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SIMM User Guide
Rev. 7.0

Fishing Year 2016

THE HADDOCK FISHERY.

Table of Contents

Introduction

There are several important data management tasks that sector managers perform:

- Download data from the National Marine Fisheries Service (NMFS) that are required in order for the sector manager to produce the sector manager report.
- Upload the sector manager report to NMFS as required by Amendment 16.
- Participate in Annual Catch Entitlement (ACE) transfers with other sector managers (if desired).

The *SIMM User Guide* documents the Sector Information Management Module (SIMM). SIMM is the software interface between the sector manager and NMFS that allows the sector manager to perform these data management tasks.

SIMM Functions

SIMM provides the following functions:

- Allows sector managers to download data sources from NMFS for use in the sector manager report. These data sources are listed in the section Appendix A: SIMM Download Files.
- Allows the sector manager to upload the sector manager report to NMFS. Upload formats are listed in the Addendum to the Sector Report Guide.
- Allows the sector manager to manage transfers of ACE in and out of the sector.
- Aggregates and displays the following:
  - Sum of the sector participants' Potential Sector Contributions (PSCs). A PSC is the proportion of the total landings of a particular groundfish stock in live pounds landed by (associated with) an individual MRI.
  - Annual Catch Limit (ACL) for each stock for the current fishing year. The ACL is the limit of each groundfish stock that can be harvested by all vessels during each fishing year.
  - Annual Catch Entitlement (ACE). The ACE is the sum of the PSCs for one stock for a sector multiplied by the commercial groundfish fishery ACL for that year.
  - Missing VTRs

Note: Some figures in this document display screens in which sensitive data have been blurred out. The blurred data are not necessary for the tutorial purposes of the image.

Data Confidentiality

SIMM data are available to the authorized sector manager and to NMFS only.

Getting Help

You can obtain assistance by referring to the section Contact NMFS in this document.

System Settings

Sector managers should review the following system information in order to ensure that they can use SIMM properly.

Valid Browsers

The following browsers have been validated for use with SIMM:

- Mozilla® Firefox®
- Google® Chrome™
- Apple® Safari®

Use any of the browsers listed here. In order to ensure that SIMM renders its content properly, update your browser to the most current version when you are prompted to do so.

Note: Microsoft® Internet Explorer® has not been fully validated with SIMM.

Supporting Software and Settings

Following is a list of supporting software and settings for the proper use of SIMM:

- Adobe® Flash® Platform — Recommended; graphs and charts not usable without Flash.
- Browser session cookies — Enabled

Note: Session cookies are not tracking cookies or persistent cookies. Session cookies are deleted from the component's server after your session ends, and information from session cookies is not collected or saved. For more information, see http://www.noaa.gov/privacy.html.

Accessing SIMM

Once NMFS has approved your sector for operations, you can log in to SIMM.

Note: NMFS provides a User ID and password for Web access to applications such as SIMM. Contact your authorized sector representative in the Sustainable Fisheries Division (SFD) or the Analysis and Program Support Division (APSD) to obtain the SIMM User ID and password.

After your sector representative has given you a User ID and password:

1. Choose your preferred Web browser from the list in the section Valid Browsers.
2. Type in the following URL in the browser dropdown box:
   https://www.greateratlantic.fisheries.noaa.gov/apps/login/login

   The login page opens; Figure 1 shows you the page components.
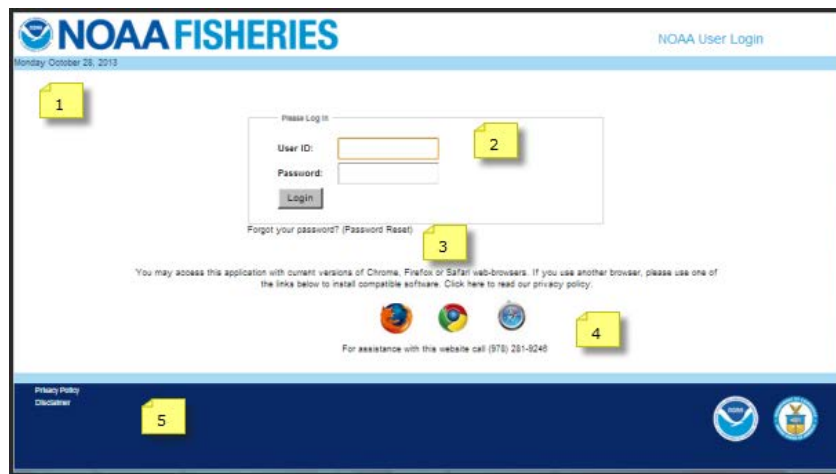
Figure 1: Login Page

Table 1 identifies each major component of the login page.

Table 1: Login Page Components

	This component …	… allows you to:
1	Date	See the current date.
2	Login	Log in to the SIMM account for your sector or sectors. Refer to the section Logging In for more information.
3	Forget Your Password?	Retrieve a password for the eVTR system; does not apply to SIMM.
4	Browser Guidelines	Identify and link to valid browsers; access the privacy policy.
5	Useful Links	Get access to other NOAA Fisheries links.

Logging In

In order to log in to the system, do the following:

1. In the **User ID** text box, type in your SIMM User ID.
2. In the **Password** text box, type in your password.
   Your input is not echoed on the screen, as seen in Figure 2.

Figure 2: Login Box

Note: The **Forgot Your Password?** link is reserved for eVTR password resets.

3. Click **Login**.
   The Landing Page opens, as seen in Figure 3.
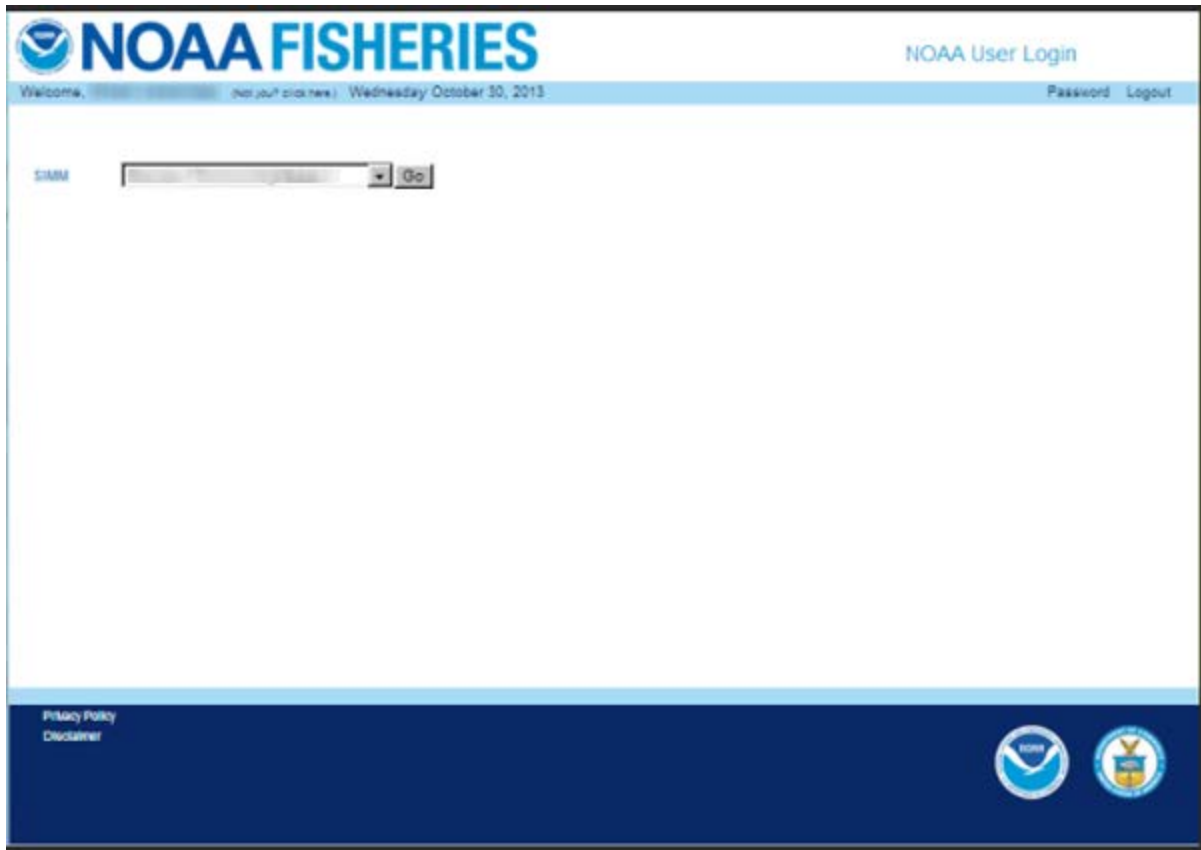
Figure 3: Landing Page

Landing Page

After you successfully log in, the Landing page opens, as seen in Figure 4. Notice that there are two different instances of SIMM that you can log into.
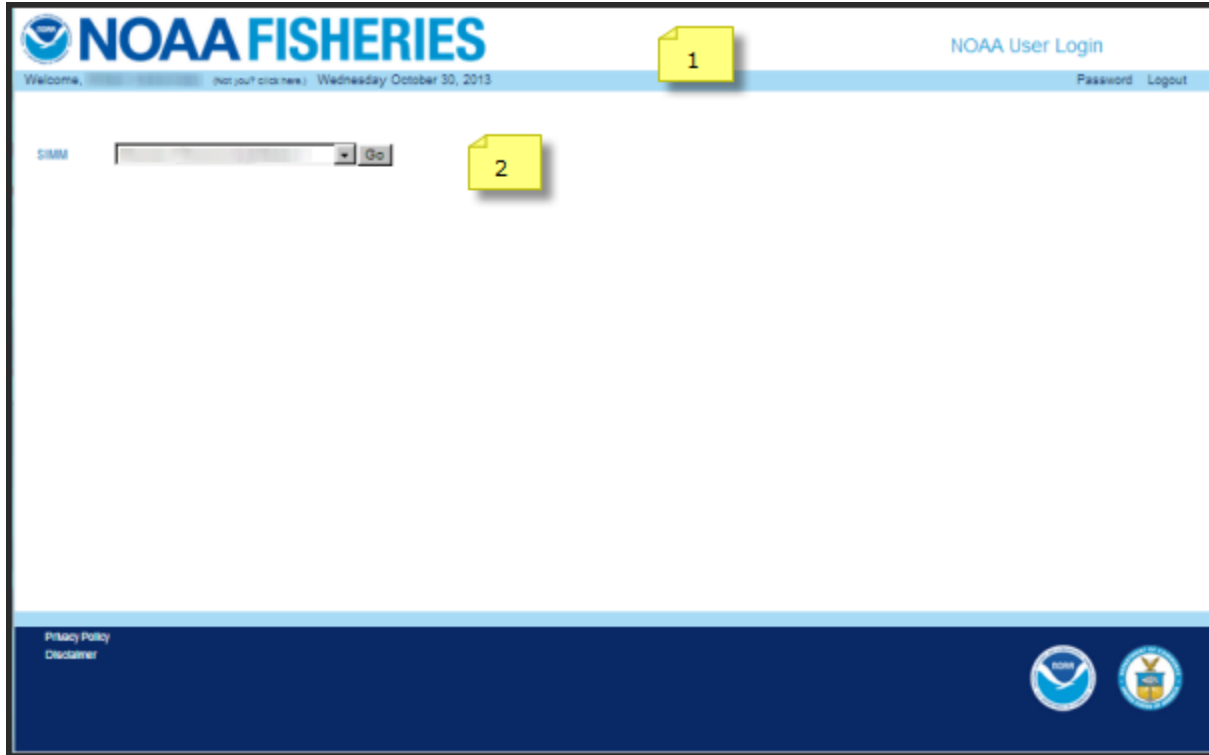
Figure 4: Landing Page Explained

	This component ...	... allows you to:
1	Banner	See your login name and the date; also allows you to change your password and log out. Refer to the section SIMM Banner Area for more information.
2	SIMM Home Page access	Gain access to the SIMM account for your sector or sectors. Refer to the section Invoking the SIMM Home Page for more information.

SIMM Banner Area

The SIMM banner contents at the top of the web page remain fixed. The functions in the banner area include:

- Login Information
- Changing Your SIMM Password
- Adding or Updating Your Email Address
- Logging Out

Login Information

On the left side of the SIMM banner, locate your name and the current date. If your login name is incorrect, click the **(Not you? click here.)** link to inform the Greater Atlantic Regional Fisheries Office (GARFO) of any discrepancy.

Changing Your SIMM Password

To change your SIMM password:

1. Click the **Password** link on the Landing page, as seen in Figure 4.

   SIMM displays the Change Password page, as seen in Figure 5.

Figure 5: Change Password

2. Type the password you use now in the **Type your current password** text box, then
3. Type in the password you want to switch to in the **Type your new password** text box.
4. Follow the instructions on the screen for the characters you must use.

   When you change your password, SIMM informs you if you were successful, or how to correct a mistake.

> **Note:** To update your email address, click the Update Email button. See the next section, Adding or Updating Your Email Address, for more information.

Adding or Updating Your Email Address

You update your email address using the Change Password action box. To add or update your email address:

1. Click the **Password** link on the Landing page, as seen in Figure 4.

   SIMM displays the Change Password page, as seen in Figure 5.

2. Look for the **Add or Update Your Email Address** action box at the bottom of the page.
3. Do one of the following:
   a. If you are adding your email address, enter the address in the text box, and then click **Update Email**.
   b. If you are changing your email address, modify the address in the text box, and then click **Update Email**.

The change takes effect when you log in again.

Logging Out

When you have concluded your SIMM session, remember to click **Logout** in the banner at the top of the SIMM web page. You must log out using this function in order to ensure that the security of your operations is maintained.

