DESK, AND FREQUENTLY ASKED QUESTIONS.....	17
2.3	ESTABLISHED PROCEDURES WHEN THE INTERNET IS TEMPORARILY DISCONNECTED.....	17
2.4	XML EXPORT AND IMPORT.....	18
<b>3</b>	<b>USER ACCOUNTS</b> .....	<b>19</b>
3.1	OPERATIONS.....	19
3.1.1	<i>Plant/Receiver</i> .....	20
3.1.2	<i>At-Sea</i> .....	20
3.1.3	<i>Buyer/Exporter</i> .....	20
3.1.4	<i>Catcher Seller</i> .....	20
3.1.5	<i>Buying Station</i> .....	20
3.1.6	<i>Tender</i> .....	21
3.1.7	<i>Custom Processing Owner</i> .....	21
3.2	USER IDS.....	21
3.3	ESTABLISHING ACCOUNTS.....	21
3.3.1	<i>Creating a Completely New User Account and Operation</i> .....	22
3.3.2	<i>Creating a New Operation for an Existing User</i> .....	26
3.3.3	<i>Creating a New User Account for an Existing Operation</i> .....	29
3.4	MANAGING OPERATIONS.....	31
3.4.1	<i>Administrative Users</i> .....	31
3.4.2	<i>Primary User</i> .....	31
3.4.3	<i>Authorizing an Existing User for an Operation</i> .....	32
3.4.4	<i>Limiting a User's Access to Reports</i> .....	34
3.4.5	<i>Disabling or Removing a User's Authorization for an Operation</i> .....	36
3.4.6	<i>Managing Custom Processing Relationships</i> .....	37
3.5	GRADING AND PRICING TEMPLATES.....	39
3.6	IMPORTABLE FISH TICKET NUMBERS.....	41
3.7	USER PROFILES.....	44
3.7.1	<i>Default Operation</i> .....	48
3.7.2	<i>Save Updates</i> .....	48
<b>4</b>	<b>ACCESSING ELANDINGS</b> .....	<b>49</b>
4.1	LOGIN.....	49
4.1.1	<i>Password Recovery</i> .....	50
<b>5</b>	<b>ELANDINGS QUICK START</b> .....	<b>51</b>
5.1	THE ELANDINGS SYSTEM REPORTING SEQUENCE.....	51

5.2	GENERAL DATA ENTRY RECOMMENDATIONS AND RULES .....	59
<b>6</b>	<b>CREATING A NEW LANDING REPORT .....</b>	<b>61</b>
6.1	LANDING REPORT, VESSEL, PERMIT AND LOCATION INFORMATION.....	63
6.1.1	<i>Header Information</i> .....	66
6.1.2	<i>CFEC &amp; IFQ Permit Worksheets</i> .....	67
6.1.3	<i>Statistical Area Worksheet</i> .....	72
6.2	INCOMPLETE REPORTS.....	75
6.3	STACKED PERMITS.....	76
6.4	GENERAL GUIDELINES FOR REPORTING POUNDS ON GROUND FISH TICKETS .....	77
6.5	ADD/EDIT ITEMIZED CATCH: RECORDING THE SOLD, RETAINED, DISCARDED CATCH .....	77
6.5.1	<i>Groundfish Poundage Weight Modifier</i> .....	79
6.6	ADD/EDIT GRADING AND PRICING .....	80
6.7	ALLOCATE PERMITS .....	81
6.8	GENERATE, EDIT & SUBMIT IFQ REPORT.....	83
6.8.1	<i>Manually Create the IFQ Report</i> .....	83
6.8.2	<i>Generate IFQ Report</i> .....	85
6.8.3	<i>Editing the IFQ Report</i> .....	88
6.8.4	<i>Removing an Unsubmitted IFQ Report</i> .....	90
6.8.5	<i>Submitting the IFQ Report &amp; Printing Receipts</i> .....	91
6.8.6	<i>“Red Line” Errors</i> .....	93
<b>7</b>	<b>LANDING REPORTS WITH STACKED PERMITS OR MULTIPLE TARGET SPECIES.....</b>	<b>95</b>
7.1	EXAMPLE 1: THREE STACKED PERMITS .....	95
7.2	EXAMPLE 2: STACKED PERMITS & MULTIPLE TARGET SPECIES .....	101
7.3	EXAMPLE 3: STACKED PERMITS & MULTIPLE TARGET SPECIES USING MAX OUT POUNDS .....	104
<b>8</b>	<b>CREATING SHORE-SIDE PRODUCTION REPORTS .....</b>	<b>109</b>
8.1	SHORE-SIDE PRODUCTION REPORT DATA ENTRY .....	109
8.2	NO PRODUCTION / NO DELIVERIES .....	114
8.3	CHANGING THE NUMBER OF PRODUCTION REPORT LINE ITEMS .....	115
<b>9</b>	<b>CREATING AT-SEA WEEKLY PRODUCTION REPORTS .....</b>	<b>116</b>
9.1	AT-SEA PRODUCTION REPORT DATA ENTRY .....	116
9.1.1	<i>Discard rules</i> .....	118
9.2	SAVING YOUR REPORT .....	119
9.3	SEARCHING FOR REPORTS .....	121
9.4	CHANGING SETTINGS IN YOUR USER PROFILE.....	121
<b>10</b>	<b>DEFINITION OF DATA COLLECTION TERMS PERTINENT TO THE ELANDINGS SYSTEM... 123</b>	

# 1 Preface

The eLandings Web Application documentation provides usage and background information for the eLanding Interagency Electronic Reporting System (IERS). The documentation is available as a paper document, PDF file, and as online help documentation on the eLandings website: [www.elandings.alaska.gov](http://www.elandings.alaska.gov)

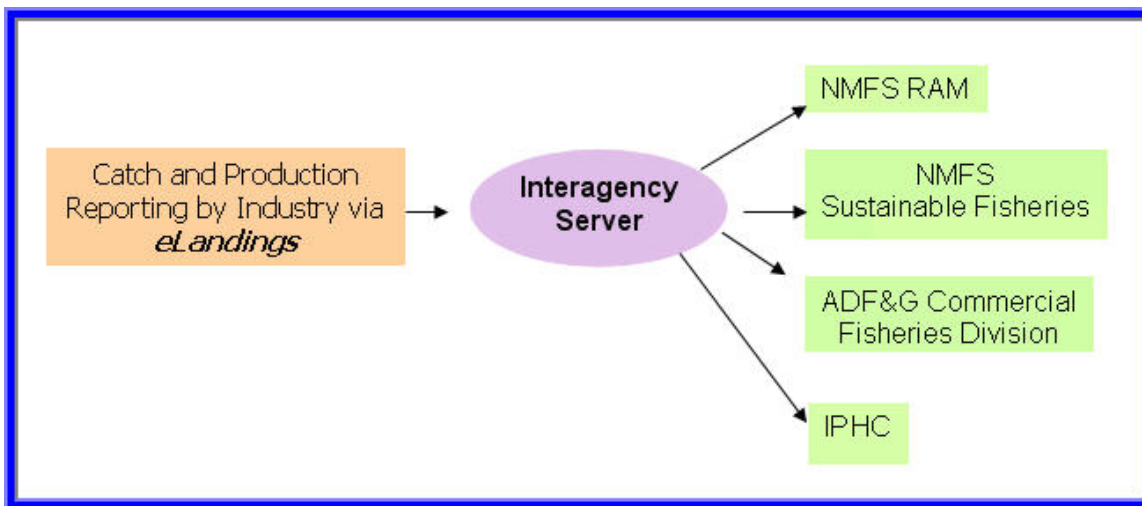
## 2 Introduction

The three resource management agencies tasked with commercial fisheries management in Alaska are the Alaska Department of Fish and Game (ADF&G), the International Pacific Halibut Commission (IPHC), and the National Marine Fisheries Service – Alaska Region (NMFS-AK). Since 2001, these agencies have been working to develop consolidated landing, production, and IFQ reporting from a sole source. This collaborative effort, the Interagency Electronic Reporting System, was developed with funding provided through the Pacific States Marine Fisheries Commission. The web-based reporting component of this system is eLandings. An additional application was developed, designed to be installed on local computers for the at-sea, catcher processor fleet. This type of application is frequently referred to as a 'desktop' application. This Users Guide will focus exclusively on instructions for the use of the eLandings web application.

The Electronic Reporting Interagency Steering Committee identified early on that web-based electronic reporting would be the preferred platform to meet the goal of real-time data availability for managers to monitoring commercial catch, and for real-time quota share management.

The web-based application provides industry with the ability to submit landing reports (fish tickets), IFQ fisher/processor quota harvest, and processor production information from a single location. The information submitted via the web application, eLandings, is stored in a single repository database. The ADF&G, the IPHC, and the NMFS-AK copy data submitted by industry to their individual data systems.

### DATA FLOW MODEL



INTERAGENCY ELECTRONIC REPORTING DATA FLOW MODEL

This new commercial harvest reporting provides several benefits for fisheries management agencies and industry when compared to current recordkeeping and reporting. The most obvious benefit is a sole source reporting site for landing and production data. Fisheries managers, individual processing facilities, and the parent company will have the ability to obtain landing report catch and production information immediately. Additional benefits include:

- Significant reduction of redundant reporting to management agencies.
- Immediate data validation when the landing, IFQ, or production report is submitted.
- Real time harvest data availability to management agencies.
- Staged reporting to accommodate the work flow of industry.

- Application function to allow processors to import or export the catch and production information they submit, facilitating one time data entry for processors.

## 2.1 Application Features

---

The internet platform for eLandings provides many features that will make the accurate recording of required landing and production easier. Processors and buyers that use eLandings for recordkeeping and reporting will have immediate access to the electronic version of the report - for review, modification, and re-submission. The most important eLandings application feature is the ability to record and submit a report of all harvest off-loaded to your facility from the vessel, irrespective of the number of permit holders. In other words, in the past, an off-load with several stacked permits would generate multiple fish ticket reports. This situation usually occurs with IFQ fisheries. Using eLandings, you will be able to document the full off-load as a **landing report**. eLandings generates the appropriate fish tickets for the situation. The fish ticket(s) generated with eLandings are **.PDF** files ready for printing, signature, and distribution to the CFEC permit holder and the ADF&G. Each landing report is uniquely numbered.

**Landing Report 2690 - Initial Report Submitted**

This landing report is uniquely numbers as 2690

Throughout this document and within the application, we will refer to the **landing report**, not the fish ticket, as it more accurately reflects the functioning of the eLandings application. Additional features of note offered with the eLandings application include:

### 2.1.1 Integrated Reporting

The eLandings application allows users to fulfill off-load recordkeeping requirements for ADF&G fish tickets, NMFS RAM IFQ reporting, IPHC halibut reporting, and NMFS Inseason Management production reporting for groundfish. Other reporting requirements may apply to you and your operation. The eLandings application, when used, fulfills the initial off-load and sale and production of product reporting requirements. All other reporting requirements still apply. Please check with your local office of NMFS, ADF&G and the IPHC Seattle staff to determine additional reporting requirements for your operation.

### 2.1.2 Saving and Recall Features

The eLandings applications allow you to record and save to the repository database off-load information as it becomes available. At the beginning of an off-load, when the skipper or permit holders are available, you will be able to record and save all the information about who fished, on what vessel, where and when. This information is contained, in part, on the ADF&G fish ticket 'header' (top portion). Once saved, this portion of a landing report is still incomplete. However, as soon as the 'header' information is saved, it is assigned a landing report number and can be recalled. The unsubmitted report can be located and recalled from the Reports Menu page.

Not Submitted	Groundfish	5985
---------------	------------	------

**TO COMPLETE AN INCOMPLETE REPORT, select a Report ID below.**

**User:** Michaela Kruse      **Company:** Kruse Seafoods Inc.      **PH:** (907) 111-2222      **Email:** gmkruse@gci.net

**Incomplete Landing Reports**

Status	Type	Report ID	Operation				Vessel	Date of Landing	UserID (from last update)
			Proc Code	Fed Permit Num	Reg. Buyer	RCR			
Not Submitted	Groundfish	8283	Kruse Seafoods Yakutat				00028 AMBER DAWN	01/08/2006	MICKY3
			F1522	29504	980002				

Reports Menu page - Incomplete Landing Report 8283

When the off-load has been sorted and weighed, the itemized catch can be recorded in eLandings and an **initial landing report**, including IFQ reporting (if applicable), can be submitted to the Interagency Database.

**Incomplete Landing Reports**

Status	Type	Report ID	Operation				Vessel	Date of Landing
			Proc Code	Fed Permit Num	Reg. Buyer	RCR		
Initial Report Submitted	Groundfish	8295	Kruse Seafoods Yakutat				00028 AMBER DAWN	01/30/2006
			F1522	29504	980002			
Not Submitted	Groundfish	8283	Kruse Seafoods Yakutat				00028 AMBER DAWN	01/08/2006
			F1522	29504	980002			

Landed catch is frequently sorted for grade and size. Pricing information is often not immediately available. When this information is obtained, the landing report can be recalled from the eLandings application. All 'Unsubmitted' and 'Initially Submitted' landing reports are listed and available from the Reports Menu page, Incomplete Landing Reports. Grading and price information can be added, and the landing report submitted to the agencies as the **final landing report**.

The eLandings application has been designed to meet the business flow of the processor/buyer, and to meet the recordkeeping requirements of the agencies responsible for oversight.

### 2.1.3 New Required Information

The eLandings application contains a few new information elements that will need to be provided to successfully submit the landing report. New information elements include:

- Number of Crew, including skipper
- Number of observers on board (NMFS certified groundfish or ADF&G certified crab observers only)
- Management program for the targeted species (e.g., Community Development Quota Program – CDQ, American Fisheries Act Pollock – AFA, State Managed Pacific Cod Fishery – SMPC, Open Access – OA, etc.)

- Disposition (Use or disposition of product)
- Last Delivery of Trip (final off-load, empty hull)

The new data is minimal, and the effort to record it will be more than offset by the improved efficiency of reporting that eLandings offers.

### 2.1.4 Stacked Permits

Fishers often fish multiple CFEC permits on the same trip. IFQ stakeholders frequently join together to fish IFQ from the same vessel. This practice is commonly referred to as stacking permits. Using ADF&G paper fish ticket forms, this practice requires the completion of multiple fish tickets. The eLandings application allows the user to record all permits associated with the landing report simultaneously. The total harvest from the fishing trip can also be allocated by percentage using the CFEC Permit Worksheet.

In the example below, three halibut IFQ quota share fishers joined together to fish. The vessel owner sells 60% of the catch and the two IFQ share holder 'crew' sell 40% of the catch.

CFEC Permit Worksheet						
CFEC Fishery	Permit Number	Permit Sequence	Management Program <small>Management Program Codes</small>	Program ID	Percent	CFEC Permit Holder's NMFS ID
B06B	15624X	0601Z	IFQ		60	980000
B06B	30026U	0601P	IFQ		20	980002
B06B	12584W	0601O	IFQ		20	980001

*An example of a CFEC permit worksheet with multiple permits.*

When the landing report is ready to be submitted, the itemized catch is allocated among the permits according to reflect the percentages entered. Likewise, the IFQ reports to NMFS are generated from the IFQ permits input and the itemized catch data.

When the landing report is submitted, the eLandings application generates three fish ticket .PDF files. When the IFQ reports have been successfully submitted, the system generates a .PDF file of all the IFQ report receipts. IFQ reporting of stacked permits is streamlined, as all CFEC permits and IFQ permits can be recorded on one landing report.

### 2.1.5 Online Fishery Codes

Most fishery codes are available on line, including gear, species, statistical area codes with translations from the ADF&G statistical area to the federal reporting area and IPHC regulatory area, delivery condition code, and disposition code. A codes appear on the web page window in blue text, indicating that the title is linked to an additional window.





## Species Codes and Names

Additional Codes: [Gear Codes](#) | [Port Codes](#) | [Condition and Disposition Codes](#) | [Stat Area Codes](#) | [Management Program Codes](#)

Additional Codes and Names available from all links

Species Code	Name
110	cod, Pacific (gray)
112	Pacific hake
120	Miscellaneous flounder
121	flounder, arrowtooth
122	sole, flathead
123	sole, rock
124	sole, dover
125	sole, rex
126	sole, butter
127	sole, yellowfin
128	sole, English
129	flounder, starry
130	lingcod

*Online Reference Table of Species Codes and Names*

### 2.1.6 Immediate Data Validation

The reporting sequence requires that the 'header' information – who fished, where, when and on what – is saved. When the itemized catch is available the information is recorded and saved, followed by grading, sizing and pricing information and submission of the IFQ report, in applicable. As each portion of the landing report is submitted to the Interagency Database Server, saved, many data elements are validated to make certain the information is correct. All fishery codes are validated to determine that the codes do exist. CFEC permits, NMFS ID's, and IFQ permits are validated and checked to determine that they are valid for the fishery. Statistical areas, species codes, delivery condition, and disposition codes are validated. Numbers are also checked for sanity. As an example, if you enter \$300.00 per pound or three million pounds, the application with request that you review the data element for correctness.

These immediate data validation features are designed to reduce errors for your business records, and for inseason management agencies. If a data element fails validation, the

application will indicate the specific element that has failed validation and will provide you with important clues to correct the entry and successfully submit the landing report.

## 2.1.7 Error Messaging

The eLandings application is designed to provide you with important information on any data element that has failed validation or sanity checks. An example of a sanity check is the sequence between the data elements, Date Fishing Began and Date Landed. If you enter a Date Landed that is prior to the Date Fishing Began, these data elements will fail validation. The application will message back that the Date Landed is a date prior to Date Fishing Began:

**ERROR - 1086: Date Fishing Began cannot be after Date of Landing**

If you are entering data into a worksheet, the error messages will tell you where in the worksheet the problem is occurring. For example, this error message indicates that the Stat Area on the first line item is not a valid number.

**Stat Area Worksheet line 1 ERROR - 1146: Stat Area 515736 is invalid**

eLandings Error Message - failed validation of Statistical Area

Sometimes you can get multiple errors at once. These error messages indicate that both the Gear Code and the stat area are not valid.

### **Groundfish Landing Report, Vessel, Permit, and Location Information**

**ERROR - 1067: Gear Code 6 is not valid**

**Stat Area Worksheet line 2 ERROR - 1146: Stat Area 335700 is invalid**

the eLandings Application messages back that data elements of the submitted report failed validation - gear and stat area.

Additional information is available, for corrective action, by clicking on the [blue text, ERROR - #](#). This opens a detailed error message window. The example below is the message detail with specific information for error 1043.

## Message Detail

To close this window and return to the eLandings application, please click the **red X** in the top right corner of the screen.

<b>Message ID:</b>	1043
<b>Severity:</b>	ERROR
<b>Message:</b>	Proc Code <b>proc code</b> is not valid where: <b>proc code</b> is the adf&g processor code, also know as the f-code.
<b>Description:</b>	The ADF&G processor code entered was not found in the database. ADF&G processor code is also know as the proc code, F-code, or Intent to Operation code. It is a five character identifier, where the first character is a letter, most commonly the letter F, followed by four numeric digits.
<b>Probable Causes:</b>	The ADF&G processor codes are stored in the database. They are issued by ADF&G, and are updated daily. To be valid the proc code must be in the database.
<b>Corrective Action:</b>	Enter a valid ADF&G processor code. If you are sure the proc code you entered is correct, contact eLandings system support.

Message Detail from Error - 1043 - failed validation on Proc Code (Processor Code) submitted

### 2.1.8 Interim Values

All data elements must be correctly entered in the eLandings application for successful submission of a landing report. In a very few cases, critical data elements may fail validation, restricting the completion of the landing report. Specific fields will allow the user to enter an interim value and continue the reporting process. **The interim value must be replaced within 72 hours** with the valid ADF&G vessel number or the CFEC permit valid for the fishery and the year. These values are provided to aid processors when an otherwise valid CFEC permit or vessel permit number fails validation.. During this time period, the user can contact the local office of ADF&G or NMFS to obtain assistance or to the correct information submitted. Interim values include:

ADF&G VESSEL NUMBER	99998
CFEC PERMIT FISHERY	9998
CFEC PERMIT NUMBER	00098A
CFEC PERMIT SEQUENCE NUMBER	0000W
MANAGEMENT PROGRAM	OA

<b>Vessel</b>	99998 INTERIM VALUE
---------------	---------------------

CFEC Permit Worksheet			
CFEC Fishery	Permit Number	Permit Sequence	Management Program <small>Management Program Codes</small>
B06B	23724N	0601U	OA
9998	00098A	0000W	OA

Interim Value CFEC Permit must be replaced within 72 hours with a CFEC permit valid for the fishery and year!

If you have received a landings of fish that needs to be sorted prior to completing the landing report, or held in a tank for a short period of time prior to weighing, please use the general code **120 – General Flatfish** for all unsorted flatfish and the **Pollock code – 270** for unweighed Pollock. The eLandings application will allow you to select **estimated weight** in this situation. This feature will allow you to document the landing, make an initial submission of the landing report to the Interagency Server, generate a fish ticket(s), and obtain the signatures from the .PDF fish tickets. When the delivery of fish has been sorted, you can recall the landing report by the unique number and replace the general species code with specific species codes and actual weights. **Processors will be provided 72 hours to replace estimated weights and general flatfish species codes with actual species codes and weights.**

Stat Area <small>Stat Area Codes</small>	Species <small>Species Codes</small>	Condition <small>Condition Codes</small>	Lbs.	Weight Modifier
	270	01	50,000	Estimated

Add/Edit Itemized Catch section of eLandings

### 2.1.9 Automatic Deduction for Ice/Slime in Halibut and Sablefish Fisheries

The eLandings application allows you to record itemized catch of halibut and/or sablefish, and indicate if ice/slime was present at the point it was weighed. Only vessels that qualify for ice/slime deduction may utilize this application function. Two percent is automatically deducted when ice/slime is selected. This feature is located in the **Add/Edit Itemized Catch** section of the eLandings application, under Lbs. Mod (weight modifier), and functions for halibut and sablefish species only.

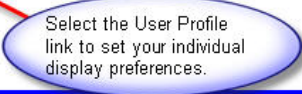
Line	Fish Ticket	Stat Area Stat Area Codes	Species Species Codes	Condition Condition Codes	Lbs.	Weight Modifier
1	E06 008054		200	05	1800	With Ice/Slime
2	E06 008106		200	05	1665	With Ice/Slime
3	E06 008106		200	05	50	With Ice/Slime

Add/Edit Itemized Catch section of eLandings

## 2.1.10 Customize Your eLandings Account

The eLandings System allows the user to customize the display of the application to facilitate data entry and documentation of reported catch. After you log onto the eLandings System, the application automatically displays the Report Menu page. Note the link to User Profile.

<b>eLandings</b> Reporting Component of the Interagency Electronic Reporting System	<b>Alaska                  Department of                  Fish and Game</b>	<b>International Pacific                  Halibut                  Commission</b>	<b>NOAA                  Fisheries</b>
<a href="#">eLandings Home</a>	<a href="#">User Profile</a>	<a href="#">Change Password</a>	<a href="#">Logout</a>
<b>Reports Menu</b>	Release 1.2 Build 297		


 Select the User Profile link to set your individual display preferences.

When you select this link, the application displays information associated with this user account. Below the contact information, is a listing of web display feature options.

<b>Number of decimals to display for weights:</b>	<input type="text" value="0"/>
<b>Number of decimals to display for prices:</b>	<input type="text" value="0"/>
<b>Number of CFEC Permit lines:</b>	<input type="text" value="3"/>
<b>Number of IFQ Permit lines:</b>	<input type="text" value="1"/>
<b>Number of Stat Area Worksheet lines:</b>	<input type="text" value="4"/>
<b>Number of Itemized Catch lines:</b>	<input type="text" value="6"/>
<b>Number of Grading/Pricing lines:</b>	<input type="text" value="3"/>
<b>Number of Production Report lines:</b>	<input type="text" value="6"/>
<b>Number of Discard lines:</b>	<input type="text" value="4"/>

Web Page Default Options

You can control the display of data fields to better meet the needs of your reporting requirements and your operation. As an example, you might determine that you need to have three CFEC permit lines consistently displayed and two statistical areas. To establish a display like the one illustrated below, simply select, Number of CFEC Permit Lines = 3 and Number of Stat Area Worksheet lines = 2.

CFEC Permit Worksheet						IFQ Permit Worksheet			
CFEC Fishery	Permit Number	Permit Sequence	Management Program <small>Management Program Codes</small>	Program ID	Percent	CFEC Permit Holder's NMFS ID	IFQ Permit	Species <small>Species Codes</small>	Lbs. to max-out IFQ permit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="More CFEC Permits"/>					<input type="button" value="More IFQ Permits"/>				

Stat Area Worksheet		
Stat Area	<small>Stat Area Codes</small>	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="More Stat Areas"/>		

Landing Report display defaults - three CFEC permits and two statistical report areas.

The eLandings System also allows the Administrative User to add and restrict rights to additional users within a company or operation, and to set grading/sizing/pricing defaults.

Authorized Users							
User ID	User Name	Company	Primary	Admin	Limited	Disabled	Remove
MICKY3	Michaela Kruse	Kruse Seafoods Inc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER3	Other User	George's Contractors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

User ID:

Grading and Pricing Templates							
Species	Condition	Show Price	Disabled	Sold Condition	Prod Type	Size/Grade	\$/lb.
200 halibut, Pacific	05 Headed and Guttet	YES	NO	05 Headed and Guttet	P	Grade A - 10/30	\$3.25
				05 Headed and Guttet	P	Grade A - 100 +	\$4
				05 Headed and Guttet	P	Grade A - 30/50	\$3.45
				05 Headed and Guttet	P	Grade A - 50/70	\$3.7
				05 Headed and Guttet	P	Grade A - 70/100	\$3.85

Customized account features

<b>User:</b> Michaela Kruse	<b>Company:</b> Kruse Seafoods Inc.	<b>PH:</b> (907) 111-2222	<b>Email:</b> gmkruse@gci.net
<b>Operation Name:</b>	Kruse Seafoods Yakutat		
<b>Species:</b>	200 halibut, Pacific		
<b>Condition:</b>	05 Headed and Guttet		
<b>Show Price:</b>	<input checked="" type="checkbox"/>		
<b>Disabled:</b>	<input type="checkbox"/>		

Line	Sold Condition Code	Prod Type	Size/Grade	\$/lb.
1	<input type="text" value="05"/>	<input type="text" value="P"/>	<input type="text" value="Grade A - 10/30"/>	<input type="text" value="3.25"/>
2	<input type="text" value="05"/>	<input type="text" value="P"/>	<input type="text" value="Grade A - 30/50"/>	<input type="text" value="3.45"/>
3	<input type="text" value="05"/>	<input type="text" value="P"/>	<input type="text" value="Grade A - 50/70"/>	<input type="text" value="3.70"/>
4	<input type="text" value="05"/>	<input type="text" value="P"/>	<input type="text" value="Grade A - 70/100"/>	<input type="text" value="3.85"/>
5	<input type="text" value="05"/>	<input type="text" value="P"/>	<input type="text" value="Grade A - 100 +"/>	<input type="text" value="4.00"/>

Customized Grade/Size with default prices

Additional information on these features is provided in the User Account section of this document.

## 2.1.11 Announcements

The Login page for the eLandings application includes an Announcement Section that will be used to alert users to events, such as scheduled shutdowns of the server for maintenance, making eLandings briefly unavailable. New application features will also be a feature of the Announcements section.

As you begin to use the eLandings application, make a point of noticing the Announcements section for helpful and pertinent information.

### Announcements

#### ANNOUNCEMENTS EXAMPLE

The eLandings System will become available for statewide groundfish reporting for Alaska seafood processors beginning May 15, 2006. Please contact National Marine Fisheries Service - Alaska Region, the International Pacific Halibut Commission in Seattle, or the Alaska Department of Fish and Game, Groundfish Division.

## 2.2 User Support, Help Desk, and Frequently Asked Questions

---

The Interagency Electronic Reporting System has established several methods to assist users. We provide on line documentation and this Users Guide. Agency staffs at National Marine Fisheries Service, the Alaska Department of Fish and Game, and the International Pacific Halibut Commission are available during business hours to assist you in using the eLandings application and to answer fisheries questions.

We developed a set of Frequently Asked Questions that address issues related to using eLandings. They are available at: <http://www.fakr.noaa.gov/elandings/faq.htm>

In addition, there are Frequently Asked Questions related to the Rationalized Crab Program at: <http://www.fakr.noaa.gov/sustainablefisheries/crab/rat/progfaq.htm>

In addition, we maintain a 24 hours a day/seven days a week **Help Desk** via email or telephone. **Phone: (888) 443-5726; email: [elandings@alaska.gov](mailto:elandings@alaska.gov)**

Information and links to these resources are also located on the bottom of each eLandings page, under the section titled, [QUESTIONS?](#)

## 2.3 Established Procedures When the Internet is Temporarily Disconnected

---

Procedures have been developed and we recommend that you review these procedures as soon as you have established a Users Operation Account. The Interim eLandings Reports will be necessary to temporarily document a landing. **Print at least ten copies as a reserve, in the event the internet is temporarily unavailable.**

The forms are available at: [http://www.fakr.noaa.gov/elandings/temp\\_disconnect.pdf](http://www.fakr.noaa.gov/elandings/temp_disconnect.pdf)

We have also placed a link on the eLandings application home page. This title is a link to a .PDF file.



## HOW TO GET STARTED

### Web eLandings:

1. **Register:** Before users can use the eLandings system to report landings, they must request authorization to use the system and reserve a particular UserID and password. A UserID will be activated after a signed registration form is submitted to: State of Alaska Help, P.O. Box 110206, Juneau, AK 99811-0206, and approved.
2. **Login to make a landing report:** The eLandings system will allow registered users to submit landing reports. Users can submit their landing report data to all of the mandated agencies through a series of eLandings web pages. Users can also import data in a specified XML format via the eLandings web site.

### Processor Workstation eLandings

1. eLandings Processor Workstation: The workstation is available to clients who are not connected to the web, such as catcher/processors. Please email: [eLandings@alaska.gov](mailto:eLandings@alaska.gov) or phone: (888) 443-5726 for more information.

### Temporary Disconnect from the Internet Procedures

1. The following information is provided in the case of the internet not being available.
  - [Procedures for Tempory Disconnect from the Internet](#)
  - [Interim eLanding Report](#)

Links for Procedures to follow if the Internet Service is temporarily disconnected and the Interim eLanding PDF file.

