

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.