Invoking the SIMM Home Page

After logging in, you see the SIMM Landing Page, similar to Figure 6.
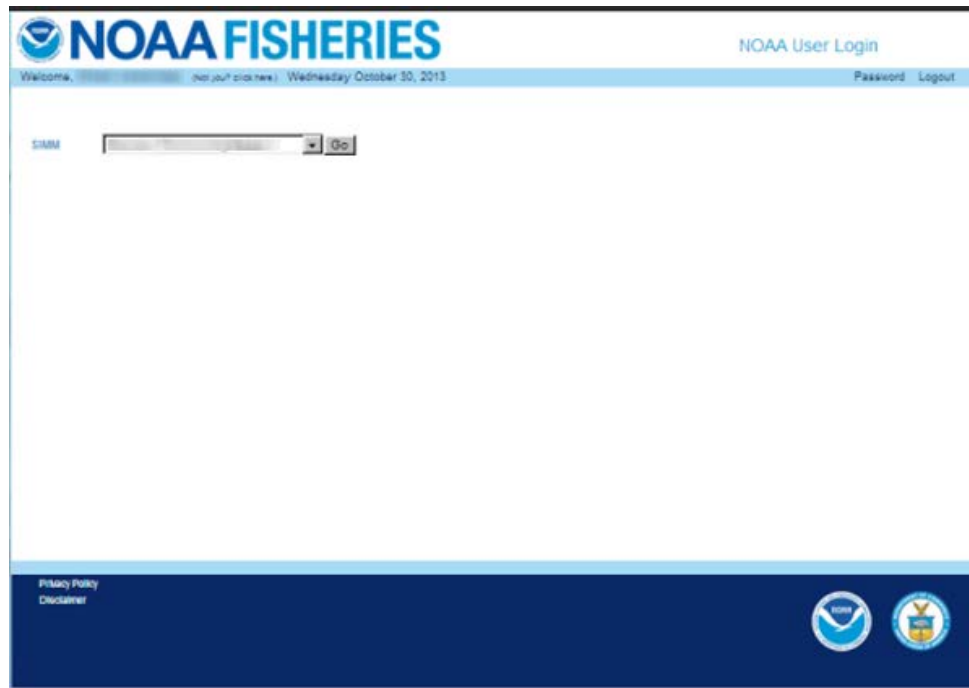
Figure 6: SIMM Landing Page

To invoke the SIMM Home Page from the Landing Page, do the following:

1. Determine whether you want to use Legacy SIMM or Beta SIMM.
2. Identify your sector.
    o   If you are a sector manager who is responsible for more than one sector, there is a
        dropdown box with sector choices. The dropdown list shows all sectors to which you are
        granted access. Click on the desired sector in the dropdown list.
    o   If you manage a single sector only, the appropriate sector name is displayed in a text box.
3. Click the **Go** button.

    The SIMM Home page opens, as in Figure 7. Refer to the section SIMM Home Page to learn
    more about the SIMM user interface (UI).

SIMM User Interface

This section describes the major functions of SIMM. These include:

*   SIMM Home Page
*   SIMM Quick Access Menu

SIMM Home Page Layout

Once you have successfully logged in to SIMM and selected a sector, the system displays the
SIMM home page much like the one seen in Figure 7.
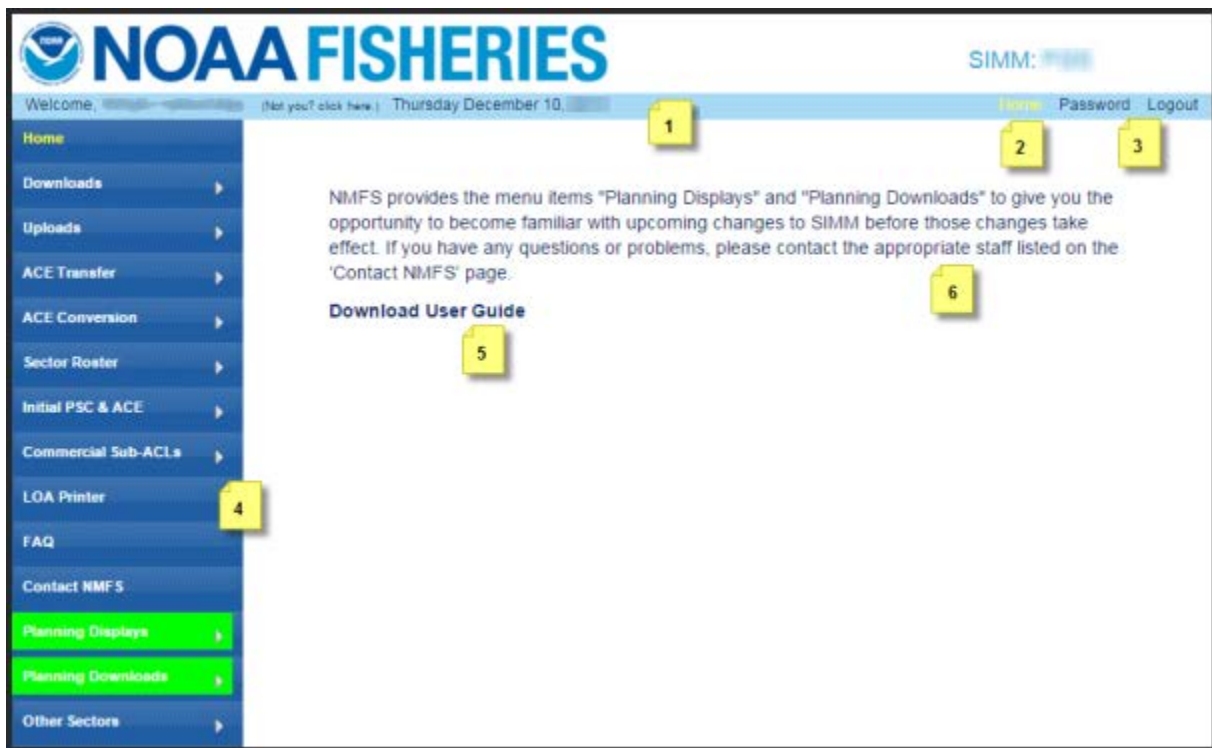
Figure 7: SIMM Home Page

Table 2 explains the Home Page functions.

Table 2: SIMM Home Page Functions

	Element	Description
1	Login Information	Displays your login name, the name of your sector, and the current date.
2	Password	Allows you to change your password and/or email address.
3	Logout	Logs you out of the system *in a secure fashion*. <u>Always</u> use the Logout function to end your SIMM session.
4	Quick Access Menu	Provides a fast way to get to information that you might access frequently. For more information, see the section <u>SIMM Quick Access Menu</u>.
5	Download User Guide	Downloads the SIMM User Guide (this guide) to your computer.
6	SIMM Notice	Displays information about the Planning features of SIMM that allow you to test new SIMM functions before they become "live".

SIMM Quick Access Menu

This section describes how to use SIMM with the Quick Access Menu, as seen in Figure 8. The Quick Access menu provides access to all major SIMM functions.

Figure 8: Quick Access Menu

Selecting Menu Functions

To select a Quick Access menu function:

1. Place your cursor over the desired function, for example, **Commercial Sub-ACLs**.

   SIMM highlights the function name with an underscore, as seen in Figure 9, to show that the function is active.
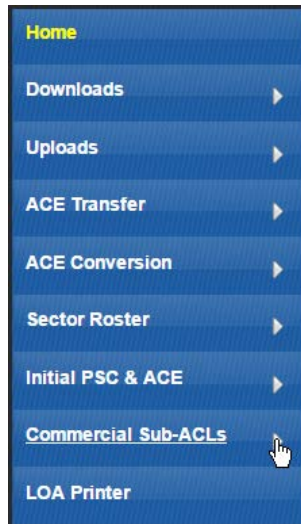
Figure 9: Highlighting the Desired Function (inset)

2. Click the function name.

   o If a function has its own sub-functions, as **Commercial Sub-ACLs** does, the Quick Access menu drops down to show all the possible sub-functions. For the sake of an example, select the appropriate year under **Commercial Sub-ACLs**; SIMM displays the desired sub-function in the active screen area, as in Figure 10 .
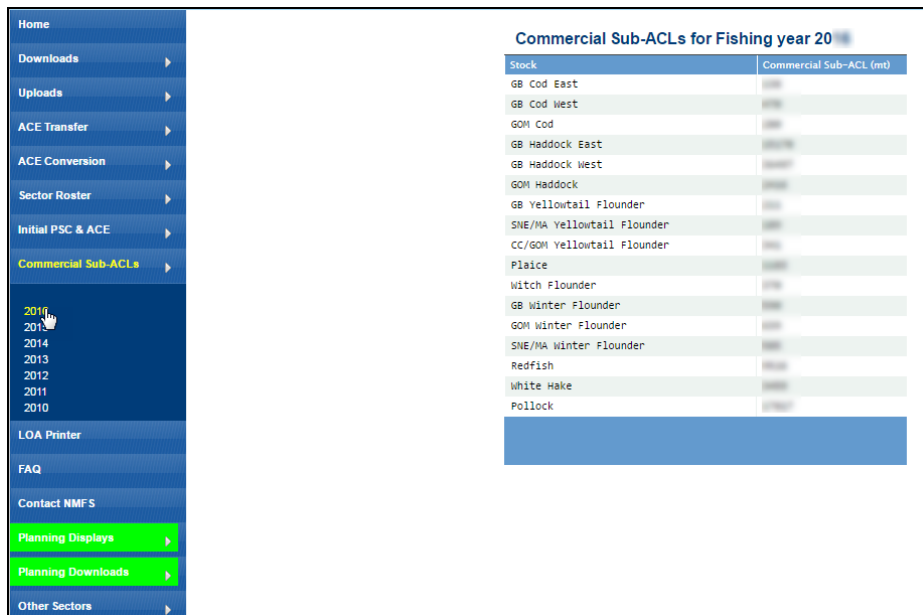
Figure 10: Invoking a Quick Access Menu Sub-function

o   If the Quick Access menu function has no sub-functions, SIMM displays the function in the active screen area; in this case, choose **Contact NMFS**, as seen in Figure 11.

Figure 11: Invoking a Quick Access Menu Function

Table 3 provides a brief description of each function in the Quick Access Menu.

Table 3: Quick Access Menu Contents

Tab Page	Description
Home	Landing page after a successful login. Includes a display of quick reference information about important reports, a task bar menu, and a front page menu of frequent access items.
Downloads	Download data sources from NMFS for use in completing the sector manager report.
Uploads	Allows sector managers to upload the sector manager report to NMFS.
ACE Transfer	Gives sector managers full access to ACE transaction fucntions (Legacy SIMM) or allows them to see their completed ACE transfers (Beta SIMM)
ACE Conversion	Converts Eastern GB haddock ACE to Western GB haddock ACE.
Sector Roster	Roster for the current fishing year. SIMM indicates the permits that need renewal.
Initial PSC & ACE	Displays sector totals as set at the beginning of the fishing year for PSC and ACE for each stock.
Commercial sub-ACLs	Displays the final sub-ACLs by stock and fishing year for the sector.l
LOA Printer	Prints LOA associated with MRI.
Contact NMFS	Provides a list of GARFO contacts for the sectors program.
Planning Displays	Provides preview data changes for the upcoming fishing year . *This section remains empty if there are no new data to preview*.
Planning Downloads	Provides the opportunity to preview upcoming download file changes. *This section remains empty if there are no downloads to preview.*
Other Sectors	Provides access to other sectors that you manage (if appropriate).

Using SIMM

This section guides you through SIMM functions; use the links immediately following to jump to detailed user information about each function.

- Downloads
- Uploads
- ACE Transfer
- ACE Conversions
- Sector Roster
- Initial PSC & ACE
- Commercial Sub-ACLs
- LOA Printer
- FAQ
- Contact NMFS
- Planning Displays and Planning Downloads
- Other Sectors

Downloads

SIMM allows you to download information from NMFS in order to complete your Sector Manager report. To download NMFS data, click the tab **Downloads** on the Main Menu Bar at the top left of the page. SIMM displays the download files available to you. The information available to you includes:

- Sector Roster
- AMS Compliance
- DAS Balance Report
- Trips with Observers
- Observer
- Observer Coverage
- Vessel Trip Report
- VTR Sendback
- Dealer
- Discards
- EM Discards
- Discardrate
- VMS Catch Reports
- Harbor Porpoise
- Landed-to-Live Weight Conversion Factors
- Catch Disposition Codes
- Species-to-Stock Area Conversion Values
- Year End Reports
- Trip Hails

For detailed information about download files, see Appendix A: SIMM Download Files.

File Formats

This section documents the data formats of the data that NMFS posts on SIMM for the sector managers to download. The information can be in the following formats:

- Microsoft Excel (.xls)
- Comma Separated Values (.csv)

For each data source, NMFS allows the sector manager to select the desired fields from those NMFS provides, the order in which they are presented in the output file, and the date range.

Using the Calendar Function

For those Download data sets that provide you with the ability to choose a date range from the data set, SIMM provides a calendar function to allow you to do this. To set a date range:

1. Click on **Downloads**.
2. In the list, click on the Download file in the list that you want to use.
3. Continuing with this example, click **VMS Catch Reports**.

   The VMS Catch Reports page opens, as seen in Figure 12.

Figure 12: Example of Sub-function with Calendar Option

4. Select the desired fishing year from the **Fishing Year:** dropdown menu (if necessary).
5. Click on the date in the **Date From** field.

   The Calendar function opens, as seen in Figure 13.

Figure 13: Set the Date From: Value

6. Set the **Date From:** date for May 4 by clicking on the calendar date. (You can backward or forward by month using the arrow controls, as seen in Figure 13.)

   Note: You can also enter the desired date directly into the date box.

7. Use the same method with the **Date To:** field to set the end of the date range to June 8.

Figure 14: Setting the Date To: Value

Your Dates to Search values should look like this:

Figure 15: Values Set

8. Click either **Generate Report in Excel** or **Generate Report in CSV**.

    SIMM downloads the data that you specified in the file format that you specified. In this example, SIMM downloaded VMS Catch Reports for your sector from May 4 to June 8.

Note: When you click the file format link, either the download begins directly or a File Download dialog box opens, depending upon the browser you are using. If you save the download file to a file system location, the filename is in the following format: *SectorName_DateFrom_DateTo_downloadtype.fileformat*

Uploads

When you have completed your sector manager report for the reporting period, you need to upload the report to NMFS. The sector manager report comprises three separate reports: the Trip Issue report, Detail report, and either the ACE Status or the Daily ACE Status report. .

Note: Be aware that if there are no changes to your Trip Issue or Detail report from the previous reporting period, you do not need to upload that report. Instead, you can choose to use that report again for the current reporting period.in the SIMM Uploads page. See Uploading Reports for more information.

File Upload Formats

The valid file formats for the Trip Issue, Detail, and ACE Status reports are:

- Microsoft Excel (.xls)
- Comma Separated Values (.csv)

Upload File Format Guidelines

This section describes **formatting** issues to avoid when you are preparing reports for uploading.

General Guidelines

Be aware of the following guidelines for all report uploads.

- Do Not Hide Columns

    Do not attempt to hide any columns in the Microsoft® Excel® files. If you attempt to hide columns that do not contain data, SIMM will experience processing issues.

- Use Correct File Type

    Currently SIMM supports .xls and .csv formats. SIMM does not support the .xlsx format at this time. If you are using MS Office 2007 or above, please save the report as a MS Excel 97-2003 .xls before you upload the file.

- Use Correct Headings (MS Excel Column Names)

    The Sector User Guide Addendum lists the valid column heading names for your MS Excel upload file. You can find these valid names in the **Common Variable Name** column in each Upload format file.

- Use Correct Stock ID names

    SIMM audits the Stock ID fields and will reject an upload that contains incorrect Stock ID names.

- Week Ending Date

    The Week Ending Date must be in the following format: *MM/DD/YYYY* . However, do not format the cells as `MM/DD/YYYY` because that will not change the underlying date.

    - Supported format examples: `05/08/2016` or `5/8/2016`
    - Unsupported format examples: `2016-05-08T00:00:00.000` or `May 8, 2016` or `5/8/2016 11:59:59 PM`

- Flags

    All Flags should be `Y` or `N` or left blank if value is unknown.

