

NOTICE OF OFFICE OF MANAGEMENT AND BUDGET ACTION

Diana Hynek
Departmental Paperwork Clearance Officer
Office of the Chief Information Officer
14th and Constitution Ave. NW.
Room 6625
Washington, DC 20230

02/28/2005

In accordance with the Paperwork Reduction Act, OMB has taken the following action on your request for approval of a new information collection received on 02/11/2005.

TITLE: Alaska Region Crab Landings Report

AGENCY FORM NUMBER(S): None

ACTION : APPROVED WITHOUT CHANGE

OMB NO.: 0648-0515

EXPIRATION DATE: 02/29/2008

BURDEN:	RESPONSES	HOURS	COSTS(\$,000)
Previous	0	0	0
New	5,778	3,064	13
Difference	5,778	3,064	13
Program Change		3,064	13
Adjustment		0	0

TERMS OF CLEARANCE:

This approval is associated with the final rule published under RIN 0648-AS47. The agency is instructed to conduct a focused outreach campaign prior to submission of a request for extension for this ICR to validate burden estimates and elicit suggestions from the regulated community for reducing the burden of this program. The results of this campaign must be summarized in the submission.

OMB Authorizing Official	Title
Donald R. Arbuckle	Deputy Administrator, Office of Information and Regulatory Affairs

PAPERWORK REDUCTION ACT SUBMISSION

Please read the instructions before completing this form. For additional forms or assistance in completing this form, contact your agency's Paperwork Clearance Officer. Send two copies of this form, the collection instrument to be reviewed, the supporting statement, and any additional documentation to: Office of Information and Regulatory Affairs, Office of Management and Budget, Docket Library, Room 10102, 725 17th Street NW, Washington, DC 20503.

1. Agency/Subagency originating request	2. OMB control number b. <input type="checkbox"/> None a. _____ - _____
3. Type of information collection (<i>check one</i>) a. <input type="checkbox"/> New Collection b. <input type="checkbox"/> Revision of a currently approved collection c. <input type="checkbox"/> Extension of a currently approved collection d. <input type="checkbox"/> Reinstatement, without change, of a previously approved collection for which approval has expired e. <input type="checkbox"/> Reinstatement, with change, of a previously approved collection for which approval has expired f. <input type="checkbox"/> Existing collection in use without an OMB control number For b-f, note Item A2 of Supporting Statement instructions	4. Type of review requested (<i>check one</i>) a. <input type="checkbox"/> Regular submission b. <input type="checkbox"/> Emergency - Approval requested by _____ / _____ / _____ c. <input type="checkbox"/> Delegated
7. Title	5. Small entities Will this information collection have a significant economic impact on a substantial number of small entities? <input type="checkbox"/> Yes <input type="checkbox"/> No
8. Agency form number(s) (<i>if applicable</i>)	6. Requested expiration date a. <input type="checkbox"/> Three years from approval date b. <input type="checkbox"/> Other Specify: _____ / _____
9. Keywords	10. Abstract
11. Affected public (<i>Mark primary with "P" and all others that apply with "x"</i>) a. ___ Individuals or households d. ___ Farms b. ___ Business or other for-profit e. ___ Federal Government c. ___ Not-for-profit institutions f. ___ State, Local or Tribal Government	12. Obligation to respond (<i>check one</i>) a. <input type="checkbox"/> Voluntary b. <input type="checkbox"/> Required to obtain or retain benefits c. <input type="checkbox"/> Mandatory
13. Annual recordkeeping and reporting burden a. Number of respondents _____ b. Total annual responses _____ 1. Percentage of these responses collected electronically _____ % c. Total annual hours requested _____ d. Current OMB inventory _____ e. Difference _____ f. Explanation of difference 1. Program change _____ 2. Adjustment _____	14. Annual reporting and recordkeeping cost burden (<i>in thousands of dollars</i>) a. Total annualized capital/startup costs _____ b. Total annual costs (O&M) _____ c. Total annualized cost requested _____ d. Current OMB inventory _____ e. Difference _____ f. Explanation of difference 1. Program change _____ 2. Adjustment _____
15. Purpose of information collection (<i>Mark primary with "P" and all others that apply with "X"</i>) a. ___ Application for benefits e. ___ Program planning or management b. ___ Program evaluation f. ___ Research c. ___ General purpose statistics g. ___ Regulatory or compliance d. ___ Audit	16. Frequency of recordkeeping or reporting (<i>check all that apply</i>) a. <input type="checkbox"/> Recordkeeping b. <input type="checkbox"/> Third party disclosure c. <input type="checkbox"/> Reporting 1. <input type="checkbox"/> On occasion 2. <input type="checkbox"/> Weekly 3. <input type="checkbox"/> Monthly 4. <input type="checkbox"/> Quarterly 5. <input type="checkbox"/> Semi-annually 6. <input type="checkbox"/> Annually 7. <input type="checkbox"/> Biennially 8. <input type="checkbox"/> Other (describe) _____
17. Statistical methods Does this information collection employ statistical methods <input type="checkbox"/> Yes <input type="checkbox"/> No	18. Agency Contact (person who can best answer questions regarding the content of this submission) Name: _____ Phone: _____

19. Certification for Paperwork Reduction Act Submissions

On behalf of this Federal Agency, I certify that the collection of information encompassed by this request complies with 5 CFR 1320.9

NOTE: The text of 5 CFR 1320.9, and the related provisions of 5 CFR 1320.8(b)(3), appear at the end of the instructions. *The certification is to be made with reference to those regulatory provisions as set forth in the instructions.*

The following is a summary of the topics, regarding the proposed collection of information, that the certification covers:

- (a) It is necessary for the proper performance of agency functions;
- (b) It avoids unnecessary duplication;
- (c) It reduces burden on small entities;
- (d) It used plain, coherent, and unambiguous terminology that is understandable to respondents;
- (e) Its implementation will be consistent and compatible with current reporting and recordkeeping practices;
- (f) It indicates the retention period for recordkeeping requirements;
- (g) It informs respondents of the information called for under 5 CFR 1320.8(b)(3):
 - (i) Why the information is being collected;
 - (ii) Use of information;
 - (iii) Burden estimate;
 - (iv) Nature of response (voluntary, required for a benefit, mandatory);
 - (v) Nature and extent of confidentiality; and
 - (vi) Need to display currently valid OMB control number;
- (h) It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected (see note in Item 19 of instructions);
- (i) It uses effective and efficient statistical survey methodology; and
- (j) It makes appropriate use of information technology.

If you are unable to certify compliance with any of the provisions, identify the item below and explain the reason in Item 18 of the Supporting Statement.

Signature of Senior Official or designee

Date

Agency Certification (signature of Assistant Administrator, Deputy Assistant Administrator, Line Office Chief Information Officer, head of MB staff for L.O.s, or of the Director of a Program or StaffOffice)

Signature

Date

Signature of NOAA Clearance Officer

Signature

Date

SUPPORTING STATEMENT ALASKA REGION CRAB LANDINGS REPORT

INTRODUCTION

The Magnuson-Stevens Fishery Conservation and Management Act (Magnuson-Stevens Act) authorizes the North Pacific Fishery Management Council (Council) to prepare and amend fishery management plans for any fishery in waters under its jurisdiction. National Marine Fisheries Service (NMFS) manages the crab fisheries in the waters off the coast of Alaska under the Fishery Management Plan for Bering Sea and Aleutian Islands Crab (FMP). Regulations implementing the FMP appear at 50 CFR part 680. Regulations at 50 CFR part 679 and subpart H of 50 CFR part 600 also pertain.

