



NOAA
FISHERIES
SERVICE

NORTHEAST
REGIONAL
OFFICE

Preparing the Northeast Multispecies Sector Annual Year-end Report

Fishing Year 2013

Rev. 4.0.1



THE HADDOCK FISHERY.

Fixing trawls on deck of Gloucester haddock schooner Myra. (Ibid., v, vol. 4, p. 217.)
From a photograph by T. W. Smith.

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Introduction

Regulations require that each approved sector submit a year-end report to the New England Fishery Management Council (Council) and NOAA's National Marine Fisheries Service (NMFS) that shows how the sector fared during the fishing year just completed. This document provides guidance for preparing the annual year-end report for fishing year (FY) 2013.

Confidentiality

The information required in this report includes data that are statutorily confidential, as set forth in section 402(b)(1) of the Magnuson-Stevens Fishery Conservation and Management Act. The full report will, therefore, only be made available to individuals authorized to view confidential data and subject to non-disclosure requirements, such as NMFS employees and Council staff. NMFS may summarize the information in the report into a form that will preserve confidentiality, and may release that summary form to the public.

NMFS considers information in the sector annual report that identifies a permit holder's identity when engaging in an ACE transfer, or the value of an ACE transfer to be confidential. Confidential data is requested for analyses purposes only and will not be released to the public in any form that could identify or disadvantage an individual. Confidential data can be reviewed only by NMFS staff, New England Fishery Management Council staff (not members), and any staff of a state fishery agency that has a data sharing agreement with NMFS.

Regulatory Basis

The Northeast (NE) Multispecies Fisheries Management Plan (FMP) meets the requirements of the Magnuson-Stevens Act and its related legislative mandates. Amendment 16 to the FMP made revisions to several management measures, including significant revisions to the requirements that apply to sectors. One of these revisions was an expansion of the elements required in the mandatory annual year-end report.

Regulatory Language

The regulations list the information that each sector needs to supply, which can be found at **50 CFR 648.87(b)(1)(vi)(C)**.

The text reads:

Year-end report. An approved sector must submit an annual year-end report to NMFS and the Council, no later than 60 days after the end of the fishing year, that summarizes the fishing activities of participating permits/vessels, which must include at least the following information: Catch, including landings and discards, of all species by sector vessels, the permit number of each sector vessel that fished for regulated species or ocean pout; the number of vessels that fished for non-regulated species or ocean pout; the method used to estimate discards by sector vessels; the landing port used by sector vessels; enforcement actions; and other relevant information required to evaluate the biological, economic, and social impacts of sectors and their fishing operations consistent with confidentiality requirements of applicable law.

Disclaimer

This document provides a plain-language summary of how to satisfy the regulatory requirement for each sector to submit a year-end report to the Council and NMFS. This document supplements the regulatory requirement for “other relevant information required to evaluate the biological, economic, and social impacts of sectors and their fishing operations” by specifying additional information the sector must submit as part of its annual report.

List of Acronyms

The following acronyms are used in this document.

Acronym	Meaning
ACE	Annual Catch Entitlement
CC/GOM	Cape Cod / Gulf of Maine Stock Area
CPH	Confirmation of Permit History; MRIs not on a hull
DAS	Days at Sea
FMP	Northeast Multispecies Fishery Management Plan
FY	Fishing Year
GB	Georges Bank Stock Area
GOM	Gulf of Maine Stock Area
MRI	Moratorium Right Identification (ID) Number
PSC	Potential Sector Contribution
SIMM	Sector Information Management Module
SNE/MA	Southern New England / Mid-Atlantic Stock Area
VPN	Vessel Permit Number

Understanding the Year-End Report

The year-end report describes how your sector fared during the fishing year just completed. Your sector's report must provide two kinds of information:

- Descriptive information — Describe your sector, its operations, and its performance during FY 2013 in your own words.
- Table data — Provide final numerical data you obtain from NMFS, and provide your own numerical data to NMFS as well.

Finish reading this section to find out what information you need to provide, how to organize the information, and how to prepare the information. Then read the rest of this document for specific instructions for submitting your year-end report.

Note: Your year-end report is due to NMFS no later than 60 days after the end of the fishing year and based on the completion of reconciliation and delivery of FY 2013 data to managers

How Do I Organize the Report?