ACE Status Report Guidelines

Be aware of the following ACE Status guidelines:

- The ACE Status Report must have a single line header and should include all stocks. Enter the stock in the report with a value of zero (0) in the **Harvested ACE** field if there are no landings for that stock.

- SIMM will reject the ACE Status or Daily ACE Status report if the Initial ACE value is incorrect. Remember that GARFO allows active permits only when determining ACE.

Detail Report Guidelines

Following are issues to avoid when preparing the Sector Manager Detail Report:

- Stock Area

  See the SIMM Download file to convert statistical area (chart area) values to valid Stock IDs for use in your Detail reports. Please include only valid Stock Area codes (STOCK_ID) for a trip.

  Supported codes: CODGBE, HADGBE, HKWGMMA, POKGMASS, REDGMGBSS, etc.
  Unsupported codes: OTHER or UNK or UNKNOWN

- Trip ID

  This field accepts the 14-character eVTR number or the 8-character VTR serial number. You cannot leave this field *blank*. (You can use either the eVTR or the VTR, not both.) Do not insert vessel names or any other names in this field.

- Date Sold

  Please leave this field blank if you have no data value to supply. Do not use placeholder data such as: UNK or UNKNOWN or NA or N/A or n/a.

- Trip Observed

  The data type for the **Trip Observed** field is VARCHAR2(1). This means that this field supports a single character only. You must supply a value of either Y or N. If you do not know the value, you must leave this field blank.

  Supported values: Y (observed), N (not observed)

  Unsupported values: OTHER or UNK or UNKNOWN or NA or N/A or n/a.

- Northeast Gear Code

  The Northeast Gear Code is a 3-digit code to indicate the standard Northeast gear code used in the observer and commercial fisheries databases.

  Unsupported values: 403LLB or UNK or UNKNOWN or NA or N/A or n/a.

Upload Timing

The following schedule applies for submitting Sector Manager Reports to NMFS. More frequent reporting cycles will be required as the sector approaches its ACE. Table 4 shows the milestones in the Sector Manager Report timeline.

Table 4: Sector Manager Report Timeline

Time Period / Deadline	Action
Monday 07:00:00	Sector managers have uploaded Sector Manager Report to SIMM by this time.
Tuesday 17:00:00	NMFS runs Raw Trip Level (RTL) reports.
Tuesday 23:59:59	Dealers have submitted their reports to NMFS for the previous reporting week.
Tuesday 23:59:59	Groundfish vessels have submitted their VTRs to NMFS for the previous reporting week.
Wednesday 12:00:00	Sector Managers can download the latest data from SIMM, including Dealer Reports, Discard Rates, and Observer / ASM data.
Thursday 23:59:59	NMFS runs Data Matching Imputation System (DMIS).
By COB Friday	NMFS runs and sends Sector Comparison Reports.

Sectors submit their reports weekly unless the following condition occurs:

- Cumulative catch for any of its allocated species reaches 90% of the ACE.

If this condition is met, you must prepare and submit reports *daily*. For more information about daily reports, see "Preparing the Sector Manager Report" on the following GARFO web site.

http://www.greateratlantic.fisheries.noaa.gov/sustainable/species/multispecies/

Uploading Reports

When you are ready to upload your weekly sector manager report:

1. Click **Uploads** in the Quick Access menu to bring up the choices:

Figure 16: Quick Menu Uploads

2. Click **Weekly Reporting** and choose the appropriate selections.
   Refer to Figure 17.

Figure 17: Upload Weekly Report

You do not need to use any special naming scheme for your reports, except for your own organizational purposes. SIMM tracks and stores the reports by sector and date.

You can upload reports for:

- The current reporting period
  To learn how to do this, refer to the section <u>Uploading a New Weekly Report File</u>.

- The previous reporting period

To learn how to do this, refer to the section <u>Selecting a Previously-Submitted Weekly Report File</u>.

Uploading a New Weekly Report File

To upload a new report file, do the following:

1. In the **Fishing Year** dropdown list, choose the current fishing year.
2. In the **Report Name** dropdown list, choose the appropriate value (**Detail**, **Trip Issue**, **ACE Status**).
3. In the **Report Data Source** dropdown list, choose **Upload New File**.

   This allows you to upload a Sector Manager Report for the current reporting period.
4. Click the **Week Ending Date** box.

   The calendar function appears.
5. Locate the correct date in the calendar, as seen in <u>Figure 18</u>. (Use the directional arrows to move from month to month.)

Figure 18: Choose the Uploads Week Ending Date

6. Click **Choose File** to select the upload file from your file system.

Figure 19: Uploading the Report

7. Click **Submit Report**.

When you have successfully uploaded the sector manager report, you will see a confirmation message on the screen. SIMM provides the details of the upload operation at the bottom of the page. If your upload is unsuccessful, SIMM prompts you to try again.

Uploading a Daily ACE Status Report File

To upload a daily ACE Status Report file, do the following:

1. In the **Uploads** Quick Access menu, choose **Daily ACE Status Reporting**.

   Verify that the information on the Upload Daily Report screen is correct.

2. Click **Choose File**.

   Choose the appropriate file from the file system.

3. Click **Submit Report**.

Selecting a Previously-Submitted Weekly Report File

If your Sector Manager report has remained unchanged from the previous reporting period, you can choose to use that report again for the current reporting period.

To upload a report from the previous reporting period, do the following:

1. In the **Uploads** Quick Access menu dropdown list, choose **Weekly Reporting**.
2. In the **Fishing Year** dropdown list, choose the current fishing year.

   The fishing year must be 2013.
3. In the **Report Name** dropdown list, choose the appropriate value (**Detail**, **Trip Issue**, **ACE Status**).
4. In the **Report Data Source** dropdown list, choose **Use Last Submitted Data**. See Figure 20.

Figure 20: Use Last Submitted Report

o   If you select the option **Use Last Submitted Data** and SIMM has a report from the previous reporting period that is valid and has a proper submittal date, SIMM supplies the current **Week Ending Date** (WED) and displays a message much like this one:

```
Note: The WED displayed reflects the date of your last report submitted
plus 7 days.
```

o   If you select the option **Use Last Submitted Data** and the previous week's report does not exist, SIMM displays a message much like this one:

```
Note: In order to use this option to submit a report for the next WED
you must first submit a report for the WED shown in the display if you
are not current.
```

In this case, you must first employ **Use Last Submitted Data** to "catch up" with your previous week's report. Once you have done this successfully, you can repeat the **Use Last Submitted Data** process in order to finish "catching up." Refer to the section Example: "Catching Up" With Your Reports to see how this works.

5.   Click **Submit Report**.

When you have successfully submitted the sector manager report, you will see a confirmation message on the screen. SIMM provides the details of the operation at the bottom of the page. If your submittal is unsuccessful, SIMM prompts you to try again.

Example: "Catching Up" With Your Reports

Suppose the current date is August 23, 2016; the current WED is Saturday, August 20, 2016. For **Use Last Submitted Data** to work properly, SIMM expects to have a report from WED August 13, 2016 to use for the current WED. Continuing with this scenario, suppose that the most recently submitted report is dated August 6, 2016 – the report from WED August 13, 2016 is missing. In this case, selecting the option **Use Last Submitted Data** would cause SIMM to do the following:

- Supply a value of August 6, 2016 in the **Week Ending Date** field.

- Display a message much like this one:
  ```
  Note: In order to use this option to submit a report for the next WED you
  must first submit a report for the WED shown in the display if you are not
  current.
  ```

At this point, you would have to do two separate operations in sequence:

1. Select **Use Last Submitted Data** to supply the WED August 6, 2016 report as the report for the WED August 13, 2016 period (assuming there are no data changes).
2. Select **Use Last Submitted Data** to supply the WED August 13, 2016 report for the current WED (August 20, 2016).

Additional Notes

This section provides more information about using previously-submitted data for the current reporting period. This information applies *only* to the option **Use Last Submitted Data**; that is, if you want to designate a report from the previous reporting period to be used for the current reporting period.

- You *cannot* upload a previously-submitted report if any data have changed since the previous report was uploaded. For a report with <u>any</u> new data, use the option **Upload New File**.

- In order to use a previous report for the current reporting period, that report must exist, whether it had been a new upload file or if it had been submitted from the previous week.

- The time "window" to be able to use the previous report for the current reporting period opens every Monday at 09:01 within the current reporting week.

- SIMM prevents you from reporting future reporting periods ahead of the current reporting period. However, as explained above, you can use the **Use Last Submitted Data** option to submit late reports.

ACE Transfer

The ACE Transfer tab allows sector managers to transfer portions of ACE allowance among themselves, provided that the transferring parties are in compliance with regulations.

Note: SIMM does not provide the mechanism to negotiate a transfer; the recommended method is to agree on the terms of the transfer before using SIMM to request the transfer.

All or a portion of a sector's ACE for any regulated species stock may be transferred to another sector at any time during the fishing year (FY), and up to 2 weeks into the following FY. The transfer mechanism in SIMM is available 24 hours a day, 7 days a week.

To access the ACE Transfer function, click **ACE Transfer** in the Quick Access menu, as seen in Figure 21.
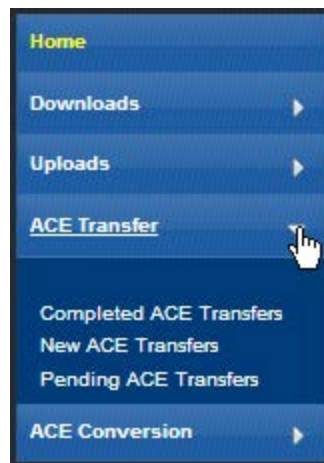
Figure 21: ACE Transfer (Quick Access Menu)

Read the rest of this section to learn how to use each of the ACE Transfer functions in the dropdown list.

Note: ACE Transfer sends a notification email to your sector email address upon the sending or receipt of a transfer request, and also when the transfer request is either accepted or rejected.

Completed ACE Transfers

The Completed ACE Transfers function shows the result of ACE transfers. See Figure 22.

Figure 22: Completed ACE Transfers

The **Status** column shows the disposition of the transaction. For example, if the sector manager receiving the request rejects it, the sector manager who initiated the request sees the "Rejected by Sector" message in the **Status** column. If the request is accepted, the sector manager who initiated the request sees the "Accepted by Sector" message in the Status column.

Completed ACE Transfers also allows you to filter transfer transaction display results using the category dropdown menus and text boxes at the top of the display. Figure 23 shows a search, using the **To:** dropdown menu, on all ACE Transfers to other sectors; therefore, the display shows only this type of transfer.

Figure 23: Filtering ACE Transfer Display Results

You can use this mechanism to filter the results by Year, Lbs., Stock, To/From, Sector, Compensation Type, Commodity Description, Compensation Amount, Date Requested, Date Completed, and Status. (Obtain a spreadsheet of the display by clicking **Download to Excel**.)

New ACE Transfers

The New ACE Transfers function allows either the sending or the receiving party to initiate the transfer. The transfer happens in real time.

To initiate a transfer:

3. Select **New ACE Transfers** in the ACE Transfer dropdown list.

    The New ACE Transfers window opens, as seen in Figure 24.

4. In the **To/From** dropdown list, select **To** if you are transferring ACE, or select **From** if you are receiving ACE.

5. In the **Sector Name** dropdown, select the sector that you are transferring ACE to, or the sector from which you are receiving ACE.

6. Select in the **Compensation Type** dropdown the form of compensation for the transfer. See the section Compensation Type to learn more about the menu choices.

7. Select the stock and the number of pounds to be involved in the transfer.

8. Click **Request Transfer**.

Note: SIMM does not prevent transfers of ACE that the sector manager does not possess; the sector manager must manage ACE totals. However, SIMM will prevent you from participating in ACE transfers if more than 5% of the VTRs filed by your sector are non-compliant.

Figure 24: New ACE Transfers

Note: You can submit a paper ACE Transfer transaction request by clicking the **ACE Transfer Paper Form** link at the bottom of the New ACE Transfers page.

Compensation Type

You can select the type of compensation that is most appropriate for the transfer. To do this, use the Compensation Type dropdown list, as seen in Figure 25, in the New ACE Transfers page:

Figure 25: ACE Transfer Compensation Dropdown List

See Table 5 for more information about the compensation types.

Table 5: Compensation Types

Type	Description
Fish-for-fish trade – no money involved	ACE transfer will be compensated solely with fish received. No money or other commodity will be exchanged.
Trading fish for money	ACE transfer will be completed in return for a payment of money. If you select this option, SIMM prompts you to identify the amount of money requested.
Trading fish for Commodity	ACE transfer will be completed for a commodity exchange. If you select this option, SIMM prompts you to provide a description of the commodity and to identify an estimate of the value of that commodity.
Single Permit Holder Trade – no money involved	ACE transfer will entail a single permit holder who owns two permits enrolled in two different sectors. For example, the permit holder may transfer fish from one of his or her vessels in one sector to another of his or her vessels in another sector. Because there is only one permit holder, no money is involved in the transfer.

Pending ACE Transfers

The Pending ACE Transfers section displays the results of parties initiating a transfer request, receiving a transfer request, or both. Pending ACE Transfers shows each transaction in a separate pane in the active window; you can scroll through every one of the transactions.

Figure 26 shows the ACE Transfer screen as the requesting party sees it. Notice the message "Waiting for Other Party" in the lower right corner of the transaction pane.

Figure 26: Pending ACE Transfers

Figure 27 shows the ACE Transfer screen as the requesting party sees it. Notice that if you receive a request, SIMM gives you the choice to accept or reject the transfer.

Figure 27: ACE Transfers Pending: Accept or Reject

Sector Compliance and Transfers

You may be ineligible to participate in transfers. For example, if you or your vessels are late in submitting reports, the ACE Transfer page displays a message that you cannot request a transfer, as in Figure 28.