Amendments 18 and 19 amend the FMP to include a Voluntary Three-Pie Cooperative Program (herein after referred to as the Crab Rationalization Program (CR Program)). Congress amended the Magnuson-Stevens Act to require the Secretary of Commerce to approve the CR Program.

A. JUSTIFICATION

1. Explain the circumstances that make the collection of information necessary.

The CR Program reallocates BSAI crab resources among harvesters, processors, and coastal communities. This collection-of-information addresses the crab landing and other reporting requirements for the CR Program.

2. Explain how, by whom, how frequently, and for what purpose the information will be used. If the information collected will be disseminated to the public or used to support information that will be disseminated to the public, then explain how the collection complies with all applicable Information Quality Guidelines.

a. Interagency electronic reporting system (IERS) application for user ID

Each Registered Crab Receiver (RCR) and permit holder must submit a data-entry application once to the Regional Administrator to provide information needed to process account access into the IERS. The IERS will provide a web page where the applicant will enter information. The IERS will validate that all required information is submitted, that the information entered is in correct format, and also that the requested user ID is not already in use. The IERS will generate a PDF document from the information entered by the applicant. The user will sign and submit the form. An agency user will review the form, confirm that the user should be authorized for the system, and will activate the user on the IERS. The IERS will then email the users, informing them that they can now use their new user IDs.

The applicant's signature on the form means that the RCR or permit holder, as appropriate, agrees to use access privileges to the IERS for purposes of submitting legitimate fishery landing reports and to safeguard the user ID and password to prevent their use by unauthorized persons. The signature of the plant manager ensures that the applicant is authorized to submit landing

reports for the processor identification number(s) listed.

IERS Application for User ID

- Date of application;
- Name of applicant (user)
- Processor name and location (city and state)
- Business telephone number, facsimile number, and e-mail address
- Requested user ID
- Initial password
- Security question
- Security answer
- ADF&G Processor code(s)
- Federal processor permit number(s) if applicable
- RCR permit number(s)
- Registered buyer permit number(s)
- Printed name and signature of user and date signed.
- Signature of RCR and date signed.

IERS application for user ID, Respondent	
Number of respondents	30
Frequency of response (once / 3 year PRA authorization request)	0.33
Total annual responses (30 x 0.33 = 9.9)	10
Time per response (15/60)	0.25 hr
Total burden hours (10 x 0.25 = 2.5)	3 hr
Total personnel cost (\$25 x 3)	\$75
Total miscellaneous cost	\$0

IERS application for user ID, Federal Government	
Number of annual responses	10
Time requirement (6/60)	0.1 hr
Total burden hours	1 hr
Total personnel cost (25 x 1)	\$25

b. CR crab landing report

All retained crab catch must be weighed, reported, and debited from the appropriate IFQ, IPQ, CDQ, or Adak account under which the catch was harvested, as appropriate. A properly debited Internet receipt or a manual landing report receipt constitutes confirmation that NMFS received the CR crab landing report and that the permit holder’s account is properly debited. Both the RCR and permit holder must sign the receipt.

The operator of a catcher/processor under this program must be an RCR. For CR crab harvested under a CPO or CPC permit, an RCR must submit via email a completed CR crab landing report to NMFS within 6 hours of the end of each calendar day (A.l.t.) in which the CR crab was harvested. An RCR is required to submit a CR crab landing report to NMFS for each catcher vessel landing. The CR crab permit holder and CR crab hired master are jointly and severally required to provide accurate information to the RCR to complete the CR crab landing report.

A person who for any reason is unable to properly submit an electronic CR crab landing report or

debit a landing as required by regulations at 50 CFR part 680 must telephone NMFS to request a waiver from using the Internet submittal. The address of the NMFS Alaska Region Internet site will be provided to all RCRs receiving crab. The RCR must enter the following information:

CR Crab Landing Report

- RCR permit number
- ADF&G processor code of first purchaser
- State of Alaska Interim Use Permit (IUP) number
- Commercial Fisheries Entry Commission year sequence number
- Whether (YES or NO) a portion of the harvested CR crab was or will be delivered to another RCR (partial delivery)
- Whether (YES or NO) whether this is the last delivery for the trip
- Management program: IFQ, CDQ, or Adak. If CDQ or Adak, see below
- ADF&G vessel registration number of the delivering vessel
- Date fishing began
- Date of the CR crab landing
- Number of pot lifts in each ADF&G statistical area
- Number of crew. Enter crew including operator and excluding observer(s)
- Number of observers
- ADF&G fish ticket number (if not automatically supplied)
- If a shoreside processor, type of processing operation; enter port code from Tables 14a or 14b to part 679.
- If catcher/processor, enter operation type from Table 14c to part 679.
- ADF&G statistical area of harvest reported by the IFQ permit holder
- Species code of catch from Table 2 to this part
- Delivery-condition code of catch from Table 3a to this part
- Number of crabs retained (optional)
- Price per pound;
- Scale weight of live crab in pounds
- Scale weight of deadloss in pounds
- Scale weight of crab retained for personal use in pounds
- Gear code to describe gear used to harvest CR crab (see Table 15 to 50 CFR part 679)

Custom processing.

In addition to the information above, enter the ADF&G processor code of the person for which CR crab was custom processed

CDQ and Adak landings. Instead of the information above, an RCR who receives a landing of CR crab harvested under the CDQ or Adak community allocation programs must submit for each landing the following information for each CR fishery and species:

- RCR permit number
- Crab species code from Table 2 to this part
- Type of crab, either CDQ or Adak community allocation
- If CDQ, enter CDQ group number
- Crab species amount. Enter the scale weight(s) in raw crab pounds landed or processed at sea
- Price per pound

Required signature. After the RCR enters the landing and/or processing data in the Internet submission form(s) or other electronic method approved by NMFS, the RCR and the IFQ permit holder must sign the printed receipts.

CR crab landing report, Respondent	
Number of respondents	30
Frequency of response	80
Total annual responses	2,400
Time per response (35/60)	0.58 hr
Daily estimated hours per response complete & print receipts (30 min) electronically submit (5 min)	
Total burden hours (2400 x 0.58)	1,392 hr
Total personnel cost (\$25 x 1392)	\$34,800
Total miscellaneous cost	\$0

CR crab landing report, Federal Government	
Number of responses	2,400
Time requirement (15/60)	0.25 hr
Total burden hours	600 hr
Total personnel cost (25 x 600)	\$15,000

c. Backup manual landings IFQ and IPQ report (by waiver)

This back up report to the electronic crab landing report is actually an existing ADF&G multi-copy fish ticket, which asks the same questions as the electronic version. It is not expected that this paper form will be used much.

Backup manual landings IFQ and IPQ report, Respondent	
Number of respondents	12
Frequency of response	80
Total annual responses	960
Time per response (35/60)	0.58 hr
Total burden hours (960 x 0.58 = 556.80)	557 hr
Total personnel cost (\$25 x 557 hr)	\$13,925
Total miscellaneous costs (FAX (\$6 x 960))	\$5,760

Backup manual landings IFQ and IPQ report, Federal Government	
Number of responses	960
Time requirement per response (goes to ADF&G)	0
Total burden hours	0
Total personnel cost	0

d. Catcher/processor offload report

The owner or operator of a catcher/processor that harvested CR crab must complete a catcher/processor offload report at the time of offload of CR crab and attach a scale printout showing gross product offload weight. The RCR must submit electronically or by fax the catcher/processor offload report and a copy of the scale printout within 2 hours of completion of offload.