## 2.4 XML Export and Import

The Interagency Electronic Reporting System (IERS) provides users with the ability to export the information recorded in the eLandings application to company operations or accounting systems. Likewise, the IERS accommodates the import of data from company operations or accounting data systems. An XML schema is available to user companies. Contact the IERS staff, requesting the XML schema at [eLandings@alaska.gov](mailto:eLandings@alaska.gov).

```
<?xml version="1.0" encoding="UTF-8" standalone="yes" ?>
- <landing_report data_entry_submit_date="2006-04-27T14:14:30-08:00" data_entry_user="MICKY3" data_entry_user_org="Kruse
  Seafoods Inc." last_change_date="2006-04-27T16:35:23-08:00" last_change_user="MICKY3">
  <landing_report_id>8295</landing_report_id>
  <type_of_landing_report name="Groundfish">G</type_of_landing_report>
  <status desc="Initial Report Submitted">4</status>
- <header>
  <vessel name="INTERIM VALUE">99998</vessel>
  <crew_size>6</crew_size>
  <observers_onboard>1</observers_onboard>
  <port_of_landing ifq_port_code="185" name="Yakutat">YAK</port_of_landing>
  <gear name="Longline">61</gear>
- <proc_code_owner>
  <proc_code processor="Gulf Seafoods">F1522</proc_code>
</proc_code_owner>
  <date_fishing_began>2006-01-22-09:00</date_fishing_began>
  <days_fished>6</days_fished>
  <date_of_landing>2006-01-30-09:00</date_of_landing>
  <partial_delivery>true</partial_delivery>
  <last_delivery_for_trip>false</last_delivery_for_trip>
  <multiple_ifq_permits>false</multiple_ifq_permits>
  <federal_processor_number name="YAKUTAT SEAFOODS, LLC">29504</federal_processor_number>
  <registered_buyer_number name="IFQ TEST BUYER35">980002</registered_buyer_number>
- <permit_worksheet>
  <item_number>1</item_number>
- <cfec_permit holder="Pikup Andropov" serial_number="23724">
  <fishery>B06B</fishery>
  <permit_number>23724N</permit_number>
  <year_seq>0401U</year_seq>
</cfec_permit>
```

XML Export from Landing Report 8295

## 3 User Accounts

Before a receiver, buyer, or processor of seafood products can use the eLandings system to submit reports they must establish a user account. A user is an individual that has been designated to use the eLandings System to record seafood landings and production. Each individual that will use the eLanding System must be identified by name. The user management subsystem of eLandings is based on user Accounts and Operations. Each user must have a user ID, and must be authorized to make reports for at least one operation. Before a user ID or operation can be utilized both the User and the Operation must be registered.

### 3.1 Operations

---

**An operation is defined, for the purposes of the eLandings System, as an entity that will receive seafood product and will complete landing and production reports, as well as IFQ reports.** A landing report is defined as the initial or first exchange of seafood product from the harvester to a second party. The second party may be a buyer, receiver, processor or expeditor. The landing report will document one or more ADF&G fish ticket(s), and may also generate a NMFS production report, and one or more IFQ report(s).

Depending upon your type of operation, that is, the range of seafood you receive and process, a number of different licenses and permits may be required. The State of Alaska requires that all buyers of seafood product obtain an annual **Intent to Operate** license, commonly referred to as the **ADF&G Processor License Code**. Processors or receivers of federally managed fisheries much also obtain a **Federal Processors Permit**. Buyers or receivers of IFQ halibut or sablefish must obtain a **Federal Registered Buyers Permit**; and each receiver of rationalized crab must first obtain a **Registered Crab Receiver Permit (RCR)**. The Crab Rationalization Program is exclusive to the Bering Sea and Aleutian Island (BSAI) king and tanner crab fisheries.

As stated above, an entity that is licensed to receive seafood product with the State of Alaska can register an operation. Most buyers, receivers or processors of seafood product have only one operation. In some cases, a business may establish a separately licensed or permitted enterprise. A unique operation is defined as having a distinct combination of any of the following: ADF&G processor code, Federal Processing Permit number, Federal Registered (Halibut/Sablefish IFQ) Buyer number (if applicable), or a Federal Registered (Rationalized BSAI crab) Crab Receiver number (if applicable).

If the combination of any of these permits differs, then the operation is unique.

Select from below the items you would like displayed each time you create a report:

Default	Operation Name	Operation Type	ADF&G Processor Code	Federal Permit Number	Registered Buyer Number	Registered Crab Receiver Number	Limited Access
<input type="radio"/>	None						
<input checked="" type="radio"/>	WAI Seafoods	Plant/Receiver	F1234	12345	123456	123456	NO
<input type="radio"/>	WAI Seafoods at Sitka	Buying Station	F1234		980004	990009	NO
<input type="radio"/>	WAI Seafoods RCR 90003	Plant/Receiver	F1234	12345	980000	990003	NO
<input type="radio"/>	Vaerdal	At-Sea Processor	Z2078	12345		990003	NO

The seafood company has several registered Operations.

The **eLandings** system defines several types of operations that have different characteristics. Each operation registered must be one of these types. If you want to register an operation that does not seem to fit one of these descriptions contact **eLandings** support for help with your registration.

### 3.1.1 Plant/Receiver

A plant/receiver is a shorebased processing plant or seafood receiver. Plant/Receiver operations are the most common type, and are able to do custom processing or receiving on behalf of another operation.

### 3.1.2 At-Sea

An At-Sea operation is a Catch/Processor, Mothership, or floating processor that is doing processing or receiving away from an established port. At-Sea operations can also do custom processing or receiving for another operation.

### 3.1.3 Buyer/Exporter

A Buyer/Exporter operation receives catch from fishers, but exports the catch out of the country, usually to Canada, without processing the catch into other products. Since Buyer/Exporter operations do no processing they cannot do custom processing.

### 3.1.4 Catcher Seller

A Catcher Seller operation is a vessel that catches and sells unprocessed or limited processed catch to individuals (e.g. via dockside sales) for personal consumption, or to other fishers for bait, but not for resale.

### 3.1.5 Buying Station

A Buying Station is an operation that receives unprocessed catch from vessel for trans-shipment or delivery to a shoreside processing plant or mothership and that does not process those fish (NMFS 679.2 Definitions). A buying station can be considered an annex of the plant or mothership for which it is doing receiving. Buying Stations may be completely shore based, such as a truck

being loaded for transport to a distant plant, or may be a scow (a barge-like vessel). Tenders are a special type of buying station that have their own operation type.

### 3.1.6 Tender

A tender operation is a vessel that is attendant to catcher vessels and is used to transport or ferry unprocessed fish or shellfish received from another vessel to a shoreside processor or mothership.

### 3.1.7 Custom Processing Owner

The purchaser/owner of the seafood product may have another processor or operation receive, expedite or process seafood on their behalf. The operation that is in possession of seafood product, but not the owner or a direct agent for the owner is a **Custom Processor**. The eLandings interagency working group define a Custom Processor as a processor, business, or entity that provides the service of seafood receiving, expediting, or processing but has not purchased (**does not own**) the seafood, and is not acting as an agent for the owner.

The owner of the catch must establish a custom processing owner operation for each plant that does the actual processing. This allows the owner of the catch to maintain visibility and control of the landing reports, though the landing reports are usually done on their behalf by users at the plant doing the custom processing. The owner of the seafood product must have a valid license with the State of Alaska, and may have their own receiving permits from NMFS. These permits are used to establish the custom processing owner operation. The users at the custom processing facility can then be authorized to make landing reports for the custom processing owner operation. This is akin to providing the custom processor with the metal process code plate to create paper fish ticket records.

The advantage of establishing the custom processing owner operation is that it gives the owner the ability to electronically review and access landing reports created by custom processors as soon as they have been successfully submitted to the Interagency Server. They can also remove the authorization to access those reports should the business relationship be terminated.

## 3.2 User IDs

---

Each user of eLandings needs a user ID. The user ID identifies the individual and gives them authorization to view and submit reports for specific operations. User IDs should not be shared, each person should have their own user ID. This facilitates the management of users and privileges, and provides for data security.

The same user ID may be used for multiple operations. User IDs can be given access to an operation when appropriate, and have their access privileges for that operation revoked, without affecting the user ID, the data about the individual, or its access to other operations.

## 3.3 Establishing Accounts

---

Before an operation or user ID can be used, it must first be registered with eLandings, and must be approved for use.

### 3.3.1 Creating a Completely New User Account and Operation

If your facility has never used eLandings and you do not have an eLandings user ID you can create a completely new operation and user account with one form. Access the Register page from the link on the <http://elandings.alaska.gov> home page, or at <https://elandings.alaska.gov/elandings/Register>. The Register page allows you to enter all the information needed for both the operation registration and the user ID registration.

**HOW TO GET STARTED**

**Web eLandings:**

1. **Register:** Before users can use the eLandings system to report landings, they must request authorization to use the system and reserve a particular UserID and password. A UserID will be activated after a signed registration form is submitted to: State of Alaska Help, P.O. Box 110206, Juneau, AK 99811-0206, and approved.
2. **Login to make a landing report:** The eLandings system will allow registered users to submit landing reports. Users can submit their landing report data to all of the mandated agencies through a series of eLandings web pages. Users can also import data in a specified XML format via the eLandings web site.

We **highly recommend** contacting eLandings support for help in setting up a completely new operation. The relationship of the permit numbers is important, and is much easier to get right the first time with a little help than it is to correct it after the fact.

Before you begin the process of establishing a new Operation, you should have gathered the following information together, as they pertain to your operation:

- ADF&G Processor Code
- Federal Processor Permit Number
- Federal Buyer Number
- Registered Crab Receiver Number
- ADF&G Vessel Number (if you operation is a Catcher Processor or Floating Processor)

**Register Operation**

INFO - 1311: Please enter the following information

Operation Type:	<input type="text"/>
Operation Name:	<input type="text"/>
ADF&G Processor Code:	<input type="text"/>
Federal Permit Number:	<input type="text"/>
Registered Buyer Number:	<input type="text"/>
Registered Crab Receiver Number:	<input type="text"/>
Port: <small>Port Codes</small>	<input type="text"/>
Vessel ADF&G Number:	<input type="text"/>
Vehicle License Number: <small>(For Buying Stations)</small>	<input type="text"/>

Operations Registration Window

**Operation Type:**

Select the operation type for the new operation from the dropdown list.

**Operation Name:**

Give the name that you will use to refer to the operation. It should be descriptive, and should include your company name as well as the location of the operation. For example, if your company is East Pacific Seafoods and you are registering your plant in Kodiak you should name the operation something like “East Pacific Seafoods – Kodiak”, rather than something like “Kodiak Plant”. This will reduce confusion, since many processors might have a Kodiak Plant. If your operation is a Custom Processing Owner then the operation name should reflect the relationship between your company and the custom processor. For example, if you are setting up a Custom Processing Owner operation for your fish to be custom processed at The Fish Factory in Homer you might name it “East Pacific Seafoods @ The Fish Factory”.

**ADF&G Processor Code:**

Enter the ADF&G Intent to Operation processor code for your facility or business. This is also known as your F-code. The processor code is required for all operations, except if you are registering an At-Sea operation that is a catcher/processor that only fishes groundfish and never acts as a mothership.

**Federal Permit Number:**

If your operation will process groundfish enter your Federal Processor Permit if you are registering a shoreside plant, or your Federal Fisheries Permit if you are registering an At-Sea operation.

**Registered Buyer Number:**

If you will be receiving or processing Halibut or IFQ Sablefish, you must provide a NMFS registered buyer number so that you can submit IFQ transactions.

**Registered Crab Receiver Number:**

If you will be receiving or processing IFQ crab you must provide a NMFS registered crab receiver number so that you can submit IFQ transactions.

**Port:**

Enter the ADF&G port code for your operation. The port code you enter will provide the default on your landing reports.

**Vessel ADF&G Number:**

For At-sea, tender, and catcher-seller operations, enter the ADF&G number of your vessel.

**Vehicle License Number:**

For buying station operations, enter the vehicle license number of your truck, if applicable.

***Physical Operation***

The Physical Operation information is required if you are registering a Tender, Buying Station, or Custom Processing Owner operation. The physical operation identifies the operation where the processing actually takes place. You must obtain the Operation Type, Proc Code, Federal Permit Number, Registered Buyer Number, and Registered Crab Receiver Number from the primary user of the physical operation, which must already be setup on eLandings.

## Register Operation

**INFO - 1311: Please enter the following information**

<b>Operation Type:</b>	Plant/Receiver <input type="button" value="v"/>
<b>Operation Name:</b>	Biggest Fish Seafoods
<b>ADF&amp;G Processor Code:</b>	F1234
<b>Federal Permit Number:</b>	15667
<b>Registered Buyer Number:</b>	15668
<b>Registered Crab Receiver Number:</b>	78
<b>Port:</b> <small>Port Codes</small>	Jnu
<b>Vessel ADF&amp;G Number:</b>	<input type="text"/>
<b>Vehicle License Number:</b> <small>(For Buying Stations)</small>	<input type="text"/>

Once you have entered the operation information you must provide the user information. The user account you create will be the primary user for the new operation, and will be in charge of managing other users for the operation.

### User ID:

Enter the user ID that you would like to create. The user ID must be unique across eLandings, if you enter a user ID that is already in use you will have to pick another one. The user ID can be up to 32 characters long. It may contain blanks. It will automatically be converted to uppercase, even if you enter it in lower or mixed case.

### Password:

Enter the password that you would like to use with the user ID. The password must be at least 6 characters long, but no more than 16 characters long. It cannot be all numbers and it cannot contain the user ID. For example, if the user ID is "AMARX", the password cannot be "AMARX12" or "ZAMARXB". You will be prompted to change your password once your user ID is enabled, so we recommend using a temporary password for the registration.

### Company Name:

The company name should be your employer, or the name of the organization that owns the operation, either the common name or legal name. For example, if you are registering an operation named "East Pacific Seafoods – Kodiak", your company name should probably be "East Pacific Seafoods".

### User Name:

The user name is your given name, or the name of the person who will use the user ID. It should accurately identify the person, so that in the event of a system problem, if eLandings support contacts your plant by phone they will be connected to the right person by asking for the user by name.

### City:

The City should be the city where the operation is located, which is not necessarily the city where you are right now.

**State:**

The State should be the State where the operation is located, which is not necessarily the State where you are right now. In most cases the State will be AK, for Alaska.

**Telephone Number:**

The Telephone Number is the number that will be used to contact you in the event of any problems with your operation or landing reports. Telephone number is required.

**Fax Number:**

The Fax Number that can be used to communicate with you in the event of any problems with your operation or landing reports. Fax number is not required.

**Email Address:**

The Email Address that the eLandings system and eLandings support personnel can use to communicate important information about eLandings to you. eLandings uses this email address to send you your password if you forget it and request recovery. It is also used to send important information such as schedules of planned system outages and notification of new features and capabilities. Email Address is required.

**Security Question:**

The Security Question and the Secret Answer are used if you forget your password, and are not able to recover it by email, or if you forget your user ID. eLandings help desk personnel will ask you the security question, and will expect that you know the secret answer. The secret question should ask about something that anyone besides you would be unlikely to know. For example, "What is your favorite sport?" would not be a good security question since many of your co-workers might know that you really like golf or football. Something like "What was your sister's favorite dog's name when you were a child?" is much better because only you (or your sister) would be likely to know the answer.

**Secret Answer:**

The Secret Answer is the answer to the security question. The answer should be something that only you are likely to know, and are unlikely to forget.

<b>State:</b>	<input type="text" value="AK"/>
<b>Telephone Number:</b>	<input type="text" value="(907) 789-1234"/>
<b>Fax Number:</b>	<input type="text" value="(907) 789-2345"/>
<b>Email Address:</b>	<input type="text" value="Amyg@BiggestFish.com"/>
<b>Security Question:</b> Example: What is your mother's maiden name?	<input type="text" value="Brother's wife's favorite vacation spot."/>
<b>Secret Answer:</b> The answer to your security question, something that nobody else is likely to know.	<input type="text" value="The Grand Bahama Islands."/>
<input type="button" value="Register"/>	
<input type="button" value="Find Registration"/>	



Once you have entered all operation and user data click the Register button to submit the registration. If there are any problems you will receive error messages prompting you to correct them. If the registration is accepted you will be prompted to print and fax in your registration.

The screenshot shows a registration form with the following fields and values:

State:	AK
Telephone Number:	(907) 789-1234
Fax Number:	(907) 789-2345
Email Address:	Amyg@BiggestFish.com
Security Question: Example: What is your mother's maiden name?	Brother's wife's favorite vacation spot.
Secret Answer: The answer to your security question, something that nobody else is likely to know.	The Grand Bahama Islands.

At the bottom of the form, there is a callout box with the text: "Select Register when you have completed all data fields that apply to your Operation." A red arrow points from this box to the "Register" button. Below the "Register" button is a "Find Registration" button.

Click the Display and Print link to display your registration form. Print in, sign it, and fax it to the eLandings help desk at the number given on the page. Once the registration has been received and reviewed your user ID will be enabled. You will be notified by email that your user ID is ready to use. Login to eLandings and change your password. You will then be ready to enter and submit landing reports.

### 3.3.2 Creating a New Operation for an Existing User

Creating a new operation is easier if you already have an **eLandings** User ID and are logged in. On your User Profile, click the New Operation button. This displays the Register page, with only the new operation fields.

First enter the operation information

#### Operation Type:

Select the operation type for the new operation from the dropdown list.

#### Operation Name:

Give the name that you will use to refer to the operation. It should be descriptive, and should include your company name as well as the location of the operation. For example, if your company is East Pacific Seafoods and you are registering your plant in Kodiak you should name the operation something like "East Pacific Seafoods – Kodiak", rather than something like "Kodiak Plant". This will reduce confusion, since many processors might have a Kodiak Plant. If your operation is a Custom Processing Owner then the operation name should reflect the relationship between your company and the custom processor. For example, if you are setting up a Custom Processing Owner operation for your fish to be custom processed at The Fish Factory in Homer you might name it "East Pacific Seafoods @ The Fish Factory".

#### ADF&G Processor Code:

Enter the ADF&G Intent to Operation processor code for your facility or business. This is also known as your F-code. The processor code is required for all operations, except if you are

registering an At-Sea operation that is a catcher/processor that only fishes groundfish and never acts as a mothership.

**Federal Permit Number:**

If your operation will process groundfish enter your Federal Processor Permit if you are registering a shoreside plant, or your Federal Fisheries Permit if you are registering an At-Sea operation.

**Registered Buyer Number:**

If you will be receiving or processing Halibut or IFQ Sablefish, you must provide a NMFS registered buyer number so that you can submit IFQ transactions.

**Registered Crab Receiver Number:**

If you will be receiving or processing IFQ crab you must provide a NMFS registered crab receiver number so that you can submit IFQ transactions.

**Port:**

Enter the ADF&G port code for your operation. The port code you enter will provide the default on your landing reports.

**Vessel ADF&G Number:**

For At-sea, tender, and catcher-seller operations, enter the ADF&G number of your vessel.

**Vehicle License Number:**

For buying station operations, enter the vehicle license number of your truck, if applicable.

***Physical Operation***

The Physical Operation information is required if you are registering a Tender, Buying Station, or Custom Processing Owner operation. The physical operation identifies the operation where the processing actually takes place. You must obtain the Operation Type, Proc Code, Federal Permit Number, Registered Buyer Number, and Registered Crab Receiver Number from the primary user of the physical operation, which must already be setup on eLandings.

<b>Physical Operation</b> (enter for Tender, Buying Station, and Custom Processing Owner operation types. Not applicable for other operation types) The physical operation is where processing is done.				
Operation Type	ADF&G Proc Code	Federal Permit Number	Registered Buyer Number	Registered Crab Receiver Number
Plant/Receiver	F6754	49366	290033	94

Once you have entered the entire operation data click the Register button to submit the registration. If there are any problems you will receive error messages prompting you to correct them. If the registration is accepted you will be prompted to print and fax in your registration.

## eLandings Web Application User's Guide

**Physical Operation** (enter for Tender, Buying Station, and Custom Processing Owner operation types. Not applicable for other operation types) The physical operation is where processing is done.

Operation Type	ADF&G Proc Code	Federal Permit Number	Registered Buyer Number	Registered Crab Receiver Number
Plant/Receiver	F6754	49366	290033	94

**Primary User** If user is already registered enter userid and password, otherwise enter all data and a new userid will be created.

**UserID:** BiggestFisher

**Password:** Halibutrule

**Company Name:** Biggest Fish Seafood Company, Inc.

**User Name:** Gail Smith

**City:** Juneau

**State:** AK

**Telephone Number:** (907) 789-1234

**Fax Number:** (907) 789-2345

**Email Address:** Amyg@BiggestFish.com

**Security Question:**  
Example: What is your mother's maiden name?  
Brother's wife's favorite vacation spot.

Operations Registration information completed

## Register Operation

**INFO - 1348: Please print, sign, and submit your form to the proper authorities**

[View and Print Registration](#)

Click the Display and Print link to display your registration form. Print in, sign it, and fax it to the eLandings help desk at the number given on the page. Once your registration has been received and reviewed your new operation will be enabled and you will receive an email. Until your operation is enabled you will not be able to enter and submit landing reports for it. However, you are able to authorize other users for the operation. Once the operation is enabled they will be able to use it.

<p style="text-align: center;"><b>Interagency Electronic Reporting System User Agreement</b></p> <p>The purpose of the Interagency Electronic Reporting System is the efficient submission of accurate fishery landing and production data. Pursuant to AS 16.05.690(b) a person may not knowingly enter false information on a fish ticket or supply false information to a person who is recording information on a fish ticket. The Electronic Reporting Program falls under this statute. Therefore, by using the Program, you are subject to the requirements of this statute and to 50 CFR 680.5(c).</p> <p>As an agent of the licensed processor, you are obligated to safeguard your user ID and password to prevent use by unauthorized persons, and you can only use the Program for legitimate purposes.</p> <p>Name of applicant: Gail Smith Date of application: 05/01/2006 Name of processor: Bigger &amp; Better</p> <p>Operation Name: <b>Biggest Fish Seafood Company</b> Operation Type: Plant/Receiver ADF&amp;G processor code: F1234 Federal permit number: 12345 Registered Crab Receiver permit number: 123456</p>
---

### 3.3.3 Creating a New User Account for an Existing Operation

Creating a new user ID for an existing operation is easier than creating an entire new operation, but you must be an administrative user for the operation involved. First, login to eLandings. On your User Profile, scroll down to your operations. The operation name should be a blue link, and will take you to the operation maintenance page. If the operation name is not a hotlink (i.e. it is plain text) that means you are not an administrative user for that operation and cannot add or disable users. Contact eLandings support if you believe that you should be an administrative user, they will be able to direct you to the primary user for the operation, and they will be able to give you administrative privileges.

GAIL SMITH	gail smith	course seafoods	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User ID:	<input type="text"/>	<input type="button" value="Register New User"/>	<input type="button" value="Add Existing User"/>	<input type="button" value="Save"/>	<input type="button" value="Remove"/>		

On the operation maintenance page, scroll down to the Authorized Users section. Enter the new user ID that you want to create in the User ID field, and click the Register New User button. If the user ID is already in use you will get an error message and can change the user ID and try again. Otherwise, the Register User page will be displayed.

Now you need to enter the user information:

**Company Name:**

The company name should be your employer, or the name of the organization that owns the operation, either the common name or legal name. For example, if you are registering an operation named “East Pacific Seafoods – Kodiak”, your company name should probably be “East Pacific Seafoods”.

**User ID:**

The user ID that you requested to create. The user ID will be filled in, and in most cases you should not change it.

**Password:**

Enter the password that you would like to use with the user ID. The password must be at least 6 characters long, but no more than 16 characters long. It cannot be all numbers and it cannot contain the user ID. For example, if the user ID is “AMARX”, the password cannot be “AMARX12” or “ZAMARXB”. The user will be prompted to change the password once the user ID is enabled, so we recommend using a temporary password for the registration.

**User Name:**

The user name is the name of the person who will use the user ID. It should accurately identify the person, so that in the event of a system problem, if eLandings support contacts your plant by phone they will be connected to the right person by asking for the user by name.

**City:**

The City should be the city where the operation is located, which is not necessarily the city where you are right now.

**State:**

The State should be the State where the operation is located, which is not necessarily the State where you are right now. In most cases the State will be AK, for Alaska.

**Telephone Number:**

The Telephone Number is the number that will be used to contact the user in the event of any problems with landing reports. Telephone number is required.

**Fax Number:**

The Fax Number that can be used to communicate with the user in the event of any problems with landing reports. Fax number is not required.

**Email Address:**

The Email Address that the eLandings system and eLandings support personnel can use to communicate important information about eLandings to the user. Elandings uses this email address to send the user their password if they forget it and request recovery. It is also used to send important information such as schedules of planned system outages and notification of new features and capabilities. Email Address is required.

**Security Question:**

The Security Question and the Secret Answer are used if the user forgets their password, and is not able to recover it by email, or if they forget their user ID. Elandings help desk personnel will ask the user their security question, and will expect that they will know the secret answer. The secret question should ask about something that anyone besides the user would be unlikely to

know. For example, “What is your favorite sport?” would not be a good security question since many of the user’s co-workers might know that they really like golf or football. Something like “What was your sister’s favorite dog’s name when you were a child?” is much better because only the user (or their sister) would be likely to know the answer.

**Secret Answer:**

The Secret Answer is the answer to the security question. The answer should be something that only the user is likely to know, and is unlikely to forget.

Once you have entered all user data click the Register button to submit the registration. If there are any problems you will receive error messages prompting you to correct them. If the registration is accepted you will be prompted to print the form, have the user sign it, and fax in the registration.

Click the Display and Print link to display the registration form. Print in, have the user sign it, and fax it to the eLandings help desk at the number given on the page. Once the registration has been received and reviewed the user ID will be enabled. The user will be notified by email that the user ID is ready to use. They should login to eLandings and change their password. They will then be ready to enter and submit landing reports.

### 3.4 Managing Operations

The eLandings system allows users to self-manage operations and users authorized to submit reports for those operations. In addition to registering new operations and users, the rights to view and edit reports may be granted and revoked.

Authorized Users							
User ID	User Name	Company	Primary	Admin	Limited	Disabled	Remove
MICKY1	Micky Kruse	Kruse Seafoods Inc.	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AMARX	Audrey Marx	WAI Seafoods	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MAT MULLIGAN	Mat Mulligan	Kruse Seafoods, Inc.	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

User ID:

Authorized users

#### 3.4.1 Administrative Users

To provide security and control of user and operations management, only administrative users may authorize other users for operations. When a user registered an operation they automatically become an administrative user for that operation. They can then add authorizations for other users to use the operation, and can revoke those authorizations. An administrative user can also grant administrative privileges to other users for an operation, making them administrative users also.

#### 3.4.2 Primary User

Each operation requires a primary user. The primary user is an administrative user for the operation, and cannot have its administrative privileges removed. Each operation has only one primary user. An administrative user may change who is the primary user for an operation. Therefore, if the primary user of an operation has left the company’s employment, then another user must first become the primary user of the operation, then the original user can be disabled.

### 3.4.3 Authorizing an Existing User for an Operation

Administrative users may authorize other users for an operation. To authorized a user, first go to your user profile.



On your user profile page your authorized operations are listed. Operations for which you are an administrative user have their Operation Name displayed as a link. If the Operation Name is not a linked, then you do not have administrative privileges for that operation.

Default	Operation Name	Operation Type	ADF&G Processor Code	Federal Permit Number	Registered Buyer Number	Registered Crab Receiver Number	Limited Access
<input type="radio"/>	None						
<input checked="" type="radio"/>	<a href="#">Micky's Seafood Processing</a>						NO

Linked (hotlink) items display in blue colored text. Click on the Operation Name to navigate to the User Maintenance window.

New Operation      Update

Click on the Operation Name for the operation where you want to add the user. This will display the Operation Information and User Maintenance page. At the bottom of the Authorized Users section is a User ID field. Enter the User ID of the user that you wish to add to the operation and click the Add Existing User button. The user will be added to the operation.

Release 1.2 Build 297

### Operation Information and User Maintenance

**INFO - 1400: Operation registration must be approved before landing reports can be made**

**User:** Micky Kruse    **Company:** Production Test Crab Processor    **PH:** (907) 586-6167    **Email:** micky@wostmann.com

**Operation Type:** Plant/Receiver

**Operation Name:** Micky's Seafood Processing

**ADF&G Processor Code:** F0142

**Federal Permit Number:**

**Registered Buyer Number:**

**Registered Crab Receiver Number:**

**Port:** DUT

**This operation is currently in the registration form.**

This Operation currently has one registered User, Micky Kruse. To add an additional user, that is already associated with another Operation, enter the user ID and select, Add Existing User.

**Authorized Users**

User ID	User Name	Company	Primary	Admin	Limited	Disabled	Remove
PRODCRABS	Micky Kruse	Production Test Crab Processor	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

User ID:                

**Authorized Users**

User ID	User Name	Company	Primary	Admin	Limited	Disabled	Remove
AMARX	Audrey Marx	WAI Seafoods	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MAT MULLIGAN	Mat_Mulligan	Bigger Fish Inc.	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

User ID:                

Mat Mulligan was an existing user with Bigger Fish, Inc. He was added to the WAI Seafoods Operation.

If you would like the newly added user to have administrative rights for the operation, then check the Admin checkbox for the user and click the Save button.

**Authorized Users**

User ID	User Name	Company	Primary	Admin	Limited	Disabled	Remove
AMARX	Audrey Marx	WAI Seafoods	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BCRABS	Bertha Crabs	More Seafood Inc	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MAT MULLIGAN	Mat_Mulligan	Bigger Fish Inc.	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In this example, Audrey Marx is the primary user, with administrative rights. Bertha Crabs also has administrative rights. Bertha added the new user, Mat Mulligan. He has a limited account. If none of the boxes are checked, then the user has "standard" rights – they cannot add additional user to the account, but they are able to see all the landing reports for the operation.



### 3.4.4 Limiting a User's Access to Reports

A user's ability to view and edit reports is limited to reports that have the ADF&G Processor Codes, Federal Permit Numbers, Registered Buyer Numbers, and Registered Crab Receiver Numbers that are setup on the operations for which they are authorized. A user's access to reports can be further limited. The eLandings system allows you to restrict users to only those reports that they create, and that have not been edited by someone else. Users that have these restricted access privileges are known as Limited Users. Note in the example above that Mat Mulligan is a limited user for Kruse Seafoods, Inc.

There are typically two situations where you might want to use the Limited User capability. One is for dock foremen, or other users who are responsible for unloading catch from delivering vessels, but who are not responsible for submitting fish tickets and landing reports. The dock foreman can be authorized as a limited user on eLandings. They will be able to create a new landing report when a vessel arrives, entering the vessel ADF&G number, date of landing, etc., and the CFEC and IFQ permits. Office staff can come in later and fill in the itemized catch, grading and pricing information, and IFQ reports. Once the office staff begins to work on the landing report the limited user will no longer be able to edit that report.

