

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

06/23/2006

In accordance with the Paperwork Reduction Act, OMB has taken the following action on your request for approval of a revision of an information collection received on 05/18/2006.

TITLE: Alaska Interagency Electronic Reporting System

AGENCY FORM NUMBER(S): None

ACTION : APPROVED WITHOUT CHANGE

OMB NO.: 0648-0515

EXPIRATION DATE: 06/30/2009

BURDEN:	RESPONSES	HOURS	COSTS(\$,000)
Previous	5,778	3,064	13
New	6,261	3,343	13
Difference	483	279	0
Program Change		279	0
Adjustment		0	0

TERMS OF CLEARANCE: None

NOTE: The agency is required to display the OMB control number and inform respondents of its legal significance (see 5 CFR 1320.5(b)).

OMB Authorizing Official Title

John F. Morrall III Acting 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 INTERAGENCY ELECTRONIC REPORTING SYSTEM
OMB CONTROL NO.: 0648-0515

INTRODUCTION

This collection is revised to include the Rockfish Pilot Program (Program). Although several laws and regulations guide this action, the principal laws and regulations that govern this action are the Consolidated Appropriations Act of 2004, the Magnuson-Stevens Conservation and Management Act (Magnuson-Stevens Act), the National Environmental Policy Act, the Regulatory Flexibility Act, and Executive Order 12866.

In Section 802 of the Consolidated Appropriations Act of 2004, the U.S. Congress included a directive to the Secretary of Commerce to establish, in consultation with the North Pacific Fishery Management Council (Council), a pilot program for management of three rockfish fisheries in the Central Gulf of Alaska (CGOA) in the Exclusive Economic Zone off the coast of Alaska.

The Rockfish Pilot Program (Program) is scheduled to last for a two-year period, from January 2007 until December 31, 2008. Broadly, the Program would provide exclusive harvesting and processing privileges for a specific set of rockfish species and associated species harvested.

The rockfish species that are the subject of the Program are primarily harvested using trawl gear, although some directed fishing with fixed gear has occurred. In the CGOA, the directed trawl fisheries for these rockfish typically begin about the first of July. Directed fishing for these rockfish with hook-and-line annually opens on January 1. Separate total allowable catches are set for the three different fisheries. Participants usually begin by targeting Pacific Ocean perch until that directed fishery is completed, followed by directed fishing for Northern rockfish and pelagic shelf rockfish. The directed fisheries for all three species are usually completed during the month of July.

BACKGROUND

The Alaska Interagency Electronic Reporting System (IERS) data entry system, named eLandings, is an Internet-based system accessible at <http://elandings.alaska.gov/>. To use the system the participant must have a computer and printer, and an Internet connection with email. While the Shoreside Processor Electronic Logbook Report (SPELR) provides time-saving features over using the DCPL, the eLandings has advantages over SPELR. eLandings is an Interagency Electronic Reporting System for reporting commercial fishery landings in Alaska. This system is a collaborative effort of the State of Alaska Department of Fish and Game (ADF&G), the International Pacific Halibut Commission (IPHC), and the NMFS Alaska Region. When using eLandings, the manager of a shoreside processor or SFP will use the data entered to print fish tickets for submittal to ADF&G, because the data entered into the eLandings database also provides the information requested on an ADF&G fish ticket.

Initially, eLandings was required to submit Individual Fishing Quota (IFQ) / Community

Development Quota (IFQ/CDQ) crab and Community of Adak golden king crab landing reports and/or production data reports, (not including Norton Sound king crab). This action describes the additional voluntary use of eLandings to report landings and production data for rockfish of the Central Gulf of Alaska (CGOA) starting January 2006. Starting January 2007, eLandings will be required for participants reporting all groundfish (including rockfish), shellfish, salmon, halibut CDQ, halibut and sablefish IFQ, and other species fisheries. For reporting CGOA rockfish in 2007, NMFS intends that the eLandings replace the SPELR (see OMB No. 0648-0401) and the shoreside processor daily cumulative production logbook (DCPL) (see OMB No. 0648-0213).

This action supports revision of the 0515 collection. The name of this collection-of- information is changed from “Alaska Region Crab Landings Report” to read “Alaska Interagency Electronic Reporting System (IERS)”.

A. JUSTIFICATION

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

eLandings (Internet version and optional fax version) is used to debit annual catch amounts. All retained catch would be weighed, then reported and debited from the appropriate account under which the catch was harvested or received. eLandings is a more convenient, accurate, and timely method of reporting than current paper forms. Additionally, eLandings provides continuous access to individual accounts by participants. These provisions make recordkeeping and reporting requirements less burdensome by allowing participants to more efficiently monitor their accounts and fishing activities. In addition, eLandings allows that participants do not have to enter data separately for two different agencies (NMFS and ADF&G). Rather, the data is entered only once for use by the two agencies.

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. IERS processor registration (formerly: IERS application for user ID)

Managers of shoreside processors or stationary floating processors (SFPs) that are permitted as processors in the Rockfish Pilot Program must register to use the IERS at the Internet site <http://elandings.alaska.gov/>. 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 PDF form to ADF&G. Agency staff 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 send the user an email telling him or her that the new user ID is available.

The manager’s signature on the form means that the manager of the shoreside processor or SFP 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.

In addition, the manager’s signature ensures that the applicant is authorized to submit landing reports for the processor identification number(s) listed.

IERS processor registration

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

IERS processor registration, Respondent	
Number of respondents	6
Total annual responses	3
Frequency of response (once/2 yr program length = 0.50)	
Total burden hours (3 x 0.25 = 0.75)	1
Time per response (15/60 = 0.25)	
Total personnel cost (\$25 x 1)	25
Total miscellaneous cost (\$3 x 6)	18
Photocopy = 0.05 x 1 x 6 = 0.30	
Postage = 0.37 x 6 = 2.22	

IERS processor registration, Federal Government	
Total annual responses	0
Total burden hours	0
Total personnel cost	0
Total miscellaneous cost	0

b. eLandings groundfish report

In order to make timely fishery closure decisions, NMFS requires the manager of a shoreside processor or SFP to use eLandings. eLandings provides catcher vessel delivery information to describe daily harvests and sideboard species on a vessel-by-vessel basis. The eLandings has automatic features that allow the user to directly enter data into the eLandings database.

The detailed, electronic information coming directly to eLandings negates the need to use the NMFS-provided SPELR software. SPELR was developed to require American Fisheries Act (AFA) processors to submit pollock data reports to NMFS electronically, in place of the paper DCPL and weekly production reports. In addition, other non-AFA shoreside processors and SFPS voluntarily choose to use SPELR. SPELR simplified the reporting process and provided increased accuracy, because the data are automatically entered into the NMFS database. As a result, inseason managers receive data in a timely manner, allowing more efficient fisheries management.

The manager must obtain at his or her own expense, hardware, software and Internet

connectivity to support Internet submissions of the eLandings report (NMFS assumes that a computer is available and already in use by processors). All retained catch must be weighed, then reported and debited from the appropriate account under which the catch was harvested. Although the number of receiving and processing days shown in the analysis is less than 365 days, information for each day of a fishing year must be recorded in the eLandings as either active or inactive.