Your sector annual year-end report comprises two files: a MS Word file for descriptive information and a MS Excel file for table data.

Note: Please do not insert MS Excel tables into the MS Word document file.

See below to learn how each file is organized.

Descriptive Information (MS Word)

Section Name	Description
Section 1: Fishing Effort Information	Fishing effort by sector vessels under sector rules
Section 2: Discard Estimation Method	Which method was used and sector's experience of using method
Section 3: Violation Reports	Overview or summary of violations issued
Section 4: Other Relevant Information	Biological, social, and economic impact of sectors

Table Data (MS Excel)

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	ACE Redistribution within sector

The source data for these tables come from various inputs including but not limited to VTRs, dealer reports, VMS catch reports, and Permits; these data have been processed for quality by NMFS.

Now read the next two sections of this guidance document, [Preparing the MS Word File](#) and [Preparing the MS Excel File](#), to learn how to provide the required contents of your year-end report. Each section describes the information that you must include in the year-end report.

Note: After you have completed the MS Word file and the MS Excel file, go to the section [Submitting the Report](#) later in this document to learn how to send your report to NMFS.

Preparing the MS Word File

To prepare the Descriptive Information (MS Word file):

- 1) Be sure to read the guidance information in this document.
- 2) Open a new document in Microsoft Word.
- 3) Name the document **Sector XXX Year End Report FY 2013 Text**.
(Substitute the name of your sector for **XXX**.)

- 4) Create the following sections as headings in the MS Word file:
 - [Section 1: Fishing Effort Information](#)
 - [Section 2: Discard Estimation Method](#)
 - [Section 3: Violation Reports](#)
 - [Section 4: Other Relevant Information](#)
- 5) Supply the required information, explained below, in each section.

Section 1: Fishing Effort Information

To complete this section, do the following:

- 1) Make sure the MS Word file **Sector XXX Year End Report FY 2013 Text** is open.
- 2) Go to the heading **Section 1: Fishing Effort Information**.
- 3) Write a description of fishing effort by sector vessels under sector rules in FY 2013. This description must include answers to the following questions:
 - a) How was fishing effort distributed among sector vessels?
 - b) How was the sector's reserve determined? How did the reserve affect a member's allocation from the sector (i.e., are there differences between the allocation information provided by NMFS in the tables and, if so, explain)? Was the sector's reserve used?
 - c) Did members' business and/or business practices change from the previous year? If so, how? This should include changes from year-to-year and any recent additions from the common pool or another sector.
 - d) Please discuss any sector plan for FY 2013 for controlling, distributing, or targeting fishing effort. For example, did the sector utilize a notification system to help vessels avoid stocks with limited ACE? Did the sector choose certain vessels to target particular stocks or fisheries, or did each vessel operate independently?
- 4) Save any changes to the file.

Section 2: Discard Estimation Method

To complete this section, do the following:

- 1) Make sure the MS Word file **Sector XXX Year End Report FY 2013 Text** is open.
- 2) Go to the heading **Section 2: Discard Estimation Method**.
- 3) Describe your sector's experience using the discard estimation method. This description must include answers to the following questions:
 - a) Did the sector use software to compute discards, or compute discards manually?
 - b) How did the software or manual calculation process apply the discard rate to trips?
 - c) Was it easy to make the required calculations and apply the discard rate to trips?
- 4) You must insert the following summary of the discard estimation method in your sector's report, include a statement that the sector followed this method, and include a copy of the method document "Preparing the Sector Manager Report" as an attachment to the Word document as part of the submission package:

"Sectors need reliable information about the total groundfish catch, both landings and discards, to ensure that the sector stays within its individual ACEs. For trips that are observed, the actual discards recorded by the observer are applied to that trip. Discards for unobserved trips are calculated using the ratio of species discards to the total kept catch on observed trips. Discard ratios are computed for each stratum; a stratum is a unique combination of sector, gear and the stock area fished. At the start of a fishing year, the initial discard ratios are the final discard ratio for each stratum in the previous year. As the fishing year progresses the initial discard ratio transitions to an in-season discard ratio based entirely on trips observed in the current year within the particular stratum. The discard ratios are cumulative, which means that as each discard ratio is updated based on new observations, the discards for previous unobserved trips are recalculated. Therefore, at the end of the year all unobserved trips will have discards estimated using the discard ratios that were calculated from all observed trips occurring in the stratum for that fishing year."