Catcher/processor offload report

Catcher/processor name, ADF&G processor code, and Federal crab vessel permit number
 Fishing start date and time
 Fishing stop date and time
 Product code from Table 3b to part 680
 Total gross weight of product offload, including glaze and packaging (specify lb or kg)
 Estimated glaze percentage
 Case count and average box weight (lb or kg)
 Net weight of crab product (lb or kg)
 Completion date and time of catcher/processor offload
 Location (port) of catcher/processor offload (see Tables 14a and 14b to part 679)
 ADF&G fish ticket number

Catcher/processor offload report, Respondent	
Number of respondents	30
Frequency of response	80
Total annual responses	2,400
Time per response (20/60)	0.33 hr
Total burden hours (2400 x 0.33)	792 hr
Total personnel cost (25 x 792)	\$19,800
Total miscellaneous cost FAX \$6 x 1200=7200	\$7200

Catcher/processor offload report, Federal Government	
Number of responses	2,400
Time per response	0.5 hr
Total burden hours	1,200 hr
Total personnel cost (\$25 x 1200)	30,000

e. Eligible crab community organization (ECCO) annual report

Annually by June 30, each ECCO must submit a complete annual report on its CR crab activity for the prior crab fishing year for each Eligible Crab Community (ECC) represented by the ECCO. The ECCO must submit a copy of the annual report to the governing body of each community represented by the ECCO and to NMFS. A complete annual report must include the following information for the IFQ derived from the quota share held by an ECCO.

ECCO annual report

Name, ADF&G vessel registration number, USCG documentation number, and Federal crab vessel permit of each vessel from which the crab IFQ was harvested
 Name and business addresses of individuals employed as crew members when fishing the crab IFQ
 Criteria used by the ECCO to distribute IFQ leases among eligible community residents
 Description of efforts made to ensure that IFQ lessees employ crew members who are eligible community residents of the ECC aboard vessels on which IFQ derived from QS held by an ECCO is being fished
 Description of the process used to solicit lease applications from eligible community residents of the ECC on whose behalf the ECCO is holding QS
 Names and business addresses and amount of IFQ requested by each individual applying to receive IFQ from the ECCO
 Any changes in the bylaws of the ECCO, board of directors, or other key management personnel
 Copies of minutes, bylaw changes, motions, and other relevant decision making documents from ECCO board meetings

ECCO annual report for an ECC, Respondent	
Number of respondents	8
Frequency of response	1
Total annual responses	8
Time per response	40 hr
Total burden hours	320 hr
Total personnel cost (\$25 x 320)	\$8,000
Total miscellaneous costs	\$48
FAX (\$6 x 8 = 48)	

ECCO annual report for an ECC, Federal Government	
Number of responses	8
Time requirement for handling of each application	0.5
Total burden hours	4 hr
Total personnel cost (4 x 25)	\$100

It is anticipated that the information collected will be disseminated to the public or used to support publicly disseminated information. As explained in the preceding paragraphs, the information gathered has utility. NOAA Fisheries will retain control over the information and safeguard it from improper access, modification, and destruction, consistent with NOAA standards for confidentiality, privacy, and electronic information. See response #10 of this Supporting Statement for more information on confidentiality and privacy. The information collection is designed to yield data that meet all applicable information quality guidelines. Prior to dissemination, the information will be subjected to quality control measures and a pre-dissemination review pursuant to Section 515 of Public Law 106-554.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological techniques or other forms of information technology.

The landing report (internet version and fax version) will be submitted through the IERS, which is the result of collaboration among NMFS Alaska Region, International Pacific Halibut Commission, and State of Alaska, Department of Fish and Game (ADF&G). The CR crab landing report is the first step of a complete, unified IERS that will be extended in future years to the groundfish fisheries, IFQ, and CDQ halibut fisheries. This Internet report would replace the paper ADF&G fish ticket for debiting CR crab landings. All retained CR crab catch would be weighed, reported and debited from the appropriate IFQ or IPQ account under which the catch was harvested or received, as appropriate. The IERS is a more convenient, accurate, and timely method of reporting. Additionally, the proposed IERS would provide continuous access to IFQ and IPQ accounts. These provisions would make recordkeeping and reporting requirements less burdensome on participants by allowing participants to more efficiently monitor their accounts and fishing activities.

The catcher/processor offload report form may be completed on the screen, downloaded from our web page at www.fakr.noaa.gov, and submitted by FAX. NMFS is pursuing an Internet method to be implemented within the next five years, whereby a form's information will be

typed on-screen by the participant and submitted directly and automatically into a database, with the goal of providing efficient data entry with less chance of error.

4. Describe efforts to identify duplication.

None of the information collected as part of this information collection duplicates other collections. This information collection is part of a specialized and technical program that is not like any other.

5. If the collection of information involves small businesses or other small entities, describe the methods used to minimize burden.

The proposed collection-of-information does not impose a significant impact on small entities.

6. Describe the consequences to the Federal program or policy activities if the collection is not conducted or is conducted less frequently.

The intent of this action is to monitor crab landings in the BSAI crab fisheries. Without the specified reporting scheme described in this Supporting Statement, the program would be jeopardized. The consequences of not collecting this information would be that NMFS could not fulfill the intent of the law created under Pub. L. No. 108-199 and would be unable to provide data to the Council and the State of Alaska to evaluate the CR Program for each of the required review periods. Pub. L. No. 108-199 also requires that each component of the crab program enacted by Congress must be implemented or the whole program must be withdrawn. Thus, disapproval of this data collection program would threaten all components of Pub. L. No. 108-199.

7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines.

There are no inconsistencies.

8. Provide a copy of the PRA Federal Register notice that solicited public comments on the information collection prior to this submission. Summarize the public comments received in response to that notice and describe the actions taken by the agency in response to those comments. Describe the efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

The NMFS Alaska Region submitted the attached proposed rule (69 FR 63200, October 29, 2004) requesting comments from the public. No comments regarding this specific collection were received.

9. Explain any decisions to provide payments or gifts to respondents, other than remuneration of contractors or grantees.

No payment or gift will be provided under this program.

10. Describe any assurance of confidentiality provided to respondents and the basis for assurance in statute, regulation, or agency policy.

The information collected is confidential under section 303(d) of the Magnuson-Stevens Act (16 U.S.C. 1801 *et seq.*); and also under NOAA Administrative Order (AO) 216-100, which sets forth procedures to protect confidentiality of fishery statistics.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.

This information collection does not involve information of a sensitive nature.

12. Provide an estimate in hours of the burden of the collection of information.

The estimated total number of annual responses is 5,778. The estimated total number of annual burden hours is 3,064 hr. The estimated total annual personnel cost burden at \$25/hour is \$76,600. The estimated total number of unique respondents is 38 (30 RCRs plus 8 ECCOs).

13. Provide an estimate of the total annual cost burden to the respondents or record-keepers resulting from the collection (excluding the value of the burden hours in #12 above).

Estimated annual total miscellaneous costs are \$13,008.

14. Provide estimates of annualized cost to the Federal government.

The estimated total number of annual responses is 5,778. The estimated total number of annual burden hours is 1,805 hr. The estimated total annual cost to the Federal government for personnel costs is \$45,125.

15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB 83-I.

This is a new program.

16. For collections whose results will be published, outline the plans for tabulation and publication.

The information collected will not be published and no statistical sampling of the information is planned.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons why display would be inappropriate.


