HOW TO COMPLETE A LANDING REPORT AND IFQ REPORT WHEN YOUR INTERNET CONNECTION IS TEMPORARILY UNAVAILABLE

If your Internet connection is temporarily down, but unavailable for longer than the required reporting period, please follow these instructions to complete an Interim eLanding Report:

- 1. Imprint the CFEC Permit of each IFQ quota share holder. If the landing includes multiple IFQ share holders, use separate Interim eLanding Report forms to imprint the CFEC Permit.
- 2. Record the following on the Interim eLanding Report form(s):
 - area of harvest (statistical areas)
 - percentage of harvest from each statistical area
 - number of pot lifts from each statistical area (crab fisheries only)
 - crew size
 - number of State of Alaska certified Observers on board, if applicable
 - management program and program number (reference the eLandings ADF&G Fish Ticket Codes sheet) and the CDQ program number, if applicable
 - port of landing
 - gear code type
 - State of Alaska processor code of buyer
 - State of Alaska processor code of custom processor, if applicable
 - date fishing began
 - date landing was completed
 - number of days fished (gear worked or soaking)
 - check appropriate box(s) if partial delivery.
- 3. Record itemized catch
 - species
 - delivery condition
 - weight
 - number of animals (crab fisheries only)
 - disposition sold, deadloss, personal use
- 4. Record price per pound and size/grade
- 5. Obtain the signature of the CFEC permit holder on the Interim eLanding Report.
- 6. Sign the Interim eLanding Report as processor agent
- 7. If this report includes an IFQ landing, contact NMFS IFQ Data Clerk at:
 - 1**–800–304–4846, Option 1** to submit a manual IFQ Report.
- 8. The data clerks will ask you for a fish ticket number, give them the interim number "E0 000000".
- 9. When the Internet service returns, enter all information recorded on the Interim eLanding Report(s) into the eLanding System. DO NOT SUBMIT ANY IFQ PERMIT INFORMATION already submitted by the NMFS data clerks. Print out the fish ticket(s). Attach the Interim eLanding Report(s) with signatures to the eLanding fish ticket(s) that report the information entered into the eLanding System.
- 9. Do not generate and submit an IFQ report; this has been completed by the NMFS Data Clerks.
- 10. Submit the stapled together Interim *eLanding* Report(s) and the eLanding fish ticket(s) to the local office of ADF&G within seven days of the completion of the off-load.
- 11. Retain a copy of the signed Interim *eLandings* Report for your own records and provide a copy to the seller.

Interim eLanding Report ALASKA DEPARTMENT OF FISH & GAME CRAB TICKET

Statistical Area Worksheet								
Stat. Area	Harvest %	Pot Lifts	Stat. Area	Harvest %	Pot Lifts			

Vessel ADF&G No.				Crew Size			Management Program		Port of Landing or off-shore operation type	
Permit			Observers onboard			☐ IFQ ☐ CDQ				
						☐ ADAK		Type of gear used		
							CDQ No.			
Processor Code		Date fishing began (Gear in Water)		Days Fished		Partial Delivery Partial Delivery Last Landing for Trip				
Custom processo	or (if applic	cable)		Date Landed				Multiple	IFQ Permits	
SPECIES	STAT AREA	DELIV. COND	SCALE WEIGHT	NUMBER	POT LIFTS	DISP.	SIZE / GRADE	SOLD WEIGHT	\$	AMOUNT

SPECIES	STAT AREA	DELIV. COND	SCALE WEIGHT	NUMBER	POT LIFTS	DISP.	SIZE / GRADE	SOLD WEIGHT	\$	AMOUNT

- 1. Imprint the CFEC Permit.
- 2. Complete the Interim eLanding Report by hand.
- 3. Obtain the signature of the CFEC permit holder/IFQ quotashare holder.
- 4. Sign the Interim eLandings Report as agent for the processor.
- 5. Contact NMFS IFQ Data Clerk at 1-800-304-4846, Option # 1 to complete your IFQ landing report.
- 6. When the Internet service is up again, enter the Interim eLandings Report information in the eLandings System.
- 7. Do not submit an IFQ report. The IFQ report was submitted for this landing by the NMFS Data Clerk.
- 8. Print out the fish ticket(s) and submit to the local office of ADF&G. Attach the signed Interim eLanding Report(s).

Permit Holder's Signature Fish Received by Date

Interim eLanding Report ALASKA DEPARTMENT OF FISH & GAME GROUNDFISH TICKET

Statistical Area Worksheet									
Stat. Area	Harvest %	Stat. Area	Harvest %						

Vessel	Crew Size	Management Program	Port of Landing or off-shore
ADF&G No.	Observers onboard		operation type
Permit			
			Type of gear used
		CDQ No.	
	Date fishing began		Partial Delivery
Processor Code	(Gear in Water)	Days Fished	Partial Delivery
Custom processor (if applicable)	Date Landed		☐ Multiple IFQ Permits

SPECIES	STAT AREA	DELIV. COND	SCALE WEIGHT	DISP.	SIZE / GRADE	SOLD WEIGHT	\$ AMOUNT

- 1. Imprint the CFEC Permit(s).
- 2. Complete the Interim eLanding Report by hand.
- 3. Obtain the signature of the CFEC permit holder/IFQ quotashare holder.
- 4. Sign the Interim eLandings Report as agent for the processor.
- 5. If an IFQ landing, contact NMFS IFQ Data Clerk at 1-800-304-4846, Option # 1 to complete your IFQ landing report.
- 6. When the Internet service is up again, enter the Interim eLandings Report information in the eLandings System.
- 7. Do not submit an IFQ report. The IFQ report was submitted for this landing by the NMFS Data Clerk.
- 8. Print out the fish ticket(s) and submit to the local office of ADF&G. Attach the signed Interim eLanding Report(s).

Permit Holder's Signature Fish Received by Date