Figure 28: Non-compliance (Transgressor)

In this case, the ACE Transfer facility would inform the other party that you are not currently eligible to participate in ACE transactions due to non-compliance, as in Figure 29.
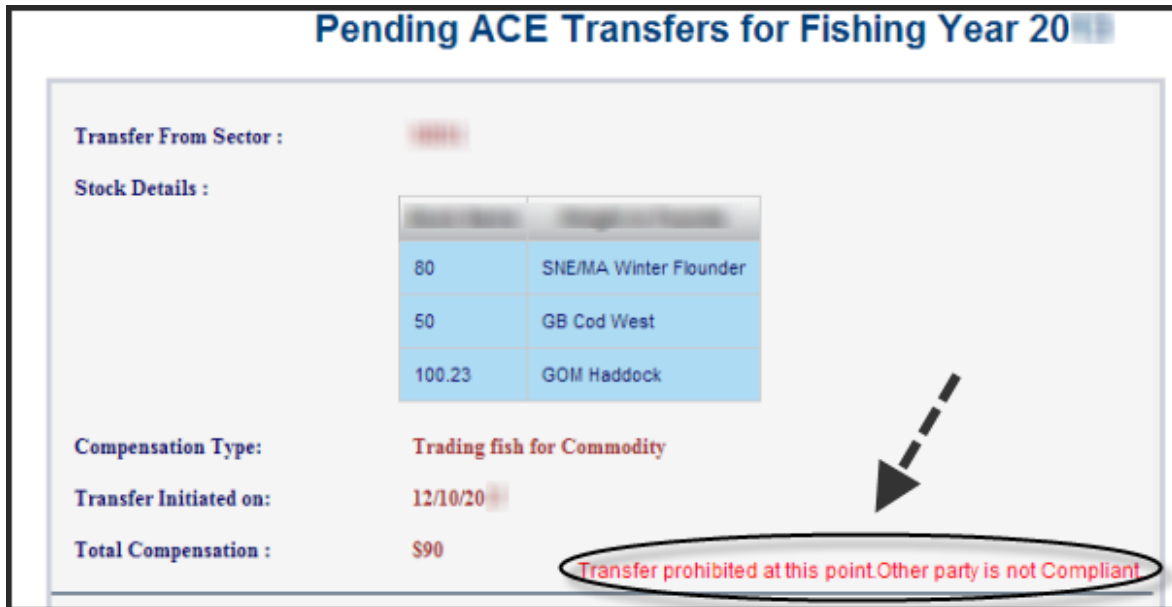
Figure 29: ACE Transfer Non-Compliance (Informing Non-Offending Party)

ACE Conversions

The ACE Conversions tab allows sector managers, on behalf of the sector or permit bank, to convert Eastern GB haddock ACE to Western GB haddock ACE at any time during the fishing year, and up to two weeks into the following fishing year in order to cover any overage during the previous fishing year.

To access the ACE Conversions function, click **ACE Conversions** in the Quick Access menu, as seen in Figure 30.

Figure 30: Quick Access Menu: ACE Conversions

Completed ACE Conversions

The Completed ACE Conversions function shows all the completed ACE conversions in your sector for the current fishing year. See Figure 31.

Figure 31: Completed ACE Conversions

Completed ACE Transfers also allows you to filter the conversion display results using the category dropdown menus and text boxes at the top of the display. (Obtain a spreadsheet of the display by clicking **Download to Excel**.)

New ACE Conversions

You can complete an ACE conversion unless otherwise instructed by NMFS. The ACE conversion process works very much like the ACE transfer process. The transfer mechanism in SIMM is available 24 hours a day, 7 days a week. To initiate an ACE conversion:

1. Select **New ACE Conversions** in the ACE Conversion dropdown list, as seen in Figure 30. The New ACE Transfers window opens, as seen in Figure 32.

Figure 32: New ACE Conversions page

2. Select from the **Convert** dropdown menu the stock to convert:
   o Eastern GB Haddock to Western GB Haddock
   o Eastern GB Cod to Western GB Cod

3. Select the number of pounds to be involved in the conversion.
4. Click **Request Conversion**.

    SIMM displays a confirmation message like the following:
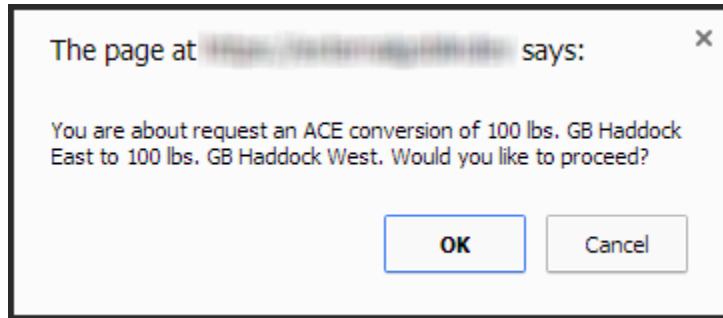
Figure 33: ACE Conversion -- Proceed

5. Click **OK** to proceed.

    SIMM displays the results of the successful conversion of 100 lbs. of stock.

Figure 34: ACE Conversion – Success

Usage Notes

Following are the requirements for using **New ACE Conversions** option:

- NMFS approves the proposed ACE conversion based on current regulations; that is, whether you are currently compliant with reporting or other administrative requirements.

- You have the responsibility to ensure that your sector or permit bank has sufficient ACE available to cover the conversion.

- A GB haddock ACE conversion from the Eastern to Western U.S./Canada Area may only be made *within* a sector or permit bank, and *not between* sectors or permit banks.

- Once you convert a portion of Eastern GB haddock ACE to Western GB haddock ACE, that portion of ACE remains Western GB haddock ACE for the remainder of the fishing year.

- You cannot convert Western GB ACE to the Eastern US/Canada Area at any time.

- Your sector must stop operating in a stock area once its ACE total has been reached unless your sector can acquire additional ACE through a transfer.

- The same compliance rules that apply to ACE transfers apply to ACE conversions; that is, conversions will be blocked if non-compliant VTRs total more than 5% of the total.

Sector Roster

The Sector Roster menu choice displays the individual information about each sector member. You can select the roster by year from the Quick Access menu, as seen in Figure 35:

Figure 35: Select Sector Roster by Year

Once you select the appropriate year, SIMM displays the roster for that year. Figure 36 shows the results of selecting **2016**.

`

Figure 36: Sector Roster Page

Note: An MRI with an invalid permit cannot contribute its ACE to the sector until that permit is renewed.

The Sector Roster page contains a list of all the members of your sector. This list incorporates the following information:

- **MRI** — Moratorium Right ID, the unique identifying number used to track each limited access permit's landings history, qualifications, attributes, and specifications.

- **Permit number** — One of two values:
  - Valid limited access Northeast groundfish permit number for the vessel.
  - Confirmation of Permit History (CPH) for this MRI.

- **Vessel name** — Vessel name registered with the U.S. Coast Guard, state, or tribe (or blank if the permit is in CPH).

Note: To open a display of the PSCs and ACE (in pounds) for each MRI in the sector, click on the desired MRI, Permit Number, CPH, or Vessel name in the list. Figure 37 shows the result of clicking the PSC list for the third MRI listed in the roster. To close the PSC popup display, click the MRI again, or the **Refresh** function on your browser, or the **F5** key.

Figure 37: Displaying the PSC List for a Sector Member

Initial PSC & ACE

Initial PSC & ACE provides a display of the sector totals for PSC and the ACE for each stock that your sector started out with at the beginning of the fishing year, as seen in Figure 39. You select the list by year from the Quick Access menu, as seen in Figure 38.

Figure 38: Initial PSC & ACE by Year

Note: SIMM informs you, as seen in Figure 39, that the PSC and ACE numbers presented in the **Initial PSC & ACE** display pertain to active sector permits *only*.

Figure 39: Initial PSC & ACE

The Initial PSC & ACE page contains a list of all the cumulative PSC and ACE numbers per stock. This list incorporates the following information:

- **Stock** — Name of the allocated groundfish stock

- **Cumulative PSC** — Potential Sector Contributions (PSCs) for this allocated multispecies stock, added together, that NMFS has issued to the permit holders in your sector.

- **2016 Initial Allocated ACE at 100% (Pounds)** — Total number of (live) pounds of this stock allocated to the sector for all renewed permits in the current fishing year, including any deductions resulting from overage from the previous fishing year.

- **2015 Maximum Carryover ACE (Pounds)** — Amount, in live pounds, of unused ACE (up to the full 10% of the ACE for an allowable stock) that is carried over from the previous fishing year.

- **2016 De Minimis Carryover ACE (Pounds)** — Amount, in live pounds, of the *de minimis* carryover (a portion of the total carryover up to 1% of the current allocation that is exempted from payback if the total ACL is exceeded) for an allowable stock.

- **2016 In-Season ACE Adjustment (Pounds)** — Adjusted amount (increase or decrease), in live pounds, applied to the Initial Allocated ACE of a stock allocated to a sector in season for all renewed permits.

- **2016 Total ACE with Maximum Carryover (Initial ACE + Maximum Carryover + In-Season Adjustments) (Pounds)** — Total number of live pounds of this stock initially allocated to the sector including the maximum carryover and in-season ACE adjustment.

- **2016 Total ACE with De Minimis Carryover (Initial ACE + De Minimis Carryover + In-Season Adjustments) (Pounds)** — Total number of live pounds of this stock initially allocated to the sector including the *de minimis* carryover and the in-season ACE adjustment.

Commercial Sub-ACLs

Commercial Sub-ACLs displays the commercial groundfish sub-ACL totals by stock in metric tons. You select the list by year from the Quick Access menu, as seen in Figure 40.

Figure 40: Commercial sub-ACLs by Year

Click on the desired year to see the Commercial Sub-ACLs, as in Figure 41.

Figure 41: Commercial Sub-ACL List

LOA Printer

Sectors can request one or more exemptions from the current list of exemptions issued by NOAA Fisheries. If a sector is approved for an exemption, NOAA Fisheries issues a unique Letter of Authorization (LOA) to individual sector members that includes the permit ownership information as well as the regulatory requirements for each exemption. The LOA may change throughout the year, for example, if there is change in ownership of the vessel or an exemption is modified. This tool allows sector managers to print out a new or updated LOA issued to a sector member.

To start:

1. Click the Quick Menu selection **LOA Printer**, as seen in Figure 42:
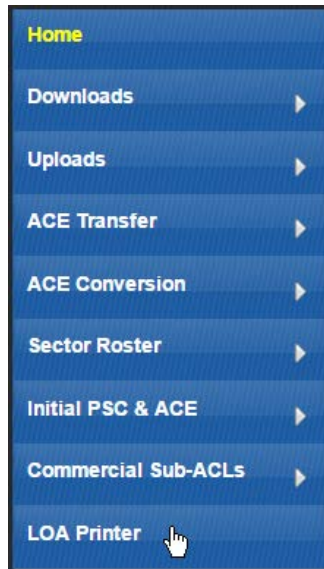
Figure 42: Invoking LOA Printer

SIMM brings up the LOA Printer page.

2. Click the **Print LOA** choice for the appropriate MRI, as seen in Figure 43.

Figure 43: Sector LOA Details

The LOA prints to the local default printer.

FAQ

The **FAQ** tab provides basic information about SIMM functions. Refer to this information for definitions and concepts. You select the list by year from the Quick Access menu, as seen in Figure 44.
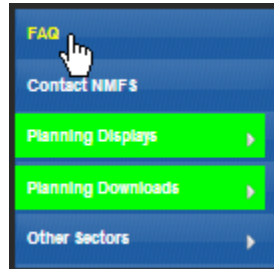
Figure 44: Invoking FAQs

See the FAQ page in Figure 45.
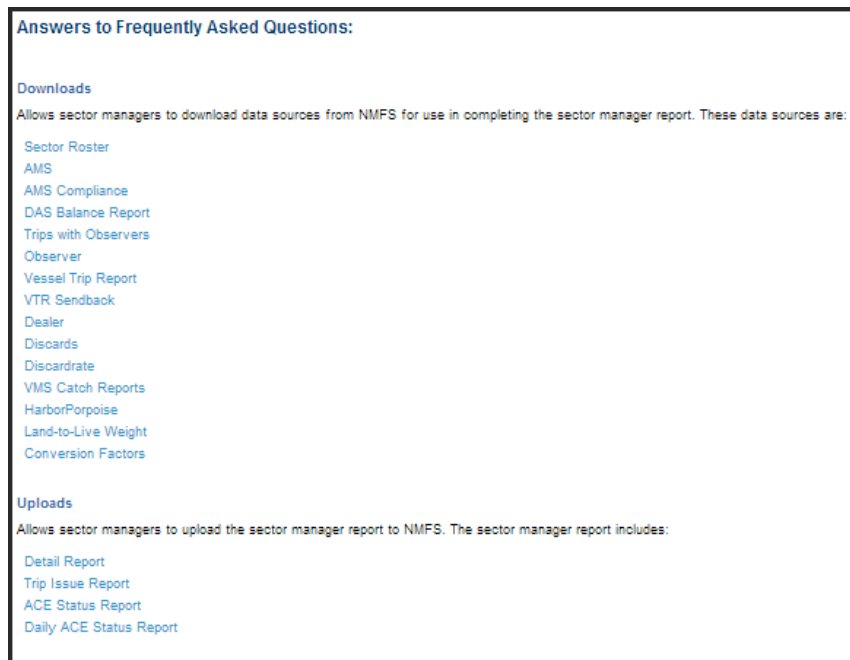
Figure 45: FAQ Page

Contact NMFS

The **Contact NMFS** function provides a list of GARFO sector personnel for your convenience. Make a note of these contacts for future use. Figure 46 shows the contents of this page.

Figure 46: Contacts for Sectors

Planning Displays and Planning Downloads

The menu choices **Planning Displays** and **Planning Downloads** allow you to preview planned changes to SIMM. These planning sections *remains empty* if there are no new data or downloads to preview.

These displays look similar to the data in the displays in Production SIMM; however, bright colors and warning text indicate that the data is for planning purposes only.

Note: It is extremely important that you use these sections for planning purposes only.

1. Click the menu selection **Planning Displays** or **Planning Downloads**.
2. Click the desired choice in the selection.
   A warning message displays in the active page area, as seen in Figure 47.
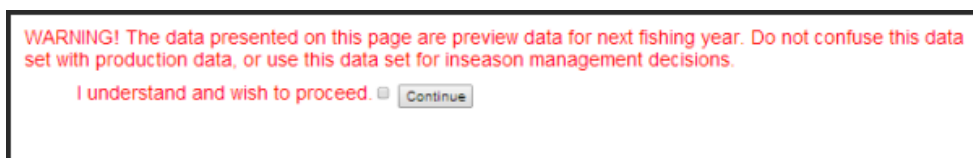
Figure 47: Planning Section Warning Message

3. Click the checkbox next to "I understand and wish to proceed."
4. Click **Continue**.
   The desired page opens.

Other Sectors

The **Other Sectors** function allows you to switch between sectors, if you manage more than one sector, without having to log out and log in again. Just click on **Other Sectors**, and then click on the name of the sector in the dropdown menu.

Appendix A: SIMM Download Files

This appendix documents the data formats in the GARFO files that the sector manager can download from SIMM for help in preparing the Sector report:

- Observer
- Trips with Observers
- Dealer
- Discards
- EM Discards
- Discardrate
- AMS Compliance
- Sector Roster
- Vessel Trip Report
- DAS Balance Report
- VTR Sendback
- VMS Catch Reports
- Harbor Porpoise
- Landed-to-Live Weight Conversion Factors
- Catch Disposition Codes
- Species-to-Stock Area Values
- Year End Reports
- Observer Coverage
- Trip Hails

Observer

Table 6 provides the descriptions for observer data.