In accordance with OMB requirements, the control number and the expiration date of OMB approval is shown on the forms.

18. Explain each exception to the certification statement identified in Item 19 of the OMB 83-I.

No exceptions to the certification statement are requested.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

This collection does not employ statistical methods.

<h2 style="margin: 0;">Catcher/Processor Offload Report</h2>	National Marine Fisheries Service Sustainable Fisheries Division P.O. Box 21668 Juneau, AK 99802-1668 FAX 907-586-7465 Ph. 907-586-7228	
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Note: The owner or operator of a catcher/processor that harvested CR crab must complete a catcher/processor offload report at the time of offload of CR crab and attach a scale printout showing gross product offload weight. The Registered Crab Receiver (RCR) must submit electronically or by fax the catcher/processor offload report and a copy of the scale printout within 2 hours of completion of offload to the Regional Administrator at Fax No. 907-586-7465.

Name of Catcher/Processor	
ADF&G Processor Code	Federal Crab Vessel Permit Number
Fishing start date and time	Fishing stop date and time
Product code	Total gross weight of product offload
Estimated glaze percentage	Case count and average box weight (lb or kg)
Net weight of crab product (lb or kg)	Completion date and time of catcher/processor offload
Location (port) of catcher/processor offload	ADF&G fish ticket number

PUBLIC REPORTING BURDEN STATEMENT

Public reporting burden for this collection of information is estimated to average .33 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to NOAA, National Marine Fisheries Service, Alaska Region, Attn: Assistant Regional Administrator, Sustainable Fisheries Division, P.O. Box 21668, Juneau, AK 99802-1668.

ADDITIONAL INFORMATION

Before completing this form please note the following: 1) Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number; 2) This information is mandatory and is required to manage the commercial fishing effort of the BSAI Crab program under 50 CFR part 680 and under section 402(a) of the Magnuson-Stevens Act (16 U.S.C. 1801, *et seq.*); 3) Responses to this information request are confidential under section 402(b) of the Magnuson-Stevens Act (16 U.S.C. 1801, *et seq.*) And 15 U.S.C. 1862(j). It is also confidential under NOAA Administrative Order 216-100, which sets forth procedures to protect confidentiality of fishery statistics.

**Instructions for
Catcher/Processor Offload Report**

The owner or operator of a catcher/processor that harvested CR crab must complete a catcher/processor offload report at the time of offload of CR crab and **attach a scale printout** showing gross product offload weight. The Registered Crab Receiver (RCR) must submit electronically or by fax the catcher/processor offload report and a copy of the scale printout within 2 hours of completion of offload to the Regional Administrator at Fax No. **907-586-7465**.

Further information regarding catcher/processor offload report may be found at 50 CFR 680, Subpart A, or call 907-586-7228.

GENERAL

Enter the following information for each offload of CR crab. All times should be listed in Alaska Local Time.

Name, ADF&G processor code, and Federal crab vessel permit number of the catcher/processor.

Fishing start date and time.

Fishing stop date and time.

Product code

Total gross weight of product offload, including glaze and packaging.

Estimated glaze percentage.

Case count and average box weight (lb or kg).

Net weight of crab product (lb or kg).

Completion date and time of catcher/processor offload.

Location (port) of catcher/processor offload

ADF&G fish ticket number.

ALASKA DEPARTMENT OF FISH AND GAME

GROUND FISH REPORTING REQUIREMENTS = 2003 =

The following information is intended as a guide to aid the prospective fisher, buyer, processor, and/or exporter of groundfish with the reporting and permitting requirements of the state of Alaska. This is only a guide and not a complete summary of all applicable state regulations. For additional clarification, contact your nearest Alaska Department of Fish and Game (ADF&G) office.

BACKGROUND

A person, company, firm, or other organization who is the first purchaser of raw fish, or who catches and processes fish or byproducts of fish, or who catches and has fish or byproducts of fish processed by another person or company is required to annually complete and submit an ALASKA SEAFOOD PROCESSOR AND EXPORTER LICENSE AND PERMIT APPLICATION, INTENT TO OPERATE. Likewise, a person who transports an unprocessed seafood or fishery product outside of Alaska must also complete this application. Once submitted, a unique processor identification number is issued with a metal plate to be imprinted on all completed fish tickets at the point of sale or landing. The plate contains the processor code, the processor name, and the year the plate is valid.

Bait or dockside sellers (fishers who catch and sell unprocessed product, such as sales to the general public dockside or bait sales to other commercial fishers) must complete and submit the CATCHER/SELLER APPLICATION. Once submitted, a unique processor identification number and metal plate are issued.

Only licensed buyers, processors, exporters or catcher/sellers may obtain ADF&G fish tickets. Alaska Seafood Processor and Exporter License and Permit Applications are available from ADF&G. Requests should be made to Sheila Amestoy, (907) 465-6131. The application is also available on the ADF&G website at www.cf.adfg.state.ak.us, under the title of INTENT TO OPERATE. The application provides information on obtaining fish tickets.

Fish tickets are forms to document the landing, harvest, and sale of fisheries resources. ADF&G has produced many fish ticket forms to meet the requirements of unique fisheries. *Figure 1* located on page 3, and *Figure 2* located on page 4, illustrate the two groundfish fish ticket forms. The information submitted to ADF&G on these forms is considered confidential and is protected from unauthorized disclosure under Alaska Statute (AS) 16.05.815. The fish ticket is considered a legal document and requires the signature of the permit holder (skipper or operator) and the receiver (buyer). Selected **Alaska Statute, Sec. 16.05.690 (b)** states: **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.**

Subject to confidentiality constraints, the information recorded on ADF&G fish tickets is used by fisheries managers, biologists, industry (both processors and fishers), and economists. Managers use the information as a guide to harvest activities (extraction

from the resource) and yield from those resources. Biologists use harvest data to assess stock viability and conditions for sustainable yield, while industry uses the information to determine the value of a fishery based on market conditions. Economists use pricing information to assess the value of a fishery and economic effects to communities and users of the resource. Fishers benefit from the fish ticket by being able to prove past participation in fisheries for limited entry/moratorium/quota allocation programs, if and when they arise.

All required elements of the fish ticket must be completed prior to submission to the nearest ADF&G office **within seven days of the landing date**. ADF&G office locations, addresses, and telephone numbers are provided in the attachment to this document. __

ADF&G GROUND FISH FISH TICKET

SERIES G

GROUND FISH

2002

PURCHASER		ALASKA DEPARTMENT OF FISH & GAME										GROUND FISH TICKET				DO NOT WRITE IN THIS SPACE							
Vessel Name _____		CDQ No. if applicable _____		ADF&G NO. _____		Port of Landing or off-shore operation type _____		Type of Gear used _____		DO NOT WRITE IN THIS SPACE										G02 000280			
Fishery → _____		Name → _____		Permit Number → _____		Date Fishing Began (Gear in Water) _____		Date Landed _____		STATISTICAL AREA WORKSHEET													
Proc. Code _____		Company _____		<input type="checkbox"/> Multiple IFQ Permits		<input type="checkbox"/> Partial Delivery		Ticket # _____		Processor _____		Ticket # _____		Processor _____									
ADFG&G USE																							
Interview																							
Observer																							
Logbook																							