- 5) Save any changes to the file.

Note: The details of the discard calculation process are included in the NMFS document "Preparing the Sector Manager Report" available from the following NMFS website: <http://www.nero.noaa.gov/sfd/SectorManagers.html>

Section 3: Violation Reports

To complete this section, do the following:

- 1) Make sure the MS Word file **Sector XXX Year End Report FY 2013 Text** is open.
- 2) Go to the heading **Section 3: Violation Reports**.
- 3) Detail any and all violations of the sector operations plan (including defined administrative provisions) or regulations. This must include all issues raised in the Sector Manager Trip Issue Report during the year:
 - a) Compliance / enforcement concerns
 - b) Sector enforcement issues
 - c) Enforcement actions
 - d) Incident / non-compliance reports.

To do this, you must provide an overview or summary of the violations issued in FY 2013 and attach a copy of the completed violation report.. Issues raised and resolved, without being found to have been violations, should also be included.

- 4) If your sector had no enforcement issues during the fishing year, provide the following text in this section:

"The sector experienced no Federal or sector violations during FY 2013."
- 5) Save any changes to the file.

Section 4: Exemption Usage Information

Note: This section, Exemption Usage Information, of the report is *new* for FY 2013. Use this section to provide details about how exemptions worked for you in FY 2013. NMFS will use the information you provide as part of a review to analyze the impact of exemptions in FY 2013. Some of this information may be aggregated and used in the FY 2015 environmental assessment.

In this section, you must describe the effectiveness of *each* exemption granted to your sector. Write this section in your own words, as clearly as you can. If NMFS cannot determine the usage of certain exemptions through our datasets, you must provide that usage information (those exemptions are listed below).

To complete this section, do the following:

- 1) Make sure the MS Word file **Sector XXX Year End Report FY 2013 Text** is open.
- 2) Go to the heading **Section 4: Exemption Usage Information**.
- 3) Write a narrative description of the effectiveness of *each* exemption granted to your sector. Do not omit any exemptions. Each description must include answers to the following questions:
 - a) Was the exemption used or not used, and, why?
 - b) How did the exemption affect sector operations?
 - c) What are your future plans for this exemption? Will your sector request it again in FY 2014? Not request it? Encourage greater usage? Why?
- 4) For exemptions to haul another sector's gillnet or hook gear, and for exemptions from gillnet limits for day gillnet vessels, you must provide a written narrative describing the use of *each* exemption. This description must include answers to the following questions:
 - a) How many vessels used the exemption (estimate if a vessel count is not readily available)?
 - b) If applicable, how many trips used the exemption (estimate if a trip count is not readily available)?
 - c) When was the exemption used? (Throughout the year? Seasonally?)
 - d) Where is the exemption being used? (In a specific RMA? In a specific block? Everywhere?)
- 5) Save any changes to the file.

Section 5: Other Relevant Information

This section of the report focuses on providing information necessary to determine the biological, economic, and social impacts of sectors. NMFS will use all available information to analyze the impacts. However, data alone are frequently insufficient to understand impacts.

In this section, you must provide a narrative description of aspects of your sector's activity that may be important in determining and understanding impacts, particularly information that would not be apparent by looking at trade information or trip information about area fished or gear used.

To complete this section, do the following:

- 1) Make sure the **MS Word file Sector XXX Year End Report FY 2013 Text** is open.
- 2) Go to the heading **Section 5: Other Relevant Information**.
- 3) You must write a narrative description of your sector's activity. This description must include answers to the following questions:
 - a) How did membership in the sector affect members' business operations this year compared to last year? Did membership in the sector this year work out as expected for members? Better? Worse?
 - b) Did more or fewer vessels fish actively in FY 2013 than anticipated? If so, why?
 - c) What organizational and/or monitoring costs did the sector incur? Provide a dollar amount for those costs. How were those costs distributed to sector members (for example, a per-pound fee, apportioned by PSC, divided equally among members, etc.)?
 - d) Were there any differences in fishing effort, fishing methods, and/or costs that your sector members noticed between last year and this year? Describe.
 - e) How did ACE transfers with other sectors and trades of allocation among sector members affect the sector members?
 - f) How were compensation and costs for ACE trades divided among members?
 - g) What were the reasons for trading (e.g., increasing groundfish activity, balancing overages, balancing available quota with ACE carryover limits)?
 - h) What does the sector intend to change about operations in FY 2014?
- 4) Save any changes to the file.

