Instructions for
SHORESIDE PROCESSOR
DAILY CUMULATIVE PRODUCTION LOGBOOK (DCPL)

RESPONSIBILITY

The owner or manager of a shoreside processor or stationary floating processor (SFP) that receives groundfish from vessels issued a Federal fisheries permit under 679.4 is responsible for compliance with the applicable recordkeeping and reporting requirements of 50 CFR part 679.5, including completion of a DCPL. The signature of the owner or manager on the DCPL is verification of acceptance of that responsibility.

Use a separate logsheet	For each day of an active period or use one logsheet for up to 7 days
	For each reporting area where harvest occurred
	Use two separate logsheets, the first to record the information from the reporting area that includes the COBLZ or RKCSA and the second to record the information from the reporting area that does not include the COBLZ or RKCSA
	For each separate management program (see below)
	If an inactive time period extends across two or more successive quarters, complete two logsheets: the one to indicate the last day of the first inactive quarter and the next page to indicate the first day of the second inactive quarter.

TIME LIMITS

The manager of a shoreside processor must	Within this Time Limit	
Record all catcher vessel or buying station "delivery information"	Within 2 hours after completion of receipt of each groundfish delivery	
Record landings information	By noon each day to record the previous day's landings	
Record product information	By noon each day to record the previous day's production	

Record discard/disposition information	By noon each day to record the previous day's discard/disposition that:
	    (1) Occurred on site after receipt of groundfish from a catcher vessel or buying station and during processing of groundfish;
	    (2) Was reported on a blue DFL received from a catcher vessel delivering groundfish;
	    (3) Was reported on a BSR received from a buying station delivering groundfish	

Record all other information required in the DCPL	By noon each day for the previous day's production	
Sign the completed DCPL logsheets	By noon of the day following the week-ending date of the weekly reporting period.	
Submit the goldenrod logsheet to the observer	After signed by the manager	
Submit the yellow logsheets each quarter to: NOAA Fisheries Office for Law Enforcement P.O. Box 21767 Juneau, Alaska 99802-1767	Quarter	Submit by
	1 (Jan 1 - Mar 31) 2 (Apr 1 - Jun 30) 3 (Jul 1 - Sep 30) 4 (Oct 1 - Dec 31)	May 1 Aug 1 Nov 1 Feb 1 of the following year.

INFORMATION REQUIRED ON ALL LOGSHEETS

Active/Inactive

 The owner or manager must account for each day of the fishing year and indicate in the DCPL whether the shoreside processor or SFP is active or inactive throughout the year.

If a shoreside processor or SFP is	Then
Active. a period of time when the processor is checked-in or processing.	**Part I**. Complete a single Part I logsheet per day or up to 7 days on one logsheet. **Part II**. Use a separate Part II logsheet for each weekly reporting period or use one page for up to 3 weekly reporting periods.
Inactive. A period of time when the processor is not active.	Use one Part I logsheet to record inactivity. Not Part II. 1. Check "inactive". 2. Record the first and last day when inactive. 3. Indicate why inactive

Shoreside processor or SFP Name.
Enter complete name as displayed in official documentation.

Manager Name and Signature.
Enter the printed name of the manager. The owner or manager must sign the DCPL to verify accuracy and completeness of data on the logbook sheet.

Week-ending Date.
Enter week-ending date (month-day-year). Dates must be consecutive.

Page Numbering.
Number the pages within Part I of each logbook consecutively, beginning with page 1 for January 1 and continuing throughout the logbook for the remainder of the fishing year.

Page numbers must be consecutive within Part II, beginning with page one for the first day of processing operations after the start of the fishing year and continuing throughout the section for the remainder of the fishing year.

Logbook Numbering.
If more than one logbook is used in a fishing year, the page numbers should follow the consecutive order of the previous logbook.

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

Federal Processor No.
Enter Federal processor permit number.

INFORMATION REQUIRED FOR EACH DAY THE PROCESSOR IS ACTIVE.

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.

> Use the reporting area codes presented in Figure 1 and Figure 3.

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

Management Program.
Indicate whether harvest was made under a separate management program. If YES, enter identification number, if appropriate.

Observer Information.
Enter the number of NMFS-certified observers onsite at the processor. Enter the printed name, cruise number, and dates present of each observer onsite at the processor.

DELIVERY INFORMATION

Record the following information for all deliveries received from a catcher vessel or buying station.

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

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

Receive Discard Report.
If catch received from a catcher vessel, indicate (YES or NO) whether Catcher Vessel submitted blue discard copy of DFL. 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.	

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.

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

Groundfish Delivery Weight.
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.

Fish Ticket Number.
If delivery is from a catcher vessel, enter the ADF&G fish ticket number issued to the Catcher Vessel.

If Shoreside Processor is located in a state other than Alaska, the manager should record the fish ticket number issued through that state.

If a state fish ticket system is unavailable, the manager should record the catch receipt number.

If delivery is from a Buying Station, leave this column blank.

No deliveries.
If there are no deliveries for a day, write "NO DELIVERIES", "0", or "ZERO" on the "daily total" line.

LANDINGS INFORMATION

Record the following information for all landings retained from deliveries by a catcher vessel or buying station.

Species Code.
Enter the species code for each landed species.

Product Code.
Enter the product code for each landed species.

Use species and product codes presented in Table 1 and Table 2.

Sorting
Reported weights for each groundfish species may be obtained either by:

(1) Sorting according to species code and weighing by sorted species, or;

(2) Weighing the entire delivery and then sorting and weighing some or all of the groundfish species individually to determine their weight. This method determines the weight of one of the groundfish species by subtracting the weight of some component of the catch from the total delivery weight.

The weight of the individual groundfish species cannot be estimated. Weight must be determined through either direct weighing of each species or through subtraction of the known weight of some component of the catch from the known weight of the entire delivery.