Table 6: Observer Data Formats

Column Name	Description	Col No.
Sector ID	GARFO sector identifier. For GARFO internal use only.	1
Sector Name	Name of sector. Available from SIMM and provided for reference.	2
MRI	Available from MQRS database. Provided for reference.	3
Vessel Permit No	Vessel permit number assigned by the Greater Atlantic Regional Fishing Office's Vessel Permit System (VPS). Reserved numbers include: • **000000**=no permit or no vessel, check hull number • **190998**=Unknown undertonnage vessel • **390998**=Unknown tonnage vessel	4
Vessel Name	The vessel name registered with the U.S. Coast Guard, state or tribe.	5
Vessel Reg No	US Coast Guard or State Registration number for a vessel as it appears on the hull of the vessel.	6
VTR Serial No	First page of the VTR serial number. Provided as universal trip ID.	7
Date Sail	Date/time vessel sailed	8
Date Land	Date vessel landed to offload catch. **NOTE:** if time is unknown it defaults to midnight in this field	9
Observer Trip ID	**7 - character** Trip ID: **First three characters** are the observer ID number (obsid). **Second three characters** are the ordinal number of trips the observer has taken for the current year. **Final character** is the Trip Extension, which is the level of sampling of discards in the gillnet fishery. Includes whether or not trip was aborted. Values include: **A** (Aborted Not Gillnet) **C** (Gillnet, Complete Fish Sampling) **D** (Gillnet Complete Fish Sampling, Aborted) **L** (Gillnet, Limited Fish Sampling) **M** (Gillnet, Limited Fish Sampling, Aborted) **X** (All Other)	10
Area	NAFO Statistical Area	11
Port Land	The name corresponding to the 6-character port code.	12
Port Code	The 6-char code of the port, including state, in which vessel offloads its catch. See PORT table.	13
Dealer Name	Name of the dealer company.	14
Dealer Permit No	The dealer permit number assigned by the Greater Atlantic Regional Fishing Office Permit System (PERMIT). Reserved numbers include: • **00000**=Unknown	15
NESPP3 Code	The Northeast Species code. Available in both dealer databases and VTR databases. Provided to link to either dealer database or VTR database.	16
NESPP4 Code	4-digit Northeast Species code; fourth digit represents market category. See CFDBS Species Table (CFSPP) for actual codes. NESPP4 is NESPP3 preceded by a **9**; for instance, yellowtail flounder is 9123.	17

Column Name	Description	Col No.
Species ITIS	The Integrated Taxonomic Information System (ITIS) serial number for a species. See the SPECIES_ITIS_NE table for a description of the codes.	18
Species Name	Species common name.	19
Stock Area	Stock Area code consistent with strata. Provided to identify Stock Area and link to SIMM data. Includes Georges Bank East & West.	20
Gear Code	VTR Gear code; see VLGEAR table for codes.	21
Mesh Cat	Gillnet gear: • **ELM** = Extra Large Mesh (greater than 8 inches) • **LM** = Large Mesh (6 to less than 8 inches). Trawl gear (OTF, OHS, OTR, OTT): • **SM** = Small Mesh (less than 3.99 inches) • **MM** = Medium Mesh (3.99 inches to 5.74 inches) • **LM** = Large Mesh (equal or greater than 5.75 inches) All other mesh are **NA**. Consistent with discard rate strata.	22
State Land	The 2 character state code (CT, DE, MA, MD, ME, NC, NH, NJ, NY, RI, VA).	23
Target Species One	NESPP4 for any of the species named by captain as targeted for haul or trip; named before haul or trip, not after. Not necessarily same as majority of catch. May differ by haul or gear. Not collected prior to 5/1994; all set to unknown finfish unless scallop trip.	24
Target Species Two	NESPP4 code for any of the species named by captain as targeted for haul or trip; named before haul or trip, not after. Not necessarily same as majority of catch. May differ by haul or gear.	25
Haul Observed Flag	Indicator of whether haul was observed for discards (all hauls are observed for catch except for offwatch (sdo, sto, cdo) hauls). • **0**=No • **1**=Yes	26
Round Hail Weight	Indicator code. • **D** = dressed • **R** = round	27
Program Code	First three digits of links. Code that identifies program.	28
Fleet ID	Code to indicate the type of trip being observed. See OBFLEET table.	29
Haul No	Ordinal number of haul within the trip; 4 characters	30
Soak Duration	Fixed gear only. Amount of time that the gear for haul is in the water, to the nearest tenth of an hour (haul begin - set end). BEACH SEINE: estimated; Time from when the gear is secured to the beach until hauling of the warpline begins.	31
NE Gear Code	A 3-digit code to indicate the standard Northeast gearcode used in the observer and commercial fisheries databases.	32
Gear No	Sequential number assigned to gear number, unique by trip.	33
Catch Disposition	Code to indicate catch disposition. • **0** = discarded • **1** = kept • **9** = unknown	34
Hail Weight	The dressed or round, actual or estimated weight for each caught species. Actual weights recorded to the nearest tenth of a pound, estimated to nearest whole pound.	35

Column Name	Description	Col No.
Calculated Live Weight	The round, actual, or estimated weight for each caught species. Actual weights recorded to the nearest tenth of a pound, estimated to nearest whole pound. Converted to live weight in pounds	36

Trips with Observers

Table 7 provides the descriptions used in the Trips with Observers download file.

Table 7: Trips with Observers Data Formats

Column Name	Description	Col No.
Sector ID	GARFO sector identifier. For GARFO internal use only.	1
Sector Name	Name of sector. Available from SIMM and provided for reference.	2
MRI	Moratorium right ID. Provided for reference.	3
Vessel Permit No	Vessel permit number assigned by the Greater Atlantic Regional Fishing Office's Vessel Permit System (VPS). • **000000**=no permit or no vessel, check hull number • **190998**=Unknown undertonnage vessel • **390998**=Unknown tonnage vessel	4
Vessel Name	The vessel name registered with the U.S. Coast Guard, state, or tribe.	5
Vessel Reg No	US Coast Guard or State Registration number as it appears on the hull of the vessel.	6
VTR Serial No	First page of the VTR serial number. Provided as universal trip ID.	7
Date Sail	Date/time vessel sailed.	8
Date Land	Date vessel landed to offload catch. **NOTE:** if time is unknown it defaults to midnight in this field	9
Observer Trip ID	A combination of a three-character Observer Identifier (ex; C46) combined with the three-character Trip Number (ex; 004). The Observer Identifier is a unique three character identifier that is assigned to each At-Sea Monitor/Observer. The Trip Number is the number of the trip the ASM/Observer is observing that year. For example a Trip ID of C46004 would display that ASM C46 is on the fourth trip of the year.	10
Observer Audit Status	Indicates whether the trip is a sector trip. • **Y**=Yes • **N**=No	11

Dealer

Table 8 provides the descriptions for the dealer data.

Table 8: Dealer Data Formats

Column Name	Description	Col No.
Sector ID	GARFO sector identifier. For GARFO internal use only.	1
Sector Name	Name of sector. Available from SIMM and provided for reference.	2
MRI	Moratorium Right ID associated with vessel. Provided for reference.	3
Vessel Permit No	Vessel permit number assigned by the Greater Atlantic Regional Fishing Office's Vessel Permit System (VPS). Reserved numbers include: • **000000**=no permit or no vessel, check hull number • **190998**=Unknown undertonnage vessel • **390998**=Unknown tonnage vessel	4
Vessel Name	The vessel name registered with the U.S. Coast Guard, state or tribe.	5
Vessel Reg No	USCG or State Registration number as it appears on the hull of the vessel.	6
VTR Serial No	First page of the VTR serial number. Provided as universal trip ID.	7
State Land	2 character alpha state code (CT, DE, MA, MD, ME, NC, NH, NJ, NY, RI, VA).	8
Port Land	The name corresponding to the 6-character port code.	9
Port Code	The 6-char code of the port, including state, in which vessel offloads its catch.	10
Dealer Name	Dealer Name	11
Dealer Permit No	The dealer permit number assigned by the Greater Atlantic Regional Fishing Office Permit System (PERMIT). **00000**=Unknown.	12
Date Sold	The data of first sale of a sector trip's catch to a seafood dealer. Subsequent sales rolled up to this date to form a complete trip. Date the discard rate is effective for the trip. Date could be either the dealer receipt/sold to date, the VTR date sold, or the observer-reported landing date in order of precedence. All dates provided regardless of whether there are data for that date.	13
Market Category Code	Market code to indicate the market category for a species sold to a dealer. See cfdbs.safismarket for category descriptions.	14
Grade Code	Species grade code used by ACCSP. See cfdbs.safisgrade for code descriptions.	15
NESPP3 Code	The Northeast Species code. Available in both dealer databases and VTR databases. Provided to link to either dealer database or VTR database.	16
NESPP4 Code	The 4-digit Northeast Species code; the fourth digit represents market category. See CFDBS Species Table (CFSPP) for actual codes. For discard species in the CFDISCyyyy and WODISCyy views, NESPP4 is redefined as NESPP3 preceded by a 9, e.g. yellowtail flounder is 9123.	17
Species ITIS	The Integrated Taxonomic Information System (ITIS) serial number for a species. See the SPECIES_ITIS_NE table for a description of the codes.	18
Species Name	Species common name.	19
Landed Weight	Pounds landed for species. Should align with dealer reported landings (market).	20
Live Weight	Live weight of species landed. By species/market category.	21

Discards

Table 9 provides the descriptions for discard data.

Table 9: Discards Data Formats

Column Name	Description	Col No.
Sector ID	GARFO sector identifier. For GARFO internal use only.	1
Sector Name	Name of sector. Available from SIMM and provided for reference.	2
MRI	Available from MQRS database. Provided for reference.	3
Vessel Permit No	Vessel permit number assigned by the Greater Atlantic Regional Fishing Office's Vessel Permit System (VPS). Reserved numbers include: • **000000**=no permit or no vessel, check hull number • **190998**=Unknown undertonnage vessel • **390998**=Unknown tonnage vessel	4
Vessel Name	The vessel name registered with the U.S. Coast Guard, state or tribe.	5
Vessel Reg No	US Coast Guard or State Registration number for a vessel as it appears on the hull of the vessel.	6
VTR Serial No	First page of the VTR serial number. Provided as universal trip ID.	7
Date Sail	The month, day and year the vessel left the dock to go fishing. **NOTE:** if time is unknown it defaults to midnight in this field	8
Date Land	Date vessel landed to offload catch. **NOTE:** if time is unknown it defaults to midnight in this field.	9
Observer Trip ID	**7–character** Trip ID: **First three characters** are the observer ID number (obsid). **Second three charac**ters are the ordinal number of trips the observer has taken for the current year. **Final character** is the Trip Extension, which is the level of sampling of discards in the gillnet fishery. Includes whether or not trip was aborted. Values include: **A** (Aborted Not Gillnet) **C** (Gillnet, Complete Fish Sampling) **D** (Gillnet Complete Fish Sampling, Aborted) **L** (Gillnet, Limited Fish Sampling) **M** (Gillnet, Limited Fish Sampling, Aborted) **X** (All Other)	10
VTR Species Code	VTR Species code. Available in VTR database. Provided to describe species in English. See "SPPCODE_Table"	11
Date Sold	The data of first sale of a sector trip's catch to a seafood dealer. Subsequent sales will be rolled up to this date to form a complete trip. This is the date the discard rate is effective for the trip. This date could be either the dealer receipt/sold to date, the VTR date sold, or the observer-reported landing date in order of precedence.	12
Date Sold Source	Source of the sold date. Values: • DEALER • VTR • OBSCON	13
Species ITIS	The Integrated Taxonomic Information System (ITIS) serial number for a species. See the SPECIES_ITIS_NE table for a description of the codes.	14

Column Name	Description	Col No.
Species Name	Species common name.	15
Stock Area	Stock Area code consistent with strata. Provided to identify Stock Area and link to SIMM data. Includes Georges' Bank East & West	16
Gear Code	Summary gear codes: • **PTF** = POT, FISH (sea bass, etc.) • **GNS** = GILLNET, SINK (groundfish, dogfish, etc. • **HND** = HAND LINE/ROD & REEL • **OTF** = OTTER TRAWL, BOTTOM, FISH • **LLB** = LONGLINE/TUB TRAWL, BOTTOM • **OTR** = OTTER TRAWL, RUHLE • **OHS** = OTTER TRAWL, HADDOCK SEPARATOR • **OTT =** OTTER TRAWL, TWIN TRAWL	17
Mesh Cat	Gillnet gear: • **ELM** = Extra Large Mesh (greater than 8 inches) • **LM** = Large Mesh (6 to less than 8 inches). Trawl gear (OTF, OHS, OTR, OTT): • **SM** = Small Mesh (less than 3.99 inches) • **MM** = Medium Mesh (3.99 inches to 5.74 inches) • **LM** = Large Mesh (equal or greater than 5.75 inches) All other mesh are **NA**. Consistent with discard rate strata.	18
Observed Discards	The observed discard from the trip. Provided as discard for observed hauls of trip. NUMBER datatype rounded to 0 digits after the decimal point.	19
Total Discards	The total discard from the trip. Provided as discard of observed hauls plus estimated discard from unobserved hauls of trip. If 100% observer coverage, will equal observed discard. NUMBER datatype rounded to 0 digits after the decimal point.	20
Observer Coverage Level	Flag indicating 100% observer coverage on trip. NUMBER datatype. Provided so can know if total discard should equal observed discard. Two values: "1" means 100% observer coverage of hauls; "0" means less than 100% observer coverage.	21
Link 1	Key field linking tables at the trip level in the Observer database; made up of program+year+month+tripid. Appears as first 15 characters in all 'LINK' fields.	22
Other Strata	Additional strata not otherwise covered. • **NA** (not applicable)	23
NESPP3 Code	The Northeast Species code. Available in both dealer databases and VTR databases. Provided to link to either dealer database or VTR database. See "SPPCODE_Table"	24
Audit Level Comments 1	Audit fields. Provided to show how total discard was calculated. (TBD)	25
Audit Level Comments 2	Audit fields. Provided to show how total discard was calculated. (TBD)	26
Process Last Run	The date this job was last run. Provided to inform about job status.	27

EM Discards

TO BE SUPPLIED

Discardrate

Table 11 provides the descriptions for the daily discard ratios data.