Preparing the MS Excel File

To prepare the Table Data (MS Excel file):

- 1) Be sure to read the guidance information in this document.
- 2) Log in to SIMM after the year-end numbers for the fishing year are final.
- 3) Download the MS Excel file labeled **Year End Report** for your sector.
- 4) Rename the Year End Report file as **Sector XXX Year End Report FY 2013 Tables**.
(Substitute the name of your sector for **XXX**.)
- 5) Verify that the information in the tables is correct.
- 6) Supply your own data to complete the tables where required.
- 7) Save any changes to the MS Excel file.

Note: If you have questions about discrepancies between your data and the final numbers from NMFS, do not delete the data in the table. Instead, insert an asterisk (*) next to the item in question and then, in a table cell below the table, insert another asterisk along with a text explanation of your concerns.

If you have concerns about the table data NMFS has supplied, contact the Sustainable Fisheries Division (SFD).

Table	Table Contents	Action
Table 1	Summary data by Vessel	Verify data.
Table 2	Port landing data	Verify data.
Table 3	PSC and Initial ACE data	Verify data.
Table 4a	Groundfish Landings and ACE Transfer Summary data	Verify data.
Table 4b	Groundfish Landings from Trawl Gear	Verify data.
Table 4c	Groundfish Landings from Gillnet Gear	Verify data.
Table 4d	Groundfish Landings from Hook Gear	Verify data.
Table 5a	Other Species Landings data from Sector Trips	Verify data.
Table 5b	Other Species Landings data from Non-Sector Trips	Verify data.
Table 6	ACE Transfers to other sectors	Verify data and supply data for Sent From column.
Table 7	ACE Transfers from other sectors	Verify data and supply data for Received By column.
Table 8	ACE Redistribution within sector	Create this table from the sector's records.

Verifying Table 1: Sector Information

Review the information contained in Table 1.

Note: [Table 1](#) in Appendix A of this document shows an example of this table.

Table 1 in your file:

- Lists all MRIs enrolled in the sector, including those MRIs that are in CPH and had no fishing activity.
- For each MRI, lists all vessel names and Federal permit numbers associated with the MRI during the year, or indicates that the MRI was in CPH for part or all of the year.
- Provides a column for Member ID. For each MRI, sectors must provide a Member ID in the appropriate column. MRIs should be grouped by member, based on how the sector allocates ACE to its members. The member ID must be a 4-digit combination of your 2-digit Sector ID (provided by NMFS) followed by a unique 2-digit (e.g., 01, 02, 24) number assigned to that member.
 - If a member owns multiple permits, you must list the same member ID for each MRI owned by that member.
 - If part of the sector's allocation is retained by the sector (i.e., not distributed to a sector member) and that allocation is transferred, you must assign to the sector a member ID. The sector's member ID must be a 4-digit combination of your 2-digit Sector ID (provided by NMFS) followed by **00**.
- Indicates the allocation made to each MRI by the sector under the Cumulative Total Allocation (lb) for MRI header.

Note: In this table, verify the sum (in lb) of all stocks allocated to each MRI, rounded to the nearest whole number.

- Indicates which sector vessels landed regulated groundfish species in the column labeled Fished for Regulated Species?
A 'Y' in this column indicates that the MRI was attached to a vessel when that vessel was on a commercial trip that landed any of the following regulated groundfish species: Atlantic cod, witch flounder, American plaice, yellowtail flounder, haddock, pollock, winter flounder, windowpane flounder, redfish, white hake, and Atlantic halibut. This information is based on dealer records.

Note: A sector vessel landing groundfish on a scallop trip would have a Y in this category even though the scallop trip was not a sector trip.

- Indicates which sector vessels landed NE multispecies other than those listed above, including small-mesh multispecies in the column labeled Fished for Other Groundfish Species?
A 'Y' in this column indicates that the MRI was attached to a vessel when that vessel was on a commercial trip that landed any of the following species: Ocean pout, Atlantic wolffish, Offshore hake, Red hake, and Silver hake (whiting). This information is based on Vessel Trip Reports submitted by the vessel, rather than dealer records.