SPECIES	CODE	STAT AREA	DELIV. CODE	POUNDS	PRICE	AMOUNT	SPECIES	CODE	STAT AREA	DELIV. CODE	POUNDS	PRICE	AMOUNT
Sablefish	710						Rockfish - Specify						
							Shortraker Rockfish	152					
							Rougheye Rockfish	151					
Flathead Sole	122						Pacific Ocean Perch	141					
Rock Sole	123						Thornyhead Rockfish	143					
Yellowfin Sole	127						Lingcod	130					
Arrowtooth Flounder	121						Squid	875					
Greenland Turbot	134						Octopus	870					
Pacific Cod	110						Skates	700					
							Other - Specify						
Discards - Personal use - Not Sold: Specify Species, Disposition and LBS.													
Pollock	270												

Permit Holder's Signature _____	
Fish Received by _____	Date _____
FISH DELIVERED HEREBY WERE CAUGHT IN COMPLIANCE WITH STATE LICENSING LAWS AND STATE LABOR LAWS AND REGULATIONS. FORM 11-218 REVISED 9/01	

Figure 1

DOCUMENTATION OF HARVEST ON GROUND FISH TICKETS

Groundfish harvest is recorded on a **G** ticket - Groundfish Fish Ticket (*Figure 1*). The **P** ticket – Pacific Halibut Fish Ticket (*Figure 2*), was developed specifically for halibut and should be utilized to document sablefish harvest. As a general rule, fish tickets must be submitted for all sales and/or processing of fish within the state of Alaska. The state of Alaska boundary extends three nautical miles from shore. Additionally, the state maintains authority over groundfish harvested within the inside waters of Southeast Alaska - in Dixon Entrance. The state also maintains authority over certain fisheries in federal waters (Exclusive Economic Zone - EEZ). These fisheries include the targeted harvest of :

- a) Lingcod
- b) Demersal Shelf Rockfish:
(Canary, China, Copper, Quillback, Rosethorn, Tiger, and Yelloweye) – Southeast Alaska, NMFS Reporting Areas 650 and 659
- c) Black and Blue Rockfish (Gulf of Alaska only).

Harvest must be recorded on a fish ticket and submitted **within seven days** to the nearest ADF&G office. Completion and submission of a fish ticket is required for:

- a) shorebased processing facilities within the state of Alaska (including Alaska state waters);
- b) catcher/sellers conducting sales to the general public dockside or bait sales to other commercial fishers;
- c) exporters of unprocessed fish (live or raw);
- d) catcher/processor vessels operating within Alaska state waters;
- e) catcher/processor vessels operating outside of 3-miles targeting:
 - 1) Demersal Shelf Rockfish – Southeast Alaska, NMFS Reporting Areas 650 and 659
 - 2) Black and/or Blue Rockfish (Gulf of Alaska only)
 - 3) Lingcod
 - 4) any groundfish in Dixon Entrance in Southeast Alaska.
- f) floating processor/buyer vessels operating within 3 miles;
- g) floating processor/buyer vessels operating outside of 3 miles as mentioned in e);
- h) all harvest in state or federal waters connection with a Community Development Quota (CDQ) Program fishery;
- i) mothership operators, per NMFS regulations, 50 CFR part 679.

Additionally, all CDQ operators must complete and submit fish tickets at least once a week. (See the CDQ section of this document).

ADF&G also maintains records of harvest submitted on fish tickets where the reporting of harvest may not be required (voluntary reporting). For example, individuals, vessels, and processors operating in some fisheries solely in the EEZ (managed by NMFS) may wish to report harvest on fish tickets to document participation in these fisheries.

If you have questions regarding the Alaska Seafood Processor and Exporter License and Permit Application, contact Sheila Amestoy at (907) 465-6131, fax (907) 465-2604. Her email address is Sheila_Amestoy@fishgame.state.ak.us. Questions regarding ADF&G fish tickets should be directed to Division of Commercial Fisheries at (907) 465-4210.

INSTRUCTIONS FOR COMPLETION OF THE ADF&G GROUND FISH FISH TICKET

Following are requirements for completion of an ADF&G Series **G** and **P** fish ticket as required by Alaska Administrative Code 5 AAC 39.130. If you are unsure of correct procedures, contact the local ADF&G office commercial fishery representative. ADF&G office locations, addresses, and telephone numbers are provided in the attachment to this document. Tickets that are not completed in the proper format, or are incomplete, are potentially subject to prosecution under non-compliance regulations.

The ADF&G fish ticket is to be completed at the time of landing and submitted within seven days to the ADF&G local office in the area where the fish were harvested.

The diagram shows a rectangular form with the following fields and callouts:

- 1**: Points to the **Vessel Name** field.
- 2**: Points to the **Fishery Name** field.
- 3**: Points to the **CDQ No. if applicable** field.
- 4**: Points to the **ADF&G NO.** field.
- 5**: Points to the **Proc. Code** field.
- 6**: Points to the **Date Fishing Began (Gear in Water)** field.
- 7**: Points to the **Date Landed** field.

Other fields in the form include **Permit Number**, **Company**, and a blank line at the bottom.

*Figure 3
The upper left hand portion of the fish ticket.
Vessel, processor, CDQ No., and date information.*

The following information must be provided on each series **G** or **P** ADF&G fish ticket submitted:

1. **Vessel Name** (*Figure 3*) – the name of the vessel utilized to harvest the documented catch. The vessel utilized to harvest the catch must correspond to the ADF&G vessel name printed on the CFEC permit card as well as the ADF&G vessel number. If the vessel utilized for harvest is different from the vessel listed on the CFEC permit card, the correct vessel name and ADF&G vessel number must be hand written in the spaces provided (Item 4).
2. **Commercial Fisheries Entry Commission (CFEC) Permit Number** (*Figure 3*) – an imprint of this card is required by state regulation (5 ACC 39.130c(9)) for all tickets submitted. The card contains information regarding the fishery name, name of the licensee, fishery/permit number, and ADF&G vessel name and vessel number. It is **MANDATORY** that the permit card be imprinted onto the fish ticket. It may not be handwritten or typed. If you do not have an imprint machine, you can make the imprint by aligning the card in the appropriate area underneath the ticket and then rub over the top of the ticket with a pencil. The permit information must be **legible**.

The permit card must be current for the calendar year and appropriate to the area, gear and harvest.

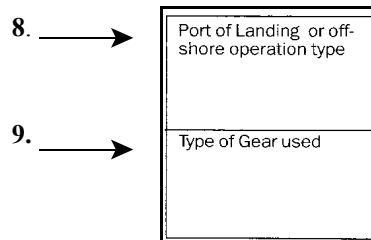
CFEC regulation (20 AAC 05.110) requires that **each** Individual Fishery Quota (IFQ) quota shareholder jointly fishing quota shares on a single trip possess a valid interim-use permit. Each shareholder fishing IFQ quota shares must complete a separate fish ticket for his or her portion of the harvest. When completing each fish ticket, check the box titled “Multiple IFQ Permits” to identify the tickets as representing a single landing. Please record the fish ticket number of the corresponding fish ticket(s) in the space provided below the partial delivery check box. The fish ticket number is located in the upper right hand corner of each fish ticket.

In order to document sablefish and halibut harvest from a single trip on separate CFEC interim-use permit cards, separate fish tickets must be completed and submitted, noting on each ticket that the record represents **a portion of the delivery** by checking the box titled **Partial Delivery** (Figure 7). Please record the fish ticket number on the corresponding fish ticket(s) in the space provided below the partial delivery check box.