Two versions of eLandings exist: one for reporting crab, the other for reporting groundfish (including rockfish). The questions will vary depending on the type of fishery. The groundfish eLanding is described here.

A dated return-receipt is generated and sent by eLandings to the processor, confirming receipt and acceptance of the entered data. Processors must retain the return receipt as proof of report submission. A properly debited Internet receipt or a manual landing report constitutes confirmation that NMFS received the eLandings report and that the manager's account is properly debited. The receipt must be signed by the manager.

The manager must submit a completed eLandings report to NMFS within 6 hours of the end of each calendar day (Alaska Local Time.) in which the fish were harvested. The manager is required to submit an eLandings report for each catcher vessel landing.

A person who for any reason is unable to properly submit an eLandings report or debit a landing as required by regulations at 50 CFR part 679(e) and 50 CFR part 680.5(b) and (c) must telephone NMFS to request a waiver from using the Internet submittal.

eLandings Report

Identification information

Automatically provided by eLandings from registration information: Shoreside processor or SFP name; ADF&G processor code; Federal processor permit number; processor e-mail address; port code; and name, telephone and FAX numbers of representative

Information entered daily

Date (*automatically provided by eLandings*)

Whether no deliveries or no production

Whether inactive

If YES, start and end dates and reason for inactivity

Number of observers on site

Name and cruise number of each observer onsite

Whether harvest was from BSAI or GOA

Product by species code, product code, and product designation

Product weight (in lb or mt)

Information entered for each delivery

Date fishing began

Date and time delivery completed

Buying station or catcher vessel name and ADF&G vessel registration number

ADF&G fish ticket number issued to catcher vessel

If a shoreside processor located in a state other than Alaska and receiving unprocessed groundfish from a catcher vessel, record the fish ticket numbers issued for that non-Alaska state along with the two-character abbreviation for that state.

If a shoreside processor located in a state other than Alaska where no fish ticket system is available and receiving unprocessed groundfish from a catcher vessel, record the catch receipt number issued to the catcher vessel.

whether in a separate management program

If YES, enter identification number

gear type of harvester
 Estimated retained groundfish delivery weight (in lb or mt)
 landed species of each delivery by species code and product code
 ADF&G statistical area(s) where fishing occurred and estimated percentage of total delivered weight corresponding to each area
 whether catcher vessel or buying station delivery
 If delivery is from a buying station
 name and type of buying station (vessel, vehicle, or other)
 date harvest received by buying station
 if a vessel, ADF&G vessel registration number
 if a vehicle, license plate number
 if other than a vessel or vehicle, description.
 Whether a blue DFL was received from catcher vessel
 if not received, reason given

Information entered for discard or disposition

if groundfish or PSC herring
 enter species code, product code, and weight (in lb or mt)
 if PSC halibut, salmon, or crab
 enter species code, product code, and count (in numbers of animals).
 If a CDQ delivery
 enter species code, product code, weight (in lb or mt) and count of PSQ halibut.

eLandings report, Respondent	
Number of respondents	6
Total annual responses	480
Frequency of response = 80	
Total burden hours (480 x 0.58)	278 hr
Time per response (35/60 = 0.58)	
Daily estimated hours per response complete & print receipts (30 min) electronically submit (5 min)	
Total personnel cost (\$25 x 278)	\$6950
Total miscellaneous cost (\$3 x 6)	18
Internet = 0.05 x 6 = 3	

eLandings report, Federal Government	
Total annual responses	0
Total burden hours	0
Total personnel cost	0
Total miscellaneous cost	0

c. Backup manual landings report (by waiver)

NMFS provides an optional backup procedure using existing telecommunication and paper based methods, in case of computer failure or other event which negates the sending of an eLandings report. This back up to the eLandings report may only be used if a waiver is approved by NOAA Fisheries Office of Law Enforcement (OLE). The manual landing report contains the same information the eLandings report contains and is submitted by FAX.

Backup manual landings report, Respondent	
Number of respondents	1
Total annual responses	1
Frequency of response = 1	
Total burden hours	1 hr
Time per response (35/60 = 0.58)	
Total personnel cost	\$25
Cost per hour = \$25	
Total miscellaneous costs	\$6
FAX \$6 x 1	

Backup manual landings report, Federal Government	
Total annual responses	0
Total burden hours	0
Total personnel cost	0

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 eLandings report is submitted by Internet data entry. The Internet URL is located at <http://elandings.alaska.gov/>. For the at-sea fleet that does not have Internet service, a Desktop Client Application (software package) can be used to generate files for submitting via email. This Desktop Client Application software can be obtained by contacting NOAA Fisheries, Sustainable Fisheries Division toll-free at (800) 304-4846, option #3.

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 require Internet data entry for a Rockfish Pilot Program in the CGOA. Without the specified data-entry 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 Section 802 of the Consolidated Appropriations Act of 2004.

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 will submit a proposed rule, RIN 0648-AT71, coincident with this submission, requesting comments from the public.

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.

Total estimated respondents: 44, up from 38. Total estimated responses: 6,261, up from 5,778. Total estimated burden hours: 3,343, up from 3,064. Total estimated personnel cost: \$83,575, up from \$76,660.

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).

Total estimated miscellaneous costs: \$13,044, up from \$13,008.

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

This action corrects calculations for the Federal Government. The IERS processor registration is submitted to ADF&G, not NMFS; therefore, NMFS does not incur any costs. This removes 1 hour burden and \$25 personnel cost. The IERS landing report is submitted by Internet to ADF&G. Therefore, NMFS does not incur any costs. This removes 600 hr burden and \$15,000 personnel cost. The estimated total annual burden hours is 1,204 hr (1,805 + 0 – 600 - 1). The estimated total annual personnel cost is \$30,100 (\$45,125 + 0 – \$15,000 - \$25).

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

Six respondents are added to this collection through the Rockfish Pilot 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 are shown on the Internet screen.

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.

eLandings

Reporting Component of the
Interagency Electronic Reporting
System

Alaska
Department of
Fish and Game

International Pacific
Halibut
Commission

[eLandings Home](#)

[Reports Menu](#)

[Change Password](#)

Register Operation

INFO - 1311: Please enter the following information

Operation Type:

Operation Name:

ADF&G Processor Code:

Federal Permit Number:

Registered Buyer Number:

Registered Crab Receiver Number:

Port:

[Port Codes](#)

Vessel ADF&G Number:

Vehicle License Number:
(For Buying Stations)

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

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

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

UserID:

Password:

Processor Name:

User Name:

City:

State:

Telephone Number:

Fax Number:

Email Address:

Security Question:

Example: What is your mother's maiden name?

Secret Answer:

The answer to your security question, something that nobody else is likely to know.

Register

Find Registration

NOTE: Before you can use your UserID to login to the eLandings system, you must mail a signed original registration form to Alaska Help, P.O. Box 110206, Juneau, AK 99811-0206, or fax a signed form to (907) 465-2161 attn: eLandings Help. After you mail your form, you must mail the original to the above address **within two weeks**.

QUESTIONS?

