

Instructions for
**CHECK-IN/CHECK-OUT REPORT,
SHORESIDE PROCESSOR**

A shoreside processor or stationary floating processor (SFP) is active **when receiving** or processing groundfish; and is inactive when not active.

The manager of a shoreside processor or SFP must submit the check-in report and check-out report **by fax to 907-586-7131, or by e-mail to erreports.alaskafisheries@noaa.gov**.

CHECK-IN REPORT.

The manager must submit a check-in report (BEGIN message) within the time limits given in the following table:

Submit a separate BEGIN message for ...	Within this time limit
Groundfish	Before receiving groundfish.
CDQ	Prior to receiving groundfish CDQ. If receiving groundfish under more than one CDQ number, use a separate check-in for each CDQ number
Exempted or Research Program	Prior to receiving groundfish. Submit a separate check-in for each type.
Change of fishing year	If continually active through the end of one fishing year and at the beginning of a second fishing year, submit a check-in report to start the year on January 1
Aleutian Islands Pollock	Before receiving AI pollock

CHECK-OUT REPORT.

The manager must submit a check-out report (CEASE message) within the time limits given in the following table:

Submit a separate CEASE message for ...	Within this time limit
CDQ	Within 24 hours after receipt of groundfish CDQ has ceased for each CDQ group
Exempted or Research Program	Upon completion of receipt of groundfish under an exempted or research fishery, submit a separate check-out for each fishery for which a check-in was submitted.
Temporary stop of groundfish participation	If receipt, process, purchase, or arrange to purchase groundfish is expected to stop for a period of time (one or more months) during the fishing year and then start up again, may submit check-out report.
Stop of groundfish participation	Within 48 hours after the end of the applicable weekly reporting period that a shoreside processor or SFP ceases to receive or process groundfish for the fishing year.
Change of fishing year	If a check-out report was not previously submitted during a fishing year, submit on December 31, a check-out report.
Aleutian Islands Pollock	Within 48 hours after the end of the applicable weekly reporting period that a shoreside processor or SFP ceases to receive or process AI pollock for the fishing year.

REQUIRED INFORMATION FOR EACH CHECK-IN AND CHECK-OUT REPORT

Original/revised Report.

If report is the first one sent for this date and reporting area, check "ORIGINAL REPORT".

If report is a correction or addition to a previously sent report for this date and reporting area, check "REVISED REPORT."

Processor Name.

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

ADF&G Processor Code.

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

Federal Processor Permit Number.

Enter Federal Processor Permit number.

Representative Information.

Enter name, daily business telephone number, and fax number of representative.

Management Program.

Circle to indicate whether fishing activity is under the CDQ Program, a Research Fishery, Exempted Fishery, or AIP and add identifying number, if appropriate.

Fish or Fish Product Held At Plant.

On each check-in or check-out report, enter the product weight in pounds or to the nearest 0.001 mt of all fish or fish products (including non-groundfish) remaining at the facility (other than public cold storage) by species code and product code, and whether recorded in pounds or to the nearest 0.001 mt on the date of the check-in or check-out report

INDICATE WHETHER CHECK-IN REPORT OR CHECK-OUT REPORT.

If check-in report:

Enter date facility will begin to receive or process groundfish.

SFP Position. If an SFP, give latitude and longitude of position where receiving groundfish.

First Check-in of the Year. Check (a) to indicate that processor is checking in for the first time this fishing year

Restart after Temporary Stop. Check (b) to indicate that processor is checking in to restart receipt and processing of groundfish after filing a check-out report.

If check-out report:

Enter date facility ceased to receive or process groundfish.