Physical Operation (for Tender, Buying Station, and Custom Processing Client operation types)				
Name	ADF&G Proc Code	Federal Permit Number	Registered Buyer Number	Registered Crab Receiver Number
Neskowin Fish Plant	F5543	1010	980000	990004

Authorized Users							
User ID	User Name	Company	Primary	Admin	Limited	Disabled	Remove
AMARX	Audrey Marx	WAI Seafoods	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BCRABS	Bertha Crabs	More Seafood Inc	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MAT MULLIGAN	Mat_Mulligan	Bigger Fish Inc.	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

User ID: <input type="text"/>	<input type="button" value="Register New User"/>	<input type="button" value="Add Existing User"/>	<input type="button" value="Save"/>	<input type="button" value="Remove"/>
-------------------------------	--	--	-------------------------------------	---------------------------------------

Audrey Marx is the primary user and an administrator, Bertha Crabs is an administrator as well, and Mat Mulligan is a limited user with More Seafoods.

Another case where you might want to have a limited user is where you use an agent who is not an employee of your company. If they were not a limited user they would be able to view all the landing reports for your operation. By making them a limited user they will only be able to view and edit landing reports that they themselves created for you. However, once you or other office staff members have made additional edits to a landing report they will lose the ability to view or edit that landing report.

To set a user as a limited user, first go to your user profile.



Select the User Profile link

On your user profile page your authorized operations are listed. Operations for which you are an administrative user have their Operation Name displayed as a link (blue text). If the Operation Name is not a link then you do not have administrative privileges for that operation.

Default	Operation Name	Operation Type	ADF&G Processor Code	Federal Permit Number	Registered Buyer Number	Registered Crab Receiver Number	Limited Access
<input type="radio"/>	None						
<input checked="" type="radio"/>	<a href="#">Neskowin Fish Plant</a>	Plant/Receiver	F5543	1010	980000	990004	NO
<input type="radio"/>	<a href="#">Big Fish at Neskowin</a>	Custom Processing Owner	F1522	27273	980003	990012	NO
<input type="radio"/>	Another Fish Plant	Plant/Receiver	F1234		980000	990002	NO

Bertha Crabs is an Administrative User for the Neskowin Fish Plant and the Big Fish at Neskowin operation. Note the blue text, indicating these user rights. Bertha is also a user without administrative rights for Another Fish Plant.

Default	Operation Name	Operation Type	ADF&G Processor Code	Federal Permit Number	Registered Buyer Number	Registered Crab Receiver Number	Limited Access
<input type="radio"/>	None						
<input checked="" type="radio"/>	<a href="#">Neskowin Fish Plant</a>	Plant/Receiver	F5543	1010	980000	990004	NO
<input type="radio"/>	<a href="#">Big Fish at Neskowin</a>	Custom Processing Owner	F1522	27273	980003	990012	NO
<input type="radio"/>	Another Fish Plant	Plant/Receiver	F1234		980000	990002	NO

The Administrative User has rights to add additional users and grant or limit the privileges of other users at Big Fish at Neskowin.

Click on the Operation Name for the operation where you want to limit the user. This will display the Operation Maintenance page. The Authorized Users section will show the users authorized for the operation. Click the Limited checkbox for the user you want to limit and click the Save button.

Authorized Users							
User ID	User Name	Company	Primary	Admin	Limited	Disabled	Remove
AMARX	Audrey Marx	WAI Seafoods	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BCRABS	Bertha Crabs	More Seafood Inc	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MAT MULLIGAN	Mat_Mulligan	Bigger Fish Inc.	<input checked="" type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mat Mulligan is added to the Operation as a limited user.

### 3.4.5 Disabling or Removing a User's Authorization for an Operation

An administrative user may revoke a user's authorization to view and edit reports for an operation. A user's authorization may be revoked in two ways. The authorization may be temporarily disabled, but left in place so that it can be restored in the future, or it may be completely removed. The disable method would typically be used for seasonal employees who are leaving the operation, but are expected back the next season. The remove method is used for users who are not expected back, such as employees who are fired.

To disable or remove a user's authorization for an operation, first go to your user profile.



Select the User Profile link

On your user profile page your authorized operations are listed. Operations for which you are an administrative user have their Operation Name displayed as a hotlink. If the Operation Name is not a hotlink then you do not have administrative privileges for that operation.

Default	Operation Name	Operation Type	ADF&G Processor Code	Federal Permit Number	Registered Buyer Number	Registered Crab Receiver Number	Limited Access
<input type="radio"/>	None						
<input checked="" type="radio"/>	<a href="#">Neskowin Fish Plant</a>	Plant/Receiver	F5543	1010	980000	990004	NO
<input type="radio"/>	<a href="#">Big Fish at Neskowin</a>	Custom Processing Owner	F1522	27273	980003	990012	NO
<input type="radio"/>	Another Fish Plant	Plant/Receiver	F1234		980000	990002	NO

The Administrative User has rights to add additional users and grant or limit the privileges of other users at Big Fish at Neskowin.

Click on the Operation Name for the operation where you want to revoke the user's authorization. This will display the Operation Maintenance page. The Authorized Users section will show the users authorized for the operation. Click the Disabled checkbox for the user if you want to leave

them on the operation, or click the Remove checkbox if you want to remove them from the operation permanently. Click the Save button to save your changes. In the example below, the user, Mat Mulligan has been disabled as a user, at the end of the season. If an employee with a User Account has resigned or been terminated, a user with administrative privileges can select, Remove.

Authorized Users							
User ID	User Name	Company	Primary	Admin	Limited	Disabled	Remove
AMARX	Audrey Marx	WAI Seafoods	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BCRABS	Bertha Crabs	More Seafood Inc	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MAT MULLIGAN	Mat_Mulligan	Bigger Fish Inc.	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Mat Mulligan has been disabled as a user.

### 3.4.6 Managing Custom Processing Relationships

The eLandings system requires custom processing relationships to be setup as operations in order to report correctly. The custom processing relationship is setup by the owner of the catch. They are known as the Custom Processing Owner, and are the client of the company that is processing the catch as a custom processor. This gives visibility of the landing reports to the entity whose Processor Code is being used to submit the reports. The Custom Processing Owner in turn authorizes users at the custom processor to submit reports on their behalf. Typically the Custom Processing Owner authorized one user at the custom processor as an administrative user. That user then manages other users at the custom processor who edit and submit landing reports. The Custom Processing Owner remains the primary user of the operation, and has full visibility of reports submitted.

To setup a custom processing relationship the purchaser/owner of the catch must first make the requisite business relationship with the custom processor. The custom processor needs to already have their plant or vessel setup on eLandings as a Plant/Receiver or At-Sea operation. The custom processor should give the purchaser/owner of the catch the identifying codes for their operation. The codes needed are:

- Operation Type
- ADF&G Processor Code
- Federal Permit Number
- Registered Buyer Number – for IFQ halibut and sablefish
- Registered Crab Receiver (RCR) Number – for rationalized crab

If the operation does not have one or more of these codes that is OK, but if they do have a code registered on their operation they should provide it, even if it will not be used in the custom processing operation. For example, if the plant will be custom processing groundfish, and on their operation registration they have a Registered Crab Receiver Number, that RCR should be provided, even though they will not be custom processing any crab.

<b>User:</b> Audrey Marx	<b>Company:</b> WAI Seafoods	<b>PH:</b> (907) 555-1212	<b>Email:</b> nobody@nowhere.com	
<b>Operation Type:</b>		Custom Processing Owner		
<b>Operation Name:</b>		Big Fish at Neskowin		
<b>ADF&amp;G Processor Code:</b>		F1522		
<b>Federal Permit Number:</b>		27273		
<b>Registered Buyer Number:</b>		980003		
<b>Registered Crab Receiver Number:</b>		990012		
<b>Port:</b>		DUT		
<b>Physical Operation</b> (for Tender, Buying Station, and Custom Processing Client operation types)				
<b>Name</b>	<b>ADF&amp;G Proc Code</b>	<b>Federal Permit Number</b>	<b>Registered Buyer Number</b>	<b>Registered Crab Receiver Number</b>
Neskowin Fish Plant	F5543	1010	980000	990004

Big Fish at Neskowin is the Custom Processing Owner of the seafood product that the Neskowin Fish Plant will process.

Once the purchaser/owner has the needed information they can register the new Custom Processing Owner operation. If the user making the registration is already an eLandings user they should follow the steps in Error! Reference source not found.. If they are not already an eLandings user they should follow the steps in Error! Reference source not found..

**Operation Type:**

The operation type should be Custom Processing Owner.

**Operation Name:**

The operation name should reflect the relationship between the purchaser/owner and the custom processor. For example, if you are setting up a Custom Processing Owner operation for your fish to be custom processed at The Fish Factory in Homer you might name it "East Pacific Seafoods @ The Fish Factory".

**ADF&G Processor Code:**

The processor code should be the ADF&G Proc Code of the purchaser/owner.

**Federal Permit:**

If the custom processing operation will process groundfish, enter the federal permit number of the physical location where processing will occur. If the custom processor is a shoreside plant, enter their Federal Processor Permit number. If the custom processor is an At-Sea operation, enter their Federal Fisheries Permit number

**Registered Buyer Number:**

If the custom processing operation will be receiving or processing Halibut or IFQ Sablefish, you must provide a NMFS registered buyer number of the custom processor so that IFQ transactions can be submitted.

**Registered Crab Receiver Number:**

If you will be receiving or processing IFQ crab you must provide a NMFS Registered Crab Receiver (RCR) number so that IFQ transactions can be submitted. An RCR number is unique to each location where crab is being received, so you will more than likely need to apply for a new RCR number specific to the custom processing operation.

**Port:**

Enter the ADF&G port code provided by the custom processor.

### Physical Operation

The Physical Operation information identifies the custom processing operation. Fill in the Operation Type, ADF&G Processor Code, Federal Permit Number, Registered Buyer Number, and Registered Crab Receiver (RCR) Number exactly as provided by the custom processor.

**Physical Operation** (enter for Tender, Buying Station, and Custom Processing Owner operation types. Not applicable for other operation types) The physical operation is where processing is done.

Operation Type	ADF&G Proc Code	Federal Permit Number	Registered Buyer Number	Registered Crab Receiver Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

When the new Custom Processing Owner operation is created, eLandings automatically adds the primary user of the physical operation as an administrative user of the custom processing owner operation. The purchaser/owner user who created the custom processing owner operation is also an administrative user for the new operation. Either can then add or remove other users as needed.

## 3.5 Grading and Pricing Templates

The eLandings system allows seafood processors to define grading and pricing defaults for specified species and delivery conditions. Grading and Pricing templates are displayed on the Operation Maintenance page.

The screenshot shows the eLandings navigation bar with the following elements:

- eLandings** Reporting Component of the Interagency Electronic Reporting System
- Alaska Department of Fish and Game**
- International Pacific Halibut Commission**
- NOAA Fisheries**
- Navigation links: Reports Menu, User Profile, Change Password, Codes, Logout

Select the User Profile link

Default	Operation Name	Operation Type	ADF&G Processor Code	Federal Permit Number	Registered Buyer Number	Registered Crab Receiver Number	Limited Access
<input type="radio"/>	None						
<input checked="" type="radio"/>	Kruse Seafoods Yakutat	Plant/Receiver	F1522	29504	980002	990004	NO

Select the Operation to access the Grading and Pricing Template

The condition, size, grade, and price values are displayed on the landing report grading and pricing page. The Species displayed for each grading and pricing template is a link to the Grading and Pricing Template Maintenance page. This page can also be displayed for a new template by entering a species code and condition code, and clicking on the New Template button.

The user created a specific grading and pricing template for Eastern Cut Sablefish. The grading and pricing categories are now ready to be established in this template.

### Grading and Pricing Template Maintenance

<b>User:</b> Michaela Kruse	<b>Company:</b> Kruse Seafoods Inc.	<b>PH:</b> (907) 111-2222	<b>Email:</b> gmkruse@gci.net
<b>Operation Name:</b>	Kruse Seafoods Yakutat		
<b>Species:</b>	710 sablefish (blackcod)		
<b>Condition:</b>	08 Headed and Gutted, Eastern cut		
<b>Show Price:</b>	<input checked="" type="checkbox"/>		
<b>Disabled:</b>	<input type="checkbox"/>		

Line	Sold Condition Code	Prod Type	Size/Grade	\$/lb.
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The grading and pricing template for 710/08 - headed and gutted sablefish.

Line	Sold Condition Code	Prod Type	Size/Grade	\$/lb.
1	08	P	Grade A 3/5	2.80
2	08	P	Grade A 5/7	3.10
3	08	P	Grade A 7up	3.30

#### Grading and Pricing Templates

Species	Condition	Show Price	Disabled	Sold Condition	Prod Type	Size/Grade	\$/lb.
200 halibut, Pacific	05 Headed and Gutted	YES	NO	05 Headed and Gutted	P	Grade A - 10/30	\$3.25
				05 Headed and Gutted	P	Grade A - 100 +	\$4
				05 Headed and Gutted	P	Grade A - 30/50	\$3.45
				05 Headed and Gutted	P	Grade A - 50/70	\$3.7
				05 Headed and Gutted	P	Grade A - 70/100	\$3.85
710 sablefish (blackcod)	08 Headed and Gutted, Eastern cut	YES	NO	08 Headed and Gutted, Eastern cut	P	Grade A 5/7	\$3.1
				08 Headed and Gutted, Eastern cut	P	Grade A 3/5	\$2.8
				08 Headed and Gutted, Eastern cut	P	Grade A 7up	\$3.3

Species	Condition	Landed Lbs.	Disp. Code	Lbs. with ice/slime deduction	Sold Condition Code Condition Codes	Prod Type P/A	Size/Grade	Sold Lbs.	\$/lb.
200 halibut, Pacific	05 Headed and Gutted	5,000 l/S	60 Sold for human consumption	4,900	05	P	Grade A - 10/30	345	3.25
					05	P	Grade A - 100 +	347	4
					05	P	Grade A - 30/50	866	3.45
					05	P	Grade A - 50/70	615	3.7
					05	P	Grade A - 70/100		3.85
710 sablefish (blackcod)	08 Headed and Gutted, Eastern cut	5,000 l/S	60 Sold for human consumption	4,900	08	P	Grade A 5/7		3.1
					08	P	Grade A 3/5		2.8

Add Grading and Pricing reporting window - template selections displayed for halibut and sablefish. Poundage in each appropriate grading/sizing/price category must be added.

### 3.6 Importable Fish Ticket Numbers

The eLandings system allows seafood processing companies that capture landing data in their own systems during the landing process to create data files that can be imported into the system. If the processing company's system requires fish ticket numbers during data entry they can be obtained from the eLandings Importable Fish Ticket Numbers page. The Importable Fish Ticket Numbers page is accessed from the Operation Maintenance page by clicking on the Importable Fish Ticket Numbers button.



### Operation Information and User Maintenance

<b>User:</b> Audrey Marx	<b>Company:</b> WAI Seafoods	<b>PH:</b> (907) 555-1212	<b>Email:</b> nobody@nowhere.com
--------------------------	------------------------------	---------------------------	----------------------------------

<b>Operation Type:</b>	Plant/Receiver
<b>Operation Name:</b>	Flying Octo
<b>ADF&amp;G Processor Code:</b>	F5555
<b>Federal Permit Number:</b>	1482
<b>Registered Buyer Number:</b>	980003
<b>Registered Crab Receiver Number:</b>	990011
<b>Port:</b>	SEW

**Authorized Users**

User ID	User Name	Company	Primary	Admin	Limited	Disabled	Remove
AMARX	Audrey Marx	WAI Seafoods	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

User ID:

**Grading and Pricing Templates**

Species	Condition	Show Price	Disabled	Sold Condition	Prod Type	Size/Grade	\$/lb.
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Importable Fish Ticket Numbers**

Seafood processors who enter landing data into their own computer systems before making eLandings reports may be able to export the data from their system and import it into eLandings. If fish ticket numbers are required before entering data, they can be acquired as importable fish ticket numbers using the Importable Fish Ticket Numbers page.

The Importable Fish Ticket Numbers page displays fish ticket numbers that have been issued to the operations, but not yet used in a landing report import file. Operations may have up to 25 fish ticket numbers issued at any one time. To obtain more fish ticket numbers enter a number to get in the quantity field and click the Get More Numbers button.

### Importable Fish Ticket Numbers

<b>User:</b> Audrey Marx	<b>Company:</b> WAI Seafoods	<b>PH:</b> (907) 555-1212	<b>Email:</b> nobody@nowhere.com
--------------------------	------------------------------	---------------------------	----------------------------------

<b>Operation:</b>	Flying Octo		
<b>ADF&amp;G Processor Code:</b>	F5555	<b>Federal Permit Number:</b>	1482
<b>Registered Buyer Number:</b>	980003	<b>Registered Crab Receiver Number:</b>	990011

**Fish Ticket Numbers**

Select	Fish Ticket Number

Qty:

The Importable Fish Ticket Numbers page has two forms of output of fish ticket numbers. The Download Selected Numbers as XML gets the fish ticket numbers as XML that is suitable for importing into a seafood processing company's system. The Download Selected Numbers as PDF gets the fish ticket numbers as a PDF file of fish ticket worksheets.

### Importable Fish Ticket Numbers

<b>User:</b> Audrey Marx	<b>Company:</b> WAI Seafoods	<b>PH:</b> (907) 555-1212	<b>Email:</b> nobody@nowhere.com
<b>Operation:</b>	Flying Octo		
<b>ADF&amp;G Processor Code:</b>	F5555	<b>Federal Permit Number:</b>	1482
<b>Registered Buyer Number:</b>	980003	<b>Registered Crab Receiver Number:</b>	990011

#### Fish Ticket Numbers

Select	Fish Ticket Number
<input checked="" type="checkbox"/>	106 000321
<input checked="" type="checkbox"/>	106 000322
<input checked="" type="checkbox"/>	106 000323
<input checked="" type="checkbox"/>	106 000324
<input checked="" type="checkbox"/>	106 000325

Qty:



The user's company name, phone and fax numbers, and email address may be edited. If the user name changes, for example in the case of marriage or divorce, you must contact eLandings support and they must make the change.

The user profile allows you to set a number of preferences that affect how data and pages are displayed.

eLandings Home		Reports Menu		Change Password		Logout	
							Release 1.2 Build 297
<b>User Profile</b>							
INFO - 1311: Please enter the following information							
<b>User:</b>	Micky Kruse	<b>Company:</b>	Production Test Crab Processor	<b>PH:</b>	(907) 586-6167	<b>Email:</b>	micky@wostmann.com
<b>UserID:</b>	PRODCRABS						
<b>Company Name:</b>	<input type="text" value="Production Test Crab Processor"/>						
<b>Telephone Number:</b>	<input type="text" value="(907) 586-6167"/>						
<b>Fax Number:</b>	<input type="text" value="(907) 586-2996"/>						
<b>Email:</b>	<input type="text" value="micky@wostmann.com"/>						
<b>Number of decimals to display for weights:</b>	<input type="text" value="4"/>						
<b>Number of decimals to display for prices:</b>	<input type="text" value="4"/>						
<b>Number of CFEC Permit lines:</b>	<input type="text" value="4"/>						
<b>Number of IFQ Permit lines:</b>	<input type="text" value="3"/>						
<b>Number of Stat Area Worksheet lines:</b>	<input type="text" value="6"/>						
<b>Number of Itemized Catch lines:</b>	<input type="text" value="4"/>						
<b>Number of Grading/Pricing lines:</b>	<input type="text" value="2"/>						
<b>Number of Production Report lines:</b>	<input type="text" value="4"/>						
<b>Number of Discard lines:</b>	<input type="text" value="4"/>						

Display preferences - options in yellow, values in aqua.

<b>Number of decimals to display for weights:</b>	<input type="text" value="4"/>
<b>Number of decimals to display for prices:</b>	<input type="text" value="4"/>
<b>Number of CFEC Permit lines:</b>	<input type="text" value="4"/>

**Number of decimals to display for weights:**

This specifies the number of zero filled decimal places that eLandings will display in weight fields. Weights are tracked and stored to 4 decimal places. Significant digits are always displayed. For example, 1324.0423 pounds will always be displayed as 1324.0423. However, 205 pounds will display as 205.0000 if the Number of decimals to display for weights is set to 4 and will display as 205 if the Number of decimals to display for weights is set to 0.

Landed Lbs.	Num.	Disposition	Landed Lbs. with ice/slime deduction	Sold Condition	Prod Type	Size/Grade	Sold Lbs.	\$/lb.	Total Value
10,000.0000 /S	60	Sold for human consumption	9,800.0000	05 Headed and Guttled	P	a40-60	4,800.0000	\$3.4000	\$16,320.0000
				05 Headed and Guttled	P	a-20-40	5,000.0000	\$3.2000	\$16,000.0000
15,000.0000	60	Sold for human consumption		01 Whole fish or shellfish	P		15,000.0000	\$0.3500	\$5,250.0000
750.0000	98	Discard at sea						\$	\$

Pounds and price displayed to four decimals

Species	Condition	Landed Lbs.	Num.	Disposition	Landed Lbs. with ice/slime deduction	Sold Condition	Prod Type	Size/Grade	Sold Lbs.	\$/lb.	Total Value
200 halibut, Pacific	05 Headed and Guttled	10,000 /S	60	Sold for human consumption	9,800	05 Headed and Guttled	P	a40-60	4,800	\$3	\$16,320
						05 Headed and Guttled	P	a-20-40	5,000	\$3	\$16,000
145 rockfish, yelloweye (red snapper)	01 Whole fish or shellfish	15,000	60	Sold for human consumption		01 Whole fish or shellfish	P		15,000	\$0	\$5,250

Pound and price display preference - zero decimal

**Number of decimals to display for prices:**

This specifies the number of zero filled decimal places that eLandings will display in price fields. Most processors track price to the cent, using 2 decimals, but some price in tenths of cents, so price needs 3 decimal places. The eLandings system allows the number of decimals for price to be set to as many as 4 decimal places, or as few as zero.

**Number of CFEC Permit lines:**

This specifies the number of CFEC Permit lines initially displayed on the CFEC permit worksheet. You can always click the "More CFEC Permits" button to get more lines, but if you frequently have a large number of CFEC permits on landings you can set a number here that will give enough lines on the initial display of the worksheet. Likewise, if you never have more than a couple of CFEC permits on a landing report you can set this number lower to avoid taking up space on the page with blank lines.

CFEC Permit Worksheet						IFQ Permit Worksheet		
CFEC Fishery	Permit Number	Permit Sequence	Management Program <small>Management Program Codes</small>	Program ID	Percent	CFEC Permit Holder's NMFS ID	IFQ Permit	Species <small>Species Codes</small>
B06B	15624X	0401Z	IFQ			980001	980003	200

Four CFEC Permits

CFEC Permit Worksheet						IFQ Permit Worksheet		
CFEC Fishery	Permit Number	Permit Sequence	Management Program <small>Management Program Codes</small>	Program ID	Percent	CFEC Permit Holder's NMFS ID	IFQ Permit	Species <small>Species Codes</small>
<a href="#">More CFEC Permits</a>						<a href="#">More IFQ Permits</a>		

CFEC Permit display preference - 2 permits.

**Number of IFQ Permit lines:**

This specifies the number of IFQ Permit lines initially displayed on the IFQ permit worksheet. You can always click the “More IFQ Permits” button to get more lines, but if you frequently have a large number of stacked IFQ permits on landings you can set a number here that will give enough lines on the initial display of the worksheet. Likewise, if you never do IFQ landings you can set this number to 1, to avoid taking up space on the page with IFQ entry lines that will never be used.

**Number of Stat Area Worksheet lines:**

This specifies the number of Statistical Area Worksheet lines initially displayed on the Statistical Area worksheet. You can always click the “More Stat Areas” button to get more lines, but if you frequently have a large number of Statistical Areas on landings you can set a number here that will give enough lines on the initial display of the worksheet. Likewise, if you never have more than a couple of Statistical Areas on a landing report you can set this number lower to avoid taking up space on the page with blank lines.

**Number of Itemized Catch lines:**

This specifies the number of itemized catch lines initially displayed on the itemized catch entry page. You can always click the “More Lines” button to get more lines, but if you frequently need to enter a large number of itemized catch lines on reports you can set a number here that will give enough lines on the initial display of the page. Likewise, if you typically enter very few itemized catch lines you can set this number lower to avoid taking up space on the page with blank lines.

**Number of Grading/Pricing lines:**

This specifies the number of grading and pricing lines, per itemized catch line, initially displayed on the Grading and Pricing entry page. You can always click the “More Lines” button to get more lines, but if you have a large number of grades you can set a number here that will give enough lines on the initial display of the page. Likewise, if you don't have multiple grades you can set this number lower to avoid taking up space on the page with blank lines.

**Number of Production Report lines:**

This specifies the number of product lines initially displayed on the production report entry page. You can always click the “More Lines” button to get more lines, but if you frequently need to enter a large number of products on reports you can set a number here that will give enough lines on the initial display of the page. Likewise, if you typically enter very few products you can set this number lower to avoid taking up space on the page with blank lines.

**Number of Discard lines:**

This specifies the number of discard lines initially displayed on the production report entry page. You can always click the “More Lines” button to get more lines, but if you frequently need to enter a large number of discards on reports you can set a number here that will give enough lines on the initial display of the page. Likewise, if you typically enter very few discards you can set this number lower to avoid taking up space on the page with blank lines.

### 3.7.1 Default Operation

The user profile page allows you to select a default operation that will be automatically selected in the operations selection dropdown box on the Reports Menu page.

### 3.7.2 Save Updates

All selected display preferences and the default operation display must be saved by selecting the UPDATE button, located at the bottom of the User Profile page.

<b>Number of Production Report lines:</b>		<input type="text" value="6"/>					
<b>Number of Discard lines:</b>		<input type="text" value="6"/>					
Select from below the items you would like displayed each time you create a report:							
<u>Default</u>	Operation Name	Operation Type	ADF&G Processor Code	Federal Permit Number	Registered Buyer Number	Registered Crab Receiver Number	Limited Access
<input type="radio"/>	None						
<input checked="" type="radio"/>	Neskowin Fish Plant	Plant/Receiver	F5543	1010	980000	990004	NO
<input type="radio"/>	Big Fish at Neskowin	Custom Processing Owner	F1522	27273	980003	990012	NO
<input type="radio"/>	Another Fish Plant	Plant/Receiver	F1234		980000	990002	NO
<input type="button" value="New Operation"/>					<input checked="" type="button" value="Update"/>		

Default option to display Neskowin Fish Plant. All display and default preferences must be saved by selecting the UPDATE button.

## 4 Accessing eLandings

To access the eLandings system in order to view or submit reports, go to the eLandings System Internet location at: <http://www.elandings.alaska.gov> .

Under the eLandings homepage section titled, **How to Get Started** and Web eLandings click on selection # 2. **Login to make a landing report**. Click here to display the Login page.

<b>eLandings</b> Reporting Component of the Interagency Electronic Reporting System	<b>Alaska Department of Fish and Game</b>	<b>International Pacific Halibut Commission</b>	<b>NOAA Fisheries</b>
--	---	---	---------------------------

---

**eLandings**

eLandings is the Interagency Electronic Reporting System for reporting commercial fishery landings in Alaska. This system is a collaborative effort of the Alaska Department of Fish and Game, the International Pacific Halibut Commission, and the NOAA Fisheries, with funding provided through the Pacific States Marine Fisheries Commission. Currently eLandings is only for IFQ/CDQ crab and Community of Adak golden king crab landing and/or production data reports, (not including Norton Sound king crab). In the future, the system will include landings and production data reports for groundfish, shellfish, salmon, halibut CDQ, halibut and sablefish IFQ, and other species fisheries.

January 9, 2006: eLandings 1.1 released [release notes](#)

**HOW TO GET STARTED**

**Web eLandings:**

1. **Register:** Before users can use the eLandings system to report landings, they must request authorization to use the system and reserve a particular UserID and password. A UserID will be activated after a signed registration form is submitted to: State of Alaska Help, P.O. Box 110206, Juneau, AK 99811-0206, and approved.
2. **Login to make a landing report:** The eLandings system will allow registered users to submit landing reports. Users can submit their landing report data to all of the mandated agencies through a series of eLandings web pages. Users can also import data in a specified XML format via the eLandings web site.

eLandings Home Page

### 4.1 Login

You must be a registered and activated user to view or create reports in this system. You will need to enter your User ID and your password.



**Landing and/or Production Data Report Login**

Login below to record an IFQ/CDQ crab or Community of Adak golden king crab landing and/or production data report in the eLandings System. In the future, the system will include landings and production data reports for groundfish, shellfish, salmon, halibut CDQ, halibut and sablefish IFQ, and other species fisheries.

**Announcements**

**Announcing Announcements**  
The eLandings Announcements capability will allow eLanding support to alert users to events and new features of the eLandings system. Watch this space for future announcements!

**INFO - 1352: Please enter your UserID to login**

UserID:	<input type="text" value="PRODCRABS"/>
Password:	<input type="password" value="*****"/>
	<input type="button" value="Login"/>

### 4.1.1 Password Recovery

If you have forgotten your password, enter your email address, as provided in your User Agreement application and your password will be emailed to you. The email is sent immediately, but may take a few minutes depending on the speed of your email system.

**INFO - 1352: Please enter your UserID to login**

UserID:	<input type="text"/>
Password:	<input type="password"/>
	<input type="button" value="Login"/>

---

**Forget your password?** Enter your email address below to have your password emailed to you.

Email Address:	<input type="text"/>	<input type="button" value="Email my password"/>
----------------	----------------------	--

Once you receive the email you can login using your user ID and password.

## 5 eLandings QUICK START

### 5.1 The eLandings System Reporting Sequence

---

Prior to the beginning of a vessel off-load

1. The processor must assure that the vessel operator or sellers are properly licensed:
  - a. Valid CFEC permit(s) for the year and for the fishery,
  - b. IFQ permit(s) for IFQ halibut, sablefish or rationalized crab, if they apply to the landing.
2. Using the Internet, go to [www.elandings.alaska.gov](http://www.elandings.alaska.gov). Log onto the eLandings system. **Select the appropriate report.** At this time the selections include IFQ crab, IFQ sablefish and halibut, and statewide groundfish.

**eLandings**  
Reporting Component of the Interagency Electronic Reporting System

**Alaska Department of Fish and Game**

**International Pacific Halibut Commission**

**NOAA Fisheries**

**eLandings**

eLandings is the Interagency Electronic Reporting System for reporting commercial fishery landings in Alaska. This system is a collaborative effort of the Alaska Department of Fish and Game, the International Pacific Halibut Commission, and the NOAA Fisheries, with funding provided through the Pacific States Marine Fisheries Commission. Currently eLandings is only for IFQ/CDQ crab and Community of Adak golden king crab landing and/or production data reports, (not including Norton Sound king crab). In the future, the system will include landings and production data reports for groundfish, shellfish, salmon, halibut CDQ, halibut and sablefish IFQ, and other species fisheries.

