

## Instructions for

### PRODUCT TRANSFER REPORT (PTR)

#### REQUIREMENTS

##### Groundfish and donated prohibited species.

The operator of a mothership or catcher/processor or the manager of a shoreside processor or stationary floating processor (SFP) must complete and submit a separate PTR for each shipment of groundfish and donated prohibited species caught in groundfish fisheries. A PTR is not required to accompany a shipment.

##### IFQ Halibut, IFQ Sablefish, and CDQ Halibut.

Except as noted below, a Registered Buyer must submit a separate PTR for each shipment of halibut or sablefish for which the Registered Buyer submitted an IFQ landing report or was required to submit an IFQ landing report. A PTR is not required to accompany a shipment.

##### CR crab.

Except as noted below, a Registered Crab Receiver (RCR) must submit a separate PTR for each shipment of crab for which the RCR submitted a CR crab landing report or was required to submit a CR crab landing report. A PTR is not required to accompany a shipment.

#### EXCEPTIONS

##### Bait sales (non-IFQ groundfish only).

During one calendar day, the operator or manager may aggregate and record on one PTR the individual sales or shipments of non-IFQ groundfish to vessels for bait purposes during a day recording the amount of such bait product shipped from a vessel or facility that day.

##### Retail sales

IFQ halibut, IFQ sablefish, CDQ halibut, and non-IFQ groundfish. During one calendar day, the operator, manager, or Registered Buyer may aggregate and record on one PTR the amount of transferred retail product of IFQ halibut, IFQ sablefish, CDQ halibut, and non-IFQ groundfish if each sale weighs less than 10 lb or 4.5 kg.

CR crab. During one calendar day, the RCR may aggregate and record on one PTR the amount of transferred retail product of CR crab if each sale weighs less than 100 lb or 45 kg.

Wholesale sales (non-IFQ groundfish only). The operator or manager may aggregate and record on one PTR, wholesale sales of non-IFQ groundfish by species when recording the amount of such wholesale species leaving a vessel or facility in one calendar day, if invoices detailing destinations for all of the product are available for inspection by an authorized officer.

##### Dockside sales

A person holding a valid IFQ permit, or **IFQ hired master permit**, and a Registered Buyer permit may conduct a dockside sale of IFQ halibut or IFQ sablefish with a person who has not been issued a Registered Buyer permit after all IFQ halibut and IFQ sablefish have been landed and reported in accordance with § 679.5(l).

A person holding a valid halibut CDQ **hired master** permit and Registered Buyer permit may conduct a dockside sale of CDQ halibut with a person who has not been issued a Registered Buyer permit after all CDQ halibut have been landed and reported in accordance with § 679.5(l).

A Registered Buyer conducting dockside sales must issue a receipt to each individual receiving IFQ halibut, CDQ halibut, or IFQ sablefish in lieu of a PTR. This receipt must include:

Date of sale;

Registered Buyer permit number;

Weight by product of the IFQ halibut, CDQ halibut or IFQ sablefish transferred.

A Registered Buyer must maintain a copy of each dockside sales receipt as described in § 679.5(l).

#### **TRANSFER DIRECTLY FROM THE LANDING SITE TO A PROCESSING FACILITY (CDQ HALIBUT, IFQ HALIBUT, IFQ SABLEFISH, OR CR CRAB ONLY).**

A PTR is not required for transportation of unprocessed IFQ halibut, IFQ sablefish, CDQ halibut, or CR crab directly from the landing site to a facility for processing, provided the following conditions are met:

- ◆ A copy of the IFQ landing report receipt (Internet receipt) documenting the IFQ landing accompanies the offloaded IFQ halibut, IFQ sablefish, or CDQ halibut while in transit.
- ◆ A copy of the CR crab landing report receipt (Internet receipt) documenting the IFQ landing accompanies the offloaded CR crab while in transit.
- ◆ A copy of the IFQ landing report or CR crab landing report receipt is available for inspection by an authorized officer.
- ◆ The Registered Buyer submitting the IFQ landing report or RCR submitting the CR crab landing report completes a PTR for each shipment from the processing facility.

If you need assistance in completing this report or need additional information:

Call: 800-304-4846 (option 1)

Fax: 907-586-7313

e-mail your questions: [enf.dataclerk@noaa.gov](mailto:enf.dataclerk@noaa.gov)

#### TIME LIMITS AND SUBMITTAL.

The operator, the manager, the Registered Buyer, or the RCR must:

- ◆ Record all product transfer information on a PTR within 2 hours of the completion of the shipment.

Within 1200 hours, A.I.t., on the Tuesday following the end of the applicable weekly reporting period in which the shipment occurred, submit a PTR by:

fax to: OLE, Juneau, AK  
(907-586-7313)

e-mail attachment to: OLE, Juneau, AK  
[enf.dataclerk@noaa.gov](mailto:enf.dataclerk@noaa.gov)

- ◆ If any information on the original PTR changes prior to the first destination of the shipment, submit a revised PTR by

Fax to OLE, Juneau, AK (907-586-7313) or

Electronic file to [enf.dataclerk@noaa.gov](mailto:enf.dataclerk@noaa.gov)

by 1200 hours, A.I.t., on the Tuesday following the end of the applicable weekly reporting period in which the change occurred.

The operator, the manager, the Registered Buyer, or RCR must include the following information on a PTR:

#### Original or revised PTR.

Whether a submittal is an original or revised PTR. If revised, record the confirmation number of the original PTR.