Table 10: Discardrate Formats

Column Name	Description	Col No.
Sector ID	GARFO sector ID. For GARFO internal use only.	1
Sector Name	GARFO sector name as listed in SIMM.	2
VTR Species Code	Species code in VTR database. Provided to describe species in English.	3
NESPP3 Code	The Northeast Species code. Available in both dealer databases and VTR databases. Provided to link to either dealer database or VTR database.	4
Species ITIS	The Integrated Taxonomic Information System (ITIS) serial number for a species. See the SPECIES_ITIS_NE table for a description of the codes.	5
Species Name	Species common name.	6
Stock Area	Stock Area code consistent with strata. Provided to identify Stock Area and link to SIMM data. Includes Georges' Bank East & West	7
Gear Code	Summary gear codes: • **PTF** = POT, FISH (sea bass, etc.) • **GNS** = GILLNET, SINK (groundfish, dogfish, etc.) • **HND** = HAND LINE/ROD & REEL • **OTF** = OTTER TRAWL, BOTTOM, FISH • **LLB** = LONGLINE/TUB TRAWL, BOTTOM • **OTR** = OTTER TRAWL, RUHLE • **OHS** = OTTER TRAWL, HADDOCK SEPARATOR • **OTT =** OTTER TRAWL, TWIN TRAWL	8
Mesh Cat	Gillnet gear: • **ELM** = Extra Large Mesh (greater than 8 inches) • **LM** = Large Mesh (6 to less than 8 inches) Trawl gear (OTF, OHS, OTR, OTT): • **SM** = Small Mesh (less than 3.99 inches) • **MM** = Medium Mesh (3.99 inches to 5.74 inches) • **LM** = Large Mesh (equal or greater than 5.75 inches) All other mesh are **NA**. Consistent with discard rate strata.	9
Discard Rate	The discard rate that applies on the effective date. Provided to estimate discards on unobserved trips. Out to 9 digits after the decimal point.	10
Discard Rate Type	Possible types: • **A** (Assumed) • **I** (In-season) • **T** (transition)	11
Discard Rate Start Date	Effective start date for a given stratum discard rate. If date land is between start and end date of that discard rate strata, select that strata.	12
Discard Rate End Date	Termination date for a given stratum discard rate. If date land is between start and end date of that discard rate strata, select that strata.	13
Other Strata	Additional strata not otherwise covered. • **NA** (not applicable) • **EFP_EM1** (Electronic Monitoring trip)	14

Column Name	Description	Col No.
Exemption - SNE Monk	SNE Monkfish exemption stratum. Vessel claimed SNE Monkfish exemption (ELM) in VMS declaration. Possible values: • **Y** = Yes • **N** = No	15
Exemption - Redfish	Redfish exemption stratum. Vessel claimed exemption in VMS declaration. Possible values: • **Y** = Yes • **N** = No	16
Exemption - Closed Area	Closed Area exemption stratum. Vessel claimed exemption in VMS declaration. Possible values: • **Y** = Yes • **N** = No	17
Exemption – Other	Small-mesh exemption for trawl gear. Vessel claimed exemption in VMS declaration. Possible values: • **Y** = Yes • **N** = No	18
Audit Level Comments 1	Audit fields. Provided to show how discard rate was calculated.	19
Audit Level Comments 2	Audit fields. Provided to show how discard rate was calculated.	20
Process Last Run	The date this job was last run. Provided to inform about job status.	21
Stratum Last Changed	The date this record was added or last changed. Provided to inform that a change has occurred in a discard rate.	22

Special Information about Exemptions

Read this section for important information about the relationship between discard rates and exemptions.

- Exemption used (if claimed by the vessel in its Trip Start Hail (TSH):
  - The exemption (or combination of exemptions) is applied to the entire trip. Within the trip, unique discard rates can still be triggered by stratum changes (i.e. gear, area, etc.).
  - You may see more than one **Y** (indicating "Yes") in a given Exemption column in the Discardrate download file, as a vessel may have declared multiple exemptions on one trip.
  - For example, if a trip declares closed area and small-mesh exemptions, you would look for the discard rates with a **Y** in the **Exemption Closed Area** and **Exemption Other** columns, and then use those rates.
  - Refer to the Trip Hails download file in SIMM for a complete list of the hails from your sector vessels for the week. This download informs you whether a sector vessel has declared a trip exemption.

For more information about exemptions, see the *Sector Report Guide*.

AMS Compliance

Table 12 provides descriptions for the Allocation Management System (AMS) data, and includes compliance information relating to your sector.

Table 11: AMS Compliance Data Formats

Column Name	Description	Col No.
Sector ID	GARFO sector identifier. For GARFO internal use only.	1
Sector Name	Name of sector. Available from SIMM and provided for reference.	2
MRI	Moratorium right ID. Available from MQRS database. Provided for reference.	3
Vessel Permit No	Permit number assigned by Greater Atlantic Regional Fishing Office's Vessel Permit System (VPS). Reserved numbers include: **000000**=No permit or no vessel, check hull number **190998**=Unknown undertonnage vessel **390998**=Unknown tonnage vessel.	4
Vessel Name	The vessel name registered with the U.S. Coast Guard, state or tribe.	5
Vessel Reg No	US Coast Guard or State Registration number for a vessel as it appears on the hull of the vessel.	6
VTR Serial No	VTR serial number from the <u>first</u> page of the VTR. Provided as universal trip ID. Matches on the mid-point of an AMS trip (mid-point between the Sail Date and the Land Date), and matches on this date with the Vessel Permit Number to existing VTR Serial Numbers.	7
DAS ID	Days at sea record identification	8
Declaration Code	Days at sea declaration code	9

Observer Trip ID	**ASM / NEFOP trips:**
	7 - character alphanumeric Trip ID
	• **First three characters** are the observer ID number (OBSID).
	• **Second three characters** are the ordinal number of trips the observer has taken for the current year.
	• **Final character** is the Trip Extension, which is the level of sampling of discards in the gillnet fishery. Includes whether or not trip was aborted. Values include:
	  A (Aborted Not Gillnet)
	  C (Gillnet, Complete Fish Sampling)
	  D (Gillnet Complete Fish Sampling, Aborted)
	  L (Gillnet, Limited Fish Sampling)
	  M (Gillnet, Limited Fish Sampling, Aborted)
	  X (All Other)
	
	Electronic Monitoring trips:
	14 **-** character alphanumeric Trip ID; resembles the Trip ID listed on an eVTR. (For example, **12345616060723**)
	
	• **First six characters** = Permit number of the vessel
	• **Second two characters** = Last two digits of the Year (00-99)
	• **Third two characters** = Month of the Year(01-12)
	• **Fourth two characters** = Day of the Month (01-31)
	• **Final two characters** = Hour of the Day(01-23)
		10

Column Name	Description	Col No.
Observer Audit Status	Indicates whether the trip is a sector trip. • **Y**=Yes • **N**=No	11
Trip Start Date	Trip start date as recorded by AMS	12
Trip End Date	Trip end date as recorded by AMS	13
Trip Midpoint	Calculated midpoint between the Trip Start Date and the Trip End Date.	14
AMS Trip ID	Unique trip identification number assigned by AMS	15
Mults DAS Charge	Informs the sector if a NE multispecies day-at-sea (DAS) charge was applied to a trip. Possible values: **Y** (Yes) **N** (No)	16
Inshore/Offshore	Indicates whether a trip fished west of 70′ 15″ in the GOM Broad Stock Area (inshore) and also fished in another Broad Stock Area. Values are: **Y** (yes) = inshore/offshore trips **N** (no) = trips that don't fall in to the inshore/offshore category **Pending** = trip not yet processed.	17
Sector Trip	Indicates whether this trip has been recorded as a sector trip. Values are: **Y** (yes) = Trip has been recorded as a sector trip. **N** (no) = Trip is not or has not yet been recorded as a sector trip.	18
35-Day Threshold	Indicates whether the grace period for submitting a valid VTR to NMFS has elapsed. Values are: **Y** (yes) = 35-day period has elapsed. **N** (no) = 35-day period has not elapsed.	19
Transfer Impact	Indicates whether this trip counts against the sector's ability to transfer ACE. **Y** (yes) = Trip counts against the sector's ability to transfer ACE. **N** (no) = Trip does not count against the sector's ability to transfer ACE.	20
DMIS Kall	The "kept all" weight (landed pounds minus discards) for the sector for the week as calculated by GARFO's Data Management Information System (DMIS). This value represents the best available data at this time. If the data is imputed, the field contains a NULL value.	21

Using the AMS Download File to Identify Non-Compliant Trip Reporting

You can sort the AMS Compliance download file so that you can identify trips that are not compliant with VTR requirements. Your ability to track non-compliance is important because these trips count against the compliance threshold that determines whether your sector is allowed to transfer ACE.

Note: The ACE Transfer page in SIMM shows you the sector's current standing against the compliance threshold with a text message much like the following:
"*N% of Your_Sector* VTRs are non-compliant. Exceeding 5% will prohibit you from trading ACE."

Following are the factors that determine whether a sector trip is compliant:

- Each trip must have a VTR serial number associated with it.

- Each trip must be a valid sector trip; that is, having a VMS trip declaration containing
  - **NMS**

    or

  - **MNK** with *mults_charge* = **Y**

    The landing date is used to determine in which sector the MRI/permit combination was actively fishing at the time of landing in order to correctly associate the trip with a sector.

- Each sector trip must be reported to NMFS on time. The trip is non-compliant if 35 days have elapsed between the VMS declaration and the current system date.

Table 13 shows you a method to track compliance. Look at the values of the trip records in three specific columns (**VTR Ser. No.**, **Sector Trip**, **35-Day Threshold**) of the AMS Download file. In addition, check the **Transfer Impact** column to see if the trip counts against the ability to transfer ACE as a result of these non-compliance factors.

Table 12: AMS Download Fields That Help You Track Reporting Compliance

VTR Ser. No.	Sector Trip	35-Day Threshold	Transfer Impact	
These values ...				Indicate the following ...
Y	Y	Y	N	Trip is compliant.
N	**Y**	**Y**	**Y**	**VTR has not been received and processed. Trip counts against the compliance threshold and your sector's ability to transfer ACE.**
Y	N	Y	N	Trip is not a sector trip; no impact on ACE transfer.
Y	N	N	N	Trip is not a sector trip; no impact on ACE transfer.
N	Y	N	N	Trip is within 35-day reporting threshold; no impact on ACE transfer.
N	N	Y	N	Trip is not a sector trip; no impact on ACE transfer.
N	N	N	N	Not enough information at this date to make a determination about the status of the trip.

Sector Roster

Table 14 provides the descriptions for Sector Roster data.

Table 13: Sector Roster Data Formats

Common Variable Name	Description	Col No.
Sector ID	GARFO sector identifier. For GARFO internal use only.	
Sector Name	Name of sector. Available from SIMM and provided for reference.	
MRI	Moratorium right ID. Available from MQRS database. Provided for reference.	1
Permit Number	One of the following: Permit number assigned by Greater Atlantic Regional Fishing Office's Vessel Permit System (VPS). Reserved permit numbers include: • **000000**=no permit or no vessel, check hull number; • **190998**=Unknown undertonnage vessel; • **390998**=Unknown tonnage vessel. OR Confirmation of Permit History (CPH) that shows permit eligibility.	2
Vessel Name	The vessel name registered with the U.S. Coast Guard, state, or tribe.	3
GB Cod PSC	The proportion of total landings of this groundfish stock (in live pounds) associated with this individual MRI over a particular period. Used to determine ACE.	4
GB Cod East ACE	The individual PSC multiplied bythe overall groundfish Annual Catch Entitlement (ACE) for this stock.	5
GB Cod West ACE	The individual PSC multiplied bythe overall groundfish Annual Catch Entitlement (ACE) for this stock.	6

Note: The Sector Roster download file contains the PSC and ACE values for each stock per MRI in the sector. Table 14 shows only the first PSC and ACE records (GB Cod PSC and GB Cod East & West ACE) in the Sector Rosters file because the data formats for all the other groundfish stocks are identical.

Vessel Trip Report

Table 15 provides the descriptions for reporting VTR data.

Table 14: VTR Formats

Column Name	Description	Col No.
Sector ID	GARFO sector identifier. For GARFO internal use only.	1
Sector Name	Name of sector. Available from SIMM and provided for reference.	2
MRI	Available from MQRS database. Provided for reference.	3
Vessel Permit No	Vessel permit number assigned by the Greater Atlantic Regional Fishing Office's Vessel Permit System (VPS). Reserved numbers include: • **000000**=no permit or no vessel, check hull number; • **190998**=Unknown undertonnage vessel; • **390998**=Unknown tonnage vessel.	4
Vessel Name	The vessel name registered with the U.S. Coast Guard, state or tribe.	5
Vessel Reg No	US Coast Guard or State Registration number for a vessel as it appears on the hull of the vessel.	6
VTR Serial No	First page of the VTR serial number. Provided as universal trip ID.	7
Date Sail	Date/time vessel sailed.	8
Date Land	Date vessel landed to offload catch. **NOTE:** if time is unknown, this field value defaults to midnight.	9
VTR Origin	Format of VTR that was submitted by the vessel. Hardcopy VTR or eVTR. Possible values: • Paper • Electronic	10
Area	NAFO Statistical Area	11
Port Land	The name corresponding to the 6-character port code.	12
Port Code	The 6-char code of the port, including state, in which vessel offloads its catch. See PORT table.	13
Latitude	Degrees/minutes/seconds expressed as a single, six-digit number. Corresponds to the position at the start of the haul.	14
Longitude	Degrees/minutes/seconds expressed as a single, six-digit number. Corresponds to the position at the start of the haul.	15
VTR Species Code	Provided to describe species in English. Available in VTR database. See "SPPCODE_Table"	16
Dealer Name	Company name of licensed Federal dealer.	17
Dealer Permit No	The dealer permit number assigned by the Greater Atlantic Regional Fishing Office Permit System (PERMIT). Reserved numbers include: • **00000**=Unknown	18
Date Sold	The data of first sale of a sector trip's catch to a seafood dealer. Subsequent sales will be rolled up to this date to form a complete trip. This is the date the discard rate is effective for the trip. This date could be either the dealer receipt/sold to date, the VTR date sold, or the observer-reported landing date in order of precedence. All dates will be provided regardless of whether there are data for that date.	19

Column Name	Description	Col No.
NESPP3 Code	The Northeast Species code. Available in both dealer databases and VTR databases. Provided to link to either dealer database or VTR database.	20
NESPP4 Code	The 4-digit Northeast Species code; the fourth digit represents market category. See CFDBS Species Table (CFSPP) for actual codes. For discard species in the CFDISCyyyy and WODISCyy views, NESPP4 is redefined as NESPP3 preceded by a 9; for example, yellowtail flounder is 9123.	21
Species ITIS	The Integrated Taxonomic Information System (ITIS) serial number for a species. See the SPECIES_ITIS_NE table for a description of the codes.	22
Species Name	Species common name.	23
Stock Area	Stock Area code consistent with strata. Provided to identify Stock Area and link to SIMM data. Includes Georges' Bank East & West	24
Gear Code	VTR Gear code	25
Mesh Cat	Gillnet gear (GNS): • **ELM** = Extra Large Mesh (greater than 8 inches) • **LM** = Large Mesh (6 to less than 8 inches) Trawl gear (OTF, OHS, OTR, OTT): • **SM** = Small Mesh (less than 3.99 inches) • **MM** = Medium Mesh (3.99 inches to 5.74 inches) • **LM** = Large Mesh (equal or greater than 5.75 inches) All other mesh are **NA**. Consistent with discard rate strata.	26
Mesh Size	Mesh size for: • Trawl-codend/liner (inches) • Dredge - ring size (inches) • Gillnet - mesh size (inches) • Pots - entrance size (inches) • Traps - mesh size of crib (inches)	27
Quantity Kept	Amount of catch kept (Commercial = pounds; Party/Charter = count)	28
Quantity Discard	Amount of species discarded (Commercial = pounds; Party/Charter = count).	29
Operator Name	Name of the vessel operator	30
Operator Permit No	Unique number assigned by GARFO to the vessel operator	31
State Land First	First state landed (CT, DE, MA, MD, ME, NC, NH, NJ, NY, RI, VA)	32
Port Two	Second port landed. Concatenate with State2 for full location definition.	33
State Land Second	Second state landed (CT, DE, MA, MD, ME, NC, NH, NJ, NY, RI, VA).	34

DAS Balance Report

Table 16 provides the descriptions used in the DAS Balance Report.