- See the [eLandings Instructions](#)
- See the [eLandings Frequently Asked Questions](#)
- Email: eLandings@alaska.gov
- Phone: (888) 443-5726

OMB Control No. 0648-0515

Expiration Date: 2/29/2008

PUBLIC REPORTING BURDEN STATEMENT

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing 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 estimate, to Washington Headquarters Service, Paperwork Project (0172-0188), Washington, DC 20503.

this collection of information, to Assistant Regional Administrator, Sustainable Fisheries Division, NOAA National Marine Fisheries Service, Juneau, AK 99802-1668.

ADDITIONAL INFORMATION

Before completing this form, please note the following: 1) Notwithstanding any other provision of law, no person is required to respond to, or furnish, information subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless the collection of information displays a currently valid OMB Control Number; 2) This information is mandatory and is required to manage commercial fisheries under part 680, under section 402(a) of the Magnuson-Stevens Act (16 U.S.C. 1801, et seq) and under 16 U.S.C. 1862(j); 3) Responses to this information are confidential under section 402(b) of the Magnuson-Stevens Act (16 U.S.C. 1801, et seq). They are also confidential under NOAA Administrative Order 216, which sets forth procedures to protect confidentiality of fishery statistics.

eLandings

Reporting Component of the
Interagency Electronic Reporting
System

Alaska
Department of
Fish and Game

International Pacific
Halibut
Commission

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 System. In the future, the system will include landings and production data reports for groundfish, shellfish, salmon, h and sablefish IFQ, and other species fisheries.

INFO - 1352: Please enter your UserID to login

UserID:

Password:

Login

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

Email

Address:

Email my password

QUESTIONS?

- See the [eLandings Instructions](#)
- See the [eLandings Frequently Asked Questions](#)
- Email: eLandings@alaska.gov
- Phone: (888) 443-5726

OMB Control No. 0648-0515

Expiration Date: 2/29/2008

PUBLIC REPORTING BURDEN STATEMENT

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing searching the existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden estimate this collection of information, to Assistant Regional Administrator, Sustainable Fisheries Division, NOAA National Marine Fisheries Service Juneau, AK 99802-1668.

ADDITIONAL INFORMATION

Before completing this form, please note the following: 1) Notwithstanding any other provision of law, no person is required to respond to, or furnish, information subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless the collection of information displays a currently valid OMB Control Number; 2) This information is mandatory and is required to manage commercial fisheries under part 680, under section 402(a) of the Magnuson-Stevens Act (16 U.S.C. 1801, et seq) and under 16 U.S.C. 1862(j); 3) Responses to this information are confidential under section 402(b) of the Magnuson-Stevens Act (16 U.S.C. 1801, et seq). They are also confidential under NOAA Administrative Order 10, which sets forth procedures to protect confidentiality of fishery statistics.

****DRAFT****

Instructions for Rationalized Crab Electronic Reporting Using eLandings

CONTACT INFORMATION

eLandings Helpline - (888) 443-5726, available 24 hrs/day

The help desk will know the status of the system, if there are any outages, trouble shoot system errors, and be able to direct you to more help, if needed. Try them first.

Other numbers:

- **NMFS Data Clerks - available 6 am until Midnight – (800) 304-4846 opt. 1**
Contact the data clerks for red line errors in the IFQ report and to reach NMFS Enforcement officers.
- **NMFS Juneau Office, 8am to 4:30pm M-F**
 - Jennifer Mondragon, 907-586-8743
 - Larry Talley, 907-586-7512
 - Josh Keaton, 907-586-7519
- **NMFS, RAM Division** (Permit questions, IFQ, IPQ), **8am to 4:30pm M-F**
1-800-304-4846 opt 2
Mindy Jones, 907-586-7272
- **ADF&G Dutch Harbor Office, 8am to 4:30pm M-F**
Ph# (907) 581-1239 Fax# (907) 581-1572
Krista Milani or Barbi Failor

Answers to **Frequently Asked Questions** about eLandings are available at:
<http://www.fakr.noaa.gov/sustainablefisheries/crab/rat/reportfaq.htm>

INSTRUCTIONS

- I. Go to www.elandings.alaska.gov and login

Note: If you have not registered, you need to fill out the registration information and print the form. Sign the form and fax it to (907) 465-2161 attn: eLandings Help Desk. Mail the original to: State of Alaska Help, P.O. Box 110206, Juneau, AK 99811-0206.

- II. Click on the link to: **MAKE A NEW CRAB LANDING REPORT**
- a. Fill in the header information.
 - b. Add ADF&G #; gear code; crew size (including the skipper); number of observers on board (which should be a 1 or a 0); date fishing; days fished; date of landing; and port of landing.
 - c. ADF&G processing code (purchaser/owner): a dropdown list will provides default value from your registration – Choose the appropriate code.
 - d. ADF&G Processor Code (custom processor): If you are doing custom processing then you will need **your** processing code here and the F-code of company you are processing for as the purchaser/owner.

- e. The Partial Delivery box will need to be checked if the vessel will be delivering a portion of the catch for this trip to any other place. The box will also need to be checked if the vessel has already delivered elsewhere, even if they are emptying their tanks at your location.
- f. The Last Delivery for Trip box should be checked if the vessel is emptying their tanks at your location. This box automatically defaults to checked, so if it needs to be different, be aware of having to uncheck it.
- g. The Registered Crab Receiver # is also preloaded from your original registration default selection. Choose the appropriate number from the drop down menu.

Example (note these are training data only):

Landing Report - 6946							
User: Mister Big		Processor: wai seafoods, inc.		PH: (907) 555-1234		Email: somebody@somewhere.com	
ADF&G Vessel Number	<input type="text" value="41444"/>	ADF&G Gear Code <small>Gear Codes</small>	<input type="text" value="91"/>	Crew Size <small>(including skipper)</small>	<input type="text" value="6"/>	Number of Observers Onboard	<input type="text" value="1"/>
Date Fishing Began <small>(gear in water)</small> <small>(mm/dd/yyyy)</small>	<input type="text" value="06/20/2005"/>	Days Fished	<input type="text"/>	Date of Landing <small>(completed)</small> <small>(mm/dd/yyyy)</small>	<input type="text" value="06/25/05"/>		
Port of Landing <small>Port Codes</small>	<input type="text" value="AKU"/>						
ADF&G Processor Code <small>(purchaser/owner)</small>	<input type="text" value="F5543"/>	ADF&G Processor Code <small>(custom processor)</small>	<input type="text"/>	Partial Delivery <small>(check if yes)</small>	<input type="checkbox"/>	Last Delivery for Trip <small>(check if yes)</small>	<input checked="" type="checkbox"/>
Registered Crab Receiver Number	<input type="text" value="90012"/>						

CFEC PERMIT WORKSHEET-

- h. Looking on the fisherman’s red permit card, there is a long number beginning with a letter and ending in a letter.
 EX: M07B21661R
- i. The first 4 or 5 digits represent the following information-
 - i. The letter designates the type of fish able to be caught (i.e. king crab = K)
 - ii. The following numbers indicate the type of gear (will be 09 or 91, for crab)
 - iii. The remaining letter gives the area available for fishing
 - iv. For CDQ crab, there will be the above 4 digits plus a letter ranging from A-F, one per CDQ group.
- j. The remaining numbers form the Permit Number. The Permit sequence will be any 4 numbers plus a check letter
 - i. The first 2 digits of this sequence are the year that the permit is issued
 - ii. The next two digits is the card number (ex: the fisherman lost his first card so it may say 02)
- k. Management Program
 - i. Options are CDQ, IFQ, ADAK
 - ii. You should never leave this blank if the quota falls under the above 3 options.
- l. Program ID- This is for CDQ fisheries only. All CDQ groups have their own number. If you are reporting a CDQ fishery, you MUST put in a number. For anything else, leave this blank.