January 9, 2006: eLandings 1.1 released [release notes](#)

**HOW TO GET STARTED**

**Web eLandings**

**Step 1 - Login**

1. **Register:** Before users can use the eLandings system to report landings, they must request authorization to use the system and reserve a particular UserID and password. A UserID will be activated after a signed registration form is submitted to: State of Alaska Help, P.O. Box 110206, Juneau, AK 99811-0206, and approved.
2. **Login to make a landing report:** The eLandings system will allow registered users to submit landing reports. Users can submit their landing report data to all of the mandated agencies through a series of eLandings web pages. Users can also import data in a specified XML format via the eLandings web site.

**eLandings**  
Reporting Component of the Interagency Electronic Reporting System

**Alaska Department of Fish and Game**

**International Pacific Halibut Commission**

**NOAA Fisheries**

Reports Menu    User Profile    Change Password    Delete Unsubmitted Report    Codes    Logout

**Training** Release 1.2 Build 325

**Reports Menu**

INFO - 1353: User Audrey Marx logged in

**TO MAKE A NEW REPORT, please select your operation and choose one of the following:**

Operation:  **Step 2 - Select a report.**

3. **Complete the 'header' section.** The eLandings System will display the selected report – Vessel, Permit, and Location Information. This corresponds to the 'header' information on the conventional paper fish ticket.

### Groundfish Landing Report, Vessel, Permit, and Location Information

**Landing Report - 9362**

<b>User:</b> Audrey Marx		<b>Company:</b> WAI Seafoods		<b>PH:</b> (907) 555-1212		<b>Email:</b> nobody@nowhere.com	
<b>ADF&amp;G Vessel Number</b>	<input type="text" value="29312"/>	<b>ADF&amp;G Gear Code</b> <small>Gear Codes</small>	<input type="text" value="61"/>	<b>Crew Size</b> (including skipper)	<input type="text" value="6"/>	<b>Number of Observers Onboard</b>	<input type="text" value="1"/>
<b>Date Fishing Began</b> (gear in water)	<input type="text" value="04/15/2006"/> <small>(mm/dd/yyyy)</small>	<b>Days Fished</b>	<input type="text" value="2"/>	<b>Date of Landing</b> (completed)	<input type="text" value="04/17/2006"/> <small>(mm/dd/yyyy)</small>		
<b>Port of Landing</b> <small>Port Codes</small>	<input type="text" value="DUT"/>			<b>Partial Delivery</b> (check if yes)	<input type="checkbox"/>		
<b>ADF&amp;G Processor Code</b> <small>(purchaser/owner)</small>	<input type="text" value="F1522 Gulf Seafoods"/>	<b>ADF&amp;G Processor Code</b> <small>(custom processor)</small>	<input type="text"/>				
<b>Federal Permit Number</b>	<input type="text" value="27273 STORMY"/>	<b>Registered Buyer Number</b>	<input type="text" value="980003 IFQ TEST BUYER36"/>			<b>Discard Report</b>	<input type="text" value="Not Required less than 60 ft"/>

Step 3. Complete the landing report 'header' information.

- a. This information can be supplied as the off-load is beginning. Enter all information in blank cells. Check the autofilled cells to determine that they are accurate for the landing that is taking place.
- b. **Complete the CFEC worksheet.** Data enter all CFEC permits that pertain to the landing taking place. The eLandings System is designed to allow the recording of multiple CFEC permits – for several individuals or for the same individual.

CFEC Permit Worksheet						IFQ Permit Worksheet			
CFEC Fishery	Permit Number	Permit Sequence	Management Program <small>Management Program Codes</small>	Program ID	Percent	CFEC Permit Holder's NMFS ID	IFQ Permit	Species <small>Species Codes</small>	Lbs. to max-out IFQ permit
<input type="text" value="B06B"/>	<input type="text" value="23724N"/>	<input type="text" value="0401U"/>	<input type="text" value="IFQ"/>	<input type="text"/>	<input type="text" value="60"/>	<input type="text" value="980004"/>	<input type="text" value="980009"/>	<input type="text" value="200"/>	<input type="text"/>
<input type="text" value="B06B"/>	<input type="text" value="30026U"/>	<input type="text" value="0401P"/>	<input type="text" value="IFQ"/>	<input type="text"/>	<input type="text" value="40"/>	<input type="text" value="980003"/>	<input type="text" value="980007"/>	<input type="text" value="200"/>	<input type="text"/>

Data enter all permit information that pertains to the fishery - CFEC permits and IFQ permits.

- c. **Complete the IFQ worksheet,** if the landing includes IFQ species.
- d. **Complete the Stat Area worksheet,** if the harvest was proportional to all areas.

Stat Area	Stat Area Codes	Percent
505831		75
585701		25

More Stat Areas

Save Cancel

Complete the Statistical Area Worksheet and save the header portion of the landing report.

- e. **Save.** This is the beginning of a landing report – titled an Unsubmitted Report. Review the information submitted for accuracy. Note the landing report number. The eLandings System stores the report. You can recall this saved, unsubmitted report at the conclusion of the off-load.

Add/Edit Itemized Catch Add/Edit Grading and Pricing Submit Initial Report

Data entry all catch - sold, retained, discarded.

Step 4 - Document catch.

- 4. Recall the Unsubmitted landing report if you have closed eLandings, or continue to the **Add/Edit Itemized Catch** section.
  - a. Data enter the itemized catch by species, delivery condition, disposition categories.
  - b. Record if ice/slime is present (sablefish or halibut only).
  - c. Record any overages and comments.
  - d. **Save** and review information for accuracy.

Line	Fish Ticket	Stat Area <small>Stat Area Codes</small>	Species <small>Species Codes</small>	Condition <small>Condition Codes</small>	Lbs.	Weight Modifier	Number	Disposition <small>Disposition Codes</small>
1	E06 006801		110	01	2,400.0000			60
2	E06 006802		110	01	3,600.0000			60
3	E06 006802		110	01	330.0000			98
4	E06 006801		200	05	4,800.0000	With Ice/Slime		60
5	E06 006802		200	05	7,200.0000	With Ice/Slime		60
6	E06 006801		110	01	220.0000			98
7								
8								

Record the itemized catch by species, delivery condition, and disposition.

5. Select **Add/Edit Grading and Pricing**. (**Note:** Grading/pricing is not required for the initial submission of the landing report. This information can be entered after the initial submission of the report.)

<input type="button" value="Add/Edit Itemized Catch"/>	<input type="button" value="Add/Edit Grading and Pricing"/>	<input type="button" value="Submit Initial Report"/>
--	---	--

Data entry all catch - sold, retained, discarded.

Data entry price per pound, grading/sizing as appropriate.

Step 5.

- a. Data enter grading/sizing/pricing for purchased product, as appropriate.

Line	Fish Ticket	Stat Area	Species	Condition	Landed Lbs.	Disp. Code	Lbs. with ice/time deduction	Sold Condition Code <small>Condition Codes</small>	Prod Type <small>P/A</small>	Size/Grade	Sold Lbs.	\$/lb.
			200 halibut, Pacific	05 Headed and Gutted	5,000 US	60 Sold for human consumption	4,900	05	P	Grade A - 10/30	345	3.25
								05	P	Grade A - 100 +	347	4
								05	P	Grade A - 30/50	866	3.45
								05	P	Grade A - 50/70	615	3.7
								05	P	Grade A - 70/100		3.85
			710 sablefish (blackcod)	08 Headed and Gutted, Eastern cut	5,000 US	60 Sold for human consumption	4,900	08	P	Grade A 5/7		3.1
								08	P	Grade A 3/5		2.8
								08	P	Grade A 7up		3.3

Add price per pound and grading/size information, as appropriate.

- b. **Save** and review information for accuracy.
- 6. **Allocate catch to CFEC permits**, if more than one CFEC permit is recorded for the landing. Review allocated catch for accuracy.

Line	Fish Ticket	Stat Area	Species	Condition	Landed Lbs.	Disp. Code	Lbs. with ice/time deduction	Sold Condition Code <small>Condition Codes</small>	Prod Type <small>P/A</small>	Size/Grade	Sold Lbs.	\$/lb.
			200 halibut, Pacific	05 Headed and Gutted	5,000 US	60 Sold for human consumption	4,900	05	P	Grade A - 10/30	345	3.25
								05	P	Grade A - 100 +	347	4
								05	P	Grade A - 30/50	866	3.45
								05	P	Grade A - 50/70	615	3.7
								05	P	Grade A - 70/100		3.85
			710 sablefish (blackcod)	08 Headed and Gutted, Eastern cut	5,000 US	60 Sold for human consumption	4,900	08	P	Grade A 5/7		3.1
								08	P	Grade A 3/5		2.8
								08	P	Grade A 7up		3.3

Add price per pound and grading/size information, as appropriate.

CFEC Permit Worksheet					
Fish Ticket	CFEC Permit	Permit Holder	Management Program	Management Program ID	Percent
E06 008220	B06B15624X 0401Z	Gordon Diaz	IFQ		
E06 008221	C06B31036R 0501X	WILKIE TIM C	IFQ		

Allocate permits - required if more than one permit is recorded.

Step 6.

7. **Submit initial report.**

<input type="button" value="Add/Edit Itemized Catch"/>	<input type="button" value="Add/Edit Grading and Pricing"/>	<input type="button" value="Submit Initial Report"/>
--	---	--

Data entry all catch - sold, retained, discarded.

Data entry price per pound, grading/sizing as appropriate.

After review of the information entered for accuracy and allocation of permits - submit initial report.

Step 7 - Submit initial report.

8. **Print fish ticket(s).** Select link to fish ticket(s) PDF file and print appropriate copies. Obtain signatures.

CFEC Permit Worksheet						Stat Area Worksheet			
Fish Ticket	CFEC Permit	Permit Holder	Management Program	Management Program ID	Percent	Stat Area	Federal Reporting Area	IPHC Regulatory Area	Percent
<a href="#">E05 000122</a>	B06B15624X 0401Z	Gordon Diaz	IFQ		50	505831	630	3A	60
<a href="#">E05 000123</a>	C06B31036R 0501X	WILKIE TIM C	IFQ		50	515831	630	3A	40

Unique fish ticket numbers, linked to the printable PDF fish ticket file.

Step 8.



**ALASKA DEPARTMENT OF FISH & GAME  
ELECTRONIC GROUND FISH TICKET**

DO NOT WRITE IN THIS SPACE

**E06 002792**

**Statistical Area WorkSheet**

Stat. Area	%	Stat. Area	%
210032	40	210032	40

Vessel: **SHENYA**  
 ADF&G NO: 29478  
 Permit: B04B 15624X 0401Z  
 Gordon Diaz

Owner: F1234 WAI Seafoods  
 Juneau

Custom Processor:

Crew Size: 4  
 Observers onboard: 1

Mgmt Pgm: IPQ  
 ID

Date Fishing Began (Gear in Water): 12/29/2004  
 Date Landed: 01/04/2005

Port of Landing or off-shore operation type:  
 JNU Juneau Borough

Type of Gear used:  
 61 Longline

**PARTIAL DELIVERY:**  
 Partial Delivery  
 Last Landing for Trip  
 Multiple IFQ Permits

SPECIES	STAT AREA	DELIV. COND	SCALE WEIGHT	DISPOSITION	SIZE & GRADE	SOLD WEIGHT	PRICE	AMOUNT
200 halibut, Pacific		05 headed and gutted	5,161.0000 1/8	05 sold for human consumption				
Not Sold - Retained for Ball - Personal Use								
200 halibut, Pacific		05 headed and gutted	125.0000 1/8	05 Personal use (not sold)				
Total Amount:								0.0000

FISH DELIVERED HEREBY WERE CAUGHT IN COMPLIANCE WITH STATE LICENSING LAWS AND STATE LABOR LAWS AND REGULATIONS FORM F1-2005 REVISED 05/05

Permit Holder's Signature: \_\_\_\_\_

Fish Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Landing Report ID: 3775 CPFC Serial Number: 15624

Other Fish Tickets: E06 002793

halibut, Pacific Round Weight: 6,892.2133 halibut, Pacific Net Weight: 5,161.6608

**ADF&G USE**

Interview	
Observer	
Logbook	

Print fish ticket(s).

9. **Generate IFQ reports** (if applicable).
  - a. Review for accuracy.
  - b. Submit IFQ report.
  - c. Print IFQ report PDF files. Obtain signatures.

**IFQ Landing Receipt**

**IFQ Catch Receipt**

Date of Submission: 02-MAY-2006 09:59:22  
 Vessel ADFG: 00028  
 Fish Ticket Number: 206 008222  
 IFQ Catch Number: 68937  
 IFQ Permit Number: 980001  
 Registered Buyer Number: 980003  
 Port: 147 Seward  
 Gear: 61 Longline  
 Species: 200  
 Stat Area: 515730  
 Area: 3A

**PARTIAL DELIVERY:**  
 Partial Delivery

**ERROR: Contact NMFS Enforcement**

CONDITION CODE	ICE/SLIME INCLUDED	SOLD WEIGHT	RETAINED WEIGHT
05	YES	25.000	
		Total IFQ Weight:	24500

\_\_\_\_\_  
 Registered Buyer Representative Signature

\_\_\_\_\_  
 Name (Please Print)

\_\_\_\_\_  
 Cardholder Signature

Print IFQ Report.

**10. Submit Final Report.**

Add/Edit Itemized Catch

Add/Edit Grading and Pricing

Submit Final Report

When the landing report is finalized - submit final report.

Step 10.

## 5.2 General Data Entry Recommendations and Rules

Information that is entered in the eLandings System is not case sensitive, with one exception – your password. As a general rule, do not have Caps Lock engaged during any data entry in the eLandings System.

Much of the information that you enter and submit in the eLandings System is validated against database tables of valid data, and program business rules. If the information you submit passes validation, the program will message back to you that the report was **successfully saved**. If an

element of the information you enter and submit fails validation, the eLandings System will message back the specific problem. An example of failed validation is submission of a non-existent ADF&G statistical area, e.g. 517334. The program will message back to you that the specific statistical area you entered, 517334 is not valid. Check the statistical area map and correct the invalid statistical area.

**IFQ and IPQ account balances** are available at any time online. You will need to know your NMFS (person) ID, and NMFS password to obtain your account balance. It is recommended that fishers check account balances prior to fishing and prior to reporting. Likewise, IPQ shareholders should check account balances on a regular basis.

To check IFQ balances for **rationalized crab** fisheries, go to:  
<https://www.fakr.noaa.gov/webapps/crabaccounts/Login>

IFQ balances for **halibut and sablefish** can be found at:  
<https://www.fakr.noaa.gov/ram/ifqatm/CardholderLogin.po>

## 6 Creating a New Landing Report

The eLandings System provides you with integrated reporting for statewide groundfish and IFQ groundfish, Rationalized Crab IFQ fisheries, and non-IFQ CDQ crab fisheries. The eLandings System will meet all landing report requirements for the Alaska Department of Fish and Game (ADF&G) and National Marine Fisheries Service – Restricted Access Management (NMFS-RAM). When a landing report is submitted in the eLandings System, the application returns a printable PDF file of the ADF&G fish ticket(s) and an IFQ receipt(s) for the fisher and your records. A signed copy of the ADF&G fish ticket(s) shall be submitted within seven days to the local office of ADF&G, in the same manner as our paper fish ticket forms.

To create a new groundfish or crab report, go to the eLandings System Internet location at: [www.elandings.alaska.gov](http://www.elandings.alaska.gov).

Note on the eLandings homepage section titled, [How to Get Started](#) and below this title, Web eLandings selection # 2. [Login to make a landing report:](#).

<b>eLandings</b> Reporting Component of the Interagency Electronic Reporting System	<b>Alaska Department of Fish and Game</b>	<b>International Pacific Halibut Commission</b>	<b>NOAA Fisheries</b>
--	---	---	---------------------------

---

**eLandings**

eLandings is the Interagency Electronic Reporting System for reporting commercial fishery landings in Alaska. This system is a collaborative effort of the Alaska Department of Fish and Game, the International Pacific Halibut Commission, and the NOAA Fisheries, with funding provided through the Pacific States Marine Fisheries Commission. Currently eLandings is only for IFQ/CDQ crab and Community of Adak golden king crab landing and/or production data reports, (not including Norton Sound king crab). In the future, the system will include landings and production data reports for groundfish, shellfish, salmon, halibut CDQ, halibut and sablefish IFQ, and other species fisheries.

January 9, 2006: eLandings 1.1 released [release notes](#)

**HOW TO GET STARTED**

**Web eLandings:**

1. [Register](#): Before users can use the eLandings system to report landings, they must request authorization to use the system and reserve a particular UserID and password. A UserID will be activated after a signed registration form is submitted to: State of Alaska Help, P.O. Box 110206, Juneau, AK 99811-0206, and approved.
2. [Login to make a landing report](#): The eLandings system will allow registered users to submit landing reports. Users can submit their landing report data to all of the mandated agencies through a series of eLandings web pages. Users can also import data in a specified XML format via the eLandings web site.

eLandings Home Page

**Landing and/or Production Data Report Login**

Login below to record an IFQ/CDQ crab or Community of Adak golden king crab landing and/or production data report in the eLandings System. In the future, the system will include landings and production data reports for groundfish, shellfish, salmon, halibut CDQ, halibut and sablefish IFQ, and other species fisheries.

**Announcements**

**Announcing Announcements**  
The eLandings Announcements capability will allow eLanding support to alert users to events and new features of the eLandings system. Watch this space for future announcements!

**INFO - 1352: Please enter your UserID to login**

UserID:	<input type="text" value="PRODCRABS"/>
Password:	<input type="password" value="*****"/>
	<input type="button" value="Login"/>

You must be a **registered and activated user** to create a landing report in this system. You will need to enter your User ID and your password.

If you have forgotten your UserID, please reference your copy of the User Agreement. If you have forgotten your password, enter your email address, as provided in your User Agreement application and your password will be emailed to you within minutes.

**INFO - 1352: Please enter your UserID to login**

UserID:	<input type="text"/>
Password:	<input type="password"/>
	<input type="button" value="Login"/>

---

**Forget your password?** Enter your email address below to have your password emailed to you.

Email Address:	<input type="text"/>	<input type="button" value="Email my password"/>
----------------	----------------------	--

Once your User ID and Password have passed validation, the Reports Menu will appear. From this location you can create a new landing report. Reports currently available within the eLandings system are for the Rationalized Crab and CDQ crab fisheries. Starting in the summer of 2006, you will also be able to use the eLandings System to submit groundfish landing reports, including IFQ sablefish and halibut.

An individual user can be associated with one or more Operation. As an example, a business manager might be associated with three Operations – Big Fish Inc, WAI Processing, and the stationary floating processor, The Happy Lady. Each of these operations is unique, and the user is an authorized for each operation. When he logs into the eLandings system, he must designate which **Operation** he will be using to record the landing report. Most users will be associated with only one Operation, but if your business buys and processes, and in addition, performs custom processing for another Operation, you will have more than one Operation under your User Account. Once the Operation has been identified, you can select the type of landing report. The current selections are Bering Sea/Aleutian Island Crab or Statewide Groundfish.

To create a new landing report, simply click on the selection button for the report you would like to create. Your choices are a crab landing report or a groundfish. If you are trying to make a groundfish production reports, please see chapter on production reports.

**Reports Menu**

INFO - 1353: User Audrey Marx logged in

TO MAKE A NEW REPORT, please select your operation and choose one of the following:

Operation: Flying Octo

Crab Landing Report    Groundfish Landing Report    Production Report    Import a Landing Report

The landing report is divided into several web pages that you will move through in sequential order:

**Landing Report, Vessel, Permit, and Location Information**

The **Landing Report, Vessel, Permit, and Location Information** page, designed to identify the vessel that fished, the individual(s) that are selling catch and their associated IFQ permit(s), the location(s) of fishing activity and the effort associated with that harvest.

**Itemized Catch**

The **Add/Edit Itemized Catch** page, is designed to record the species, delivery condition, and disposition of the catch.

**Grading and Pricing**

The **Add/Edit Grading and Pricing** page, allows you to record the size/grade, sold poundage, and price per pound.

**IFQ Reports**

The **IFQ Reports** section of the reports page is used for IFQ halibut, sablefish and crab. This page is available after the landing report is initially submitted, and allows you to submit the IFQ report.

## 6.1 Landing Report, Vessel, Permit and Location Information

---

This is the first page that is displayed when you create a new landing report. Note that some of the information required when creating a landing report is autofilled from your processor user account. Your User ID, Processor Company Name, telephone number and Email address are

listed just below the Landing Report number. The **eLandings** System also lists your Port of Landing, ADF&G Processor Code, your Registered Crab Receiver (RCR) Number and your Registered Buyer Number.

User: Audrey Marx		Company: WAI Seafoods		PH: (907) 555-1212		Email: nobody@nowhere.com	
ADF&G Vessel Number	00538	ADF&G Gear Code <small>Gear Codes</small>	61	Crew Size <small>(including skipper)</small>	4	Number of Observers Onboard	1
Date Fishing Began <small>(gear in water)</small> <small>(mm/dd/yyyy)</small>	12/29/2004	Days Fished		Date of Landing <small>(completed)</small> <small>(mm/dd/yyyy)</small>	01/04/2005	Buying Station Name	
Port of Landing <small>Port Codes</small>	JNU			Partial Delivery <small>(check if yes)</small>	<input type="checkbox"/>		
ADF&G Processor Code <small>(purchaser/owner)</small>	F1234 WAI Seafoods Juneau	ADF&G Processor Code <small>(custom processor)</small>					
Federal Permit Number	12345 WAI Seafoods Juneau	Registered Buyer Number	123456 WAI Seafoods Juneau	Discard Report			

When you established your User Account and Operation, you **should** list all of the federal and state permits associated with your operation: ADF&G processor code (commonly referred to as the "F code"), Federal Permit Number, Registered Buyer Number and Register Crab Receiver number. All these license/permit numbers are listed on the Landing Report, Vessel, Permit, and Location Information page. To select the correct Processor code, RCR number, or Registered Buyer Number, simply click on the down arrow to the right of the autofilled value for these fields.

**Landing Report - 3775**

User: Audrey Marx      Company: WAI Seafoods      PH: (907) 555-1212      Email: nobody@nowhere.com

ADF&G Vessel Number	29478	ADF&G Gear Code	61	Crew Size	1	Number of Observers Onboard	1
Date Fishing Began	12/29/2004	Days Fished		Date of Landing	01/04/2005	Buying Station Name	
Port of Landing	JNU	Partial Delivery	<input type="checkbox"/>				
ADF&G Processor Code	F1234 WAI Seafoods Juneau	ADF&G Processor Code					
Federal Permit Number	12345 WAI Seafoods Juneau	Registered Buyer Number	980000 IFQ TEST BUYER33	Discard Report			

*Click the down arrow to select the correct number.*

ADF&G Processor Code	F1522 Gulf Seafoods	ADF&G Processor Code	
Federal Permit Number	27273 STORMY	Registered Buyer Number	980002 IFQ TEST BUYER35

*Make the selection appropriate for this landing.*

The User information and autofilled operation information should be reviewed before you begin your new landing report. You should also note that a unique Landing Report number has been generated. In this example from our test database, the Landing Report number is **4527**.

**Groundfish Landing Report, Vessel, Permit, and Location Information**

**Landing Report - 4527**

User: Audrey Marx      Company: WAI Seafoods      PH: (907) 555-1212      Email: nobody@nowhere.com

ADF&G Vessel Number	25634	ADF&G Gear Code	61	Crew Size	6	Number of Observers Onboard	1
Date Fishing Began	01/22/2006	Days Fished	6	Date of Landing	01/30/2006	Buying Station Name	
Port of Landing	HOM	Partial Delivery	<input type="checkbox"/>				
ADF&G Processor Code	F1522 Gulf Seafoods	ADF&G Processor Code					
Federal Permit Number	27273 STORMY	Registered Buyer Number	980002 IFQ TEST BUYER35	Discard Report	Not Required less than 60 ft		



## 6.1.1 Header Information

In the top section of the landing report, enter the following information:

**ADF&G Vessel Number:** this is the five digit number permanently assigned by the Commercial Fishery Entry Commission (CFEC).

**ADF&G Gear Code:** this is the two digit numeric code used to identify the gear used to harvest the catch. These gear codes are listed in the appendix of this document and can also be viewed by clicking on the Gear Codes link.

**Crew Size:** the number of licensed crew on board the vessel, including skipper.

**Number of Observers Onboard:** the number can range from zero 0 to 5, and references the number of state of Alaska certified crab or NMFS certified groundfish observers on board the vessel for that fishing trip.

**Date information format** - month, day and year – mm/dd/yyyy

**Date Fishing Began:** when the gear was deployed in the water to begin fishing.

**Days Fished:** when the gear was being fished. This number does not include traveling to and from the fishing grounds, or weather delays.

**Date of Landing:** when the landing was completed.

**Port of Landing:** location where the landing occurred. This value is autofilled from your User Agreement registration. You can modify this value to indicate the correct location for this landing.

**ADF&G Processor Code:** the owner of the product that has just been purchased – the purchaser. This value is autofilled from your User Agreement registration. This value is autofilled from your User Agreement registration. Select the correct number if one than one RCR is associated with your User Agreement.

**ADF&G Processor Code (Custom Processor):** applicable only if the product is being received or processed by a third party – not the purchaser.

**Partial Delivery:** check if, **Yes**, the vessel has made deliveries to other operations or processors from this fishing trip, in other words, deliveries elsewhere, or if the delivery to your operation is only a portion of the catch.

If you created more than one landing report for a delivery, you should also check the Partial Delivery box, to indicate **Yes**.

**Registered Crab Receiver Number:** the appropriate receiver number for this delivery. This value is autofilled from your User Agreement registration. Select the correct number if one than one RCR is associated with your User Agreement.

**Discard Report:** Discard reports are required by federal regulation to be given to the processor at the time of a groundfish offload if the vessel is federally permitted and is greater than or equal to 60 feet in overall length. Use the drop-down list to indicate if you have received a copy of the discard report from the vessel logbook. If you do not have a discard report, fill in the appropriate reason.

## 6.1.2 CFEC & IFQ Permit Worksheets

A CFEC permit is required for all vessel operators and for any individual(s) who will be fishing and selling seafood product as an IFQ shareholder, or on behalf of the actual allocation holder. The Hired Master of a Rationalized Crab Cooperative must also obtain and have in his possession a CFEC permit.

The CFEC permit must be valid for that calendar year and valid for that fishery (species, gear, management area). Anyone fishing and selling product under a CDQ allocation, and individuals fishing for golden king crab allocation to the Community of Adak require a separate CFEC permit.

CFEC Permit Worksheet						IFQ Permit Worksheet			
CFEC Fishery	Permit Number	Permit Sequence	Management Program <small>Management Program Codes</small>	Program ID	Percent	CFEC Permit Holder's NMFS ID	IFQ Permit	Species <small>Species Codes</small>	Lbs. to max-out IFQ permit
B06B	23724N	0401U	IFQ			980000	980001	200	
CSBE	55622X	0501E	SMS						

Two CFEC permits are entered into the CFEC Permit Worksheet

Multiple CFEC permits and IFQ permits can be reported in a single landing report. The eLandings System application can accommodate an unlimited number of CFEC permits and unlimited IFQ permits for each of these CFEC permits.

It is recommended that you make certain that all IFQ shareholders, Hired Masters, and CDQ allocation permits (as applicable) be collected prior to beginning the reporting process. Each individual providing a CFEC permit must also provide a NMFS ID for all IFQ groundfish and crab landings. The NMFS ID is a personal identifier. The NMFS ID must correspond to the individual who presents the CFEC permit. In the case of a cooperative, the Hired Master must have in his possession a CFEC permit. He must also provide his NMFS ID – **not** the ID for the cooperative.

The permits section of the landing reports contains two worksheets: the CFEC Permit Worksheet and the IFQ Permit Worksheet.

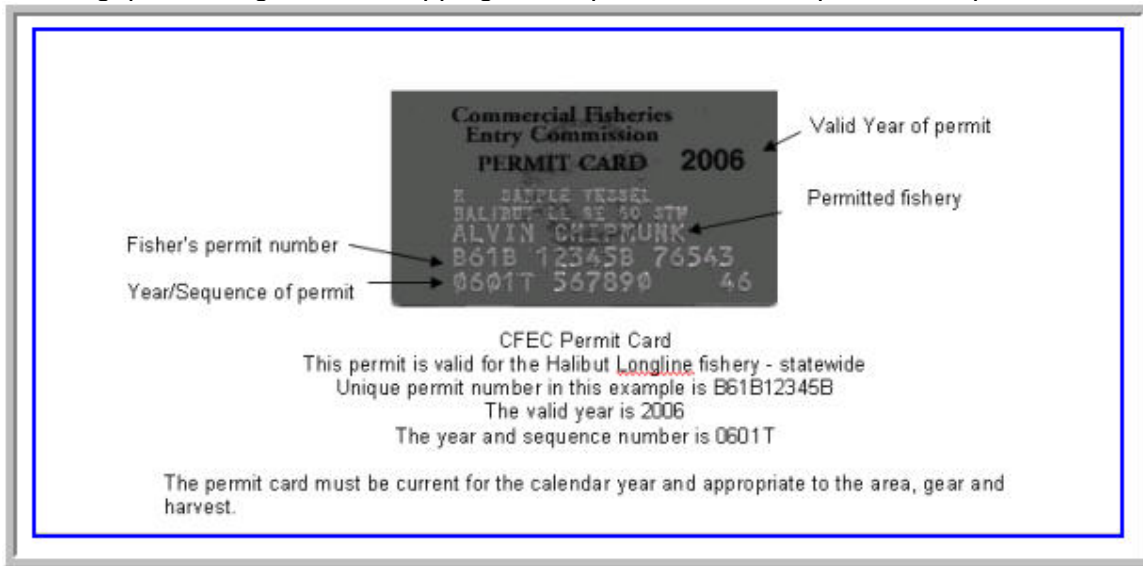
### ***CFEC Permit Worksheet***

The following information is entered in the CFEC Permit Worksheet:

- CFEC FISHERY
- PERMIT NUMBER
- PERMIT SEQUENCE
- MANAGEMENT PROGRAM
- PROGRAM ID
- PERCENTAGE

Each individual fishing and selling product, for themselves, or as a Hired Master of a crab cooperative, or for a CDQ group, must present a valid CFEC permit(s) card for the fishery at the initiation of a landing. If the individual(s) does not provide a valid permit(s), the Alaska State Troopers, Fish and Wildlife Protection must be notified before off-load begins.

The only exception to this rule is exclusive EEZ operations. The State of Alaska has no authority to require CFEC permitting of vessel operators. If the vessel is involved in any fishing activity, catching, processing, or transshipping of raw product, a CFEC permit is required.