Table 15: DAS Balance Report Formats

Column Name	Description	Col No.
Sector ID	GARFO sector identifier. For GARFO internal use only.	1
Sector Name	Name of sector. Available from SIMM and provided for reference.	2
MRI	Moratorium right ID. Provided for reference.	3
Vessel Permit No	Vessel permit number assigned by the Greater Atlantic Regional Fishing Office's Vessel Permit System (VPS). • **000000**=no permit or no vessel, check hull number • **190998**=Unknown undertonnage vessel • **390998**=Unknown tonnage vessel	4
Vessel Name	The vessel name registered with the U.S. Coast Guard, state, or tribe.	5
Vessel Reg No	US Coast Guard or State Registration number for a vessel as it appears on the hull of the vessel.	6
DAS type	Type of DAS used. Sector vessels are only allocated "A DAS", and therefore "A DAS" is the only permissible value for this field. Sector vessels cannot use "B DAS" as a value for this field.	7
Combined Allocated DAS	Sum of all allocated DAS, including allocated DAS, carry-over DAS, large mesh DAS, etc.	8
Allocated DAS Balance	The remaining allocated DAS available for use by the vessel: Combined Allocated DAS (Column 6) **minus** Used allocated DAS **equals** Allocated DAS Balance	9
Total Available Balance	The overall remaining balance of DAS available for use by the vessel: Allocated DAS Balance (Column 7) **plus** Lease Balance (Column 10) **equals** Total Available Balance	10
Leased In	The number of DAS leased in by the vessel.	11
Leased Out	The number of DAS leased out to other vessels by the member vessel.	12
Lease Balance	The remaining leased DAS available for use by the vessel (Leased DAS minus Leased DAS Used equals Leased DAS Balance). This distinction is made because, when a leased `DAS balance is available, leased DAS are charged prior to allocated DAS.	13

VTR Sendback

VTR Sendback lists information about problem VTRs originating from vessels in your sector. NMFS has sent back these VTRs for corrections to the address associated with the Vessel Permit Number of the vessel from which the VTR originated.

The VTR Sendback download file contains VTR sendbacks from all fisheries, not just multispecies. Also, VTR Sendback can indicate whether NMFS has received a VTR; if a VTR is listed on the SIMM home page as non-compliant and is not included in the Sendback file, this means that NMFS has not received the VTR.

Note: eVTR sendbacks will be included in the VTR Sendback download file in a future release.

Table 16: Sendback Formats

Column Name	Description	Col No.
Sector ID	GARFO sector identifier. For GARFO internal use only.	1
Sector Name	Name of sector. Available from SIMM and provided for reference.	2
MRI	Available from MQRS database. Provided for reference	3
Vessel Permit No	Vessel permit number assigned by the Greater Atlantic Regional Fishing Office's Vessel Permit System (VPS). • **000000**=no permit or no vessel, check hull number • **190998**=Unknown undertonnage vessel • **390998**=Unknown tonnage vessel	4
Vessel Name	The vessel name registered with the U.S. Coast Guard, state or tribe.	5
Vessel Reg No	US Coast Guard or State Registration number for a vessel as it appears on the hull of the vessel.	6
VTR Serial No	First page of the VTR serial number. Provided as universal trip ID.	7
Date Sail	Date/time vessel sailed.	8
Date Land	Date vessel landed to offload catch. **NOTE:** if time is unknown, this field value defaults to midnight.	9
Overlapping VTR Serial No	VTR serial number of another VTR on which the listed date of the trip overlaps with the date on this VTR.	10
Remarks	Comments from NMFS personnel that pertain to the type of error, such as illegible text or incomplete data.	11
Blocks With Errors / Omissions	Field(s) on the VTR that caused the sendback.	12
Date Entered	Date that NMFS personnel entered the VTR into the NMFS data system.	13

VMS Catch Reports

[Table 18](#) provides the descriptions for VMS Catch Report data.

Table 17: VMS Catch Report Formats

Column Name	Description	Col No.
Sector ID	GARFO sector ID. For GARFO internal use only.	1
Sector Name	GARFO sector name as listed in SIMM.	2
MRI	Available from MQRS database. Provided for reference.	3
Vessel Permit No	Vessel permit number assigned by the Greater Atlantic Regional Fishing Office's Vessel Permit System (VPS). Reserved numbers include: • **000000**=no permit or no vessel, check hull number • **190998**=Unknown undertonnage vessel • **390998**=Unknown tonnage vessel	4
Vessel Name	The vessel name registered with the U.S. Coast Guard, state or tribe.	5
Vessel Reg No	US Coast Guard or State Registration number for a vessel as it appears on the hull of the vessel.	6
VTR Serial No	First page of the VTR serial number. Provided as universal trip ID.	7
NESPP3 Code	The Northeast Species code. Available in both dealer databases and VTR databases. Provided to link to either dealer database or VTR database.	8
Species Name	Species common name.	9
Stock Area	Stock Area code consistent with strata. Provided to identify Stock Area and link to SIMM data. Includes Georges Bank East & West	10
Stat Area	NAFO Statistical Area. Charts provided with VTR forms.	11
Pounds Kept	Amount of catch kept (Commercial = pounds; Party/Charter = count)	12
Date Caught	Day on which the catch was made.	13

Harbor Porpoise

Lists harbor porpoise interaction information from vessels in your sector. The data are unprocessed and originate from the report of the trip observer.

Note: The following data are raw observed harbor porpoise interaction records for your sector and have not been completely reviewed. They are subject to change up to 90 days after the **Date Land** value.

Table 18: Harbor Porpoise For mats

Column Name	Description	Col No.
Sector ID	GARFO sector ID. For GARFO internal use only.	1
Sector Name	GARFO sector name as listed in SIMM.	2
MRI	Moratorium right ID. Provided for reference.	3
Vessel Permit No	Vessel permit number assigned by the Greater Atlantic Regional Fishing Office's Vessel Permit System (VPS). • **000000**=no permit or no vessel, check hull number • **190998**=Unknown undertonnage vessel • **390998**=Unknown tonnage vessel	4
Vessel Name	The vessel name registered with the U.S. Coast Guard, state, or tribe.	5
Vessel Reg No	US Coast Guard or State Registration number for a vessel as it appears on the hull of the vessel.	6
VTR Serial No	First page of the VTR serial number. Provided as universal trip ID. 8 characters (VTR) or 14 characters (eVTR).	7
Date Sail	The month, day and year the vessel left the dock to go fishing. **NOTE:** if time is unknown it defaults to midnight in this field	8
Date Land	Date vessel landed to offload. **NOTE:** if time is unknown, this field value defaults to midnight.	9
Observer Trip ID	A combination of a three-character Observer Identifier (ex; C46) combined with the three-character Trip Number (ex; 004). • The Observer Identifier is a unique three character identifier that is assigned to each At-Sea Monitor/Observer. • The Trip Number is the number of the trip the ASM/Observer is observing that year. For example a Trip ID of C46004 would display that ASM C46 is on the fourth trip of the year.	10
Area	NAFO Statistical Area. Corresponds to the position at the start of the haulback from the haul in which the animal was entangled	11
Latitude	Latitude of the interaction. Degrees/minutes/seconds expressed as a single, six-digit number. Corresponds to the position at the start of the haulback from the haul in which the animal was entangled.	12
Longitude	Longitude of the interaction. Degrees/minutes/seconds expressed as a single, six-digit number. Corresponds to the position at the start of the haulback from the haul in which the animal was entangled.	13

Column Name	Description	Col No.
Porpoise No	An individual porpoise encounter. Each animal encountered on a trip is assigned a number and recorded individually in the Observer database. For a trip with one interaction, the **Porpoise #** column shows the number "1". If the trip experienced more than one porpoise encounter, the first porpoise is assigned the number "1", the second porpoise is assigned number "2", and so forth.	14
Condition	Observer description of the condition of the animal at the time of the haulback.	15

Landed-to-Live Weight Conversion Factors

NMFS provides generalized conversion factors to convert landed weight to live weight so that you can compute weights accurately for use in your Detail reports.

There are some circumstances when live weight of catch is not available from the dealer. For example, the dealer did not have VTR data, or the catch was kept for home consumption or bait and therefore not sold to a dealer. In these circumstances, use the generalized conversion factors in the download file to compute live weight from landed weight.

Table 19: Landed-to-Live Conversion Factors Formats

Column Name	Description	Col No.
VTR Species Code	Variable-length English langauge abbreviation of the species. Used in VTR.	1
NESPP3 Code	The Northeast Species code. Available in both dealer databases and VTR databases. Provided to link to either dealer database or VTR database.	2
NESPP4 Code	The 4-digit Northeast Species code; the fourth digit represents market category. NESPP4 is redefined as NESPP3 preceded by a 9, e.g., yellowtail flounder is 9123.	3
Species Name	Species common name.	4
Conversion Factor	Numeric operand for the species in order to convert landed weight to live weight values for use in the Detail report.	5

Catch Disposition Codes

NMFS provides catch disposition for each stratum for supplemental information purposes.

Table 20: Catch Disposition Codes

Column Name	Description	Col No.
Disposition Code	Unique ID for each possible disposition of the catch	1
Disposition	State of the catch, including mortality status, condition, and discarded or kept.	2

Species-to-Stock Area Values

NMFS provides a species-to-stock area conversion table that allows you to get the Stock ID value for your Detail report by using the Stat Area values.

Table 21: Species-to-Stock Area Values

Column Name	Description	Col No.
NESPP3 Code	The Northeast Species code. Available in both dealer databases and VTR databases. Provided to link to either dealer database or VTR database.	1
Stock Area	Stock Area code consistent with strata. Provided to identify Stock Area and link to SIMM data. Includes Georges Bank East & West.	2
Stat Area	NAFO Statistical Area. Equates to Chart Area on VTR forms.	3

Year End Reports

NMFS provides its annual summation of data for your sector for the completed fishing year. Use this data to help you complete your annual Year End Report as required by regulations. Table 23 information in the Year End Report download file includes:

Table 22: Year End Report Table Data

Table	Table Contents
Table 1	Summary Data by Vessel
Table 2	Port Landing data
Table 3	PSC and Initial ACE data
Table 4a	Groundfish Landings and ACE Transfer summary data
Table 4b	Groundfish Landings from Trawl Gear
Table 4c	Groundfish Landings from Gillnet Gear
Table 4d	Groundfish Landings from Hook Gear
Table 5a	Other Species Landings Data from Sector Trips
Table 5b	Other Species Landings Data from Non-Sector Trips
Table 6	ACE Transfers to Other Sectors
Table 7	ACE Transfers from Other Sectors
Table 8	Trasactions Within Sectors
Table 9	ACE Conversions East to West

For more information about the Year End Report, refer to the guide "Preparing the Northeast Multispecies Sector Annual Year-end Report" for the appropriate fishing year.

Observer Coverage

The Observer Coverage file (Table 24) provides the number of times in the current fishing year that ASM and NEFOP provided observer coverage for each vessel in the sector. The file also shows coverage rates; that is, the number of observed trips in relation to the total trips taken by the vessel. SIMM generates this report from the AMS Compliance download. Only sector groundfish trips are included.

To define a trip, SIMM uses the VTR or, if unavailable, the DAS_ID. Trips, then, are either declared groundfish trips or those charged a groundfish Day-at-Sea (DAS). SIMM uses **Observer Trip ID** value in the Observer download to identify observed trips. If **Observer Trip ID** spans multiple groundfish trips, each trip counts as observed. The Observer Coverage file, at the time logged in the **Date Created** column, reflects all available data in AMS Compliance.

The report also provides a summary row of data for the entire sector.

Table 23: Observer Coverage

Column Name	Description	Col No.
Fishing Year	Displays the current fishing year	1
Sector Name	Name of sector. Available from SIMM and provided for reference.	2
Vessel Permit Number	Vessel permit number assigned by the Greater Atlantic Regional Fishing Office's Vessel Permit System (VPS). • **000000**=no permit or no vessel, check hull number • **190998**=Unknown undertonnage vessel • **390998**=Unknown tonnage vessel	3
Vessel Name	The vessel name registered with the U.S. Coast Guard, state, or tribe.	4
Groundfish Trips	Total number of trips taken for this fishing year by the vessel.	5
ASM Observed	Total number of trips for this vessel observed by the ASM program.	6
NEFOP Observed	Total number of trips for this vessel observed by the NEFOP program.	7
Total Observed Trips	Total number of trips for this vessel observed by the ASM and NEFOP programs.	8
ASM Coverage Rate	Total fishing trips taken by the vessel divided by the number of trips with ASMobserver coverage. Cumulative for the fishing year.	90
NEFOP Coverage Rate	Total fishing trips taken by the vessel divided by the number of trips with NEFOP observer coverage. Cumulative for the fishing year.	10
Combined Coverage Rate	Total fishing trips taken by the vessel divided by the number of trips with ASMand NEFOP observer coverage. Cumulative for the fishing year.	11

Trip Hails

Trip Hails displays information about each Trip Start Hail or Trip End Hail that originated from a vessel associated with your sector.

Table 24: Trip Hails Formats

Column Name	Description	Col No.
Sector ID	GARFO sector ID. For GARFO internal use only.	1
Sector Name	GARFO sector name as listed in SIMM.	2
MRI	Moratorium right ID. Provided for reference.	3
Vessel Permit No	Vessel permit number assigned by the Greater Atlantic Regional Fishing Office's Vessel Permit System (VPS). • **000000**=No permit or no vessel, check hull number • **190998**=Unknown undertonnage vessel • **390998**=Unknown tonnage vessel	4
Vessel Name	The vessel name registered with the U.S. Coast Guard, state, or tribe.	5
Vessel Reg No	US Coast Guard or State Registration number for a vessel as it appears on the hull of the vessel.	6
VTR Serial No	First page of the VTR serial number. Provided as universal trip ID. 8 characters (VTR) or 14 characters (eVTR).	7
Hail Type	Specifies whether the hail was **SAIL** (Trip Start Hail) or **LAND** (Trip End Hail)	8
Hail Date	Date/time that the hail was received by VMS.	9
Observer/ASM Onboard	Indicates whether there was an official observer onboard for the fishing trip. • **Y** = Yes • **N** = No	10
State Land	State at which the vessel expected to land at the conclusion of the trip	11
Port Land	Port at which the vessel expected to land at the conclusion of the trip	12
Exemption - Redfish	Trip hailed for redfish exemption. • **R1** = Redfish*****	13
Exemption - Closed Area	Trip hailed for exemption from Gulf of Maine (GOM) Rolling Closure • **N4** = Exemption Closed Area, you may also see NLCA, Nantucket, CA etc.	14
Exemption -Other	Trip hailed for exemption other than listed exemptions. At this time, indicates trips hailed for the small mesh exemption in Southern New England.	15
Provision-Fishing No ACE	Trip hailed for fishing with no ACE (not currently approved for use) • **A2** = Fishing with no ACE*****	16
Provision-Inshore GOM	Trip hailed for Provision Inshore GOM. We may also see GOM, inshore, IGOM • **M3** = GOM Inshore Declaration (sector-only provision)	17
Provision-Other	Trip hailed for provision other than listed provisions.	18

Column Name	Description	Col No.
Exemptions Used	Exemption code that was entered by the vessel operator during the Trip Start Hail process into the Vessel Monitoring System (VMS) application.	19
Provision Used	Provision code that was entered by the vessel operator during the Trip Start Hail process into the Vessel Monitoring System (VMS) application.	20
Dealer/Offload Location	Dealer or other offload location that the vessel expected to use at the conclusion of the trip	21
Estimated Arrival Time	Estimated time of arrival that was submitted at the time of the hail.	22
Estimated Offload Time	Estimated time of offload that was submitted at the time of the hail.	23
Comments	Code that was entered by the vessel operator during the Trip Start Hail process into the Vessel Monitoring System (VMS) application. VMS codes can help NMFS and sectors track exemptions and provisions. Codes include: **R1** = Redfish* **A2** = Fishing with no ACE* **M3** = GOM Inshore Declaration (sector-only provision) *These exemptions/provisions may only be used if the sector has an approved industry-funded at-sea monitoring plan and an industry-funded monitor is deployed on the trip. NMFS will review these plans and issue exemptions on a case-by-case basis.	24

Appendix B: SIMM Upload Files

The SIMM upload files comprise the sector manager report. NOAA's National Marine Fisheries Service (NMFS) has developed standards for the sector manager report, which is listed as a requirement for sectors in Amendment 16 to the Northeast (NE) Multispecies Fishery Management Plan (FMP).