III. IFQ PERMIT WORKSHEET

- a. NMFS ID-
 - i. This is a personal identifier issued by NNFS and is provided by the skipper. Enter the NMFS ID of the CFEC Permit holder who is fishing the IFQ permit and will sign the fish ticket.
 - ii. Always use skipper/hired master’s NMFS id - do not use anything that identifies a coop or an IFQ permit holder not present.

CFEC Permit Worksheet						IFQ Permit Worksheet				
CFEC Fishery	Permit Number	Permit Sequence	Management Program	Program ID	Percent	CFEC Permit Holder's NMFS ID	IFQ Permit	Species Species Codes	IPQ Permit	Lbs. to max-out IFQ permit
K91O	12323N	0501X	IFQ			90031	90051	921	90022	
K91O	22378S	0501J	IFQ			90033	90016	921	90022	

- b. IFQ Permit #'s
 - i. There are 3 types of IFQ shares:
 1. A Shares - when landed, these shares reduce a processor’s IPQ.
 2. B Shares – these shares do not count against a processor’s IPQ. They can be landed at any RCR within the IFQs regional designation.

3. C or U Shares - These are skipper/crew or at sea processor quota. They do not count against a processor's IPQ when landed
 - ii. Shares are regionally divided (North, South, and Undesignated). A processor may only receive IFQ that is designated for their region (North or South) or is undesignated Akutan may only take South or Undesignated shares, while St. Paul could take North and Undesignated shares.
- c. Species Code - Enter ADF&G Species Code (you can click on the blue text "Species Code" to see a list of codes).
- d. IPQ Permit Code-
 - i. IPQ is the Individual Processing Quota which puts a cap on the allowed A-shares a company may receive.
 - ii. This is Pre-Loaded from your registration defaults. Pick the correct permit number from the drop down list.
 - iii. Each plants should develop a list that breaks down proper IPQ number(s) for each species.
- e. LBS to Max-Out Permit—this is to max out the **IFQ permit**.
 - i. This is an optional feature. In order to put poundage in here, the report must have more than one IFQ permit number to debit and you can only "Max Out" one less than the total number of IFQ permits. So if you have 3 IFQ permits for the landing, you can max out 2 of them.
 - ii. Enter the maximum pounds being requested for each particular IFQ permit.
 - iii. If there are no other restrictions being asked on other permits, leave the "Max out pounds" boxes for the other IFQ permit numbers blank. The quota will be divided equally. Or, continue to fill in data for each IFQ permit for which you want to "Max out".
- f. The short line is where you put another IFQ permit number. If you need more lines for IFQ permits under the same CFEC permit, click on the "More IFQ Permits" box at the bottom of the worksheet.

IV. STAT AREA WORKSHEET

- a. This is optional, but can be an extremely helpful box. If used, this worksheet can parse catch among harvest areas and you will not have to enter stat areas and pot lifts in other parts of the landing report.
- b. Enter the **Stat Area Number**, the **Percent of catch** from the area, and **total number of pots fished** (effort) in the area.
- c. When the stat area worksheet is used, it will automatically divide out the quota for the landing
- d. If you leave this worksheet blank, you will go through line by line on the next segment and manually divide out the quota. Using the Stat Area Worksheet will eliminate typo/calculation errors.

Stat Area Worksheet		
Stat Area	Percent	Pot Lifts
<input type="text" value="795200"/>	<input type="text" value="30"/>	<input type="text" value="100"/>
<input type="text" value="795230"/>	<input type="text" value="70"/>	<input type="text" value="230"/>
<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 Stat Areas"/>		

- V. Hit the SAVE button to save all of the heading information. Note: **saving** does not **submit** the information.

VI. ERRORS:

- a. The program is designed so that if you have errors, it will not let you save and move on until they are corrected.
- b. The program will tell you where your errors are. Please see the example for how errors will appear.
- c. Once errors are fixed, hit the SAVE button again.

Test

Release 0.1 Build

Landing Report, Vessel, Permit, and Location Information

Gear Code 47 is not valid for crab
Date of Landing requires 4 digit year
Cfec Permit Worksheet line 1 Permit Fishery K910 is not valid with gear type 47

Landing Report - 6946

User: Mister Big	Processor: wai seafoods, inc.	PH: (907) 555-1234	Email: somebody@somewhere.com
ADF&G Vessel Number <input type="text" value="41444"/>	ADF&G Gear Code <small>Gear Codes</small> <input type="text" value="47"/>	Crew Size <small>(including skipper)</small> <input type="text" value="6"/>	Number of Observers Onboard <input type="text" value="1"/>
Date Fishing Began <small>(gear in water)</small> <input type="text" value="06/20/2005"/> <small>(mm/dd/yyyy)</small>	Days Fished <input type="text"/>	Date of Landing <small>(completed)</small> <input type="text" value="06/25/2005"/> <small>(mm/dd/yyyy)</small>	
Port of Landing <small>Port Codes</small> <input type="text" value="AKU"/>			

- d. After saving, you will get a screen showing a landing report number. The report will explicitly say that it is NOT SUBMITTED.
- e. Although the program automatically saves all of the reports, it may be a good idea to print a copy of the screen so that you have a hard copy to look at so that you know which date, report number, and vessel landing you are looking for should you have to go back to that report.
- f. There is an Edit Vessel, Permit, Location Information button that may be used to change any information.

Landing Report 6946 - Not Submitted

Vessel	41444 FOUR DAUGHTERS	Gear	91 Pot	Crew Size	6	Number of Observers Onboard	1
Date Fishing Began	06/20/2005	Days Fished		Date of Landing	06/25/2005		
Port of Landing	AKU Akutan, Akutan Bay						
ADF&G Processor Code <small>(owner)</small>	F5543 Seattle Star F/V	<small>(custom processor)</small>		Partial Delivery	NO	Last Delivery for Trip	YES
Registered Crab Receiver Number	90012						
<input type="button" value="Edit Vessel, Permit, Location Information"/>							

CFEC Permit Worksheet						Stat Area Worksheet			
Fish Ticket <small>Click on the blue fish ticket number below to open a printable PDF.</small>	CFEC Permit	Permit Holder	Management Program	Management Program ID	Percent	Stat Area	Federal Reporting Area	Percent	Pot Lifts
E05 005087	K91022378S 0501J	SONGSTAD JOSHUA	IFQ			795200	542	30	100
						795230	542	70	230

VII. ITEMIZED CATCH

- a. Click on the “Add/Edit Itemized Catch” button.
- b. Assign the appropriate pounds for each condition & disposition to the correct fish ticket.
- c. Remember that there is only 1 fish ticket per CFEC card. Fish tickets are not assigned by IFQ permit.
- d. If you want to divide pounds evenly between fish tickets, do not assign a fish ticket number to the rows. Then you will click on the Allocate Permits button
- e. Stat Area – if you used the stat area worksheet, leave this area blank! If you write anything in the box, it will override the already completed stat area worksheet.
- f. Enter the species, condition, and disposition codes.
 - i. If you are unsure, clicking on the blue lettering will open a new window to display a list of all of the codes. Note that there have been changes to the codes – be sure to check!!
 - ii. Disposition codes for dead-loss and personal use crab are debited from IFQ but not from IPQ accounts.
- g. Pounds – enter raw crab pounds
- h. Number - This is the number of physical animals. The program is built with some safeguards; it knows average pounds of each species of crab and will give you an error if the number of animals and number of pounds are unreasonable.
- i. Pot Lifts – if you used the stat area worksheet, leave this area blank! If you write anything in the box, it will override the values completed stat area worksheet.
- j. Hit the “Save” button. This will let you know if you made any errors.