The CFEC permit card contains the name of the individual, the specific fishery, e.g. [Bering Sea Red King Crab, pots](#), the Permit, e.g. K91T12345Z, and a Permit Sequence, e.g. 0501H.

The **CFEC Fishery** in this example would be: K91T

If the permit is valid for a CDQ fishery, the CFEC fishery would contain an extra letter. An example would be K91TA. Each CDQ group CFEC permit contains this extra letter that corresponds to each group A through F.

The unique **Permit Number** is the five digits that follow the CFEC fishery. In the above example the permit number is 12345Z.

To the right of the CFEC permit number is the **Permit Sequence**. The permit sequence provides information on the valid year of the permit, the sequence of issue of the permit, followed by a letter, e.g., 0501H. This Permit Sequence example indicates that the permit is valid for 2005 – the “05” and the sequence indicates that this is the first permit issued for this permit holder – 01. The H assists in creating a unique permit. If the permit card was lost and a second card issued, the sequence would be 02.

For the example provided above the following would be entered into eLandings:

**CFEC Permit:** K91T  
**Permit Number:** 12345Z  
**Permit Sequence:** 0501H

Enter all CFEC Permits in the eLandings System, CFEC Permit Worksheet. If you need to enter more than four CFEC Permits, scroll down to the end of the worksheet and select the button, [More CFEC Permits](#).

### Management Program:

The Crab Report window has seven management programs. These programs are as follows:

- IFQ** – Rationalized Tanner and King Crab of the Bering Sea and Aleutian Islands
- CDQ** – Community Development Quota Crab program of the Bering Sea and Aleutian Islands
- LE** – Limited Entry (CFEC) crab
- OA** – Open Access (State or Federal)

- CPF** – Commissioner’s Permit Fishery
- RES** – Research
- TEST** – Cost Recovery Test Fishery (State)
- ADAK** – Adak Crab Fishery

The management programs are provided and selectable from the down arrow to the right of the management program field. Again, provide a Program ID for the CDQ program only.

Management Program Code	Management Program Description	Management Program	Management Program Participant ID	Management Program Participant Name
ADAK	Adak Crab	AFA	101	Akutan Catcher Vessel Association (Trident - Akutan)
AFA	American Fisheries Act pollock	AFA	102	Arctic Enterprise Association
AIF	Annette Island Fishery	AFA	103	Northern Victor Fleet Cooperative
AIP	Aleutian Island Pollock	AFA	104	Peter Pan Fleet Cooperative
CDQ	Community Development Quota	AFA	105	Unalaska Co-op (Alyeska)
CPF	Commissioner's Permit Fishery	AFA	106	UniSea Fleet Cooperative
EXP	Experimental	AFA	107	Westward Fleet Cooperative
IFQ	Individual Fishing Quota	CDQ	51	Aleutian Pribilof Island Community Development Association
LE	Limited Entry	CDQ	52	Bristol Bay Economic Development Corporation
OA	Open Access	CDQ	53	Central Bering Sea Fishermen's Association
RES	Research	CDQ	54	Coastal Villages Region Fund
SMO	State Managed other groundfish	CDQ	55	Norton Sound Economic Development Corporation
SMPC	State Managed Pacific Cod	CDQ	56	Yukon Delta Fisheries Development Association
SMS	State Managed Sablefish			
TEST	Test fishery			

Full listing of all Management Programs associated with groundfish and crab fisheries.

**Percent:**

Allocation of catch by percentage among the CFEC Permit Holders is an **optional** function of the eLandings System.

If the landing consists of only one CFEC Permit Holder, leave the Percent field blank. The allocation will be 100% to the one CFEC Permit Holder.

If the landing consists of more than one CFEC Permit Holder, and each permit holder want an equal allocation among the holders, leave the Percent field blank. For example, the vessel has five crew members and each crew member is an IFQ shareholder. All agree to equal shares for the catch about to be off-loaded. Each crew member will be allocated 20% of the live sold, and 20 % of the deadloss recorded for this landing report.

If the landing consists of more than one CFEC Permit Holder, and each permit holder wants a specific percent of the total catch, live/sold and deadloss, to be allocated to specific percentages,

list the percentages as whole numbers. For example, the vessel has five crew members, and each crew member is an IFQ shareholder. The owner of the vessel wants 40% of the total catch allocated to him. Enter each CFEC Permit, identify the Management Program as IFQ, and enter the percent as follows: 40 for the skipper and 15 for each of the four remaining CFEC Permit Holders. The total catch, live/sold and deadloss, will be allocated to these specific percentages.

### IFQ Permit Worksheet

The following information is entered in the IFQ Permit worksheet:

- NMFS ID
- IFQ PERMIT – Individual Fishery (Crab/groundfish) Quota
- SPECIES
- IPQ PERMIT – Individual Processor Quota (Crab)
- LBS. TO MAX-OUT PERMIT (IFQ permits only)

CFEC Permit Worksheet						IFQ Permit Worksheet			
CFEC Fishery	Permit Number	Permit Sequence	Management Program Management Program Codes	Program ID	Percent	CFEC Permit Holder's NMFS ID	IFQ Permit	Species Species Codes	Lbs. to max-out IFQ permit
B06B	15624X	0401Z	IFQ		33	1234	123456	200	
B06B	23724N	0401U	IFQ		33	234	23456	200	
B06B	12345N	0402G	IFQ		34	5623	4563	200	

IFQ Permit Workseet

This worksheet allows you to enter the **NMFS ID** and an unlimited number of **IFQ Permits** and corresponding **Species** associated with the IFQ permits. If you are doing a crab landing, the eLandings System autofills the **IPQ Permits** for the registered crab receiver associated with the operation. All Class A quota share must have an associated IPQ permit. If the IFQ permit is for Class B or Class U quota share, the eLandings System application will allow you to select a blank or null value for the IPQ, from the down arrow to the right of the IPQ Permit field. The worksheet will also allow you to max our (zero out) either the IFQ account, or the IPQ account, using the **Lbs. to Max-Out Permit**.

#### NMFS ID:

Each individual CFEC permit holder identified in the eLandings landing report must have a corresponding NMFS ID. All Hired Masters must have a NMFS ID. This permit number identifies an individual, not a cooperative or a CDQ group.

If the CFEC permit holder/IFQ shareholder or cooperative Hired Master representative does not have a NMFS ID, contact NMFS – RAM Division immediately, M-F business hours, or the IFQ Data Clerks after hours, for instruction on how to complete the landing report.

Enter the NMFS ID for each individual fishing and selling product.

#### IFQ Permit:

An unlimited number of IFQ permits and the species associated with the IFQ permit(s) can be entered for each corresponding NMFS ID. If you require more IFQ Permit lines, scroll down to the end of the CFEC/IFQ Worksheet and select the button, **More IFQ Permits**.

**Species:**

Enter the species that is associated with the IFQ permit. The species for the Rationalized Crab Fishery is limited to the following species:

Name	Code
Red King Crab	923
Golden King Crab	922
Blue King Crab	921
Baridi Tanner Crab	931
Opilio Snow Crab	932

IFQ groundfish are limited to the following species:

Name	Code
Halibut	200
Sablefish	710

Please reference the online species codes for additional groundfish and shellfish species.

**IPQ Permit:**

When your processor/operation completes an application in the eLandings System, NMFS – RAM matches that application information, specifically your RCR number to IPQ permit(s). The IPQ permit is autofilled when you log into the eLandings System. Remember that an RCR can only debit their own IPQ accounts. Select the correct IPQ account number for the specific IFQ permit. All Class A IFQ shares require an IPQ account number. Class B and Class U IFQ shares do not require an IPQ account number. From the dropdown selection, choose the blank field.

**Lbs. to Max-Out Permit:**

As quota share permit balances for either the IFQ or the IPQ shareholder move close to exhaustion, the Lbs. to Max-Out Permit feature can be a helpful tool to zero out the permit account. The permit holder should check the balance on the specific permit prior to using this feature, as it will zero out the account balance within one pound. This feature may be used only when more than one IFQ permit is associated with the landing report. The IFQ permit may be for the same CFEC/NMFS ID individual or for more than one CFEC/NMFS ID persons.

CFEC Permit Worksheet						IFQ Permit Worksheet			
CFEC Fishery	Permit Number	Permit Sequence	Management Program Management Program Codes	Program ID	Percent	CFEC Permit Holder's NMFS ID	IFQ Permit	Species Species Codes	Lbs. to max-out IFQ permit
B06B	15624X	0401Z	IFQ		33	1234	123456	200	1521
B06B	23724N	0401U	IFQ		33	234	23456	200	
B06B	12345N	0402G	IFQ		34	5623	4563	200	

First permit holder uses Max-Out IFQ permit pounds to 1521 lbs.

To max-out an IFQ account, enter all the CFEC and IFQ Permit Worksheet information. Select the permit that you want to max-out and enter the poundage that will zero out that account. The poundage recorded in this field will be debited from the identified IFQ account, proportionally from the live/sold and the deadloss recorded for the entire off-load.

### 6.1.3 Statistical Area Worksheet

Referred to as the Stat Area Worksheet, this is the area of the Vessel, Permit, and Location Information of the landing report to record the six-digit ADF&G statistical area denoting the actual area of catch.

Stat Area Worksheet	
Stat Area <small>Stat Area Codes</small>	Percent
<input type="text" value="515730"/>	<input type="text" value="22"/>
<input type="text" value="525733"/>	<input type="text" value="46"/>
<input type="text" value="525732"/>	<input type="text" value="32"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="button" value="More Stat Areas"/>	

Harvest should be proportional to statistical areas and percentage of harvest from each statistical area must add up to 100%.

Groundfish/shellfish statistical area charts may be obtained from your local ADF&G office, or at <http://www.cf.adfg.state.ak.us/geninfo/maps.php#shellfish>.

The National Marine Fisheries Service (NMFS) and the International Pacific Halibut Commission (IPHC) reporting area codes may not be used to substitute for the ADF&G statistical area codes.

This area may be used to document a single statistical area, with 100%, or multiple statistical areas. The recording of multiple statistical areas in the worksheet requires that the species that are caught and discarded are equally distributed across all statistical areas fished; and all statistical areas fished are open to the species fished.

If this criteria are met, enter all of the statistical areas that were fished in the field labeled Stat Area and enter the percentage of the catch taken in the area in the area labeled Percent. The sum of the itemized percentage must equal 100%. If all of the species recorded on the ticket were from a single statistical area, enter the Stat Area and 100%. If you use the Stat Area Worksheet, there is no need to enter the statistical area code and percent anywhere else on the landing report.

The Statistical Area Worksheet for crab landings includes an area to record Pot Lifts. Record the number of Pot Lifts by statistical area, for the catch you are landing. The number of pot lifts has no relationship to Percent. Percent is a number that documents the percentage of catch – sold, retained, or discarded from a specific statistical area. Pot Lifts is the number of lifts for a specific statistical area(s).

Stat Area Worksheet		
Stat Area <small>Stat Area Codes</small>	Percent	Pot Lifts
575731	12	100
575801	25	320
575802	20	278
575732	43	700

Stat Area Worksheet for Crab. Note: the percent is related to the percentage of catch from individual statistical areas. Pot Lifts are the number of lifts from individual statistical areas.

The Stat Area Worksheet does allow you to record effort – pot lifts – with no catch. This is recorded as zero percent.

Stat Area Worksheet			
Stat Area	Federal Reporting Area	Percent	Pot Lifts
575731	508	55	100
575801	514	25	320
575802	514	20	278
575732	508	0	700

eLandings allows you to record effort for a specific statistical area with no percentage of harvest - no catch for that area.



All ADF&G statistical areas that are documented within the Statistical Area Worksheet are translated to the NMFS Reporting Area and the IPHC Reporting Area, as it pertains to the fishery.

Stat Area Worksheet			
Stat Area	Federal Reporting Area	IPHC Regulatory Area	Percent
515730	630	3A	22
525733	630	3A	46
525732	630	3A	32

Once the header information of the landing report is saved, the ADF&G statistical area is translated to federal and IPHC reporting areas, as they pertain to specific fisheries.

If one or more species are not harvested in a manner that is equally distributed across all statistical areas fished, the catch must be recorded in the Add/Edit Itemized Catch section of the eLandings landing report.

Fish Ticket No.	CFEC Permit	Permit Holder	Management Program	Management Program ID	Percent	Stat Area	Percent	Pot Lifts
E06 006316						575731	55	100
						575801	25	320
						575802	20	278
						575732	0	700

Line	Fish Ticket	Stat Area <small>Stat Area Codes</small>	Species <small>Species Codes</small>	Condition <small>Condition Codes</small>	Lbs.	Number	Pot Lifts	Disposition <small>Disposition Codes</small>
1	E06 006316		923	01	14,569	4,241		79
2	E06 006316		923	01	678,231	204,343		60
3	E06 006316	675230	931	01	84,671	32,565	84	60

The Stat Area Worksheet was used to record the areas of harvest, percentages, and pot lifts, for items 1 and 2, as illustrated below. Item 3 was harvested from a different statistical area. It was recorded in the Add/Edit Itemized Catch section of the landing report. The recording of catch in this section of the landing report requires that the statistical area and the effort - pot lifts - be recorded, in addition to the species, delivery condition, and pounds.

An example of crab harvested in a unique statistical area. Note: Pot lift information not recorded in groundfish.

Upon the completion of the 'header' (Vessel, Permit, and Location Information section) of the landing report, select **SAVE**. The data that you submit to the repository database is validated for accuracy. The program will message back if the save was successful or if corrective action must take place.



If a data element(s) fail validation, the **eLandings** System will message back the data items that are not valid.



the eLandings Application messages back that data elements of the submitted report failed validation - gear and stat area.

Landing Report 9260 was submitted to the Interagency Server and successfully saved. The application displays the information data entered, and also provides additional information that can be helpful in a review of the landing report for accuracy. Additional information provided includes:

- Name of Vessel
- Name of permit holder(s)
- Name of processor and custom processor
- Full name of the port of landing
- Statistical area translations (as appropriate to the fishery)

Incomplete Landing Reports									
Status	Type	Report ID	Operation				Vessel	Date of Landing	UserID (from last update)
			Proc Code	Fed Permit Num	Reg. Buyer	RCR			
Initial Report Submitted	Groundfish	9260	Neskowin Fish Plant				29478 SHEMYA	01/06/2006	BCRABS
			F5543	1010	980000				
Initial Report Submitted	Crab	9365	Neskowin Fish Plant				41444 FOUR DAUGHTERS	04/08/2006	BCRABS
			F5543			990004			
Not Submitted	Groundfish	9447	Neskowin Fish Plant				00028 AMBER DAWN	10/30/2005	BCRABS
			F5543	1010	980000				

In this example, Landing Report 9260 has been initially submitted. The 'header' information of Landing Report 9447 has been submitted and saved. It can be recalled at the completion of the off-load to add additional information.

## 6.2 Incomplete Reports

The eLandings System allows you to enter the 'header' information, submit the information and save. The information that is entered in the Vessel, Permit, and Location Information section of the landing report can be collected and recorded when the off-load of the vessel begins. The 'header' information can be saved as an unsubmitted report. After the vessel off-load is complete and the tally sheet completed, the itemized catch and price information can be recorded and saved. This action creates an Initial Report.

Incomplete Landing Reports									
Status	Type	Report ID	Operation				Vessel	Date of Landing	UserID (from last update)
			Proc Code	Fed Permit Num	Reg. Buyer	RCR			
Initial Report Submitted	Groundfish	9260	Neskowin Fish Plant				29478 SHEMA	01/06/2006	BCRABS
			F5543	1010	980000				
Initial Report Submitted	Crab	9365	Neskowin Fish Plant				41444 FOUR DAUGHTERS	04/08/2006	BCRABS
			F5543			990004			
Not Submitted	Groundfish	9447	Neskowin Fish Plant				00028 AMBER DAWN	10/30/2005	BCRABS
			F5543	1010	980000				

In this example, Landing Report 9260 has been initially submitted. The 'header' information of Landing Report 9447 has been submitted and saved. It can be recalled at the completion of the off-load to add additional information.

Incomplete Landing Reports									
Status	Type	Report ID	Operation				Vessel	Date of Landing	UserID (from last update)
			Proc Code	Fed Permit Num	Reg. Buyer	RCR			
Initial Report Submitted	Groundfish	9260	Neskowin Fish Plant				29478 SHEMA	01/06/2006	BCRABS
			F5543	1010	980000				
Initial Report Submitted	Crab	9365	Neskowin Fish Plant				41444 FOUR DAUGHTERS	04/08/2006	BCRABS
			F5543			990004			
Not Submitted	Groundfish	9447	Neskowin Fish Plant				00028 AMBER DAWN	10/30/2005	BCRABS
			F5543	1010	980000				

The Not Submitted report 9447 is just the 'header' information. The Initial Report Submitted contains the itemized catch and potentially the IFQ report information. Finalized reports are not displayed.

## 6.3 Stacked Permits

Stacked permits are allowable in some groundfish and crab fisheries. The eLandings System allows you to record all CFEC and IFQ permits on one landing report and select unique fish ticket assignment of catch.

When you save the 'header' information of the landing report – the Vessel, Permit and Location Information section, a fish ticket number is automatically assigned. If more than one CFEC permit is recorded in the eLandings System, a unique fish ticket number is assigned for each CFEC permit. IFQ harvest can be automatically assigned to the itemized catch – line item(s), and it can also be selected from the Fish Ticket dropdown menu. This dropdown field lists any and all fish ticket numbers associated with this specific landing report.

Fish Ticket No.	CFEC Permit	Permit Holder	Management	Management	Percent	Stat	Percent
E06 006635	B06B15624X 0401Z	Gordon Diaz	In this example Gordon and Charles fish IFQ on the same vessel/same trip. Two fish tickets are created when the 'header' information is submitted and saved. Gordon has halibut IFQ, Charles has sablefish IFQ. The appropriate fish ticket for these species is automatically selected. Gordon chooses to retain a small amount of halibut for personal use. His fish ticket number is selected for this item. The discarded pacific cod will appear on both fish ticket as 108 lbs each.				
E06 006636	C61C51466Z 0601P	PETTICREW CHARLES JS					

Line	Fish Ticket	Stat Area Stat Area Codes	Species Species Codes	Condition Condition Codes	Lbs.	Weight Modifier	Number	Disposition Disposition Codes
1	E06 006635		200	05	12564	With Ice/Slime		60
2	E06 006636		710	01	141600	With Ice/Slime		60
3	E06 006635		200	05	125	With Ice/Slime		95
4			110	01	216			98

When you have completed recording the itemized catch select SAVE. The application will message back if the itemized catch was successfully saved.



## 6.4 General Guidelines for Reporting Pounds on Groundfish Fish Tickets

The eLandings System is designed to record the **landed** or **scale** weight of the catch. In other words, the processor should record the weight of the catch and the delivery condition of the fish at the point the catch is weighed. Do not calculate the itemized catch to round pounds. Record the poundage of the catch and the corresponding delivery condition at the point that it is weighed. The eLandings System allows you to select a 2% ice and slime deduction for IFQ halibut and sablefish, as well as state managed EQS sablefish, if the vessel qualifies for such deduction.

## 6.5 Add/Edit Itemized Catch: recording the sold, retained, discarded catch

Once you have successfully saved the 'header' information of the landing report – the Vessel, Permit, and Location Information, you can move on to add itemized catch. This reporting sequence can occur immediately, or after the off-load is completed.

Please note: All landing reports of IFQ species must be finalized within a specific timeframe. Processors should reference NMFS regulations. As a general rule, landing reports should be

completed and finalized within 24 hours. Incomplete Landing Reports can be accessed from the Reports Menu Page – Incomplete Reports Section.

Itemized catch are considered to be unique combinations of species, delivery condition (at the point it is weighed), and disposition. As covered in the Statistical Area Worksheet discussion, it can also include harvest from a unique statistical area.

Combination examples include the following:

Species	Delivery Condition	Disposition
Halibut	Gutted, Head Off	Sold for Human Consumption
Halibut	Gutted, Head Off	Personal Use
Pacific Cod	Bled Only	Sold for Human Consumption
Pacific Cod	Whole Fish	Sold for Human Consumption
Pacific Cod	Whole Fish	Discard at Sea
Pacific Cod	Whole Fish	Discard at the Dock

In each of these situations, a separate line item must be recorded in the application. Poundage for each unique category must be recorded.

Line	Fish Ticket	Stat Area <small>Stat Area Codes</small>	Species <small>Species Codes</small>	Condition <small>Condition Codes</small>	Lbs.	Weight Modifier	Number	Disposition <small>Disposition Codes</small>
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The Itemized Catch Section of the eLandings System

Enter the codes for the following:

- Species
- Condition (Delivery Condition)
- Pounds
- Number – required for crab and prohibited species discarded at sea with no scales to weigh product.
- Pot Lifts – crab only.
- Disposition – the intended use or disposal of the product.
- Statistical Area (if the Worksheet is not used, or if this portion of the catch was harvested in a unique or non-proportional area(s)).

Stat Area, Species, Condition, and Disposition codes are linked and easily referenced.

Stat Area <small>Stat Area Codes</small>	Species <small>Species Codes</small>	Condition <small>Condition Codes</small>	Lbs.	Weight Modifier	Number	Disposition <small>Disposition Codes</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Species, Delivery Condition (Condition) and Disposition codes are available at the underlined links.

### Condition - Disposition Lookup

To close this window and return to the eLandings application, please click the **red X** in the top right corner of the screen.

Condition Code	Condition Description	Disposition Code	Disposition Description
1	Whole fish or shellfish	41	For fish meal production
3	Bled fish	60	Sold for human consumption
4	Gutted, head on	61	Sold for bait
5	Headed and Gutted	62	Overage - (Specify overage type in comment)
6	Headed and Gutted, with roe	63	Confiscation
7	Headed and Gutted, Western cut	64	Tagged Fish (Exempt from IFQ)
8	Headed and Gutted, Eastern cut	79	Deadloss (crab only)
10	Headed and Gutted, Tail removed	86	Donated prohibited species - food bank program (whole fish)
11	Kirimi (Steak)	87	Halibut retained for future sale (Halibut only)
12	Salted and Split	88	Whole fish/discarded, infested
13	Wings, skates only - both wings removed	89	Whole fish/decomposed or previously discarded
14	Roe only. Ancillary only.		

### 6.5.1 Groundfish Poundage Weight Modifier

The **eLandings Groundfish Report** allows the recording of “with ice and slime” for IFQ halibut and sablefish (including state managed sablefish programs) if the vessel qualifies for this modification in weight. If “With Ice/Slime” is selected, a two (2) percent reduction in the recorded scale weight is automatically recorded.

Stat Area <small>Stat Area Codes</small>	Species <small>Species Codes</small>	Condition <small>Condition Codes</small>	Lbs.	Weight Modifier	Number	Disposition <small>Disposition Codes</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div style="border: 1px solid black; padding: 2px;"> <input type="text"/> <ul style="list-style-type: none"> <li>With Ice/Slime</li> <li>Estimated</li> </ul> </div>	<input type="text"/>	<input type="text"/>

The application defaults to no weight modifier. Select With Ice/Slime or Estimated from the drop down menu.

In limited situations, a processor may take possession of Pollock or flatfish, but be unable to immediately weigh the product, or sort by species and weigh the product, while the vessel operator is still present. The processor can select “estimated” for Pollock – code 270 or general flatfish – code 120, only. The report can be submitted as an initial report, allowing the fish ticket to be created, printed and signatures obtained. The final weights, and specific species must be recorded for this landing report, **within 72 hours** of the submission of the initial report.

Again, the use of estimated weight is available for groundfish species Pollock and general flatfish species only.

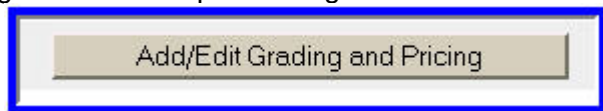
When all itemized catch by category are documented, select save.

## 6.6 Add/Edit Grading and Pricing

If you have determined at the conclusion of the off-load, the price of the itemized catch, and have completed grading/sizing (as appropriate to the fishery), you can proceed with the reporting process.

If you do not have this information, or it will occur at a later point in time, proceed with the initial submission of the landing report.

In the illustration below, size and price information are added to the itemized catch. Additional grade/size and price categories are available by selecting, More Lines.



Line	Fish Ticket	Stat Area	Species	Condition	Landed Lbs.	Disp. Code	Lbs. with ice/slime deduction	Sold Condition Code <small>Condition Codes</small>	Prod Type <small>P/A</small>	Size/Grade	Sold Lbs.	\$/lb.
			200 halibut, Pacific	05 Headed and Gutted	1,253 IS	60 Sold for human consumption	1,227.94	05	P	40/60	1000	3.15
										60/80	227.94	3.50
			142 rockfish, black	03 Bled fish	614	60 Sold for human consumption		03	P		614	.35

Size and Price are added to this landing report.

When saved, the amount is calculated for each price category. A total value by price category is displayed. The landing report also displays a Summary with total value by species, below the itemized catch section of the landing report.

Line	Fish Ticket	Stat Area	Species	Condition	Landed Lbs.	Num.	Disposition	Landed Lbs. with ice/slime deduction	Sold Condition	Prod Type	Size/Grade	Sold Lbs.	\$/lb.	Total Value
			200 halibut, Pacific	05 Headed and Gutted	1,253 I/S		60 Sold for human consumption	1,227.94	05 Headed and Gutted	P	40/60	1,000	\$3	\$3,150
									05 Headed and Gutted	P	60/80	227.94	\$4	\$798
			142 rockfish, black	03 Bled fish	614		60 Sold for human consumption		03 Bled fish	P		614	\$0	\$215
			Add/Edit Itemized Catch			Add/Edit Grading and Pricing			Submit Initial Report					

**Summary**

Fish Ticket	Species	Landed Lbs.	Sold Lbs.	Total Value	Net Lbs.	Round Lbs.
	142 rockfish, black	614	614	\$215		626.5306
	200 halibut, Pacific	1,253	1,253	\$3,948		1,637.2533

The Total Value of each price category has been calculated and the total value of each species is documented in the landing summary.

## 6.7 Allocate Permits

Once you have completed the pricing information, you are ready to allocate the harvest to the permit or permits. If the landing report consists of one or several CFEC permits, you will need to allocate the harvest to the fish tickets.

Prior to this step, again, review all data to make certain it accurately documents the landing and the division of harvest to permit holders.

The Allocate Permits button is located just below the listed CFEC Permit(s). Select Allocate Permits.

CFEC Permit Worksheet					
Fish Ticket	CFEC Permit	Permit Holder	Management Program	Management Program ID	Percent
E06 006823	B06B15624X 0401Z	Gordon Diaz	OA		
E06 006828	C06B31036R 0501X	WILKIE TIM C	OA		
Allocate Permits					

In this example, the program messages back that two fish tickets were created.



# Groundfish Report Display

**INFO - 1303: Itemized catch allocated to 2 fish tickets**

Review the allocated catch, by fish ticket number. If the allocation is not acceptable, or incorrect, select the Undo Allocation button.

CFEC Permit Worksheet					
Fish Ticket	CFEC Permit	Permit Holder	Management Program	Management Program ID	Percent
E06 006823	B06B15624X 0401Z	Gordon Diaz	OA		50
E06 006828	C06B31036R 0501X	WILKIE TIM C	OA		50
<input type="button" value="Undo Allocation"/>					

This will allow you to redistribute the harvest until acceptable to all stakeholders. The eLandings System provides a listing of all items by fish ticket number and a summary by species, by fish ticket number. These should be reviewed prior to the submission of the landing report.

Line	Fish Ticket	Stat Area	Species	Condition	Landed Lbs.	Num.	Disposition	Landed Lbs. with ice/slime deduction	Sold Condition	Prod Type	Size/Grade	Sold Lbs.	\$/lb.	Total Value
	E06 006823		200	05	626.5 I/S	60		613.97	05	P	40/60	500	\$3	\$1,575
									05	P	60/80	113.97	\$4	\$399
	E06 006823		142	03	307	60			03	P		307	\$0	\$107
	E06 006828		200 halibut, Pacific	05 Headed and Gutted	626.5 I/S	60	Sold for human consumption	613.97	05 Headed and Gutted	P	40/60	500	\$3	\$1,575
									05 Headed and Gutted	P	60/80	113.97	\$4	\$399
	E06 006828		142 rockfish, black	03 Bled fish	307	60	Sold for human consumption		03 Bled fish	P		307	\$0	\$107
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>Add/Edit Itemized Catch</span> <span>Add/Edit Grading and Pricing</span> <span>Submit Initial Report</span> </div>														

**Summary**

Fish Ticket	Species	Landed Lbs.	Sold Lbs.	Total Value	Net Lbs.	Round Lbs.
E06 006823	142	307	307	\$107		313.2653
E06 006828	142 rockfish, black	307	307	\$107		313.2653
E06 006823	200	626.5	626.5	\$1,974		818.6267
E06 006828	200 halibut, Pacific	626.5	626.5	\$1,974		818.6267

The landing report lists the itemized catch by fish ticket number and provides a summary by fish ticket number, as well.

Upon review, if the landing report is accurate and acceptable to all stakeholders, select **Submit Initial Report**.

Add/Edit Itemized Catch	Add/Edit Grading and Pricing	Submit Initial Report
-------------------------	------------------------------	-----------------------

If the landing report is accurate and acceptable to the seller(s) and the buyer, select Submit Initial Report.

## 6.8 Generate, Edit & Submit IFQ Report

Once the Initial Report has been submitted you can generate, edit, and submit the IFQ reports. There are two ways of creating the IFQ reports: 1) you can manually create them; or 2) you can let the eLandings program allocate the catch to the IFQ permits. In either case the IFQ reports can be reviewed and edited before you submit them. **Once the reports are submitted, the IFQ account will be debited and you cannot edit them. Any further changes have to be made through the NMFS Data Clerks.**

### 6.8.1 Manually Create the IFQ Report

If you use this method, you will enter all of the IFQ information yourself and the eLandings program will not do any calculations (if you want to use the automatic calculations, see the 'Generating IFQ Report' section). Once the initial report has been submitted, go to the bottom of the Report Display and click on the Edit IFQ Reports button.