3. **CDQ Number (if applicable)** (Figure 3) – the CDQ number **must be provided** if the landing originates from a Community Development Quota harvest. A fish ticket must record only one CDQ harvest, in other words, more than one quota fished simultaneously requires separate fish ticket documentation. CDQ and non-CDQ harvest may not be recorded on the same fish ticket. CDQ harvest requires no unique species codes. Documentation of a partial delivery for CDQ is the same as outlined above for IFQ.
4. **ADF&G Vessel Number** (Figure 3) – the vessel identification number utilized to harvest the documented catch. The vessel number should correspond to the Vessel Name (item 1), and must be handwritten in the box provided when using a different vessel from that listed on the CFEC permit.
5. **ADF&G Processor Code and Company** (Figure 3) – an imprint of the processor identification code/company name and valid year plate issued upon the completion and submission on the Alaska Seafood Processor and Exporter License and Permit Application, Intent to Operate. The processor code must be imprinted on the ticket as described in Item 2, listed above. The processor code may not be handwritten on the fish ticket.

The processor identification code plate that indicates the **owner** (buyer) of the seafood should be recorded on the fish ticket. Processors providing custom processing services for the owner of the seafood should not use their processor identification code plate when completing a fish ticket.

6. **Date Fishing Began** (Figure 3) – the month and day (and year) on which fishing began, **when the gear went into the water**.
7. **Date Landed** (Figure 3) – the month and day (and year) on which the fish were off-loaded or transshipped from the catcher vessel to the purchaser (i.e., mothership processor). If the off-load process takes more than 1 day, enter the day on which the off-load was completed.



*Figure 4
Upper center portion of the fish ticket.
Port and Gear Information*

8. **Port of Landing or Offshore Operation Type** (*Figure 4*) – the location where the fish were processed (i.e., the shorebased plant location). The port of landing for tender operations is the location of the shorebased plant that processes the fish. If at sea, the port is defined as the type of operation:

- FLD** – Floating processor or mothership
- FCP** – Floating catcher processor
- IFP** – Inside Alaska state waters/ floating processor
(to be utilized when processing inside state waters)
- FLB** – Bait seller at sea

9. **Type of Gear Used** (*Figure 4*) – specify the type of gear utilized to harvest the catch being recorded. Each gear type requires the initiation of a new fish ticket. Utilize only ADF&G gear codes as provided by the department. The fish ticket gear codes are located on the front cover of each Groundfish Fish Ticket Booklet.

STATISTICAL AREA WORKSHEET			
Stat. Area	%	Stat. Area	%

Figure 5
Upper right hand portion of the fish ticket
Statistical Area Worksheet.

10. **Statistical Area** (*Figures 5 & 6*) – also referred to as the statarea, is the six-digit ADF&G groundfish statistical area denoting the actual area of catch. Groundfish statistical area charts may be obtained from your local ADF&G office. The National Marine Fisheries Service (NMFS) and the International Pacific Halibut Commission (IPHC) reporting area codes may not be utilized to substitute for ADF&G statistical area codes. You may enter the area of catch in one of two ways:

A) **Statistical Area Worksheet** (*Figure 5*) – in the top right corner of the **G** and **P** ticket, you will find a grid labeled “Statistical Area Worksheet.” This area may be utilized to document a single statistical area or multiple statistical areas. The recording of multiple statistical areas in the Worksheet requires that the following criteria be met:

- 1) the species that are caught and discarded are equally distributed across **all** statistical areas fished; and
- 2) all statistical areas fished are open to the species fished.

If the above criteria are met, enter all of the statistical areas that were fished in the boxes labeled **Stat. Area** and enter the estimated percentage of the catch taken in that area in the boxes labeled “%” that correspond to the appropriate statistical area. The sum of the itemized “%” column must equal 100%. If all of the species recorded on the ticket were from a single statistical area, enter that area as 100%.

If you utilize the **Statistical Area Worksheet**, there is no need to enter the statistical area code anywhere else on the fish ticket.

SPECIES	CODE	STAT AREA
Sablefish	710	

*Figure 6
Product Purchase (itemized catch) portion of the fish ticket.
Stat Area Column*

- B) **Stat Area Column** (Figure 6) – within the body of the ticket (rows and columns to record catch) is an area to record statistical area. If the above criteria are not met, you **cannot utilize** the Statistical Area Worksheet method to record the area of catch. In this case, you must list all of the applicable statistical area codes in the corresponding column on the fish ticket for each species caught in that area.

At-sea processors frequently remain at sea for several days or weeks and harvest from several statistical areas. When the vessel has harvested fish from 10 statistical areas, a fish ticket must be completed. Each fish ticket may be utilized to document only 10 statistical areas of harvest. Document harvest from all additional statistical area(s) on a second fish ticket.

PARTIAL DELIVERY:	
<input type="checkbox"/> Multiple IFQ Permits	Ticket # _____
<input type="checkbox"/> Partial Delivery	Processor _____
Ticket # _____	Ticket # _____
Processor _____	Processor _____

*Figure 7
Upper right hand portion of the fish ticket
Partial Delivery Information*

- Partial or Split Delivery** (Figure 7) – The harvest from a single fishing trip can be documented on more than one fish ticket, either split among IFQ quota shareholders, divided for multiple fishery bycatch caps or permits, or delivered to more than one processor. To help ADF&G better understand fishing effort and for enforcement purposes, all tickets that represent only a portion of the fishing trip’s harvest **MUST** be identified as a partial delivery.

If the vessel’s harvest was divided among several IFQ shareholders’ permits, check the box labeled **Multiple IFQ permits**. If the fish ticket represents only a portion of the vessel’s trip catch (multiple deliveries to the same processing plant or more than one processor, or multiple permits other than IFQ), check the box labeled **Partial Delivery**.

Just below the check box, in the space labeled **Ticket #**, write the fish ticket number(s) of all other tickets representing the fishing trip’s harvest. The fish ticket number is located on the upper right hand corner of each ticket (begins with a **G** or **P**). As an example, the fish ticket number from the illustration on page 3, Figure 1, is G02000280. The space provided for processor company name can be utilized for additional fish ticket numbers.

If the harvest was delivered to another processing plant, provide the full name of the other processing plant.

GENERAL COMMENTS
REPORTING POUNDS ON GROUND FISH FISH TICKETS

The ADF&G fish ticket is designed to record the LANDED weight of the catch. In other words, the processor should indicate the weight of the catch and the delivery condition of the fish at the point the catch is weighed. For example, if the catch is bled at the time of weight, indicate the pounds of catch and the appropriate delivery condition code, bled = 03. The delivery condition code identifies a rate utilized to compute from landed catch weight to whole weight.

Many at-sea catcher-processors weigh catch after it has been processed into product and at the time of off-loading. Again, record the weight of the catch and the delivery condition of the fish at the point it is weighed. For example, if the catch has been processed and is in the form of deep skin fillets at the point it is weighed, indicate the pounds of the catch (the fillets) and the appropriate delivery condition code, deep skin fillets = 24.

Round (whole) weight will be calculated during ADF&G data entry from the landed pounds and the appropriate product recovery rate associated with the reported delivery condition code. In other words, landed pounds divided by the delivery condition code recovery rate = whole fish weight.

INCORRECT REPORTING OF ROUND WEIGHT WITH A PROCESSED PRODUCT DELIVERY CONDITION CODE MAY RESULT IN SIGNIFICANT (**OVER**) MISCALCULATION OF THE ACTUAL WEIGHT OF THE CATCH, WITH POSSIBLE IMPLICATIONS FOR SEASON CLOSURE AND TAX ASSESSMENT.