Vessel		Date of Landing		ADF&G Processor Code (processor/owner):				
41444 FOUR DAUGHTERS		06/25/2005		F5543 Seattle Star F/V				
Fish Ticket No.	CFEC Permit	Permit Holder	Management Program	Management Program ID	Percent	Stat Area	Percent	Pot Lifts
E05 005087	K91022378S 0501J	SONGSTAD JOSHUA	IFQ			795200	30	100
						795230	70	230
Line	Fish Ticket	Stat Area	Species	Condition <small>Condition Codes</small>	Lbs.	Number	Pot Lifts	Disposition <small>Disposition Codes</small>
1	<input type="text"/>	<input type="text"/>	923	01	50000	10000	<input type="text"/>	60
2	<input type="text"/>	<input type="text"/>	923	01	5000	1000	<input type="text"/>	79
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"/>
<input type="button" value="Save"/> <input type="button" value="Save and Continue"/> <input type="button" value="More Lines"/> <input type="button" value="Cancel"/>								

VIII. GRADING AND PRICING

- a. This is mandatory and required to submit your landing report.
- b. Click on the “Add/Edit Grading and Pricing” button

Line	Fish Ticket	Stat Area	Species	Condition	Landed Lbs.	Number	Pot Lifts	Disposition	Size/Grade	Sold Lbs.	\$/lb.	Total Value
			923 crab, golden (brown) king	01 Whole fish or shellfish	50,000.0000	10,000.0000		60 Sold for human consumption			\$	\$
			923 crab, golden (brown) king	01 Whole fish or shellfish	5,000.0000	1,000.0000		79 Deadloss (crab only)			\$	\$

- c. Size Grade - this field is provided for your convenience and it is not mandatory; but it should be filled out if there is a grading scale at your company.
- d. You must enter sold pounds and the price per pound. You can update final prices when they are known, even after the report has been submitted.
- e. Click on the “Save and Continue” button.

Fish Ticket No.	CFEC Permit	Permit Holder	Management Program	Management Program ID	Percent	Stat Area	Percent	Pot Lifts
E05 005087	K910 22378S 0501J	SONGSTAD JOSHUA	IFQ			795200	30	100.0000
						795230	70	230.0000

Line	Fish Ticket	Stat Area	Species	Condition	Landed Lbs.	Number (of Fish/Crab)	Pot Lifts	Disposition Code	Size/Grade	Sold Lbs.	\$/lb.
	E05 005087		923 crab, golden (brown) king	01 Whole fish or shellfish	50,000.0000	10,000.0000		60 Sold for human consumption	<input type="text"/>	<input type="text" value="50000"/>	<input type="text" value="5.00"/>
									<input type="text"/>	<input type="text"/>	<input type="text"/>
									<input type="text"/>	<input type="text"/>	<input type="text"/>

IX. SUBMITTING THE INITIAL REPORT & PRINTING FISH TICKET

- a. If there are multiple CFEC permits, use the button that says “Allocate Permits” which is located under the CFEC Permit Worksheet.
- b. If there is any missing information or errors, the program will notify you.
- c. Hit the “Submit Initial Report” button. This will submit the landing report information. At this point you have still NOT generated the IFQ Report.
- d. You can still Edit the information as long as you have not submitted the Final Report. The final report needs to be submitted within 7 days of the landing.

- e. If there are retro pricing or adjustments after the final fish ticket is submitted, a revised e-landing fish ticket will have to be printed and sent in.
- f. Print the Fish ticket. Under the CFEC permit worksheet click on the blue fish ticket number. This will take you to the fish ticket (in pdf format) that can be printed and saved electronically. Hit your back arrow to get back to the eLandings from the fish ticket (Note: sometimes you get a “timed out” error and have to hit the back arrow twice).

Fish Ticket Click on the blue fish ticket number below to open a printable PDF.	CFEC Permit Worksheet					Stat Area Worksheet			
	CFEC Permit	Permit Holder	Management Program	Management Program ID	Percent	Stat Area	Federal Reporting Area	Percent	Pot Lifts
E05 005087	K91022378S 0501J	SONGSTAD JOSHUA	IFQ			795200	542	30	100
						795230	542	70	230

X. WHAT TO DO WITH THE FISH TICKET –

a. ORIGINAL COPY:

- i. Print out by clicking on the blue fish ticket number
- ii. Both the Processor and Permit holder must sign
- iii. Imprint the CFEC Card on the upper left corner of the printed copy
- iv. Send this to ADF&G within 7 Days

b. REVISED COPIES:

- i. Print out new ticket
- ii. Highlight the changes
- iii. Write “REVISED” on the ticket
- iv. Mail in to ADF&G as soon as possible

Vessel	POUR DAUGHTERS	Crew Size	6	Mgmt Pgm	IFQ	Port of Landing or off-shore operation type AKU Akutan, Akutan Bay				
ADF&G NO.	41444	Observers onboard	1	ID						
Permit	K910 22378S 0501J SONGSTAD JOSHUA					Type of Gear used 91 Pot				
Owner:	F5543 Seattle Star P/V	Date Fishing Began (Gear in Water)	06/20/2005	PARTIAL DELIVERY: <input type="checkbox"/> Partial Delivery <input checked="" type="checkbox"/> Last Landing for Trip <input type="checkbox"/> Multiple IFQ Permits						
Custom Processor:		Date Landed	06/25/2005							
SPECIES	STAT AREA	DELIV. COND	SCALE WEIGHT	NUM	POT LIFTS	DISP	SIZE & GRADE	SOLD WEIGHT	\$	AMOUNT
923 crab, golden (brown) king		01 Whole fish or shellfish	50,000.0000	10,000.0000		60 Sold for human consumption		50,000.0000	5.00	250,000.00
923 crab, golden (brown) king		01 Whole fish or shellfish	5,000.0000	1,000.0000		79 Deadloans (crab only)				
Total Amount:										250,000.00
FISH DELIVERED HEREBY WERE CAUGHT IN COMPLIANCE WITH STATE LICENSING LAWS AND STATE LABOR LAWS AND REGULATIONS FORM 11-218EC REVISED 1005										
Permit Holder's Signature _____							ADF&G USE			
Fish Received by _____ Date _____							Interview _____			
Landing Report ID: 6946							Observer _____			
Other Fish Tickets:							Logbook _____			

XI. GENERATING IFQ REPORTS

There are 2 ways of generating the IFQ Report:

1. Manually create an IFQ Report from a blank:

- Press the “*Edit IFQ Reports*” button near the bottom of the page
- Fill in all the data without any automated calculations (if you want to use the automatic calculations, see the ‘Generating IFQ Report’ section).