2	E05 000122	200 halibut, Pacific	05 Headed and Gutted	125.0000 /S	95 Personal use (not sold)	122.5000				\$	\$
3	E05 000122	200 halibut, Pacific	05 Headed and Gutted	5,142.0000 /S	60 Sold for human consumption	5,039.1600				\$	\$
4	E05 000122	145 rockfish, yelloweye (red snapper)	01 Whole fish or shellfish	1,000.0000	62 Overage - (Specify overage type in comment)					\$	\$

### Summary

Fish Ticket	Species	Landed Lbs.	Sold Lbs.	Total Value	Net Lbs.	Round Lbs.
E05 000122	145 rockfish, yelloweye (red snapper)	1,000.0000	1,000.0000	\$0.0000		1,000.0000
E05 000122	200 halibut, Pacific	5,267.0000	5,142.0000	\$0.0000	5,161.6600	6,882.2133
E05 000123	200 halibut, Pacific	5,142.0000	5,142.0000	\$0.0000	5,039.1600	6,718.8800

### IFQ Reports

NMFS ID	IFQ Permit	Species	Fish Ticket	Lbs. to max-out permit	Generated Reports Total Net Lbs.	Generated Reports Total Scale Lbs.
1234	123456	200 halibut, Pacific	E05 000122		0	0
5623	456	200 halibut, Pacific	E05 000123		0	0

This screen allows you to fill in all the data without any automated calculations (again, if you want to use the automatic calculations, see the 'Generating IFQ Report' section). The edit page works like the itemized catch page. It will prevent you from saving data inconsistent with data entered elsewhere on the Landing Report (Fish Ticket, Permit Worksheet, etc.) and illogical data (like alphabetic characters in numeric fields).

You are allowed to save partially complete data, although unbalanced data cannot be successfully submitted.

Summary					Fish Ticket		IFQ Reports	
Fish Ticket	Species	Stat Area	Condition	Ice/Slime	Sold Lbs.	Retained Lbs.	Sold Lbs.	Retained Lbs.
E05 000122	200	505831	05	YES	3,085.2000	75.0000	0	0
E05 000122	200	515831	05	YES	2,056.8000	50.0000	0	0
E05 000123	200	505831	05	YES	3,085.2000	0.0000	0	0
E05 000123	200	515831	05	YES	2,056.8000	0.0000	0	0

Fish Ticket	IFQ Permit / Species	Stat Area	Area	Condition	Ice / Slime	Sold Lbs.	Retained Lbs.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

*This is the blank IFQ page where you can enter the IFQ information manually.*

### 6.8.2 Generate IFQ Report

You can only generate the IFQ Report after you have entered all the itemized catch data and submitted the Initial Report.



Note that the pricing and grading does not have to be finalized to submit the Initial Report and Generate the IFQ. Even after you have submitted the Initial Report, you may go back and finalize the pricing and grading information for the fish ticket.

To generate the IFQ Report, go to the bottom of the Report Display page. In the IFQ Summary section, you can click on the **Generate IFQ Report** button. Generating the report does not submit it! You will still have an opportunity to review and edit the report before you submit it.

IFQ Reports						
NMFS ID	IFQ Permit	Species	Fish Ticket	Lbs. to max-out permit	Generated Reports Total Net Lbs.	Generated Reports Total Scale Lbs.
980042	980009	200 halibut, Pacific	E06 019180		0	0
980042	980007	200 halibut, Pacific	E06 019180		0	0
980041	980000	710 sablefish (blackcod)	E06 019181		0	0

A message will tell you how many IFQ Reports were generated.

**Groundfish Report Display**

INFO - 1223: 12 IFQ Reports generated. Please review report contents and use Submit button to submit

Now you can scroll down to the IFQ Summary section and review the IFQ reports.

IFQ Reports											
NMFS ID	IFQ Permit	Species	Fish Ticket	Lbs. to max-out permit	Generated Reports Total		Generated Reports Total				
					Net Lbs.	Scale Lbs.					
980042	980009	200 halibut, Pacific	E06 019180			7,481	8,482				
980042	980007	200 halibut, Pacific	E06 019180			7,480	8,481				
980041	980000	710 sablefish (blackcod)	E06 019181			13,602	8,569				

Report Number	Status	Transaction Number	Fish Ticket	NMFS ID	IFQ Permit	Species	Stat Area	Area	Condition	Ice/Slime	Sold Lbs.	Retained Lbs.
1	Not Submitted		E06 019180	980042	980007	200 halibut, Pacific	375630		04 Gutted, head on	YES	1,272	
2	Not Submitted		E06 019180	980042	980009	200 halibut, Pacific	375630		04 Gutted, head on	YES	1,272	
3	Not Submitted		E06 019180	980042	980007	200 halibut, Pacific	385800	3A	04 Gutted, head on	YES	848	
4	Not Submitted		E06 019180	980042	980009	200 halibut, Pacific	385800	3A	04 Gutted, head on	YES	848	
5	Not Submitted		E06 019180	980042	980007	200 halibut, Pacific	385901	3A	04 Gutted, head on	YES	424	
6	Not Submitted		E06 019180	980042	980009	200 halibut, Pacific	385901	3A	04 Gutted, head on	YES	424	


These areas are ambiguous and need to be

### 6.8.2.1 Ambiguous Statistical Areas

If you have statistical areas that are ambiguous, you will need to designate them. Click on the Edit IFQ button.



Scroll down to the IFQ item section and use the drop down list in the Area field to pick the correct area.

Fish Ticket	IFQ Permit / Species	Stat Area	Area	Condition	Ice / Slime	Sold Lbs.	Retained Lbs.
E06 019180	980007 - 200 -	375630		04	<input checked="" type="checkbox"/>	1,272	
				__	<input type="checkbox"/>		
				__	<input type="checkbox"/>		
				__	<input type="checkbox"/>		
E06 019180	980009 - 200 -	375630	__	04	<input checked="" type="checkbox"/>	1,272	
				__	<input type="checkbox"/>		
				__	<input type="checkbox"/>		
				__	<input type="checkbox"/>		
E06 019180	980007 - 200 -	385800	3A	04	<input checked="" type="checkbox"/>	848	
				__	<input type="checkbox"/>		
				__	<input type="checkbox"/>		

### 6.8.3 Editing the IFQ Report

Once the IFQ Reports have been generated, you can use the Edit IFQ page to make minor changes reports.

*Note, you can only edit the IFQ Report until it is submitted. Once the IFQ report has been submitted, the IFQ account will be debited and you cannot edit it. Any further changes have to be made through the NMFS Data Clerks. The Data Clerks are available from 6 a.m. to midnight at: 1-800-304-4846, option #1.*

Scroll down to the bottom of the Report Display page and click on the Edit IFQ Reports button.



The edit IFQ page allows you to make changes to all the fields in each of the IFQ Reports. Keep in mind that the program will prevent you from saving data inconsistent with data entered elsewhere on the Landing Report (Fish Ticket, Permit Worksheet, etc.). So if there are small errors in the number of pounds on an IFQ Report due to rounding, for example, then you may make these edits.

Summary								
Fish Ticket	Species	Stat Area	Condition	Ice/Slime	Fish Ticket		IFQ Reports	
					Sold Lbs.	Retained Lbs.	Sold Lbs.	Retained Lbs.
E06 019180	200	375630	04	YES	2,544.45	0	2,544	0
E06 019180	200	385800	04	YES	1,696.3	0	1,696	0
E06 019180	200	385901	04	YES	848.15	0	848	0
E06 019180	200	395330	04	YES	11,874.1	0	11,875	0
E06 019181	710	375630	08	NO	1,285.35	0	1,285	0
E06 019181	710	385800	08	NO	856.9	0	857	0
E06 019181	710	385901	08	NO	428.45	0	428	0
E06 019181	710	395330	08	NO	5,998.3	0	5,999	0

Fish Ticket	IFQ Permit / Species	Stat Area	Area	Condition	Ice / Slime	Sold Lbs.	Retained Lbs.
E06 019180	980007 - 200 -	375630	2C	04	<input checked="" type="checkbox"/>	1,272	
				—	<input type="checkbox"/>		
				—	<input type="checkbox"/>		
				—	<input type="checkbox"/>		
E06 019180	980009 - 200 -	375630	2C	04	<input checked="" type="checkbox"/>	1,272	
				—	<input type="checkbox"/>		
				—	<input type="checkbox"/>		
				—	<input type="checkbox"/>		
E06 019180	980007 - 200 -	385800	3A	04	<input checked="" type="checkbox"/>	848	
				—	<input type="checkbox"/>		
				—	<input type="checkbox"/>		

If you make changes, click on the Save and Continue button. This will save your changes and bring you back to the Edit IFQ page so you can review your edits. As long as the pounds in the Summary section are green in color then your IFQ Report and fish ticket are “in balance” if the pounds are in RED then you are out of balance and the eLandings program will not allow you to submit the IFQ report.



Summary								
Fish Ticket	Species	Stat Area	Condition	Ice/Slime	Fish Ticket		IFQ Reports	
					Sold Lbs.	Retained Lbs.	Sold Lbs.	Retained Lbs.
E06 019180	200	375630	04	YES	2,544.45	0	2,771	0
E06 019180	200	375630	04	YES	2,544.45	0	1,696	0
E06 019180	200	375630	04	YES	2,544.45	0	848	0
E06 019180	200	395330	04	YES	11,874.1	0	11,875	0
E06 019181	710	375630	08	NO	1,285.35	0	1,285	0
E06 019181	710	385800	08	NO	856.9	0	857	0
E06 019181	710	385901	08	NO	428.45	0	428	0
E06 019181	710	395330	08	NO	5,998.3	0	5,999	0

The RED color indicates that the pounds on the IFQ Report are out of balance with the fish ticket pounds. eLandings will not allow you to submit the IFQ Reports if the pounds do not match.

Fish Ticket	IFQ Permit / Species	Stat Area	Area	Condition	Ice / Slime	Sold Lbs.	Retained Lbs.
E06 019180	980007 - 200 -	375630	2C	04	<input checked="" type="checkbox"/>	1,500	
					<input type="checkbox"/>		

If you need to make major edits to the IFQ report and the pounds keep getting out of balance, you need to go back to the itemized catch section of the landing report to make changes. If so, first **remove the unsubmitted IFQ Reports** before you make edits to the itemized catch. Then, once you have made your edits, you will be able to generate the IFQ Reports a second time.

### 6.8.4 Removing an Unsubmitted IFQ Report

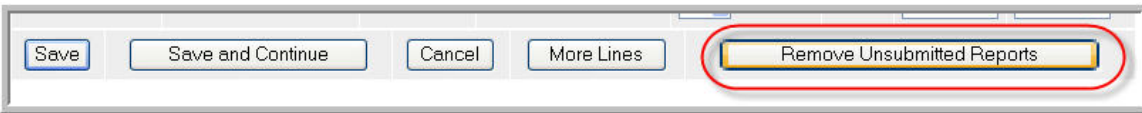
There are several scenarios when you might need to remove an unsubmitted IFQ Report:

- If you generated the IFQ report, but then ended up doing a manual landing via the Data Clerks. In this case, you cannot Finalize your landing report until you delete the unsubmitted IFQ reports.
- You need to edit the itemized catch or stat area worksheet on your landing report. In this case you need to remove the unsubmitted IFQ report, make your edits, and then re-generate the IFQ report for the second time.

To remove the report, first go to the Edit IFQ Reports page:



Then click on the Remove Unsubmitted Reports button:



### 6.8.5 Submitting the IFQ Report & Printing Receipts

Once you have created and reviewed the IFQ Reports and everything looks good, then you can submit them. Click on the **Submit IFQ Reports** button.

Report Number	Status	Transaction Number	Fish Ticket	NMFS ID	IFQ Permit	Species	Stat Area	Area	Condition	Ice/Slime	Sold Lbs.	Retained Lbs.
1	Not Submitted		E06 019180	980042	980007	200	375630	2C	04	YES	1,272	
2	Not Submitted		E06 019180	980042	980009	200	375630	3A	04	YES	1,272	
3	Not Submitted		E06 019180	980042	980007	200	385800	3A	04	YES	848	
4	Not Submitted		E06 019180	980042	980009	200	385800	3A	04	YES	848	
5	Not Submitted		E06 019180	980042	980007	200	385901	3A	04	YES	424	
6	Not Submitted		E06 019180	980042	980009	200	385901	3A	04	YES	424	
7	Not Submitted		E06 019180	980042	980007	200	395330	2C	04	YES	5,937	
8	Not Submitted		E06 019180	980042	980009	200	395330	2C	04	YES	5,938	

Once you successfully submit your IFQ Report, an eLandings message will inform you that they were submitted.



Scroll down to the IFQ section of the Report Display page and in the IFQ Reports section check that status of your reports now says "Submitted." Notice that you also have a transaction number which means that IFQ account was debited in the database.

IFQ Reports												
NMFS ID	IFQ Permit <small>Click on the blue IFQ permit number below to open a printable PDF.</small>	Species	Fish Ticket	Lbs. to max-out permit	Generated Reports Total Net Lbs.	Generated Reports Total Scale Lbs.						
1234	23456	200 halibut, Pacific	E06 000321		1,441	1,500						
Report Number	Status	Transaction Number	Fish Ticket	NMFS ID	IFQ Permit	Species	Stat Area	Area	Condition	Ice/Slime	Sold Lbs.	Retained Lbs.
1	Submitted	654245	E06 000321	1234	23456	200 halibut, Pacific	365600	2C	04 Gutted, head on	YES	200	
									05 Headed and Gutted	NO	550	\$3.14
2	Submitted	654246	E06 000321	1234	23456	200 halibut, Pacific	375630	3A	04 Gutted, head on	YES	300	
									05 Headed and Gutted	NO	450	\$3.14
										<a href="#">View Receipts to Print</a>	<a href="#">Check IFQ Balance</a>	

The Next step is to View and Print the IFQ Receipts. Simply click on the **View Receipts to Print** button and a pdf file will open in a new browser window. Print all of the receipts. The Registered Buyer and the IFQ Holder need to sign each of the receipts.

### Groundfish IFQ Landing Receipt

#### Groundfish IFQ Catch Receipt

**Date of Submission:** 01/09/2006 11:25  
**Vessel ADFG:** 00538  
**Fish Ticket Number:** B06 000321  
**IFQ Catch Number:** 654245  
**IFQ Permit Number:** 23456  
**Registered Buyer Number:** 123456  
**Port:** 155 Pelican  
**Gear:** 61 Longline  
**Species:** 200  
**Stat Area:** 365600  
**Area:** 2C  
**PARTIAL DELIVERY:**  
 Partial Delivery

CONDITION CODE	ICE/SLIME INCLUDED	SOLD WEIGHT	RETAINED WEIGHT
04	YES	200	
05	NO	550	
Total IFQ Weight:			5342.34

\_\_\_\_\_

Registered Buyer Representative Signature

\_\_\_\_\_

Name (Please Print)

\_\_\_\_\_



Cardholder Signature for Rex Galore

GORDON DIAZ

\_\_\_\_\_

Name (Please Print)

### 6.8.6 “Red Line” Errors

If you submit your IFQ Reports and in the status column there is a message in red text that says “Contact NMFS Enf” this is referred to as a ‘red line’ error.

IFQ Reports												
NMFS ID	IFQ Permit <small>Click on the blue IFQ permit number below to open a printable PDF.</small>	Species	Fish Ticket	Lbs. to max-out permit	Generated Reports Total Net Lbs.	Generated Reports Total Scale Lbs.						
980042	<a href="#">980009</a>	200 halibut, Pacific	E06 019180		7,481	8,482						
980042	<a href="#">980007</a>	200 halibut, Pacific	E06 019180		7,480	8,481						

Report Number	Status	Transaction Number	Fish Ticket	NMFS ID	IFQ Permit	Species	Stat Area	Area	Condition	Ice/Slime	Sold Lbs.	Retained Lbs.
1	Contact NMFS Enf	69268	E06 019180	980042	980007	200 halibut, Pacific	375630	2C	04 Gutted, head on	YES	1,272	
2	Contact NMFS Enf	69268	E06 019180	980042	980009	200 halibut, Pacific	375630	3A	04 Gutted, head on	YES	1,272	
3	Contact NMFS Enf	69268	E06 019180	980042	980007	200 halibut, Pacific	385800	3A	04 Gutted, head on	YES	848	

There are many reasons that you could have received this error, but whatever the reason, you must contact NMFS Enforcement. The NMFS Fisheries Data Clerks can assist you from 6 a.m. to midnight at **(800) 304-4646, option #1**, during their business hours. If no one is available to assist you at other times, you will need to wait until 6 am.

# 7 Landing Reports with Stacked Permits or Multiple Target Species

The purpose of this chapter is to provide examples and instructions for using the eLandings allocation process and to demonstrate allocation catch and bycatch when landings include the following:

- Stacked permits
- Multiple target species.

## 7.1 Example 1: Three Stacked Permits

The target species in this example are IFQ halibut and IFQ sablefish. We start with a landing report where the vessel, permit, and Location information have already been entered.

**Landing Report 9499 - Not Submitted**

<b>Vessel</b>	55533 KELSIE K	<b>Gear</b>	61 Longline	<b>Crew Size</b>	2	<b>Number of Observers Onboard</b>	0
<b>Date Fishing Began</b>	05/01/2006	<b>Days Fished</b>	2	<b>Date of Landing</b>	05/03/2006		
<b>Port of Landing</b>	SIT Sitka						
<b>ADF&amp;G Processor Code (owner)</b>	F1522 Gulf Seafoods			<b>Partial Delivery</b>	NO		
<b>Federal Permit Number</b>	27273	<b>Registered Buyer Number</b>	980003	<b>Discard Report</b>	Not Required less than 60 ft		

Edit Vessel, Permit, Location Information

CFEC Permit Worksheet						Stat Area Worksheet			
Fish Ticket	CFEC Permit	Permit Holder	Management Program	Management Program ID	Percent	Stat Area	Federal Reporting Area	IPHC Regulatory Area	Percent
E06 006908	B06B12345N 0402G	Gus O'Genn	IFQ		80	375730	650	2C/3A	33
E06 006909	B06B15624X 0401Z	Gordon Diaz	IFQ		20				
E06 006910	C61B67734M 0501G	Heather Gilroy	IFQ		0	375801	650	3A	33
						385730	650	3A	34

Landing Report 9499 - Vessel, Permit, Location Information section of the eLandings report. This landing documents three IFQ permits - two halibut and one sablefish. All fishing occurred in federal waters.

We have three permits in our example and all of them are for IFQ fisheries. The goal for our example is to allocate the percentage of IFQ halibut between the two halibut license holders, with 80% of the catch assigned to Gus, and 20% assigned to Gordon. Heather will receive the entire assignment of IFQ sablefish, as she is the only fisher with an IFQ sablefish permit. All recorded bycatch will be automatically allocated to the two halibut fishers in the same 80/20 split. Heather will not receive any bycatch allocation automatically.

CFEC Permit Worksheet					
Fish Ticket	CFEC Permit	Permit Holder	Management Program	Management Program ID	Percent
E06 006908	B06B12345N 0402G	Gus O'Genn	IFQ		80
E06 006909	B06B15624X 0401Z	Gordon Diaz	IFQ		20
E06 006910	C61B67734M 0501G	Heather Gilroy	IFQ		0

Gus wants 80% of the halibut catch allocated to his permit, Gordon receives 20%. Heather will receive the entire allocation of sablefish. The CFEC Permit Worksheet must add up to 100%, thus Heather receives zero (0)

The CFEC Permit Worksheet is designed primarily to allocate a single primary target species to multiple permit holders, by the percentages you establish in the worksheet. Therefore, the CFEC Permit Worksheet must add up to 100 %. If you do not establish a percentage for allocation of catch, the automatic allocation will be equally divided among the permit holders. You can use the permit worksheet for multiple targets/species, but it can require additional editing, which this example illustrates.

In this example, Heather will receive the full 4,230 lbs of sablefish. Gus and Gordon get 80/20 split of 5500 pounds of halibut. Gordon has also decided that he would like 100 pounds of halibut for personal use.

Fish Ticket No.	CFEC Permit	Permit Holder	Management Program	Management Program ID	Percent	Stat Area	Percent
E06 006908	B06B12345N 0402G	Gus O'Genn	IFQ		80	375730	33
E06 006909	B06B15624X 0401Z	Gordon Diaz	IFQ		20	375801	33
E06 006910	C61B67734M 0501G	Heather Gilroy	IFQ		0	385730	34

Line	Fish Ticket	Stat Area	Species	Condition	Lbs.	Weight Modifier	Number	Disposition
		Stat Area Codes	Species Codes	Condition Codes				Disposition Codes
1	<input type="text"/>	<input type="text"/>	200	05	5500	With Ice/Slime	<input type="text"/>	60
2	E06 006909	<input type="text"/>	200	05	100	With Ice/Slime	<input type="text"/>	95
3	E06 006910	<input type="text"/>	710	08	4230	With Ice/Slime	<input type="text"/>	60
4	<input type="text"/>	<input type="text"/>	151	03	122	<input type="text"/>	<input type="text"/>	60
5	<input type="text"/>	<input type="text"/>	152	03	85	<input type="text"/>	<input type="text"/>	60
6	<input type="text"/>	<input type="text"/>	143	01	49	<input type="text"/>	<input type="text"/>	60
7	<input type="text"/>	<input type="text"/>	110	01	53	<input type="text"/>	<input type="text"/>	98

Initial documentation of catch includes assignment of IFQ halibut for personal use to Gordon only, and IFQ sablefish to Heather.

Note the Fish Ticket column with the down arrow. This indicates a drop down menu to select a specific fish ticket. When a fish ticket is assigned, all the harvest for that line item is allocated to a single permit. The default is no assignment of a fish ticket number. The eLandings application automatically allocates the catch by the percentage established in the CFEC Permit Worksheet. Again, if no percentage is established, the itemized catch is allocated equally.

When the total itemized catch by species/delivery condition/disposition code categories are complete, save this portion of the report.

CFEC Permit Worksheet						Stat Area Worksheet			
Fish Ticket	CFEC Permit	Permit Holder	Management Program	Management Program ID	Percent	Stat Area	Federal Reporting Area	IPHC Regulatory Area	Percent
E06 006908	B06B12345N 0402G	Gus O'Genn	IFQ		80				
E06 006909	B06B15624X 0401Z	Gordon Diaz	IFQ		20	375730	650	2C/3A	33
E06 006910	C61B67734M 0501G	Heather Gilroy	IFQ		0	375801	650	3A	33
<input type="button" value="Allocate Permits"/>						385730	650	3A	34


Line	Fish Ticket	Stat Area	Species	Condition	Landed Lbs.	Hum.	Disposition	Landed Lbs. with ice/slime deduction	Sold Condition	Prod Type	Size/Grade	Sold Lbs.	\$/lb.	Total Value
			200 halibut, Pacific	05 Headed and Gutted	5,500.0000 I/S		60 Sold for human consumption	5,390.0000					\$	\$
			151 rockfish, rougheye	03 Bled fish	122.0000		60 Sold for human consumption						\$	\$
			152 rockfish, shortraker	03 Bled fish	85.0000		60 Sold for human consumption						\$	\$
			143 rockfish, thornyhead (idiots)	01 Whole fish or shellfish	49.0000		60 Sold for human consumption						\$	\$
			110 cod, Pacific (gray)	01 Whole fish or shellfish	53.0000		98 Discard at sea						\$	\$
	E06 006909		200 halibut, Pacific	05 Headed and Gutted	100.0000 I/S		95 Personal use (not sold)	98.0000					\$	\$
	E06 006910		710 sablefish (blackcod)	08 Headed and Gutted, Eastern cut	4,230.0000 I/S		60 Sold for human consumption	4,145.4000					\$	\$

Itemized catch saved, not yet allocated.

You can now proceed with adding size/grade/price information or allocate catch to the three permits.



CFEC Permit Worksheet					
Fish Ticket	CFEC Permit	Permit Holder	Management Program	Management Program ID	Percent
E06 006908	B06B12345N 0402G	Gus O'Genn	IFQ		80
E06 006909	B06B15624X 0401Z	Gordon Diaz	IFQ		20
E06 006910	C61B67734M 0501G	Heather Gilroy	IFQ		0

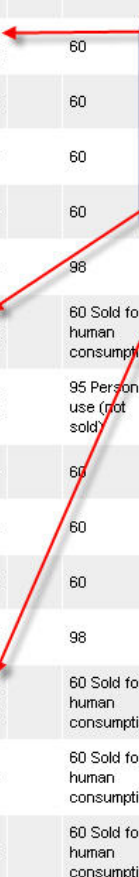


Allocate total documented catch to each permit.

When you select to allocate the permits, the catch is split out as illustrated below. Note that Heather has received no allocation of bycatch. Her allocation of rougheye, shortraker, and thornyhead is zero pounds.

Line	Fish Ticket	Stat Area	Species	Condition	Landed Lbs.	Hum.	Disposition	Landed Lbs. with ice/slime deduction	Sold Condition	Prod Type	Size/Grade	Sold Lbs.	\$/lb.	Total Value
E06 006908		200		05	4,400.0000 I/S	60							\$	\$
E06 006908		151		03	97.6000	60							\$	\$
E06 006908		152		03	68.0000	60							\$	\$
E06 006908		143		01	39.2000	60							\$	\$
E06 006908		110		01	42.4000	98							\$	\$
E06 006909		200 halibut, Pacific		05 Headed and Guttled	1,100.0000 I/S	60	Sold for human consumption	1,078.0000					\$	\$
E06 006909		200 halibut, Pacific		05 Headed and Guttled	100.0000 I/S	95	Personal use (not sold)	98.0000					\$	\$
E06 006909		151		03	24.4000	60							\$	\$
E06 006909		152		03	17.0000	60							\$	\$
E06 006909		143		01	9.8000	60							\$	\$
E06 006909		110		01	10.6000	98							\$	\$
E06 006910		710 sablefish (blackcod)		08 Headed and Guttled, Eastern cut	4,230.0000 I/S	60	Sold for human consumption	4,145.4000					\$	\$
E06 006910		151 rockfish, rougheye		03 Bled fish	0.0000	60	Sold for human consumption						\$	\$
E06 006910		152 rockfish, shortraker		03 Bled fish	0.0000	60	Sold for human consumption						\$	\$

Gus and Gordon are automatically allocated halibut by 80/20% split. Heather is allocated all the sablefish poundage. During the automatic allocation, she receives no bycatch poundage. This can be reallocated with a quick edit.

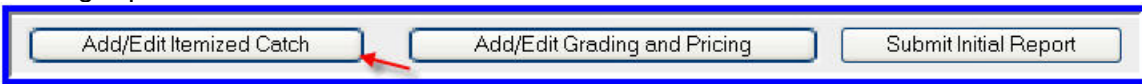


Below the itemized catch by line item is the current status display of the landing report summary. This summary also reflects zero pounds of bycatch for Heather on fish ticket number E06 006910.

<b>Summary</b>						
<b>Fish Ticket</b>	<b>Species</b>	<b>Landed Lbs.</b>	<b>Sold Lbs.</b>	<b>Total Value</b>	<b>Net Lbs.</b>	<b>Round Lbs.</b>
E06 006908	110	0.0000	0.0000	\$0.0000		0.0000
E06 006909	110	0.0000	0.0000	\$0.0000		0.0000
E06 006910	110 cod, Pacific (gray)	0.0000	0.0000	\$0.0000		0.0000
E06 006908	143	39.2000	39.2000	\$0.0000		39.2000
E06 006909	143	9.8000	9.8000	\$0.0000		9.8000
E06 006910	143 rockfish, thornyhead (idiots)	0.0000	0.0000	\$0.0000		0.0000
E06 006908	151	97.6000	97.6000	\$0.0000		99.5918
E06 006909	151	24.4000	24.4000	\$0.0000		24.8980
E06 006910	151 rockfish, rougheye	0.0000	0.0000	\$0.0000		0.0000
E06 006908	152	68.0000	68.0000	\$0.0000		69.3878
E06 006909	152	17.0000	17.0000	\$0.0000		17.3469
E06 006910	152 rockfish, shortraker	0.0000	0.0000	\$0.0000		0.0000
E06 006908	200	4,400.0000	4,400.0000	\$0.0000	4,312.0000	5,749.3333
E06 006909	200 halibut, Pacific	1,200.0000	1,100.0000	\$0.0000	1,176.0000	1,568.0000
E06 006910	710 sablefish (blackcod)	4,230.0000	4,230.0000	\$0.0000	6,580.0000	6,580.0000

The Landing Report Summary provides a summary by species/fish ticket/pounds.

The eLandings application allows reallocation of itemized catch by going back to the Add/Edit Itemized Catch page. It is advisable to perform this function prior to Initial Submission of the landing report.



To edit the allocation, select Add/Edit Itemized Catch.

In this example, Heather wants to receive a portion of the sold bycatch.

Line	Fish Ticket	Stat Area Stat Area Codes	Species Species Codes	Condition Condition Codes	Lbs.	Weight Modifier	Number	Disposition Disposition Codes
1	E06 006909		200	05	1,100.0000	With Ice/Slime		60
2	E06 006909		200	05	100.0000	With Ice/Slime		95
3	E06 006910		710	08	4,230.0000	With Ice/Slime		60
4	E06 006910		151	03	50.0000			
5	E06 006910		152	03	50.0000			
6	E06 006910		143	01	0.0000			
7	E06 006910		110	01	0.0000			
8	E06 006908		200	05	4,400.0000	With Ice/Slime		60
9	E06 006908		151	03	47.6000			60
10	E06 006909		151	03	24.4000			60
11	E06 006908		152	03	18.0000			60
12	E06 006909		152	03	17.0000			60
13	E06 006908		143	01	39.2000			60
14	E06 006909		143	01	9.8000			60
15	E06 006908		110	01	42.4000			98
16	E06 006909		110	01	10.6000			98

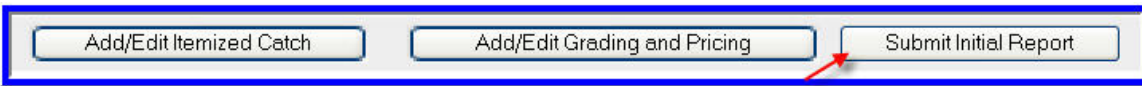
From the Add/Edit Itemized Catch window, the poundage is slightly re-allocated. Heather receives 50 pounds of Rougheye and 50 pounds of Shortraker Rockfish. Gus' poundage is reduced by 50 pounds for each of these species.

Once the edited version of the itemized catch portion of the landing report is saved, the Summary now reflects the modification in the re-assignment of bycatch poundage.