12. →

13. →

SPECIES	CODE	STAT AREA	DELIV. CODE	POUNDS	PRICE	AMOUNT
Sablefish	710					
Flathead Sole	122					
Rock Sole	123					
Yellowfin Sole	127					

Figure 8
Product Purchase (itemized catch) portion of the fish ticket.
Species Information

2. **Species** (*Figure 8*) – list the catch by species from the ADF&G Fish Ticket Codes, Groundfish/Shellfish, dated **2002**. The specific species code must be indicated and is very

important for management purposes. Group codes, such as, shallow or deep-water flatfish, general flounder, unspecified (demersal, pelagic, or shelf) 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.

Discards at sea and at the dock must also be recorded in pounds on the fish ticket.

Discards –Not Sold: Specify Species, Disposition and LBS.						

*Figure 9
Lower right hand portion of the fish ticket.
Discard Information*

Prohibited species must be identified, discarded at sea, and recorded on the fish ticket as **each animal** and if possible, as pounds. Please indicate or label the entry for Prohibited Species as “Each” or “Ea.” and “Pounds” or “LB.”

Prohibited Species and Codes

Finfish

Chinook Salmon	410
Sockeye Salmon	420
Coho Salmon	430
Pink Salmon	440
Chum Salmon	450
Pacific Herring	235

Crab

Bairdi Tanner Crab	931
Opilio Snow Crab	932
Red King Crab	921
Blue King Crab	922
Brown (Golden) King Crab	923
Scarlet (Couesi) King Crab	924

Harvest retained for personal use consumption (code 95) must be recorded in pounds on the fish ticket.

Harvest caught prior to directed fishing or incidentally caught throughout the fishing trip and retained or utilized for bait (code 92) must also be recorded in pounds on the fish ticket.

Contact ADF&G groundfish biologists at your local office for further clarification on an unknown species and the applicable code.

3. **Delivery Condition Code (Deliv. Code)** (Figure 8) – enter the ADF&G condition code that best describes the condition of the catch at the point it is weighed. Please reference the ADF&G Fish Ticket Codes, Groundfish/Shellfish, dated **2002** for the appropriate code.

Codes that indicate the fish was **WHOLE OR ROUND WEIGHT** at the point weighed include:

- a) 01 – Whole fish/food fish
- b) 02 – Whole fish/bait sold
- c) 41 – Whole fish destined for fish meal production
- d) 42 – Bled fish/fish meal – for fish meal production
- e) 86 – Donated prohibited species destined for a food bank
- f) 88 – Whole fish/discarded, infested with fleas
- g) 89 – Whole fish/decomposed or previously discarded
- h) 92 – Whole fish retained for bait – not sold
- i) 93 – Whole fish/damaged by observer sampling procedures
- j) 95 – Personal use – not sold
- k) 98 – Discarded at Sea
- l) 99 – Discarded onshore – after delivery/before processing

Many of these condition codes indicate how the catch was used – its disposition. If the catch was not in a whole weight state at the point weighed and the disposition is donation, personal use, or discard - please **handwrite** the delivery condition next to the item on the ticket. For example, if the fish are being retained for personal use and were gutted at the point weighed then **handwrite** “gutted” in available space next to the species code for this harvest item.

At-Sea Processors:

The following condition codes are considered ancillary products (to the primary product) only and are not converted to whole weight:

- a) 14 – Roe only
- b) 15 – Pectoral Girdle only
- c) 16 – Heads only
- d) 17 – Cheeks
- e) 18 – Chins
- f) 19 – Belly
- g) 34 – Milt
- h) 35 – Stomachs
- i) 39 – Bones

The following condition codes **require** a product designation code of **Primary – P** indicating that this is the designated product made from each fish; or **Ancillary – A** indicating that this is the secondary product in addition to the Primary product from the same fish:

- a) 31 – Minced Fish
- b) 32 – Fish Meal
- c) 33 – Fish Oil

The **P** or **A** may be written next to the condition code.

1. **Pounds** – enter the LANDED weight (scales weight) in pounds. Harvest, sold or discarded, may **not** be entered on a fish ticket in metric tons.
2. **Price** – enter the price paid/received **per pound** for the recorded weight.
3. **Amount** – enter the monetary amount paid/received – the calculation of the pounds multiplied by the price per pound.

17. →

Permit Holder's Signature	
Fish Received by	Date

18.

*Figure 10
Bottom portion of the fish ticket.
Signatures of seller and buyer.*

4. **Signature of the Permit Holder** (*Figure 10*)– the permit holder making the delivery must sign the fish ticket in the signature space provided.
5. **Fish Received By** (*Figure 10*) – the signature of the person authorized by the licensed purchaser and/or processor to receive the catch must sign the fish ticket in the signature space provided. No signature is required if the operation is exclusively in the EEZ (voluntary reporting - not required to submit fish tickets) and transshipped.
6. **Overages** – If a bycatch overage has been determined at the time of delivery, the overage must be documented as a separate item on the fish ticket. **The species, delivery condition, pounds, and price must be reported. The overage item(s) must be highlighted and marked with the word “overage.”**

Southeast Alaska Processors - if the overage relates to a state-managed fishery please contact the Sitka office of ADF&G for instruction - (907) 747-6688.

Central Gulf of Alaska Processors – if the overage relates to a state-managed fishery in the Prince William Sound/Cook Inlet areas, please contact the Homer office of ADF&G for instruction - (907) 235-1726 or 235-1728.

FISH TICKET REVISIONS AND OVERAGES

The processor must provide ADF&G with any revisions to previously submitted fish tickets, including overages. The revised fish ticket should be a photocopy of the original fish ticket. The photocopy should clearly indicate in the body of the fish ticket, **“Revision.”** The correction or revision should be highlighted.

All overage adjustments to ADF&G fish tickets must be revised and submitted to the ADF&G office of original submission. **The species, delivery condition, pounds, and price must be reported. The overage item(s) must be highlighted and marked with the word “overage.”**

REPORTING SPECIFIC TO HALIBUT FISHERIES

At the time of initial offload, the **scale weight** of the IFQ halibut harvest should be recorded on the fish ticket. The delivery condition code of the fish at the point it is weighed should be recorded on the fish ticket. The field to record the delivery condition code is titled, “Deliv. Code.” Delivery condition codes to be utilized with halibut are:

- a) 04 – gutted, head on (gutted only)
- b) 05 – gutted, head off (headed/gutted).

Please indicate if the halibut weight includes or does not include ice and slime (unwashed fish at the point it is weighed). Record beside all weights, **“W ICE & SLIME”** or **“W/O ICE & SLIME.”**

IFQ quota share holders may retain a portion of their halibut catch after the off-load has been weighed and documented for:

- a) personal use,
- b) future sale via dockside,
- c) future sale to another processor.

If retained catch is for personal use and consumption, the harvest, pounds and delivery condition code, should be recorded on the ADF&G fish ticket in the space provided in the lower right-hand corner of the form (Figure 11).

If a portion of the catch is retained for future sale, the catch should be recorded in the itemized catch portion of the fish ticket (non-personal use section). The species, pounds, and the disposition code **87** (harvest retained for future sale) should be recorded.

Personal Use – 95 – Not Sold: Specify Species, Condition and LBS.								
SPECIES	COND	POUNDS	SPECIES	COND	POUNDS	SPECIES	COND	POUNDS

Figure 11
Lower right hand portion of the halibut/sablefish fish ticket.
Personal Use Information

The halibut only disposition code 87 – harvest retained for future sale – is reserved for halibut harvest only. The future sale may be via dockside sales or to another processor. Halibut retained for these purposes shall not be recorded on the fish ticket as personal use – code 95. State law precludes the sale of personal use harvest.