A blank IFQ report can be completed manually:

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

- 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.
- The page provides dropdowns for fish tickets, IFQ/Species/IPQ, stat areas, and condition codes.
- If the page doesn't provide enough lines for your reporting situation, the “*More Lines*” button will add lines for more IFQ reports and more stat areas on each report.
- NOTE:** there is a limitation of nine lines per IFQ report. If you require more than nine stat area lines, you will need to file more than one IFQ report. Multiple IFQ reports with the same Fish Ticket and IFQ/Species/IPQ data are perfectly acceptable, and in fact will be necessary for reporting landings from more than nine statistical areas.
- If you wish to delete a line, make all of the data fields in that line empty.
- While you are editing IFQ reports press the “*Save and Continue*” button to update the Summary section directly above the data fields. The Summary section displays

sold, retained, and deadloss for each fish ticket/species/stat area, and a corresponding "running total" for the sold, retained, and deadloss you have entered on IFQ reports. To complete IFQ reports for a complicated landing you may need to edit a few lines, press "Save and Continue", compare the running total against the Fish Tickets, and repeat the process.

- j. When the running total numbers balance with the Fish Ticket (plus or minus 1 pound to allow for rounding differences), the running total numbers will be displayed in green; when they are not balanced they will display in red.
- k. Your IFQ reports must be in balance with the Fish Tickets before you can submit IFQ reports. (Note that you can save reports that are out-of-balance, and return to correct them later.)
- l. **NOTE:** the summary section of the IFQ Reports Edit page is intended to help build up IFQ reports to match the fish tickets, not the other way around. If you enter a fish ticket, permit, stat area combination that is not on the fish ticket you won't see red in the summary, but you will get an error if you try to submit the report.

2. Generate an IFQ Report and edit if necessary:

- a. This is the second way to create the IFQ report. Click on the "Generate IFQ Report" button. This automatically generates the IFQ report that can be edited or submitted. You may make changes to the IFQ report until it is submitted.
- b. Scroll down to the IFQ Report section on your screen and review the report.
- c. If the report is correct click the "Submit IFQ Reports" button. Once it is submitted you have to contact the NMFS Data clerks (800-304-4846, option 1) to make changes.
- d. If there are things that need to be changed, click on "Edit IFQ Report" button.
- e. The program will generate the IFQ Report and all the fields can be edited:

Fish Ticket	IFQ Permit / Species / IPQ Permit	Stat Area	Condition	Sold Lbs.	Retained Lbs.	Deadloss Lbs.
E05 005769	90006 - 921 -	575731	01	3,125		13
		575732	01	3,125		13
		575801	01	1,875		8
		575802	01	1,250		5
		575830	01	1,875		8
		675530	01	1,250		5
E05 005769	90007 - 921 -	575731	01	3,125		12
		575732	01	3,125		12
		575801	01	1,875		7
		575802	01	1,250		5

- f. The edit page 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). It **will** allow you to save partially complete data, although unbalanced data cannot be successfully submitted.
- g. The page provides dropdowns for fish tickets, IFQ/Species/IPQ, stat areas, and condition codes.
- h. If the page doesn't provide enough lines for your reporting situation, the “*More Lines*” button will add lines for more IFQ reports and more stat areas on each report.
- i. **NOTE:** there is a limitation of nine lines per IFQ report. If you require more than nine stat area lines, you will need to file more than one IFQ report. Multiple IFQ reports with the same Fish Ticket and IFQ/Species/IPQ data are perfectly acceptable, and in fact will be necessary for reporting landings from more than nine statistical areas.
- j. If you wish to delete a line, make all of the data fields in that line empty.
- k. On the header line of an IFQ report, you may leave the Fish Ticket and IFQ/Species/IPQ fields blank to force eLandings to ignore detail data on that IFQ report. The ignored data can be re-included in calculations later by re-specifying the Fish Ticket and IFQ/Species/IPQ fields.
- l. Click on “*Remove Unsubmitted Reports*” button to delete all of the IFQ reports and lines. You can then recreate the IFQ report by clicking on the “*Generate IFQ Report*” button.
- m. While you are editing IFQ reports press the “*Save and Continue*” button to update the Summary section directly above the data fields. The Summary section displays sold, retained, and deadloss for each fish ticket/species/stat area, and a corresponding "running total" for the sold, retained, and deadloss you have entered on IFQ reports. To complete IFQ reports for a complicated landing you may need to edit a few lines, press “*Save and Continue*”, compare the running total against the Fish Tickets, and repeat the process.
- n. When the running total numbers balance with the Fish Ticket (plus or minus 1 pound to allow for rounding differences), the running total numbers will be displayed in **green**; when they are not balanced they will display in **red**.

Summary									
Fish Ticket	Species	Stat Area	Condition	Fish Ticket			IFQ Reports		
				Sold Lbs.	Retained Lbs.	Deadloss Lbs.	Sold Lbs.	Retained Lbs.	Deadloss Lbs.
E05 005810	921	575731	01	2,500.0000	0.0000	500.0000	2,500	0	500
E05 005810	921	575732	01	2,500.0000	0.0000	500.0000	2,500	0	0
E05 005811	921	575731	01	500.0000	0.0000	0.0000	500	0	0
E05 005811	921	575732	01	500.0000	0.0000	0.0000	500	0	0

Fish Ticket	IFQ Permit / Species / IPQ Permit	Stat Area	Condition	Sold Lbs.	Retained Lbs.	Deadloss Lbs.
E05 005810	90051 - 921 - 90022	575731	01	2,500		500
		575732	01	2,500		

- o. Your IFQ reports must be in balance with the Fish Tickets before you can submit IFQ reports. (Note that you can save reports that are out-of-balance, and return to correct them later.)
- p. **NOTE:** the summary section of the IFQ Reports Edit page is intended to help build up IFQ reports to match the fish tickets, not the other way around. If you enter a fish ticket, permit, stat area combination that is not on the fish ticket you won't see red in the summary, but you will get an error if you try to submit the report.
- q. If you make any changes to the Fish Ticket after you generate the IFQ report then you need to either edit the IFQ report to make it match the fish ticket or you can click on “*Remove Unsubmitted Report*”. This will delete the IFQ report and you then you can generate a new one with the corrected information.
- r. Any changes on the IFQ report **MUST** match the fish ticket or the fish ticket will have to be changed.
- s. Once you are done editing the IFQ Report, click on the “*Save*” button.
- t. Now you can click on the “*Submit IFQ Reports*” button
- u. If you must make any changes after submitting the IFQ Report, you will have to contact the NMFS Data Clerks (800-304-4846, option 1)