Summary							
Fish Ticket	Species	Landed Lbs.	Sold Lbs.	Total Value	Net Lbs.	Round Lbs.	
E06 006908	110 cod, Pacific (gray)	0.0000	0.0000	\$0.0000		0.0000	
E06 006909	110 cod, Pacific (gray)	0.0000	0.0000	\$0.0000		0.0000	
E06 006908	143 rockfish, thornyhead (idiots)	39.2000	39.2000	\$0.0000		39.2000	
E06 006909	143 rockfish, thornyhead (idiots)	9.8000	9.8000	\$0.0000		9.8000	
E06 006908	151 rockfish, rougheye	47.6000	47.6000	\$0.0000		48.5714	
E06 006909	151 rockfish, rougheye	24.4000	24.4000	\$0.0000		24.8980	
E06 006910	151 rockfish, rougheye	50.0000	50.0000	\$0.0000		51.0204	
E06 006908	152 rockfish, shortraker	18.0000	18.0000	\$0.0000		18.3673	
E06 006909	152 rockfish, shortraker	17.0000	17.0000	\$0.0000		17.3469	
E06 006910	152 rockfish, shortraker	50.0000	50.0000	\$0.0000		51.0204	
E06 006908	200 halibut, Pacific	4,400.0000	4,400.0000	\$0.0000	4,312.0000	5,749.3333	
E06 006909	200 halibut, Pacific	1,200.0000	1,100.0000	\$0.0000	1,176.0000	1,568.0000	
E06 006910	710 sablefish (blackcod)	4,230.0000	4,230.0000	\$0.0000	6,580.0000	6,580.0000	

The catch has been reallocated and each fisher now has rougheye and shortraker poundage.

If all fishers are in agreement with the allocation of poundage, the report can be submitted.



The Initial Landing Report may now be submitted.

Once the report has been successfully saved and initially submitted, fish ticket PDF files are created. The text color of the fish ticket number in the CFEC Permit Worksheet transforms to blue, indicating a link.

<a href="#">E06 006909</a>	B06B15624X 0401Z	Gordon Diaz	IFQ		20
<a href="#">E06 006908</a>	B06B12345N 0402G	Gus O'Genn	IFQ		80
<a href="#">E06 006910</a>	C61B67734M 0501G	Heather Gilroy	IFQ		0

The Landing Report has now been initially submitted and the fish tickets are linked to a printable fish ticket PDF file.

Select the individual fish ticket number. This opens Adobe Acrobat, allowing you to display for printing the completed ADF&G Fish Ticket. Below the landing report Summary, you will find the IFQ portion section of eLandings. You are now ready to submit the IFQ report.

## 7.2 Example 2: Stacked Permits & Multiple Target Species

---

This example combines stacked permits together with multiple target species – IFQ and non-IFQ target species. Like the first example, we start with a landing report where the vessel, permit, and Location information have already been entered.

Landing Report <b>9522</b> - Not Submitted							
<b>Vessel</b>	55533 KELSIE K	<b>Gear</b>	61 Longline	<b>Crew Size</b>	6	<b>Number of Observers Onboard</b>	0
<b>Date Fishing Began</b>	02/02/2006	<b>Days Fished</b>	5	<b>Date of Landing</b>	02/14/2006		
<b>Port of Landing</b>	SIT Sitka						
<b>ADF&amp;G Processor Code (owner)</b>	F1522 Gulf Seafoods			<b>Partial Delivery</b>	NO		
<b>Federal Permit Number</b>	27273	<b>Registered Buyer Number</b>	980003	<b>Discard Report</b>	Not Required less than 60 ft		
<input type="button" value="Edit Vessel, Permit, Location Information"/>							

CFEC Permit Worksheet						Stat Area Worksheet			
Fish Ticket	CFEC Permit	Permit Holder	Management Program	Management Program ID	Percent	Stat Area	Federal Reporting Area	IPHC Regulatory Area	Percent
E06 006935	B06B23724N 0401U	Pikup Andropov	IFQ			345731	659	2C	10
E06 006936	B06B12345N 0402G	Gus O'Genn	IFQ			345701	659	2C	45
E06 006937	B06B15624X 0401Z	Gordon Diaz	IFQ			345631	659	2C	45
E06 006938	C5BE55622X 0501E	Gail Smith	SMS						

Landing Report 9522 illustrates four stacked permits. Three permits are for the IFQ halibut fishery. One permit is for the state managed sablefish fishery.

You can see that there are 4 CFEC permit holders. But no percentages have been established in the CFEC Permit Worksheet. The management program assignments are IFQ and the State Managed Sablefish fishery (SMS).

In the Add/Edit Itemized Catch page, the sablefish catch is assigned **solely** to fish ticket number E06 006938. The halibut catch will be equally distributed among the three IFQ halibut quota share holders. The bycatch will be allocated equally among all four permit holders.

Fish Ticket No.	CFEC Permit	Permit Holder	Management Program	Management Program ID	Percent	Stat Area	Percent
E06 006935	B06B23724N 0401U	Pikup Andropov	IFQ			345731	10
E06 006936	B06B12345N 0402G	Gus O'Genn	IFQ			345701	45
E06 006937	B06B15624X 0401Z	Gordon Diaz	IFQ			345631	45
E06 006938	C5BE55622X 0501E	Gail Smith	SMS				

Line	Fish Ticket	Stat Area <small>Stat Area Codes</small>	Species <small>Species Codes</small>	Condition <small>Condition Codes</small>	Lbs.	Weight Modifier	Number	Disposition <small>Disposition Codes</small>
1	<input type="text"/>	<input type="text"/>	200	05	50000	With Ice/Slime	<input type="text"/>	60
2	E06 006938	<input type="text"/>	710	08	4500	With Ice/Slime	<input type="text"/>	60
3	<input type="text"/>	<input type="text"/>	151	03	965	<input type="text"/>	<input type="text"/>	60
4	<input type="text"/>	<input type="text"/>	143	03	346	<input type="text"/>	<input type="text"/>	60

The sablefish has been assigned to Gail. The halibut will be automatically allocated equally among the three IFQ halibut quota share holders.

Once the Itemized Catch is saved, the permits can be allocated.

## Groundfish Report Display

**INFO - 1303: Itemized catch allocated to 4 fish tickets**

The landing report is allocated to the four permits.

Here is the landing reports Summary section after the allocation.

<b>Summary</b>						
Fish Ticket	Species	Landed Lbs.	Sold Lbs.	Total Value	Net Lbs.	Round Lbs.
E06 006935	143	86.5000	86.5000	\$0.0000		88.2653
E06 006936	143	86.5000	86.5000	\$0.0000		88.2653
E06 006937	143	86.5000	86.5000	\$0.0000		88.2653
E06 006938	143 rockfish, thornyhead (idiots)	86.5000	86.5000	\$0.0000		88.2653
E06 006935	151	241.2500	241.2500	\$0.0000		246.1735
E06 006936	151	241.2500	241.2500	\$0.0000		246.1735
E06 006937	151	241.2500	241.2500	\$0.0000		246.1735
E06 006938	151 rockfish, rougheyeye	241.2500	241.2500	\$0.0000		246.1735
E06 006935	200	16,665.0000	16,665.0000	\$0.0000	16,331.7000	21,775.6000
E06 006936	200	16,665.0000	16,665.0000	\$0.0000	16,331.7000	21,775.6000
E06 006937	200 halibut, Pacific	16,670.0000	16,670.0000	\$0.0000	16,336.6000	21,782.1333
E06 006938	710 sablefish (blackcod)	4,500.0000	4,500.0000	\$0.0000	7,000.0000	7,000.0000

The summary of the landing report following allocation. Note that Gail has received all the sablefish poundage and 25% of all bycatch. She has received no halibut poundage.

Following the allocation the eLandings system assigns the percentage of 25% each for the non-target species.

<b>CFEC Permit Worksheet</b>						<b>Stat Area Worksheet</b>			
Fish Ticket	CFEC Permit	Permit Holder	Management Program	Management Program ID	Percent	Stat Area	Federal Reporting Area	IPHC Regulatory Area	Percent
E06 006935	B06B23724N 0401U	Pikup Andropov	IFQ		25	345731	659	2C	10
E06 006936	B06B12345N 0402G	Gus O'Genn	IFQ		25				
E06 006937	B06B15624X 0401Z	Gordon Diaz	IFQ		25				
E06 006938	C5BE55622X 0501E	Gail Smith	SMS		25				
						345701	659	2C	45
						345631	659	2C	45

Following the allocation to permits, the eLandings system assigns the percentage of 25% each - for the non-target species.

If the permit holders want to reassign all or a portion of the poundage, it is very simple to once again return to Add/Edit Itemized Catch. Once the catch has been satisfactorily allocated, the itemized catch can be saved. The poundage is assigned to the individual fish ticket.

The landing report can be initially submitted, allowing the printing of fish tickets and the generation and submission of the IFQ reports. If grading/sizing/pricing information is available, it may be added to the landing report, prior to the initial submission.

### 7.3 Example 3: Stacked Permits & Multiple Target Species using Max Out Pounds

This third example again illustrates a situation where there are stacked permits and multiple target species. In this case there is IFQ halibut and IFQ sablefish and we are going to use the Max out of pounds function.

eLandings Web Application User's Guide

Five IFQ quota share holders joint together to fish – three halibut permits and two sablefish permits. One IFQ sablefish permit has 1,000 lbs remaining on the permit. The five permits are recorded in the Vessel, Permit, Location Information section of the eLanding report. Note the 1,000 lb max out.

CFEC Permit Worksheet						IFQ Permit Worksheet			
CFEC Fishery	Permit Number	Permit Sequence	Management Program <small>Management Program Codes</small>	Program ID	Percent	CFEC Permit Holder's NMFS ID	IFQ Permit	Species <small>Species Codes</small>	Lbs. to max-out IFQ permit
B06B	12345N	0402G	IFQ			980004	980009	200	
B06B	15624X	0401Z	IFQ			980005	980011	200	
B06B	23724N	0401U	IFQ			980006	980013	200	
C61B	10605N	0401H	IFQ			980009	980018	710	1000
C61B	67734M	0501G	IFQ			980009	980018	710	

Five stacked permits, three for halibut and two for sablefish.

The Vessel, Permit and Location information (often referred to as the 'header' section of the landing report) is saved.

CFEC Permit Worksheet						Stat Area Worksheet			
Fish Ticket	CFEC Permit	Permit Holder	Management Program	Management Program ID	Percent	Stat Area	Federal Reporting Area	IPHC Regulatory Area	Percent
E06 006956	B06B12345N 0402G	Gus O'Genn	IFQ						
E06 006957	B06B15624X 0401Z	Gordon Diaz	IFQ						
E06 006958	B06B23724N 0401U	Pikup Andropov	IFQ						
E06 006959	C61B10605N 0401H	ADFG HOMER	IFQ			375730	650	2C/3A	33
E06 006960	C61B67734M 0501G	Heather Gilroy	IFQ			375801	650	3A	33
						385730	650	3A	34

Five stacked permits, two target fisheries - IFQ halibut and IFQ sablefish.

The itemized catch is next recorded by species, delivery condition, and disposition. The scale weight is recorded for each item.



Line	Fish Ticket	Stat Area Stat Area Codes	Species Species Codes	Condition Condition Codes	Lbs.	Weight Modifier	Number	Disposition Disposition Codes
1	<input type="text"/>	<input type="text"/>	200	05	55000	With Ice/Slime	<input type="text"/>	60
2	<input type="text"/>	<input type="text"/>	710	08	30000	With Ice/Slime	<input type="text"/>	60
3	<input type="text"/>	<input type="text"/>	110	03	1500	<input type="text"/>	<input type="text"/>	60
4	<input type="text"/>	<input type="text"/>	151	03	1200	<input type="text"/>	<input type="text"/>	60
5	<input type="text"/>	<input type="text"/>	143	03	500	<input type="text"/>	<input type="text"/>	60
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Itemized catch, no assignment of fish tickets.

The landing report is saved and ready for allocation.

Line	Fish Ticket	Stat Area	Species	Condition	Landed Lbs.	Hum.	Disposition	Landed Lbs. with ice/slime deduction	Sold Condition	Prod Type	Size/Grade	Sold Lbs.	\$/lb.	Total Value
			200 halibut, Pacific	05 Headed and Gutted	55,000.0000	I/S	60 Sold for human consumption	53,900.0000					\$	\$
			710 sablefish (blackcod)	08 Headed and Gutted, Eastern cut	30,000.0000	I/S	60 Sold for human consumption	29,400.0000					\$	\$
			110 cod, Pacific (gray)	03 Bled fish	1,500.0000		60 Sold for human consumption						\$	\$
			151 rockfish, rougheye	03 Bled fish	1,200.0000		60 Sold for human consumption						\$	\$
			143 rockfish, thornyhead (idiots)	03 Bled fish	500.0000		60 Sold for human consumption						\$	\$

Allocate Permits      Once you have reviewed the itemized catch, allocate

3A      34

Add/Edit Itemized Catch      Add/Edit Grading and Pricing      Submit Initial Report

Reduced poundage indicates a 2% reduction of poundage for the presence of ice and slime.

The landing report catch is allocated to five fish tickets.

## Groundfish Report Display

**INFO - 1303: Itemized catch allocated to 5 fish tickets**

Landing Report is allocated to five fish tickets.

The eLandings system automatically allocates the harvest as follows:

Summary						
Fish Ticket	Species	Landed Lbs.	Sold Lbs.	Total Value	Net Lbs.	Round Lbs.
E06 006956	110	300.0000	300.0000	\$0.0000		306.1224
E06 006957	110	300.0000	300.0000	\$0.0000		306.1224
E06 006958	110	300.0000	300.0000	\$0.0000		306.1224
E06 006959	110	300.0000	300.0000	\$0.0000		306.1224
E06 006960	110 cod, Pacific (gray)	300.0000	300.0000	\$0.0000		306.1224
E06 006956	143	100.0000	100.0000	\$0.0000		102.0408
E06 006957	143	100.0000	100.0000	\$0.0000		102.0408
E06 006958	143	100.0000	100.0000	\$0.0000		102.0408
E06 006959	143	100.0000	100.0000	\$0.0000		102.0408
E06 006960	143 rockfish, thornyhead (idiots)	100.0000	100.0000	\$0.0000		102.0408
E06 006956	151	240.0000	240.0000	\$0.0000		244.8980
E06 006957	151	240.0000	240.0000	\$0.0000		244.8980
E06 006958	151	240.0000	240.0000	\$0.0000		244.8980
E06 006959	151	240.0000	240.0000	\$0.0000		244.8980
E06 006960	151 rockfish, rougheye	240.0000	240.0000	\$0.0000		244.8980
E06 006956	200	18,331.5000	18,331.5000	\$0.0000	17,964.8700	23,953.1600
E06 006957	200	18,331.5000	18,331.5000	\$0.0000	17,964.8700	23,953.1600
E06 006958	200 halibut, Pacific	18,337.0000	18,337.0000	\$0.0000	17,970.2600	23,960.3467
E06 006959	710	642.8700	642.8700	\$0.0000	1,000.0200	1,000.0200
E06 006960	710 sablefish (blackcod)	29,357.1300	29,357.1300	\$0.0000	45,666.6467	45,666.6467

The halibut is allocated to the three IFQ permits equally. The IFQ sablefish reflects the 1,000 lb max out, with the balance to the second permit holder. Note that the bycatch of cod and rockfish are equally allocated between the five permit holders.

If the allocation is acceptable to all five permit holders, the Landing Report can be submitted and the IFQ reporting completed.



If the poundage needs some additional reassignment, return to the Itemized Catch section of the Landing Report. If the allocation is acceptable, you can submit the initial report.

If you want to reallocate the pounds, return to the Itemized Catch section of the landing report, modify the poundage and save. If you add an additional item or items, you will be required to assign the individual line item to a specific fish ticket number.

17	E06 006956		143	03	100		60
18	E06 006957		143	03	100		60
19	E06 006958		143	03	100		60
20	E06 006959		143	03	100		60
21	E06 006960		110	03	55		95

If you add an additional item or items to the landing report, after the allocation, you will be required to assign the line item to a specific fish ticket number.

When the allocation is completed, you can proceed with the IFQ reporting process.



# 8 Creating Shore-Side Production Reports

## 8.1 Shore-side Production Report Data Entry

To create a shore-side production report, go to the eLandings System Internet location at: [www.elandings.alaska.gov](http://www.elandings.alaska.gov).

Note on the eLandings homepage section titled, [How to Get Started](#) and below this title, Web eLandings selection # 2. [Login to make a landing report](#):

<b>eLandings</b> Reporting Component of the Interagency Electronic Reporting System	<b>Alaska Department of Fish and Game</b>	<b>International Pacific Halibut Commission</b>	<b>NOAA Fisheries</b>
--	---	---	---------------------------

---

**eLandings**

eLandings is the Interagency Electronic Reporting System for reporting commercial fishery landings in Alaska. This system is a collaborative effort of the Alaska Department of Fish and Game, the International Pacific Halibut Commission, and the NOAA Fisheries, with funding provided through the Pacific States Marine Fisheries Commission. Currently eLandings is only for IFQ/CDQ crab and Community of Adak golden king crab landing and/or production data reports, (not including Norton Sound king crab). In the future, the system will include landings and production data reports for groundfish, shellfish, salmon, halibut CDQ, halibut and sablefish IFQ, and other species fisheries.

January 9, 2006: eLandings 1.1 released [release notes](#)

**HOW TO GET STARTED**

**Web eLandings:**

1. [Register](#): Before users can use the eLandings system to report landings, they must request authorization to use the system and reserve a particular UserID and password. A UserID will be activated after a signed registration form is submitted to: State of Alaska Help, P.O. Box 110206, Juneau, AK 99811-0206, and approved.
2. [Login to make a landing report](#): The eLandings system will allow registered users to submit landing reports. Users can submit their landing report data to all of the mandated agencies through a series of eLandings web pages. Users can also import data in a specified XML format via the eLandings web site.

eLandings Home Page

**Landing and/or Production Data Report Login**

Login below to record an IFQ/CDQ crab or Community of Adak golden king crab landing and/or production data report in the eLandings System. In the future, the system will include landings and production data reports for groundfish, shellfish, salmon, halibut CDQ, halibut and sablefish IFQ, and other species fisheries.

**Announcements**

**Announcing Announcements**  
The eLandings Announcements capability will allow eLanding support to alert users to events and new features of the eLandings system. Watch this space for future announcements!

**INFO - 1352: Please enter your UserID to login**

UserID:	<input type="text" value="PRODCRABS"/>
Password:	<input type="password" value="*****"/>
	<input type="button" value="Login"/>

You must be a **registered and activated user** to create a landing report in this system. You will need to enter your User ID and your password.

If you have forgotten your UserID, please reference your copy of the User Agreement. If you have forgotten your password, enter your email address, as provided in your User Agreement application and your password will be emailed to you within minutes.

**INFO - 1352: Please enter your UserID to login**

UserID:	<input type="text"/>
Password:	<input type="password"/>
	<input type="button" value="Login"/>

---

**Forget your password?** Enter your email address below to have your password emailed to you.

Email Address:	<input type="text"/>	<input type="button" value="Email my password"/>
----------------	----------------------	--

An individual user can be associated with one or more Operation. As an example, a business manager might be associated with three Operations – Big Fish Inc, WAI Processing, and the stationary floating processor, The Happy Lady. Each of these operations is unique, and the user is an authorized for each operation. When he logs into the eLandings system, he must designate which **Operation** he will be using to record the landing report. Most users will be associated with only one Operation, but if your business buys and processes, and in addition, performs custom processing for another Operation, you will have more than one Operation under your User Account. To create a new production report, simply select the correct operation, and then click on the **Production Report** button.

TO MAKE A NEW REPORT, please select your operation and choose one of the following:

Operation: New Scotland

The Production Report data entry page will open. Several fields are automatically filled in. The date defaults to today's date, this field can be edited if necessary. The ADFG Proc code and the Federal Permit number are automatically filled in from the operation default values.

### Production Report Entry

INFO - 1275: Please enter data for new landing report

#### Production Report - 9326

User: Winston Churchill    PH: (907) 555-1212    Email: winston.churchill@history.gb

Reporting Date: 05/10/2006    Federal Permit: 1010 Pook's Seafood Op

ADF&G Processor Code: F5543 Dutch Harbor Cold Storage    Number of Observers in Plant:

No Production (check if none):     No Deliveries (check if none):

Production				
FMP Area	Species	Product Type	Product Code	Pounds
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You need to enter the number of NMFS observers in the plant. If there are no observers then enter a zero; this field cannot be left blank.

Now you can enter data in the Production section of the report. Under the FMP Area drop down list select the appropriate area: GOA (Gulf of Alaska) or BSAI (Bering Sea/Aleutian Islands). Next enter the ADF&G species code. Product Type is either **P** (Primary) or **A** (Ancillary). Enter the product code and the weight in pounds.

### Production Report Entry

#### Production Report - 9340

**User:** Winston Churchill    **Company:** Great Britain    **PH:** (907) 555-1212    **Email:** winston.churchill@history.gb

<b>Reporting Date:</b>	<input type="text" value="05/10/2006"/>	<b>Federal Permit:</b>	<input type="text" value="1010 Pooh's Seafood Op"/>
<b>ADF&amp;G Processor Code</b>	<input type="text" value="F5543 Dutch Harbor Cold Storage"/>	<b>Number of Observers in Plant</b>	<input type="text" value="1"/>
<b>No Production</b> (check if none): <input type="checkbox"/>		<b>No Deliveries</b> (check if none): <input type="checkbox"/>	

#### Production

FMP Area	Species	Product Type	Product Code	Pounds
<input type="text" value="BSAI"/>	<input type="text" value="110"/>	<input type="text" value="P"/>	<input type="text" value="07"/>	<input type="text" value="22469"/>
<input type="text" value="BSAI"/>	<input type="text" value="110"/>	<input type="text" value="P"/>	<input type="text" value="12"/>	<input type="text" value="18601"/>
<input type="text" value="BSAI"/>	<input type="text" value="710"/>	<input type="text" value="A"/>	<input type="text" value="15"/>	<input type="text" value="945"/>
<input type="text" value="BSAI"/>	<input type="text" value="710"/>	<input type="text" value="P"/>	<input type="text" value="08"/>	<input type="text" value="17695"/>
<input type="text" value="BSAI"/>	<input type="text" value="200"/>	<input type="text" value="P"/>	<input type="text" value="05"/>	<input type="text" value="4069"/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

If you need to look up any of the codes, the [Codes](#) link at the top of the page will provide reference tables.



Once you have finished entering all the production items, click on the Save button. Once the report is saved you have the option of viewing a PDF of the report to review it. Note that by clicking on the View PDF button you are not submitting the report!

<b>Shoreside Logbook Daily Production</b> Printed on: 05/10/2006		<b>National Marine Fisheries Service</b> P.O. Box 21668 Juneau, AK 99802 Telex: 62296000 Fax: 907-586-7131 Telephone: 907-586-7858			
Processor Name: <b>Pooh's Seafood Op</b> Federal Fisheries Permit #: <b>1010</b>		State Intent to Operate #: <b>F5543</b>			
Date: <b>05/10/2006</b>	<input type="checkbox"/> No Production	Last Sent Date:			
Observers on Site: <b>1</b>	<input type="checkbox"/> No Deliveries	Last Modified Date:			
<b>BSAI Products</b>					
<u>Code</u>	<u>Name</u>	<u>Product</u>	<u>Description</u>	<u>P/A</u>	<u>Weight (lbs)</u>
110	cod, Pacific (gray)	07	Headed and Guttred, Western cut	P	22,469.00
110	cod, Pacific (gray)	12	Salted and Split	P	18,601.00
710	sablefish (blackcod)	15	Pectoral Girdle. Ancillary only.	A	945.00
710	sablefish (blackcod)	08	Headed and Guttred, Eastern cut	P	17,695.00
200	halibut, Pacific	05	Headed and Guttred	P	4,069.00
<b>BSAI Total:</b>					<b>63,779.00</b>
<b>Total Daily Production:</b>					<b>63,779.00</b>

*The PDF version of the Production Report. Note that the sent date is not filled out because this report has not yet be submitted.*

Once you have reviewed the report, click on the **Submit** button.



## Production Report Display

**INFO - 1277: Report saved successfully**

<b>User:</b> Winston Churchill	<b>Company:</b> Great Britain	<b>PH:</b> (907) 555-1212	<b>Email:</b> winston.churchill@history.gb
--------------------------------	-------------------------------	---------------------------	--

### Production Report **9340** - Not Submitted

<b>Reporting Date:</b>	05/10/2006	<b>Federal Permit:</b>	1010 Pooh's Seafood Op
<b>ADF&amp;G Processor Code</b>	F5543 Dutch Harbor Cold Storage	<b>Number of Observers in Plant</b>	1

**Production**

FMP Area	Species	Product Type	Product Code	Pounds
BSAI	110 cod, Pacific (gray)	P	07 Headed and Guttled, Western cut	22,469.00
BSAI	110 cod, Pacific (gray)	P	12 Salted and Split	18,601.00
BSAI	710 sablefish (blackcod)	A	15 Pectoral Girdle. Ancillary only.	945.00
BSAI	710 sablefish (blackcod)	P	08 Headed and Guttled, Eastern cut	17,695.00
BSAI	200 halibut, Pacific	P	05 Headed and Guttled	4,069.00

<a href="#">Edit Report</a>	<a href="#">View PDF to Print</a>	<a href="#">Submit Report</a>
-----------------------------	-----------------------------------	-------------------------------

Once you have submitted the report, the status of the report (shown after the report number) to **Final Report Submitted**, indicating that it has been sent.

## Production Report Display

**INFO - 1307: Report submitted**

<b>User:</b> Winston Churchill	<b>Company:</b> Great Britain	<b>PH:</b> (907) 555-1212	<b>Email:</b> winston.churchill@history.gb
--------------------------------	-------------------------------	---------------------------	--

### Production Report **9340** - Final Report Submitted

## 8.2 No production / No Deliveries

If you did not have any production or deliveries for the day, then you can checkmark on the “No Production” and/or “No Deliveries” boxes to finish the day’s report. You would then Save the report. Once the report is successfully saved, you can click on the View PDF to review the Production report. Note that viewing the PDF does **NOT** submit the report. You must click on the Submit Report button to send the report to NMFS.

**Production Report 9326 - Not Submitted**

<b>Reporting Date:</b>	05/10/2006	<b>Federal Permit:</b>	1010 Pooh's Seafood Op
<b>ADF&amp;G Processor Code</b>	F5543 Dutch Harbor Cold Storage	<b>Number of Observers in Plant</b>	1
	NO PRODUCTION		NO DELIVERIES

**Production**

FMP Area	Species	Product Type	Product Code	Pounds
<input type="button" value="Edit Report"/> <input type="button" value="View PDF to Print"/> <input type="button" value="Submit Report"/>				

An example Production Report with no product and no deliveries. Once the report is saved it is ready to be submitted.

### 8.3 Changing the Number of Production Report Line Items

The default number of lines in your production report is automatically set to two. However you can change this default in your user profile. Use the link to the [User Profile](#) at the top of the page. Once you change the default value for Number of Production Report lines be sure to click on the Update button to save the changes.

<b>Number of decimals to display for weights:</b>	<input type="text" value="2"/>
<b>Number of decimals to display for prices:</b>	<input type="text" value="2"/>
<b>Number of CFEC Permit lines:</b>	<input type="text" value="2"/>
<b>Number of IFQ Permit lines:</b>	<input type="text" value="2"/>
<b>Number of Stat Area Worksheet lines:</b>	<input type="text" value="4"/>
<b>Number of Itemized Catch lines:</b>	<input type="text" value="8"/>
<b>Number of Grading/Pricing lines:</b>	<input type="text" value="4"/>
<b>Number of Production Report lines:</b>	<input type="text" value="2"/>
<b>Number of Discard lines:</b>	<input type="text" value="2"/>

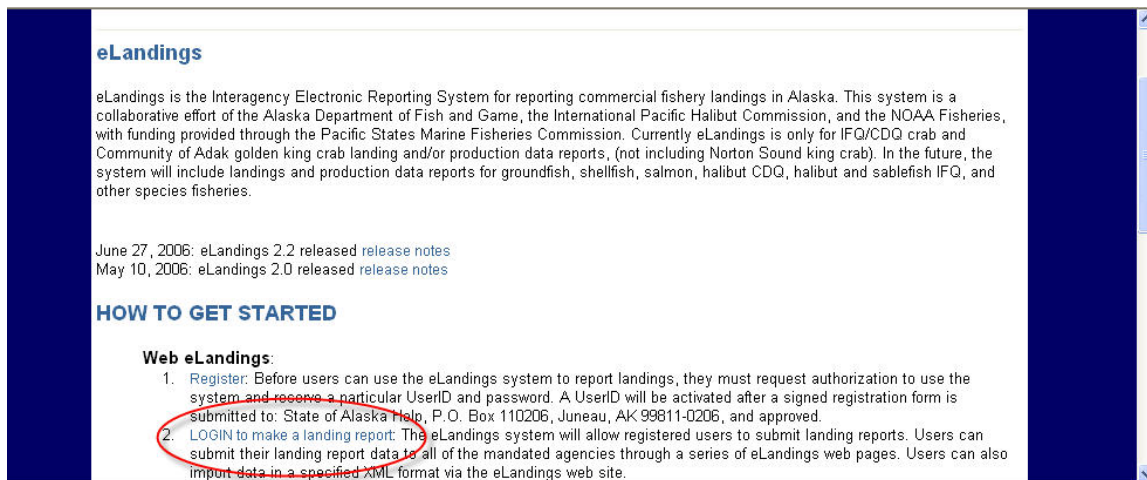
In you User Profile you can change the default number of lines that will be displayed on a Production Report.

# 9 Creating At-Sea Weekly Production Reports

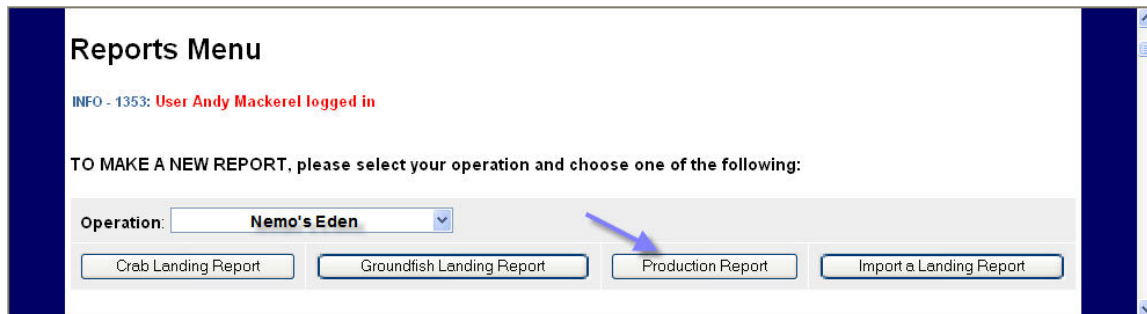
## 9.1 At-sea Production Report Data Entry

You need to be registered in eLanding system in order to enter data. If you have not yet registered, see the chapter on User Accounts. Once your account has been enabled you will receive an email.

To create a Weekly Production Report, open a web browser and go to <https://elandings.alaska.gov/elandings>. Click on LOGIN to make a landing report. Type in the UserID and Password that you established when you registered your operation.



You will be brought to the Reports Menu screen. You may select the vessel for which you would like to enter data using the drop-down screen next to the Operation menu. You should be able to see all the vessels that you have registered. If you find that one of your vessels is missing from the list, please contact a NMFS staff member immediately. After you have selected your vessel using the drop-down screen, click on the Production Report button to start entering WPR data.