When the retained harvest is sold to another processor or via dockside sales, a second fish ticket shall be completed. All information elements on the second fish ticket must be completed including the species, delivery condition code, the weight of the halibut and the price paid.

COMMUNITY DEVELOPMENT QUOTA SPECIFIC FISHERIES

Completion of an ADF&G fish ticket is **required** for all harvest in connection with a CDQ fishery. Tickets should be completed following the instructions provide in this document. Price per pound and amount **must** be provided for all purchased CDQ harvest. Following are additional requirements for completion of an ADF&G Series “**G**” and “**P**” fish ticket as required by 5 AAC 39.130 and 5 AAC 16.05.675. If you are unsure of proper procedures, contact the local ADF&G office representative. ADF&G office locations, addresses and telephone numbers are provided in the attachment to this document. Tickets that are not completed in the proper format, or are incomplete, are subject to prosecution under non-compliance regulations.

1. CDQ AND NON-CDQ HARVEST MAY NOT BE REPORTED ON THE SAME FISH TICKET.
2. MULTIPLE CDQ CORPORATION HARVEST MAY NOT BE REPORTED ON THE SAME FISH TICKET.
3. The CDQ Corporation number **must** be provided in the labeled box. Please do not place AFA or IFQ codes in this box.
4. No unique CDQ species or delivery condition codes are required to document catch.

5. ADF&G fish tickets must be completed at least once a week or when harvest has occurred in 10 statistical areas.
6. All other requirements as listed above (items 1 through 19).

MOTHERSHIP OPERATIONS

Mothership operators should follow NMFS regulations, **50 CFR part 679**, for direction on the completion of ADF&G fish tickets.

The Alaska Department of Fish and Game administers all programs and activities free from discrimination based on race, color, national origin, age, sex, religion, marital status, pregnancy, parenthood, or disability. The department administers all programs and activities in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972.

If you believe you have been discriminated against in any program, activity, or facility, or if you desire further information please write to ADF&G, P.O. Box 25526, Juneau, AK 99802-5526; U.S. Fish and Wildlife Service, 4040 N. Fairfield Drive, Suite 300, Arlington, VA 22203 or O.E.O., U.S. Department of the Interior, Washington DC 20240.

For information on alternative formats for this and other department publications, please contact the department ADA Coordinator at (voice) 907-465-4120, (TDD) 907-465-3646, or (FAX) 907-465-2440.

ALASKA DEPARTMENT OF FISH AND GAME LOCAL OFFICES

Please complete all information requested on the fish ticket. Be sure to submit completed fish tickets at least once a week or as otherwise specified by ADF&G for each particular area and fishery (5 AAC 39.130). Submit completed fish tickets to the ADF&G office in the area where fish are landed. Exclusive Economic Zone operators not landing in Alaska must submit completed fish tickets to Computer Services Division of Commercial Fisheries at ADF&G headquarters in Juneau.

ANCHORAGE

Alaska Department of Fish and Game
Division of Commercial Fisheries
333 Raspberry Road
Anchorage, AK 99518-1599
Tel: (907) 267-2104

BETHEL

Alaska Department of Fish and Game
Division of Commercial Fisheries
P.O. Box 1467
Bethel, AK 99559-1467
Tel: (907) 543-2433

COLDBAY(May 1–September 30)

Alaska Department of Fish and Game
Division of Commercial Fisheries
P.O. Box 50
Cold Bay, AK 99571-0050
Tel: (907) 532-2419

CORDOVA

Alaska Department of Fish and Game
Division of Commercial Fisheries
P.O. Box 669
Cordova, AK 99574-0669
Tel: (907) 424-3212

DILLINGHAM

Alaska Department of Fish and Game
Division of Commercial Fisheries
P.O. Box 230
Dillingham, AK 99576-0230
Tel: (907) 842-5227

DUTCH HARBOR

Alaska Department of Fish and Game
Division of Commercial Fisheries
P.O. Box 920587
Dutch Harbor, AK 99692-0587
Tel: (907) 581-1239

EMMONAK (June 1–August 31)

Alaska Department of Fish and Game
Division of Commercial Fisheries
P.O. Box 127
Emmonak, AK 99581
Tel: (907) 949-1320

FAIRBANKS

Alaska Department of Fish and Game
Division of Commercial Fisheries
1300 College Road
Fairbanks, AK 99701-1599
Tel: (907) 459-7274

HAINES

Alaska Department of Fish and Game
Division of Commercial Fisheries
P.O. Box 330
Haines, AK 99827-0330
Tel: (907) 766-2830

HOMER

Alaska Department of Fish and Game
Division of Commercial Fisheries
3298 Douglas Place
Homer, AK 99603-8027
Tel: (907) 235-8191

JUNEAU HEADQUARTERS

Alaska Department of Fish and Game
Division of Commercial Fisheries
Computer Services Section
1255 W. 8th Street
P.O. Box 25526
Juneau, AK 99802-5526
Tel: (907) 465-4210

JUNEAU REGIONAL OFFICE

Alaska Department of Fish and Game
Division of Commercial Fisheries
Douglas Island Center Building
802 Third Street
P. O. Box 240020
Douglas, AK 99824-0020
Tel: (907) 465-4250

KETCHIKAN

Alaska Department of Fish and Game
Division of Commercial Fisheries
2030 Sea Level Drive, Suite 205
Ketchikan, AK 99901-6064
Tel: (907) 225-5195

KINGSALMON

Alaska Department of Fish and Game
Division of Commercial Fisheries
P.O. Box 37
King Salmon, AK 99613-0037
Tel: (907) 246-3341

KODIAK

Alaska Department of Fish and Game
Division of Commercial Fisheries
211 Mission Road
Kodiak, AK 99615-6399
Tel: (907) 486-1825

KOTZEBUE

Alaska Department of Fish and Game
Division of Commercial Fisheries
P.O. Box 689
Kotzebue, AK 99752-0689
Tel: (907) 442-3852

NOME

Alaska Department of Fish and Game
Division of Commercial Fisheries
Pouch 1148
Nome, AK 99762-1148
Tel: (907) 443-5167

PETERSBURG

Alaska Department of Fish and Game
Division of Commercial Fisheries
P.O. Box 667
Petersburg, AK 99833-0667
Tel: (907) 772-3801

SAND POINT(May 1–September 30)

Alaska Department of Fish and Game
Division of Commercial Fisheries
P.O. Box 129
Sand Point, AK 99661-0129
Tel: (907) 383-2066

SITKA

Alaska Department of Fish and Game
Division of Commercial Fisheries
304 Lake Street, Room 103
Sitka, AK 99835-7563
Tel: (907) 747-6688

SOLDOTNA

Alaska Department of Fish and Game
Division of Commercial Fisheries
43961 Kalifornski Beach Road, Suite B
Soldotna, AK 99669-8367
Tel: (907) 262-9368

UNALAKLEET (May 15–September 15)

Alaska Department of Fish and Game
Division of Commercial Fisheries
P.O. Box 1148
Nome, AK 99762-1148
Tel: (907) 443-5167

YAKUTAT

Alaska Department of Fish and Game
Division of Commercial Fisheries
P.O. Box 49
Yakutat, AK 99689-0049
Tel: (907) 784-3255