IFQ Reports														
NMFS ID	IFQ Permit	Species			IPQ Permit	Fish Ticket	Lbs. to max-out permit			Generated Reports Total Scale Lbs.				
90005	90011	923 crab, golden (brown) king			90032	E05 005087				55,000				
Report Number	Status	Transaction Number	Fish Ticket	NMFS ID	IFQ Permit	Species	IPQ Permit	Fishery	Stat Area	Condition	Sold Lbs.	Retained Lbs.	Deadloss Lbs.	\$/lb.
1	Not Submitted		E05 005087	90005	90011	923 crab, golden (brown) king	90032		795200	01 Whole fish or shellfish	15,000		1,500	\$5.00
									795230	01 Whole fish or shellfish	35,000		3,500	\$5.00
Edit IFQ Reports							Submit IFQ Reports							

XII. WHAT TO DO WITH THE IFQ REPORT –

- a. Click on the “*Display Receipts to Print*” button

IFQ Reports														
NMFS ID	IFQ Permit	Species			IPQ Permit	Fish Ticket	Lbs. to max-out permit			Generated Reports Total Scale Lbs.				
90005	90011	923 crab, golden (brown) king			90032	E05 005087				55,000				
Report Number	Status	Transaction Number	Fish Ticket	NMFS ID	IFQ Permit	Species	IPQ Permit	Fishery	Stat Area	Condition	Sold Lbs.	Retained Lbs.	Deadloss Lbs.	\$/lb.
1	Contact NMFS Enf	60839	E05 005087	90005	90011	923 crab, golden (brown) king	90032	WAG	795200	01 Whole fish or shellfish	15,000		1,500	\$5.00
								WAG	795230	01 Whole fish or shellfish	35,000		3,500	\$5.00
Display Receipts to Print														

- b. Print 2 copies of the IFQ Report
 - i. The Skipper and Registered Crab Receiver must sign both copies
 - ii. One copy remains at the processing company – the other goes with the skipper.

Note: both the skipper and RCR must sign both copies of the IFQ report:

Registered Crab Receiver Representative Signature

Name (Please Print)

Cardholder Signature for TEST OWNER6
TEST OWNER6

Cardholder Name

- c. If there is a problem with the IFQ report, there will be an error or “redline” message and you will need to contact NMFS Enforcement.

Crab IFQ Catch Receipt					
Date of Submission:	2005-10-11 15:50:45				
Vessel ADFG:	41444				
Fish Ticket Number:	E05 005087				
Transaction Number:	60839				
IFQ Permit Number:	90011				
IPQ Permit Number:	90032				
Registered Crab Receiver Number:	90012				
Port:	101 Akutan, Akutan Bay				
Species:	923				
Class Code:	A				
Sector Code:	CPO				
PARTIAL DELIVERY:					
Partial Delivery	<input type="checkbox"/>				
Last Landing for Trip	<input checked="" type="checkbox"/>				
ERROR: CONTACT NMFS ENFORCEMENT					
FISHERY	STAT AREA	CONDITION CODE	SOLD WEIGHT	RETAINED WEIGHT	DEADLOSS WEIGHT
WAG	795200	01	15,000		1,500
WAG	795230	01	35,000		3,500
Total IFQ Weight:				55000	

XML VERSION

- i. If you need to give the actual XML data, double click on the landing report number in blue.
- ii. Some browsers may not show the XML code. If the screen comes up blank, you will need to right-click on the empty screen and save the source code to be read later by other software (Word, Notepad, etc).

```
<?xml version="1.0" encoding="UTF-8" standalone="yes" ?>
- <landing_report data_entry_submit_date="2005-10-11T15:30:42-08:00" data_entry_user="MBIGS" data_e
  last_change_date="2005-10-11T15:50:45-08:00" last_change_user="MBIGS">
  <landing_report_id>6946</landing_report_id>
  <type_of_landing_report name="Crab">C</type_of_landing_report>
  <status desc="Final Report Submitted">8</status>
- <header>
  <vessel name="FOUR DAUGHTERS">41444</vessel>
  <crew_size>6</crew_size>
  <observers_onboard>1</observers_onboard>
  <port_of_landing ifq_port_code="101" name="Akutan, Akutan Bay">AKU</port_of_landing>
  <gear name="Pot">91</gear>
- <proc_code_owner>
  <proc_code_processor="Seattle Star F/V">F5543</proc_code>
</proc_code_owner>
  <date_fishing_began>2005-06-20-08:00</date_fishing_began>
  <date_of_landing>2005-06-25-08:00</date_of_landing>
  <partial_delivery>>false</partial_delivery>
```

XIII. CDQ REPORTING

- a. Enter everything as you would for landing.
- b. CFEC Codes will have 5 Digits instead of the usual 4.
- c. In the CFEC Permit Worksheet, chose the CDQ Management Program from the drop down list.
- d. Enter the Program ID (a 2 digit number assigned to each CDQ group by the State).
- e. CDQ will **NOT** have a NMFS ID# or IFQ Permit number.
- f. Do not enter anything under the IFQ Permit worksheet for CDQ crab.
- g. Continue on to complete the Stat Area Worksheet

CFEC Permit Worksheet						IFQ Permit Worksheet				
CFEC Fishery	Permit Number	Permit Sequence	Management Program	Program ID	Percent	NMFS ID	IFQ Permit	Species Species Codes	IPQ Permit	Lbs. to max-out permit
K91TC	19538Z	0401M	CDQ	53						

- h. Save & continue with the itemized catch & pricing and grading (Note that there won't be any IFQ information on the screen and you can't submit the IFQ report).

CFEC Permit Worksheet						Stat Area Worksheet			
Fish Ticket	CFEC Permit	Permit Holder	Management Program	Management Program ID	Percent	Stat Area	Federal Reporting Area	Percent	Pot Lifts
E05 005088	K91TC19538Z 0401M	Gordon Diaz	CDQ	53		835730	550	100	50

Line	Fish Ticket	Stat Area	Species	Condition	Landed Lbs.	Number	Pot Lifts	Disposition	Size/Grade	Sold Lbs.	\$/lb.	Total Value
Add/Edit Itemized Catch			Add/Edit Grading and Pricing				Submit Initial Report					

Summary					
Fish Ticket	Species	Landed Lbs.	Lbs. Sold	Total Value	Round Lbs.

XIV. OTHER INFORMATION

a. ERROR SCREENS

- i. If there screen is white and displaying an error that says Http://500Error and there is other script, call the help desk

b. RECALLING ALREADY SUBMITTED REPORTS

- i. After a report is submitted, you will need to know vessel name, report number, and dates to recall the report.
- ii. There is a search engine at the bottom of the main screen after you log-in where you can run searches for submitted reports.
- iii. Other helpful search information: report type; date range; report status.

c. BACK BUTTON

- i. When you use the back button to get out of a PDF Printing Screen, it will say that the command will not work without resending the information
- ii. Hit "REFRESH" to reload the page. Information should not be lost.

d. TIMELINES/DEADLINES/MANUAL REPORTS

- i. There is a 6 hour deadline to submit IFQ reports from the time the offload ends
- ii. If there are problems, you must make appropriate attempts to have the problem solved:
 1. Call the Helpline
 2. Call the NMFS Data Clerks
 3. Call ADF&G

e. FISHERMAN REMAINING QUOTA AND LANDING RESPONSIBILITIES

- i. IFQ and IPQ account balances are available to permit holders and hired master (NMFS id and password required): www.fakr.noaa.gov/accountmgmt/Login
- ii. An RCR will not be provided information on remaining IFQ balances.
- iii. Fishermen are responsible for knowing their remaining quota balances.
- iv. CFEC card holders, the vessel, and crab product must remain at the landing site until all crab is reported and an IFQ report is submitted.

f. INTERNET CONNECTION DOWN:

- i. You can ONLY use proxy fish tickets when your internet connection is down or there are extreme problems with the eLandings web application.
- ii. YOU MUST PROVE THAT YOU TOOK THE APPROPRIATE STEPS TO SOLVE THE E-LANDING ISSUES BEFORE USING A PROXY TICKET
- iii. Instructions & proxy fish tickets are available on the eLandings website: www.elandings.alaska.gov . Print some of these forms ahead of time.
- iv. Proxy tickets do NOT exempt you from doing an online landing. An online landing must be completed as soon as internet is available again OR the problems have been resolved. But, do NOT submit an IFQ report online via eLandings if you already submitted an IFQ report manually.