After you click on the Production Report button, you will be brought to a screen where you can enter your data. First, verify that the reporting date is the week ending date for which you are entering data. The date will default to the most recent week end date. Please verify the Federal Permit is set to the vessel for which you are entering data. The ADF&G Vessel Number automatically defaults to the code that you entered upon registration in the User Profile screen.

Please verify this code is correct. If the ADF&G code is not correct, please contact a NMFS staff member and they will make the correction for you.

**Production Report - 19541**

User: Andy Mackerel    Company: Squidward & Co.    PH: (206) 555-1212    Email: sunlight@alaska.com

Reporting Date: 08/26/2006    Federal Permit: 0000

ADF&G Vessel Number: 0000    ADF&G Gear Code: 61    Crew Size (excluding observer): 8    At-Sea Port Code: FLD - Mothership

Reporting Area: 610    Special Area:    Management Program: CDQ    Program ID: 55

No Production (check if none):

Enter a two-digit gear type. A look-up table of gear types may be accessed by clicking on the blue Gear Codes text underneath the Gear heading. The gear codes you are mostly likely to use are:

Gear Code	Gear Description
7	Non-pelagic / bottom trawl
47	Pelagic / mid-water trawl
61	Longline
91	Pot

Enter a crew size. Crew size does not include observers but does include skippers. Verify the At-Sea Port Code is set to FCP-Catcher/processor. Enter a three-digit reporting area. If a special area was reported, use the drop-down list next to Special Area to choose COBLZ, RKCSA, or AISWW. Maps and coordinates of these special areas and reporting areas may be found at <http://www.fakr.noaa.gov/rr/figures.htm>.

A management program must be selected using the drop-down list. If the vessel was fishing open-access, please select OA as the Management Program. Only the CDQ and AFA management programs require a Program ID. The management program values for AFA and CDQ ids are:

Management Program	Management Program ID	Description
AFA	200	AFA catcher/processors
AFA	300	AFA motherships
CDQ	51	Aleutian Pribilof Island Community Development Association
CDQ	52	Bristol Bay Economic Development Corporation
CDQ	53	Central Bering Sea Fishermen's Association
CDQ	54	Coastal Villages Region Fund
CDQ	55	Norton Sound Economic Development Corporation
CDQ	56	Yukon Delta Fisheries Development Association

If only discards were collected, please click on the No Production box.

If the vessel reported products, please enter the three-digit species code. Enter a product code (P, primary product or A, ancillary product). Enter a one to two digit product code. Lists of species codes, product type codes, and product codes may be found at <http://www.fakr.noaa.gov/rr/tables.htm>. The system will not allow you to enter invalid combinations of product codes and product type codes when you save the report.

Please list the weight of each product to the nearest thousandth metric ton. Please make verify your weights are defaulted to accept weights only with three decimal places. This rounding may be automatically set in the User Profile screen as Number of decimals to display for weights (see previous section for more details). If you need more lines to enter additional species, click on the More Lines button at the bottom of the screen to manually add more rows. You also may add more rows automatically in the User Profile section (see previous section for more details).

After you are finished entering products, please enter all discards. Discarded species code is entered as a three-digit code. Enter a two-digit Discard Disposition code. Discard Disposition codes may not be entered in the product section, and are only to be used in the discard section. Weights must be entered to the nearest thousandth. Number must be entered as a whole number. For prohibited species (e.g. salmon, crab, herring), a number must be reported, and a weight is acceptable but not required. In contrast, for non-prohibited species you must enter a weight, but a number is acceptable but not required.

### 9.1.1 Discard rules

PROHIBITED SPECIES: number is required; may enter weight

NON-PROHIBITED SPECIES: weight is required; may enter number

If you are reporting multiple reporting areas or management programs, you must enter a separate report for each area or management program. Repeat the above process for each separate

reporting area or management program, and save each separate report under the same week end date.

## 9.2 Saving Your Report

When you are done entering data for your report, click on the Save button at the bottom of the screen. If you do not wish to save changes, you may click on the Cancel button, which will exit you out of the Production Report Entry screen. However, any changes made will not be saved if you click on the Cancel button.

Species	Discard Disposition	Weight	Number
145	98	55.533	2
216	88	5.222	
124	95	22.525	5
931	89		55
932	86	98.554	52

You may receive an error message upon saving your report. Error messages are displayed when you try to save (unsuccessfully) at the top of the Production Report Entry screen. You will not be able to save or submit a report until all errors have been fixed. The error message will indicate the field that needs to be corrected.

If you wish to close a report without saving changes, you may click on the Cancel button at the bottom of the Production Report Entry screen. However, the report will not be saved if the Cancel button is clicked on before you have successfully saved the report.

**eLandings**  
Reporting Component of the Interagency  
Electronic Reporting System

**Alaska Department of  
Fish and Game**

**International Pacific Halibut  
Commission**

**NOAA  
Fisherie**

---

Reports Menu
User Profile
Codes
Logout

Test Release 2.4 B

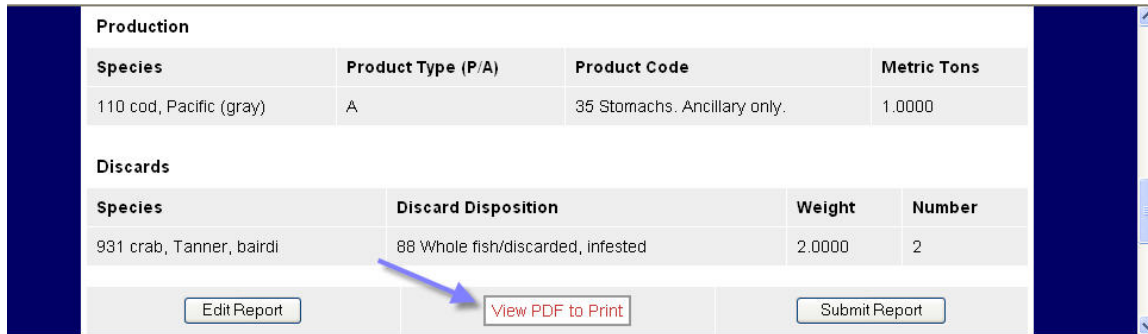
### Production Report Entry

**Production line 1 ERROR - 1546: Product Type P is not allowed for Product Code 35**  
**Discard line 1 ERROR - 1191: Disposition 86 is not valid for species 931**

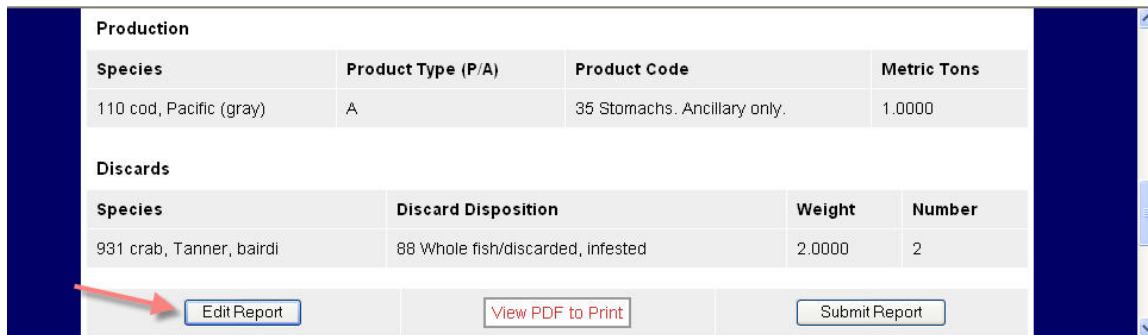
#### Production Report - 19543

After all errors have been corrected, save your report by clicking on the Save button again at the bottom of the screen. When the report saves successfully, a message will appear at the top of the Production Report Entry screen that says 'Report saved successfully.' You will also notice a message appears that reads 'Production Report - Not Submitted.' No error messages will appear when a report is saved successfully.

Scroll to the bottom of the Production Report Display screen and click on the View PDF to Print button. A new browser will open to display the saved report. Check your print-out against your data to make sure that you have not made any data-entry errors.

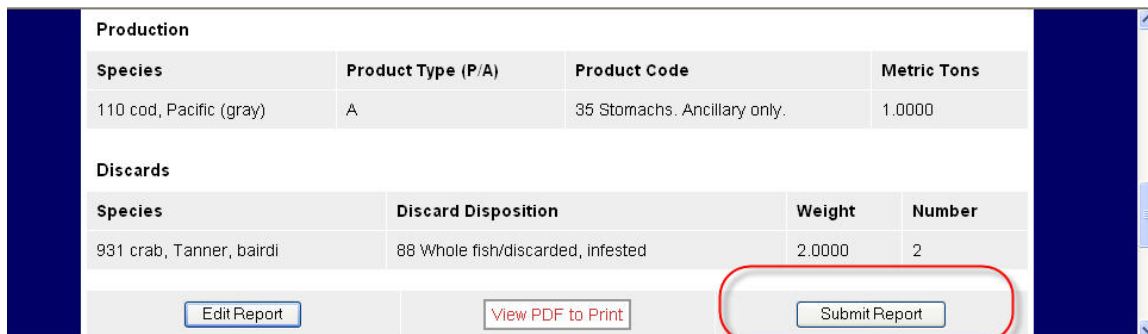


If you find an error, click on the Edit button at the bottom of the Production Report Display screen to make corrections.



If you do not find any data-entry errors in the report, please print and save a copy of the PDF file for your records. Federal law mandates that you keep copies of your reports for 3 years, plus the current year. You may be asked by NMFS staff members to make changes to reports in the future, so please file your reports on-site so you may access them quickly in the case that revisions need to be made.

After you've printed and filed a hard copy of the report, please transmit a copy of your report by clicking on the Submit Report button at the bottom of your Production Report Display screen. NOTE: After you have submitted your report once, you do not need to submit it again if changes are made after the first submission. If you attempt to submit the report twice, an error message will appear saying you've already submitted the report. If you make changes to a report after the report has been submitted, please just save the changes, and the changes automatically will be submitted to our database. A second submission is not required!

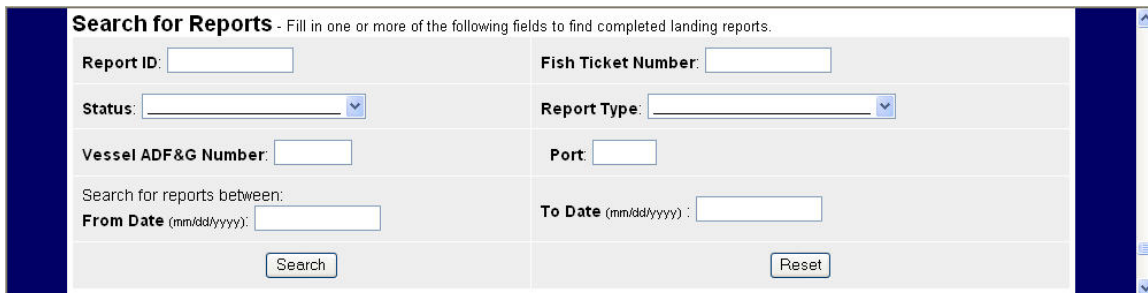


## 9.3 Searching for Reports

If you save but do not transmit a report, you may find the report by clicking on the Reports Menu at the top of screen. The Reports Menu is also the first screen that you see when you login. In the Reports Menu, a list of un-submitted reports will appear underneath the Incomplete Production Reports list. You can open and edit these incomplete reports by clicking on the blue Report ID number. You may submit these reports by clicking on the Submit Report button after reports have been opened, corrected, and saved.



You can search for submitted, un-submitted, and deleted reports by scrolling to the bottom of the Reports Menu and searching by Report ID (a unique identifier for each report), Status (submitted, not submitted, deleted), ADF&G number, date, report type (choose At-sea Production Report), or port (choose FCP for floating catcher-processor). Click on the Search button to perform a search after you select your search criteria, or click on reset to clear your search criteria.



## 9.4 Changing settings in your User Profile

The User Profile screen is the location where you may alter the settings for your reports. For example, you can change your contact information and company name in the User Profile screen.





The User Profile screen also allows you to change the settings that have been established for your production reports, such as number of decimal places and number of product rows or discard rows.

Verify the number of decimal places for weights has been set to 3; Federal regulations require that weights are reported to the nearest thousandth. You may also increase the number of production report lines and the number of discard lines. You also may increase the number of lines manually when entering data directly.



Number of decimals to display for weights:	<input type="text" value="3"/>
Number of decimals to display for prices:	<input type="text" value="2"/>
Number of CFEC Permit lines:	<input type="text" value="3"/>
Number of IFQ Permit lines:	<input type="text" value="3"/>
Number of Stat Area Worksheet lines:	<input type="text" value="6"/>
Number of Itemized Catch lines:	<input type="text" value="3"/>
Number of Grading/Pricing lines:	<input type="text" value="3"/>
Number of Production Report lines:	<input type="text" value="8"/>
Number of Discard lines:	<input type="text" value="12"/>

The screenshot shows a table with 9 rows of settings. A pink arrow points to the first row (Number of decimals to display for weights: 3). Two pink arrows point to the eighth row (Number of Production Report lines: 8) and the ninth row (Number of Discard lines: 12).

If you only use eLandings to enter Weekly Production Reports, you can disregard the options that do not apply to production reports, such as number of decimals to display for pricing, stat area worksheets, CFEC permit lines, IFQ permit lines, itemized catch lines, and grading/pricing lines.

## 10 Definition of Data Collection Terms pertinent to the eLandings System

**Alaska Department of Fish and Game (ADF&G):** The Alaska Department of Fish and Game is a state of Alaska agency with a mission to protect, maintain, and improve the fish, game, and aquatic plant resources of the state, and manage their use and development for the maximum benefit of the people of the state, consistent with the sustained yield principle. The ADF&G have full management authority for salmon, herring, and most shellfish. They share management responsibilities for Bering Sea and Aleutian Island king and tanner crab, and statewide groundfish.

**ADF&G vessel number** Unique, permanent identification number issued the first time a vessel is licensed in the State of Alaska. The ADF&G vessel number is printed on a triangular metal plate and affixed to the vessel. The ADF&G vessel number is permanent to a vessel regardless of a transfer or change of vessel ownership (Alaska Statute 16.05.520).

**Amount:** The monetary amount paid/received by a fisher. The amount recorded on a fish ticket may reflect an in-season, pre-settlement amount.

**Ancillary:** ADF&G fish ticket product designation code. This code is used to indicate a product, such as meal, heads, internal organs, pectoral girdles, or any other secondary byproduct that has been made from the same fish as the primary product. See Primary.

**At-sea operator:** Any vessel whose primary operations are not land based. Vessels that fall into this category include catcher exporters, catcher processors, or motherships.

**At-sea processor:** A vessel which processes catch at-sea such as a catcher-processor or a mothership.

**Buying station:** A tender vessel or land based entity that receives unprocessed fish from a vessel for trans-shipping or delivery to a shoreside processor or mothership and that does not process those fish (NMFS 679.2 Definitions). Throughout a fishing season, a buying station is more stationary than a tender, making fewer trips to deliver fish and usually taking place on a scow (a barge-like vessel).

**Bycatch:** The harvest of fish or shellfish other than the species for which the fishing gear was set - the non-targeted species. Bycatch is also called incidental catch. A percentage of bycatch may be retained for sale. In most instances, prohibited species (salmon, crab and halibut) may not be retained for sale. For shellfish fisheries, bycatch also includes sublegal size or females of the target species.

**CDQ ID number:** An identification number assigned to a CDQ group by NMFS that must be recorded in all logbooks and all reports submitted by the CDQ group or by vessels and processors catching or processing CDQ quota under an approved community development program (CDP)(NMFS 679.2 Definitions). State of Alaska statutes also require CDQ groups to provide the number on all ADF&G fish tickets.

**CFEC fishery permit:** A permit issued annually to the designated vessel operator that allows participation in open access or limited entry fisheries managed by the state of Alaska. All shellfish fisheries off-shore Alaska are managed, fully or jointly, by the state of Alaska. CFEC fishery

permits are issued annually for specific fisheries. Any commercial activity in state waters requires the operator to obtain a CFEC permit, including harvesting, landing of catch, selling product, or transshipping of catch. Open access fishers obtain an interim use permit. Limited access fisheries such as salmon, herring, and selected shellfish fisheries require a limited entry permit. All members of the crew are required to obtain a crew license to participate in commercial fishing. CFEC permit cards are issued to an individual, even if that individual is fishing for a Rationalized Crab cooperative or a CDQ group.

The CFEC permit card must be current for the calendar year and appropriate to the area, gear and harvest. CFEC regulation (20AAC 05.110) requires that each Individual Fishery Quota (IFQ) shareholder jointly fishing quota shares on a single vessel and a single trip have in their possession a valid interim-use CFEC permit. More information is available at:

<http://www.cfec.state.ak.us/>

**Catcher-processor:** A vessel that processes its own catch. Catcher-processors are at-sea processors.

**Catcher-seller:** A vessel that catches and sells unprocessed or limited-process-catch to individuals (e.g. via dockside sales) for personal consumption, or to other fishers for bait, but not for resale. Catcher-sellers must be licensed as such.

**Catcher vessel:** A vessel that is used for catching fish or shellfish and that does not process fish or shellfish on board.

**Commercial Fishery Entry Commission:** Quasi-judicial state agency responsible for promoting the conservation and sustained yield management of Alaska's fisheries resources and the economic health and stability of commercial fishing in Alaska by limiting participation in Alaska's fisheries. More information available at: <http://www.cfec.state.ak.us/>

**Community Development Quota Program:** A joint federal/state program that allocates a portion of the total allowable catch for all federally managed Aleutian Island and Bering Sea groundfish and shellfish species to eligible communities in western Alaska. The designated fisher for the CDQ group must obtain and have in their possession a CFEC permit card for that specific fishery, even when jointly fishing CDQ and non-CDQ fish or shellfish.

**Company Buyer:** A designated agent for a company that buys fish or shellfish from fishers. A company buyer does not process or export fish or shellfish from the state.

**Custom processor:** A processor who provides the service of seafood processing but has not purchased (does not own) the seafood.

**Date fishing began:** The date the gear was deployed (in water) or harvest of fish or shellfish was initiated.

**Date Landed:** The date fish or shellfish are off-loaded or trans-shipped from the catcher vessel to the first purchaser. The date of landing is the day off-load is completed. For catcher-processors the land date is the date the product is caught and brought on board. For catcher-seller vessels the land date is the date the product is initially brought into port.

**Days Fished:** The number of days that the gear was in the water, actively fishing. This would include soak days (times) for pots and longline gear. Days spent traveling to and from the grounds, when gear has been removed from the water, should not be considered when calculating days fished.

**Deadloss:** Crab must be delivered live for the live/fresh market or for processing. Dead crab deteriorate quickly and are unsuitable for human consumption. Crab that are harvested live, but subsequently die prior to delivery to the processor or for dockside sales are considered deadloss. This harvest must be recorded on the landing report, as it is an extraction from the resource.

**Delivery condition code:** Condition of the fish or shellfish at the point it is weighed and recorded on the fish ticket. Delivery condition codes provide important information utilized to convert the scale weight to whole weight.

**Discard:** To throw away, reject, or dump a portion of the catch at-sea or at the dock before processing.

**Discard Report:** Discard reports are required by federal regulation to be given to the processor at the time of a groundfish offload if the vessel is federally permitted and is greater than or equal to 60 feet in overall length. The report includes discard or disposition information for all groundfish, prohibited species, and forage fish reported to the shoreside processor, stationary floating processor, or mothership by catcher vessels or buying stations.

**Disposition:** The intended use or disposal of the fish or shellfish. The most common disposition code is, 'Sold for Human Consumption' – code 60. Disposition codes can also indicate non-commercial disposal of catch. Examples of disposition codes include all discards of fish or shellfish at sea, or at the dock, fish or shellfish retained for personal use or bait, and discarded at sea or at the dock.

**Ex-Vessel value:** The post-season adjusted price per pound for the first purchase of commercial harvest. The ex-vessel value is usually established by determining the average price for an individual species, harvested by a specific gear, in a specific area. The delivery condition of the product is usually taken into consideration when the average price is established.

**Federal Fishery Permit:** A vessel permit, issued by the National Marine Fisheries Service, which is required to fish for groundfish in the EEZ of the Gulf of Alaska, the Aleutian Islands, and the Bering Sea.

**Federal Crab Vessel Permit:** The owner of a vessel must have a Federal Crab Vessel Permit (FCVP) on board that vessel when used to fish for Crab Rationalization crab. These annual permits that expire at the end of the crab fishing year for which they are issued (June 30) and may not be surrendered at any time during the crab fishing year for which they are issued.

**Federal Processor Permit:** A Federal processor permit (FPP) is a permit issued by the NMFS. No shoreside processor of the United States or stationary floating processor may receive or process groundfish harvested in the GOA or BSAI, unless the owner first obtains a Federal processor permit issued under Federal regulations at 50 CFR Part 679.4. A Federal processor permit is issued without charge. The permit applicant must be a "U.S. citizen" (individual or non-individual as defined at 679.2); and a separate permit is required for each business plus facility or vessel combination used for these purposes. Permit applications and instructions can be found at: [www.fakr.noaa.gov](http://www.fakr.noaa.gov).

**Fish ticket:** Record of purchase required by the State of Alaska (Alaska Statute 16.05.690). Each CFEC permitted fisher will receive one fish ticket record per landing report in the eLandings System.

**Fish ticket number (ADF&G):** The unique fish ticket number generated by the eLandings System. Each landing report and each fish ticket are uniquely numbered in the eLandings System.

**Gear (ADF&G Gear Code):** The specific apparatus or equipment used to catch fish or shellfish. A few examples of gear include: longline, pots, beam trawl, and purse seine.

**International Pacific Halibut Commission (IPHC):** Regulatory authority responsible for the conservation, management, development, promotion, and protection of the halibut resources by commercial, subsistence, personal use, and recreational users.

**Individual Transferable (Fishing) Quota (IFQ):** A form of limited entry that gives private property rights to fishers, by assigning a fixed share of the total allowable catch to each fisher. ITQs are frequently referred to as an Individual Fishing Quota (IFQ). Alaskan halibut and sablefish fisheries and the Rationalized Crab program fisheries of the Bering Sea and Aleutian Islands are exclusive IFQ fisheries. With each landing, poundage from the quota is debited from the individual's IFQ account. The current balance in IFQ accounts is available at:

**Individual Processor Quota (IPQ):** A crab Individual Processing Quota (IPQ) permit authorizes the person identified on the permit to receive/process the IFQ crab identified on the permit during the crab fishing year for which the permit is issued, subject to conditions of the permit. A legible copy of the crab IPQ permit must be retained on the premises or vessel used by the permitted person to process the IFQ crab at all times that IFQ crab are retained on the premises or vessel. These permits are valid only if unused IPQ remains. With each landing, poundage from the quota is debited from the IPQ account. The current balance in IPQ accounts is available at:

**Intent to Operate:** A registration required from any person (including corporations, partnerships, limited liability companies and joint ventures) who receives, prepares, processes or transports a seafood or fishery product including roe recovery to sell for human consumption, a person who custom processes a seafood or fishery product or a person who has a seafood or fishery product custom processed for them. A person who transports an unprocessed seafood or fishery product outside of Alaska must also complete this application form.

**Intent to Operate License:** A license issued to persons or companies wishing to purchase or process fish within the jurisdiction of the State of Alaska. Intent to Operate licenses are issued by the Alaska Department of Fish and Game.

**Landing Report:** The report required for the initial off-load of fish or shellfish to a shoreside receiver (processor, buyer, exporter) or, for an at-sea catcher-processor or floating processor, to a second vessel. A Landing Report may consist of more than one fish ticket and more than one IFQ report.

**Landing Report Number:** A unique number generated by the eLandings System to identify the report. The landing report may contain one or more fish ticket reports and one or more IFQ reports (if applicable).

**Management Program:** A unique fishery program with specific management strategies and/or allocation. Management programs that must be identified in the eLandings System include: IFQ, Adak crab and groundfish, CDQ (and specific ID number), AFA (and specific ID number), state managed groundfish, etc.

**National Marine Fisheries Service:** U.S. Department of Commerce agency that is responsible for the conservation, management, promotion, and protection of the nation's ocean and coastal

resources. In Alaska, the National Marine Fisheries Service has primary management authority over most groundfish species.

**Net Weight (IFQ Halibut Weight):** This term refers to Pacific halibut only. Net weight is the weight of a halibut, gutted, head off. Belly slit and viscera removed.

**NMFS ID:** A NMFS ID is a unique identifying number assigned by the NMFS, Alaska Region for use in uniquely identifying persons. These IDs are issued to a person (or in some cases, group of persons) that:

- holds any permit or submits an application for any permit or benefit related to the commercial harvesting, receiving, or processing of groundfish or Pacific halibut in fisheries managed by the NMFS, Alaska Region;
- is an owner of any vessel for which any such permit is issued;
- is a shareholder, partner or other member of a holder of any permit for which disclosure of such membership is required; or
- has attributed to him or her historic harvests or landings that were used in eligibility testing for a limited entry program or permit administered by the NMFS Alaska Region;
- is the authorized representative of a person applying for or holding such a permit;
- is a person that must be entered into the Alaska Regional "person" database for any other reason whatsoever.

**Number of animals:** Unit for measuring catch or harvest. Number of animals is a count of each species in the catch or harvest. Most shellfish and salmon fish tickets record the number of animals harvested as well as the pounds.

**Observer:** A shore-based or on-board biologist that monitors the legal compliance of commercial fishing activity. Observers collect catch composition data by sampling a portion of the catch and recording information such as fish or shellfish age, length and weight. Observers also record fishing effort and location as well as condition information from delivered products. Observer duties vary between fisheries as well as within fisheries based on the operation or vessel type. National Marine Fisheries Service certify contract employees as groundfish employees. ADF&G require employee observers for many of the Bering Sea/ Aleutian Island crab fisheries.

**Overage:** Harvest of fish or shellfish by an individual fisher that exceeds bycatch, trip, seasonal, or IFQ quota limits.

**Partial delivery:** A delivery consisting of only a portion of a vessel's total harvest from one fishing trip. All fish tickets that represent only a portion of the harvest from one fishing trip must be identified as a partial delivery. The harvest from a single fishing trip can be documented on more than one fish ticket, either split among IFQ shareholders, divided for multiple fishery bycatch caps or permits, or delivered to more than one processor. A partial delivery constitutes a landing.

**Personal use:** Commercially harvested fish or shellfish that is intended for personal use and not for sale or barter. Harvest retained for personal use consumption in conjunction with commercial fishing must be recorded in pounds on the fish ticket.

**Port:** The location where fish or shellfish are processed (i.e., the shoreside plant location). The port of landing for tender operations is the location of the land-based processing facility. If at sea, the port is defined as the type of operation (i.e. mothership or catcher-processor).

**Pot:** A gear that is a portable structure designed and constructed to capture and retain fish and shellfish alive in the water.

**Pot lifts:** The total number of times pots are set and retrieved within an ADF&G statistical area to produce the catch. The number of pot lifts by area combined with area, catch, gear type, gear size, and length of time gear is used to catch fish or shellfish, assist in determining the catch per unit effort (CPUE), or more commonly referred to as 'effort'.

**Price per pound:** The U.S. dollar amount paid to/received by fishers for one pound of each harvest item.

**Production Report:** (WPR) A report required by NMFS for shore-side processors, motherships and catcher-processors that provides information on the production of groundfish caught in the EEZ. A production report can be weekly or daily and contains the species, product code, and product weight.

**Quota Share:** Quota share (QS) is issued in the halibut, sablefish and rationalized crab fisheries to fishers. Processing quota share (PQS) is issued by the Regional Administrator to persons who successfully apply for an initial allocation or receive QS or PQS (respectively) by transfer.

**Registered Crab Receiver (RCR):** Registered Crab Receiver Permits (RCR) are required: for any person who receives unprocessed CR crab from the person(s) who harvested the crab, the owner or operator of a vessel that processes CR crab at sea, any person holding IPQ, and any person required to submit a Departure Report.

**Registered Buyer Number (RBN):** A permit issued by the NMFS, Alaska Region (under 50 CFR Part 679.4), that authorizes the person identified on the permit to receive and make an IFQ landing by an IFQ permit or cardholder or to receive and make a CDQ halibut landing by a CDQ permit or cardholder at any time during the fishing year for which it is issued until the Registered Buyer permit expires, or is revoked, suspended, or modified under applicable Federal law. A Registered Buyer permit is required of:

- any person who receives IFQ halibut, CDQ halibut or IFQ sablefish from the person(s) who harvested the fish;
- any person who harvests IFQ halibut, CDQ halibut or IFQ sablefish and transfers such fish in a dockside sale, outside of an IFQ regulatory area, or outside the State of Alaska;
- a vessel operator who submits a Departure Report required under 50 CFR Part 679.5.

**Shoreside processor:** Any land-based person, company or vessel that receives unprocessed or limited-processed fish or shellfish, except catcher-processors, motherships, buying stations, restaurants, or persons receiving groundfish for personal consumption or bait (NMFS 679.2 definitions).

**Soak time:** The measure of time between the setting of baited pot gear in water to begin fishing and the pulling and emptying of catch (frequently the pot is re-baited and set again). Soak time is utilized in a determination of effort.

**Species** A group of similar fish or shellfish that can freely interbreed. When recording the species on an ADF&G fish ticket, the specific species code must be indicated, as it is very important for management purposes. Group codes, such as shallow or deep-water flatfish, general flounder, or unspecified rockfish, may not be utilized. All species, including landed harvest, discards at sea and at the dock, personal use, and retained bait, must be specifically identified and recorded on the fish ticket.

**Statistical area** The five or six-digit ADF&G statistical code denoting a specific area of catch. Statistical areas are unique to the fishery "type". For example, there are unique statistical areas

for salmon, herring, and shellfish/groundfish harvests. Also referred to as 'statarea.' Groundfish and shellfish (except Southeast Alaska) utilize a six-digit statarea number loosely based on latitude and longitude.

**Trans-ship:** The transport of fish, shellfish, or seafood products from vessel to port or from vessel to vessel.

**Trip:** One fishing trip includes all the days lapsed from the time a vessel departed shore, with an empty hull, with the intent to commercially harvest fish or shellfish to the point of final off-load (empty hull) which may include one or more partial deliveries to one or more processing facilities, tenders, or receiver/buyers. This definition applies only to catcher vessels that sell unprocessed catch and catcher-sellers that deliver catch to a shoreside processor. This term does not apply to at-sea operators.

For the at-sea fleet, the trip is defined by a designated period of time, usually every seven days, to report what was landed and processed, including freezing on board.

**Vessel operator:** The individual, by law, made responsible for the operation of the vessel.