It is the responsibility of individual sectors to submit reports to NMFS stating the remaining balance of Allocated Catch Entitlement (ACE) for each sector based upon regulated species landings and discards of vessels participating in that sector and any compliance or enforcement concerns.

Note: Be aware that if there are no changes to your Trip Issue or Detail report from the previous reporting period, you do not need to upload that report. Instead, check the box in the SIMM Uploads page. See the Uploading Reports section in this guide for more information.

Content

The Sector Manager Report comprises three separate reports. The sector manager uploads these reports to NMFS. These reports are:

- Sector Manager Detail Report

   The Sector Manager Detail Report provides NMFS with information about each fishing trip down to the sub-trip level.

- Sector Manager Trip Issue Report

   The Sector Manager Trip Issue Report provides NMFS with information about any enforcement or reporting compliance issues that arose during the fishing week.

- One of the following:

   o Sector Manager ACE Status Report

      The ACE Status Report provides the means for sector managers to report their ACE status. This allows NMFS to cross-check totals as stipulated in Amendment 16.

   o Sector Manager Daily ACE Status Report

      The Daily ACE Status Report provides the means for sector managers to report their ACE status calculations on a daily basis if a "trigger point" (threshold) has been reached in the current fishing year.

Sector Manager Detail Report

The Sector Manager Detail Report provides information down to the stratum level about each sector trip for a given week, regardless of the completeness of the data. Table 26 documents the Detail Report field definitions.

Table 25: Detail Report Fields

Column Name	Previous Column Name	Description	Type	Col. No.
Week Ending Date	Week Ending Date	The Saturday ending the last week included in the report. This date should be the same in all rows of the report.	DATE	1
Sector Name	Sector Name	GARFO sector name as listed on SIMM.	TEXT	2
Vessel Permit No	Vessel Permit Number	Vessel permit number assigned by the Greater Atlantic Regional Fishing Office's Vessel Permit System (VPS).	NUMERIC	3
Trip ID	Trip ID	eVTR Trip ID or paper VTR serial number.	TEXT	4
Trip Observed	Trip Observed	Flag indicating if trip was observed or not observed. • Y = observed • N = not observed.	TEXT	5
Observer Data Quality Level	Observer data quality level	Reserved for future use. Value = NULL.	TEXT	6
Enforcement Issues	Enforcement issues?	Flag indicating if trip had any enforcement issues. Y = Yes; N = No. If "Y", must be documented in Trip Issue Report.	TEXT	7
Landing Source	Landing source	Code for source of landing data (landed weight of catch). Values: ASU = assumed, DLR = dealer, VTR = vessel, VMS = catch report.	TEXT	8
Area Source	Area source	Code for source of area data (stock area fished and gear used). Values: • ASU = assumed • DLR = dealer • VTR = vessel • VMS = catch report	TEXT	9
Date Sold	Date Sold	The date of first sale of a sector trip's catch to a seafood dealer. Subsequent sales will be rolled up to this date to form a complete trip. Date Sold may originate from one of three sources but should be assigned on a prioritized basis from: • Dealer receipt / sold to date • VTR date sold • Observer reported landings	DATE	10
Species ITIS	Species ITIS	An abbreviation for the Stock Area that incorporates both the species name and the area that species is assigned to. Includes Georges Bank East & West.	TEXT	11

Column Name	Previous Column Name	Description	Type	Col. No.
Gear Code	Gear code	The 3-character standard gear code from the VTR form.	TEXT	12
Mesh Cat	Mesh category	Gillnet gear (GNS): • **ELM** = Extra Large Mesh (greater than 8 inches) • **LM** = Large Mesh (6 to less than 8 inches) Trawl gear (OTF, OHS, OTR, OTT): • **SM** = Small Mesh (less than 3.99 inches) • **MM** = Medium Mesh (3.99 inches to 5.74 inches) • **LM** = Large Mesh (equal or greater than 5.75 inches) • All other mesh are **NA**. Consistent with discard rate strata.	TEXT	13
Stock ID	Stock Area	The 6-digit Integrated Taxonomic Information System (ITIS) serial number for a species. ITIS codes are unique identifiers representing information for a species.	TEXT	14
Landed Weight	Landed weight	Landed weight (in pounds) of stock landed. The total weight should match dealer reported landings.	NUMERIC	15
Live Weight	Live Weight	Live weight (in pounds) of stock landed.	NUMERIC	16
Quantity Discard	Quantity Discard	Observed or calculated live pounds of species discarded.	NUMERIC	17
Harvested ACE	Harvested ACE	The cumulative number of live pounds of catch per stock caught on sector trips in current fishing year.	NUMERIC	18
Date Last Changed	Last Date Changed	Date last updated (null if new record).	DATE	19
Discard Rate		The discard rate that applies for this trip. Provided to estimate discards on unobserved trips. Include 5 digits after the decimal point.	NUMERIC	20
Sector Kall		Total of_all kept fish, excluding discards, in live pounds for the entire trip.	NUMERIC	21

Sector Manager Trip Issue Report

The Sector Manager Trip Issue Report provides information about sector trips for a given week that have enforcement, data quality, or other issues. The sector manager submits one Issue Report per reporting period. Table 27 documents the Trip Issue Report field definitions.

Table 26: Trip Issue Report Fields

Column Name	Previous Column Name	Description	Type	Col. No.
Week Ending Date	Week Ending Date	The Saturday ending the last week included in the report. This date should be the same in all rows of the report.	DATE	1
Sector Name	Sector Name	GARFO sector name as listed on SIMM.	TEXT	2
Vessel Permit No	Vessel Permit Number	Vessel permit number assigned by the Greater Atlantic Regional Fishing Office's Vessel Permit System (VPS).	NUMERIC	3
Trip ID	Trip identifier	eVTR Trip ID or paper VTR serial number.	NUMERIC	4
Enforcement Issues	Enforcement Issues?	Sector manager notes any enforcement issues that have arisen during the week. Information would include the nature of the enforcement issue.	TEXT	5
Discrepancies	Discrepancies	Any discrepancies between reported and actual totals or trips. For example, a discrepancy noted a monitor between dealers and offloads.	TEXT	6
Other Issues	Other Issues	Any other issues that NMFS personnel should be aware of in assessing sector operations.	TEXT	7

Sector Manager ACE Status Report

The ACE Status Report provides the means for sector managers to report their ACE status calculations. This allows NMFS to cross-check totals, as stipulated in Amendment 16. Table 28 documents the ACE Status Report fields.

Note: The ACE Status Report includes one row per stock (columns identified below).

Note: A sector every year may carry over unused ACE, up to 10% of its previous FY allocation. This is referred to as the maximum carryover. A sector may use a portion of the carryover (up to 1% of their current allocation) without the possibility of payback in the following year if the ACL is exceeded. This is referred to as the *de minimis* carryover.

Table 27: ACE Status Report Fields

Column Name	Description	Type	Col. No.
Week Ending Date	The Saturday ending the last week included in the report. This date should be the same in all rows of the report.	DATE	1
Sector Name	GARFO sector name as listed on SIMM.	TEXT	2
Stock ID	An abbreviation for the Stock Area that incorporates both the species name and the area that species is assigned to. Includes Georges Bank east & west.	TEXT	3
Initial Allocated ACE	The total number of (live) pounds of this stock allocated to the sector for all renewed permits in the current fishing year.	NUMERIC	4
Maximum Carryover	The amount, in live pounds, of unused ACE (up to the full 10% for an allowable stock) that is carried over from the previous fishing year for all renewed permits.	NUMERIC	5
De Minimis Carryover	The amount, in live pounds, of the *de minimis* carryover for an allowable stock	NUMERIC	6
In-Season ACE Adjustment	The adjusted amount (increase or decrease), in live pounds, applied to the Initial Allocated ACE of a stock allocated to a sector in season for all renewed permits.	NUMERIC	7
Total ACE With Maximum Carryover	The total number of live pounds of this stock initially allocated to the sector including the maximum carryover and In-Season ACE adjustment.	NUMERIC	8
Total ACE With De Minimis Carryover	The total number of live pounds of this stock initially allocated to the sector including the *de minimis* carryover and the In-Season ACE adjustment.	NUMERIC	9
Transfers In	The cumulative number of live pounds per stock transferred into the sector for the current fishing year.	NUMERIC	10
Transfers Out	The cumulative number of live pounds per stock transferred out of the sector for the current fishing year.	NUMERIC	11
Total Transfers	The sum, in live pounds, of the Transfers In and Transfers Out columns per stock transferred by the sector for the current fishing year.	NUMERIC	12
Conversions In	The cumulative number of live pounds of stock converted into Western GB ACE from Eastern GB ACE for the current fishing year.	NUMERIC	13

Column Name	Description	Type	Col. No.
Conversions Out	The cumulative number of live pounds of stock converted from Eastern GB ACE into Western GB ACE for the current fishing year.	NUMERIC	14
Current ACE With Maximum Carryover	Total ACE, plus or minus Total Transfers, plus the values of Conversions In and Conversions Out, including the maximum carryover from the previous fishing year.	NUMERIC	15
Current ACE With De Minimis Carryover	Total ACE plus or minus Total Transfers, plus the values of Conversions In and Conversions Out, including the *de minimis* carryover from the previous fishing year.	NUMERIC	16
Harvested ACE	The cumulative number of live pounds of catch per stock caught on sector trips in current fishing year.	NUMERIC	17
Remaining ACE With Maximum Carryover	Current ACE With Maximum Carryover minus Harvested ACE.	NUMERIC	18
Remaining ACE With De Minimis Carryover	Current ACE With De Minimis Carryover minus Harvested ACE.	NUMERIC	19
Percent Harvested ACE To Date With Maximum Carryover	Harvested ACE divided by Current ACE With Maximum Carryover, expressed as a percentage.	NUMERIC	20
Percent Harvested ACE To Date With De Minimis Carryover	Harvested ACE divided by Current ACE With De Minimis Carryover, expressed as a percentage.	NUMERIC	21

Sector Manager Daily ACE Status Report

Sector managers must provide ACE Status reports on a daily basis when a "trigger point" (threshold) has been reached in the current fishing year (reported catch/harvests of 90% of the ACE for any stock in the sector.)

Note: The Daily ACE Status report includes one row per stock (columns identified below).

Table 28: Daily ACE Status Report Fields

Common Variable Name	Description	Type	Col. No.
Submission Date	Date the daily report is being submitted.	DATE	1
Sector Name	GARFO sector name as listed on SIMM.	TEXT	2
Stock ID	An abbreviation for the Stock Area that incorporates both the species name and the area that species is assigned to. Includes Georges Bank east & west.	TEXT	3
Initial Allocated ACE	The total number of (live) pounds of this stock allocated to the sector for all renewed permits in the current fishing year.	NUMERIC	4
Maximum Carryover	The amount, in live pounds, of unused ACE (up to the full 10% for an allowable stock) that is carried over from the previous fishing year for all renewed permits.	NUMERIC	5
De Minimis Carryover	The amount, in live pounds, of the *de minimis* carryover for an allowable stock	NUMERIC	6
In-Season ACE Adjustment	The adjusted amount (increase or decrease), in live pounds, applied to the Initial Allocated ACE of a stock allocated to a sector in season for all renewed permits.	NUMERIC	7
Total ACE With Maximum Carryover	The total number of live pounds of this stock initially allocated to the sector including the maximum carryover and In-Season ACE adjustment.	NUMERIC	8
Total ACE With De Minimis Carryover	The total number of live pounds of this stock initially allocated to the sector including the *de minimis* carryover and the In-Season ACE adjustment.	NUMERIC	9
Transfers In	The cumulative number of live pounds per stock transferred into the sector for the current fishing year.	NUMERIC	10
Transfers Out	The cumulative number of live pounds per stock transferred out of the sector for the current fishing year.	NUMERIC	11
Total Transfers	The sum, in live pounds, of the Transfers In and Transfers Out columns per stock transferred by the sector for the current fishing year.	NUMERIC	12
Conversions In	The cumulative number of live pounds of stock converted into Western GB ACE from Eastern GB ACE for the current fishing year.	NUMERIC	13
Conversions Out	The cumulative number of live pounds of stock converted from Eastern GB ACE into Western GB ACE for the current fishing year.	NUMERIC	14

Common Variable Name	Description	Type	Col. No.
Current ACE With Maximum Carryover	Total ACE, plus or minus Total Transfers, plus the values of Conversions In and Conversions Out, including the maximum carryover from the previous fishing year.	NUMERIC	15
Current ACE With De Minimis Carryover	Total ACE plus or minus Total Transfers, plus the values of Conversions In and Conversions Out, including the *de minimis* carryover from the previous fishing year.	NUMERIC	16
Harvested ACE	The cumulative number of live pounds of catch per stock caught on sector trips in current fishing year.	NUMERIC	17
Remaining ACE With Maximum Carryover	Current ACE With Maximum Carryover minus Harvested ACE.	NUMERIC	18
Remaining ACE With De Minimis Carryover	Current ACE With De Minimis Carryover minus Harvested ACE.	NUMERIC	19
Percent Harvested ACE To Date With Maximum Carryover	Harvested ACE divided by Current ACE With Maximum Carryover, expressed as a percentage.	NUMERIC	20
Percent Harvested ACE To Date With De Minimis Carryover	Harvested ACE divided by Current ACE With De Minimis Carryover, expressed as a percentage.	NUMERIC	21