Condition and Disposition Codes and Descriptions

Additional Codes: [Gear Codes](#) | [Port Codes](#) | [Species Codes](#) | [Stat Area Codes](#)

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 (gutted only)	61	Sold for bait
5	Gutted, head off (headed/gutted)	62	Overage - (Specify overage type in pricing/grading section)
6	Headed and gutted, with roe	79	Deadloss (crab only)
7	Headed and gutted, western cut	86	Donated prohibited species - food bank program (whole fish)
8	Headed and gutted, eastern cut	87	Halibut retained for future sale (Halibut only)
10	Headed and gutted, tail removed	88	Whole fish/discarded, infested
13	Skate Wings (both wings removed)	89	Whole fish/decomposed or previously discarded
14	Roe only, Salmon and Herring only (indicate A or P)	92	Retained for bait (not sold)
25	Salmon carcass, roe removed (females only)	93	Whole fish/damaged by observer sampling
36	Octopus or squid mantles	95	Personal use (not sold)
43	Sac roe, Herring only (whole fish)	97	Other retained product (specify condition in comment field)
45	Eggs on Kelp, Herring only (salted)	98	Discard at sea
46	Eggs on Kelp, Herring only (unsalted)	99	Discard at the dock (not sold)
75	Soft Shell Crab		
76	Bitter Crab		
78	Tails, shrimp only		
80	Sections, shellfish only		
81	Meat, shellfish only		

ROCKFISH IERS MANUAL LANDING REPORT

NOAA Fisheries Office for Law Enforcement
 P.O. Box 21767, Juneau, AK 99802
 Data Clerk: (800) 304-4846 or (907) 586-7163
 FAX: (907) 586-7313

REVISION* ORIGINAL
 *All revisions must have written approval from a Clearing Officer

		Date of Delivery	Receipt Time
Shoreside Processor or Stationary Floating Processor Name		Manager Name	
Federal Processor Permit No.		ADF&G Processor Code	
Gear Type <input type="checkbox"/> Hook & Line <input type="checkbox"/> Pot <input type="checkbox"/> Non-pelagic trawl <input type="checkbox"/> Pelagic trawl <input type="checkbox"/> Jig <input type="checkbox"/> Troll <input type="checkbox"/> Other (describe)		Federal Reporting Area	Trawl Gear Only <input type="checkbox"/> COBLZ <input type="checkbox"/> RKCSA
No. Observers Onsite	Observer Name		Cruise No.
	Observer Name		Cruise No.
<input type="checkbox"/> CV <input type="checkbox"/> BS	Receive Discard Report <input type="checkbox"/> YES <input type="checkbox"/> NO If NO, code	Fish Ticket No(s).	Total Haul Weight (LB or MT)
Vessel Name			ADF&G No.

Species Code									
Product Code									
Weight									

Species Code									
Product Code									
Weight									

Is this a partial delivery? YES NO Is this the last delivery for this trip? YES NO

 Manager Signature

 Vessel Operator Signature

 FAX Number

 Contact Telephone Number

 NOAA Enforcement Signature

NOTE: This form must be accurately completed by the Manager in the event a groundfish landing report cannot be submitted through the eLandings systems or the groundfish landing report must be revised. This form will constitute receipt by NOAA Office for Enforcement of the groundfish landing report ONLY when all three of the above signatures are included. The landing report is not complete without all three signatures.

INSTRUCTIONS ROCKFISH IERS MANUAL LANDING REPORT

Shoreside Processor or SFP Name.

Enter complete name as displayed in official documentation.

Manager Name.

Enter the printed name of the manager.

Federal Processor No.

Enter Federal processor permit number

ADF&G Processor Code.

Enter 5-digit State of Alaska Department of Fish & Game (ADF&G) processor code.

Gear Type.

Indicate the gear type of harvester. If gear type used to harvest fish is not listed, check OTHER and describe gear.

Federal Reporting Area.

Enter the reporting area code where groundfish were harvested.

COBLZ or RKCSA.

If groundfish were harvested using trawl gear, indicate whether catch was harvested in COBLZ or RKCSA.

Date of Delivery.

Enter the month and day landings were received from Catcher Vessel or Buying Station.

Receipt Time.

Record the time (to the nearest hour, A.I.t.) when receipt of groundfish catch was completed.

CV or BS.

Enter CV or BS to indicate delivery by a catcher vessel or buying station, respectively.

Receive Discard Report.

If catch was received from a catcher vessel, indicate (YES or NO) whether blue DFL was submitted. If NO, enter code to describe reason. If catch received from a buying station, leave this column blank.

Code	Reason for Non-submittal
P	Catcher vessel does not have a Federal fisheries permit
	Catcher vessel is under 60 ft LOA and also does not have a Federal fisheries permit
L	Catcher vessel is under 60 ft length overall
U	Catcher vessel delivered an unsorted codend
If blue discard copy of DFL is not submitted by catcher vessel, and no reason was given, enter NO without a code.	

Fish Ticket Number.

If delivery is from a catcher vessel, enter the ADF&G fish ticket number issued to the Catcher Vessel. If delivery is from a Buying Station, leave this column blank.

Total Haul Weight (LB or MT).

Circle either lb or mt. Use the same units to report weight throughout the year. Enter the estimated total catch weight in pounds or to the nearest mt.

Name.

Enter the name of the Catcher Vessel or Buying Station delivering the groundfish.

ADF&G No.

Enter the 5-digit ADF&G vessel registration number of the Catcher Vessel or Buying Station (if applicable) delivering the groundfish.

Enter the daily total scale weight of landings, by species and product codes, in pounds or to the nearest 0.001 mt

Species Code.

Enter the species code for each landed species.

Product Code.

Enter the product code for each landed species.

PUBLIC REPORTING BURDEN STATEMENT

Public reporting burden for this collection of information is estimated to average 35 minutes 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 Sue Salveson, Assistant Regional Administrator, Sustainable Fisheries Division, Alaska Region, NMFS, P.O. Box 21668, Juneau, AK 99802.

ADDITIONAL INFORMATION

Before completing this form please note the following: 1) Notwithstanding any other provision of the law, no person is required 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, is required to manage commercial fishing effort under 50 CFR part 679 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. They are also confidential under NOAA Administrative Order 216-100, which sets forth procedures to protect confidentiality of fishery statistics.