DESCRIPTION OF SORTING PROCEDURE	
Example 1 A vessel delivers only pollock and Pacific cod	Sort the pollock from the Pacific cod Weigh both separately **OR**
	Weigh the total delivery Sort the Pacific cod from the pollock Weigh the Pacific cod Determine the weight of pollock by subtracting the weight of Pacific cod from the total delivery weight.

Example 2 A vessel delivers pollock, Pacific cod, Arrowtooth flounder, and jellyfish	Sort all of the species Weigh the pollock, Pacific cod, and Arrowtooth flounder separately Report an estimated weight of the jellyfish **OR**

	Sort out the jellyfish first
	Weigh the remaining groundfish species as a group
	Sort out the Pacific cod and Arrowtooth flounder and weigh
	  them separately
	Subtract the weight of the Pacific cod and Arrowtooth flounder
	  from the combined weight of the pollock, Pacific cod, and
	  Arrowtooth flounder
	Determine the weight of the pollock

Date.
Enter the date (month-day) next to the appropriate day of the week (SUN through SAT).

Daily Landings Weight.
Check either lb or mt. Use the same units to record weight throughout the year.

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

Weekly Landings Cumulative Total.
At the end of each weekly reporting period, enter for each species/product code, the cumulative total scale weight of landings for that week.

Calculate cumulative landings totals for each reporting area, gear type, and management program.

No landings.
If there are no landings for a day, write "NO LANDINGS", "0", or "ZERO" on the "daily total" line.

DISCARD/DISPOSITION INFORMATION.

Record all discard/disposition information received from a Buying Station BSR, from a Catcher Vessel blue DFL, and discards/disposition that result from activities before, during, and after processing by the Processor.

Species Code.
Record the species code for each discard/disposition.

Product Code.
Record the discard product code for each discard/disposition.

> Use species and product codes presented
> in Table 1 and Table 2.

Date.
Enter the date (month-day) of discard or disposition next to the appropriate day of the week (SUN through SAT).

If recording discard/disposition information received from a catcher vessel or buying station, enter the date of delivery to you, not the discard date recorded on the blue DFL logsheet or BSR.

Daily Total Discard/Disposition Weight.
Record daily the species code, product code, and the total estimated discard/disposition amounts in whole fish weight for each groundfish species or species group and Pacific herring in pounds or to at least the nearest 0.001 mt.

Daily Total Numbers of animals.
Record daily the species code, product code, and discard/disposition amounts by number of Pacific salmon, steelhead trout, Pacific halibut, king crab, and Tanner crab.

No discard/disposition.
If there are no discard/disposition for a day, write "NO DISCARDS", "0", or "ZERO" on the "daily total" line.

NOTE
At the beginning of each weekly reporting period, the discard/disposition amount is zero, and nothing shall be carried forward from the previous weekly reporting period.

Weekly Discard/Disposition Cumulative Total.
Enter the total discard/disposition amount by species and product codes, calculated by adding the relevant daily total and the total carried forward.

Calculate cumulative discard/disposition totals for each reporting area, gear type, IFQ, and management program.

QUESTIONS & ANSWERS

A shoreside processor normally receives and/or processes only salmon and halibut. The processor offloaded halibut and groundfish bycatch, listed the groundfish on an ADF&G fishticket, and gave the groundfish back to the catcher vessel for use as onboard bait. The vessel was less than 60 ft and not required to maintain a NMFS logbook.

Question: is the processor required to report the groundfish bycatch to NMFS because he "received" it?

Answer: the processor has no history of receiving groundfish and does not have a Federal groundfish processor permit. The processor in no way prepared the product for sales or barter and therefore did not "receive" it. He listed the groundfish on an ADF&G fish ticket as required by the State. Vessels under 60 ft have no way of reporting groundfish to NMFS, so NMFS would rely on routine cross checks comparing the ADF&G fishticket data base with NMFS processor reports to obtain this groundfish information.

If a processor has a Federal processor permit and has reported groundfish to NMFS, this processor does not have the option of giving the fish back to the fisherman without recording it in a Federal logbook.

PRODUCT INFORMATION (PART II).

Calculate and record the following information for each product made from fish delivered by a catcher vessel, buying station, or transferred from a groundfish processor. Check either pounds (lb) or metric tons (mt).

> Use the species codes, product codes, and product designations presented in Table 1 and Table 2

Daily Production Total.
Enter the total amount of product – by species codes, product codes, and product designation – that was produced each day.

No Production.
If no production occurred for a day, write "NO PRODUCTION" on the "daily total" line.

Weekly Production Cumulative
At the end of each weekly reporting period.
Enter the total amount of product – by species codes, product codes, and product designation, calculated by adding the relevant daily total and the total carried forward for that week.

Calculate cumulative production totals for each reporting area, gear type, and CDQ number.

COMMENTS (optional)

	Description	Species Code	Primary/Ancillary	Product Code
Example 1 – describe a single product:	Pollock made into primary product, minced	270	P	31
Example 2 – describe two products from the same fish	Pollock made into primary product, fillets and ancillary product, roe	270 270	P A	23 14
Example 3 – describe multiple products	Starting with 100 mt of pollock -- 90 mt were processed [into 13.5 mt deep skin fillets and 2.7 mt roe] 10 mt small and damaged pollock were processed into meal along with 73.8 mt pollock parts 12% (10/83.8) of the meal = 1.68 mt is primary 88% (73.8/83.8) of the meal = 12.32 mt is ancillary	270 270 270 270	P A P A	24 14 32 32
Example 4 – describe an unlisted, ancillary product	Pollock livers made into ancillary product. Use product code 97, which means miscellaneous products, and write in the name of the product.	270	A	97 livers