#### **SHIPPER INFORMATION.**

Name, telephone number, and fax number of the representative, according to the following table:

If you are shipping ...	Enter under "Shipper"...
Non-IFQ groundfish	Your processor's name, Federal fisheries or Federal processor permit number.
IFQ halibut, CDQ halibut or IFQ sablefish	Your Registered Buyer name and permit number.
CR crab	Your RCR name and permit number.
Non-IFQ groundfish, IFQ halibut, CDQ halibut or IFQ sablefish, and CR crab on the same PTR	(1) Your processor's name and Federal fisheries or Federal processor permit number. (2) Your Registered Buyer's name and permit number, and. (3) Your RCR name and permit number

Transfer Information.

Using descriptions from the following table, enter receiver information, date and time of product transfer, location of product transfer (e.g., port, position coordinates, or city), mode of transportation, and intended route.

If you are the shipper and ...	Then enter ...			
	Receiver	Date & time of product transfer	Location of product transfer	Mode of transportation and intended route
Receiver is on land and transfer involves one van, truck, or vehicle.	Receiver name and Federal fisheries or Federal processor permit number (if any).	Date and time when shipment leaves the plant.	Port or city of product transfer	Name of the shipping company; destination city and state or foreign country.
Receiver is on land and transfer involves multiple vans, trucks, or vehicles.	Receiver name and Federal fisheries or Federal processor permit number (if any).	Date and time when loading of vans or trucks is completed each day.	Port or city of product transfer	Name of the shipping company; destination city and state or foreign country.
Receiver is on land and transfer involves one airline flight.	Receiver name and Federal fisheries or Federal processor permit number (if any).	Date and time when shipment leaves the plant.	Port or city of product transfer	Name of the airline company; destination airport city and state.
Receiver is on land and transfer involves multiple airline flights.	Receiver name and Federal fisheries or Federal processor permit number (if any).	Date and time of shipment when the last airline flight of the day leaves.	Port or city of product transfer	Name of the airline company(s); destination airport(s) city and state.
Receiver is a vessel and transfer occurs at sea.	Vessel name and call sign	Start and finish dates and times of transfer.	Transfer position coordinates in latitude and longitude, in degrees and minutes.	The first destination of the vessel.
Receiver is a vessel and transfer takes place in port.	Vessel name and call sign	Start and finish dates and times of transfer.	Port or position of product transfer	The first destination of the vessel.
Receiver is an agent (buyer, distributor, or shipping agent) and transfer is in a containerized van(s).	Agent name and location (city, state).	Transfer start and finish dates and times.	Port, city, or position of product transfer.	Name (if available) of the vessel transporting the van; destination port.
You are aggregating individual retail sales for human consumption. (see § 679.5(g)(2))	“RETAIL SALES”	Date of transfer.	Port or city of product transfer	n/a
You are aggregating individual bait sales during a day onto one PTR (non-IFQ groundfish only).	“BAIT SALES”	Date of transfer.	Port or city of product transfer	n/a
Non-IFQ Groundfish only. You are aggregating wholesale non-IFQ groundfish product sales by species during a single day onto one PTR and maintaining invoices detailing destinations for all of the product for inspection by an authorized officer.	“WHOLESALE SALES”	Time of the first sale of the day; time of the last sale of the day.	Port or city of product transfer	n/a

**PRODUCTS SHIPPED.**

The operator, manager, Registered Buyer, or RCR must record the following information for each product shipped:

Species code and product code.

For non-IFQ groundfish, IFQ halibut, IFQ sablefish, and CDQ halibut, the species code and product code (Tables 1 and 2 to part 679).

For CR crab, the species code and product code (Tables 1 and 2 to 50 CFR part 680).

Do not record on PTR  
Products identified by the  
Product codes 41, 42, 98, or 99.

Species weight.

Use only if recording 2 or more species with 2 or more product types contained within the same production unit. Enter the actual scale weight of each product of each species to the nearest kilogram or pound (indicate which).

If not applicable, enter "n/a" in the species weight column.

If using more than one line to record species in one carton, use a brace "}" to tie the carton information together.

**DO NOT USE THIS COLUMN** if you are aggregating daily wholesale shipments onto one PTR

**DO NOT USE THIS COLUMN** if you are shipping the same kind of product made from the same kind of species to one customer.

Number of units.

Total number of production units (blocks, trays, pans, individual fish, boxes, or cartons; if iced, enter number of totes or containers).

Unit weight.

Unit weight (average weight of single production unit as listed in "No. of Units," less packing materials) for each species and product code in kilograms or pounds (indicate which).

Total weight.

Total weight for each species and product code of shipment less packing materials in kilograms or pounds (indicate which).

Total or partial offload.

*Use only if a mothership or catcher/processor.* The operator must indicate whether fish or fish products are left onboard the vessel (partial offload) after the shipment is complete.

If a partial offload, for the products remaining on board after the transfer, the operator must enter: species code, product code, and total product weight to the nearest kilogram or pound (indicate which) for each product.

To calculate metric tons from pounds:  
$$\frac{\text{No. cartons} \times \text{average carton weight (lb)}}{2204.6}$$

To calculate metric tons from kilograms:  
$$\frac{\text{No. cartons} \times \text{average carton weight (kg)}}{1,000}$$