Note: Ocean pout and wolffish are prohibited species, even though they are managed by the NE Multispecies FMP. However, all landings of ocean pout and wolffish must still be reported.

- Indicates which sector vessels landed any species other than NE multispecies this year in the column labeled Fished for Other Species?
A ‘Y’ in this column indicates that the MRI was attached to a vessel when that vessel was on a commercial trip that landed any species other than the groundfish species listed above. This information is based on Vessel Trip Reports submitted by the vessel, rather than dealer records.
- Lists the landing ports, by state, that each MRI used and indicates the number of landings by each MRI in the column labeled Landing Port Used.
This column lists all landing ports used by the vessel while attached to the MRI. This information is based on Vessel Trip Reports submitted by the vessel, rather than dealer records.
- Lists the number of landings by each MRI in the column labeled Number of Sector Trips.
This is the number of groundfish trips taken by the vessels while attached to the MRI.

Verifying Table 2: Port Landing Activity by State

Review the port landing information contained in Table 2. This table includes landing ports, by state, and indicates the number of vessels that landed in each port, along with the number of landings in each port.

Note: [Table 2](#) in Appendix A shows an example of this table.

Verifying Table 3: PSCs and Initial ACE Totals

Review the cumulative PSC data, the initial Allocated ACE by stock, any in-season ACE adjustment, Carryover, and Total ACE for your sector.

Note: [Table 3](#) in Appendix A shows an example of this table.

Verifying Table 4a, Table 4b, Table 4c, Table 4d, Table 5a and 5b: Catch Totals

Review the catch data for landings and discards, and ACE Transfers for all species by your sector provided in the download. (The data is by stock for NE multispecies and by species for all others.) Use the final catch data that you receive from NMFS. The report must include:

- Summary Harvested ACE (dealer live weight), discards, and ACE Transfer information by stock.
- Harvested ACE (dealer live weight) by gear type for each stock (e.g., pollock, GOM cod, monkfish).
- Discards by gear type for each stock (observed discards plus calculated discards for unobserved trips; and final in-season discard ratios for unobserved trips).
- Total Catch by gear type for each stock: landings + discards (in live pounds).

For discards, use the final observer discard data and discard ratios from SIMM. [Table 4a](#), [Table 4b](#), [Table 4c](#), and [Table 4d](#) show landings for allocated groundfish stocks. [Table 5a](#) shows landings of other species from groundfish trips. [Table 5b](#) shows all other landings.

Verifying and Completing Table 6, Table 7, and Table 8

These tables contain detailed information about ACE transfers with other sectors, and also about any redistribution of ACE among members of your sector that occurred. [Table 6](#), [Table 7](#), and [Table 8](#) in Appendix A provide examples of ACE transfer data and allocation redistribution data.

Within the appropriate columns of the tables included in this section, you must do the following:

- Provide the Member ID (from Table 1) associated with the transactions.
- Include (if a transfer involved multiple members) multiple lines with the same transaction number

Each line indicates how each member contributed to, or benefited from, the transfer.

Note: See the section immediately following for the data formatting rules with which you must comply in order to report ACE transfers with other sectors and any redistribution of ACE among members of your sector.

Formatting Rules for ACE Transfer or Redistribution Data

NMFS uploads [Table 6](#), [Table 7](#), and [Table 8](#) to a database accessed by NMFS staff only, and requires the format and data in these tables to be consistent. Read the rest of this section to learn the formatting requirements.

Use the Officially-Standardized Stock Names

Refer to the table below for these stock names.

STOCK NAME		STOCK ID	NESPP3 CODE	VTR SPECIES CODE
GB Cod East		CODGBE	81	COD
GB Cod West		CODGBW	81	COD
GOM Cod		CODGMSS	81	COD
GB Haddock East		HADGBE	147	HADD
GB Haddock West		HADGBW	147	HADD
GOM Haddock		HADGM	147	HADD
GB Yellowtail Flounder		YELGB	123	FLYT
SNE/MA Yellowtail Flounder		YELSNE	123	FLYT
CC/GOM Yellowtail Flounder		YELCCGM	123	FLYT
Plaice		PLAGMMA	124	FLDAB
Witch Flounder		WITGMMA	122	FLGS
GB Winter Flounder		FLWGB	120	FLBB
GOM Winter Flounder		FLWGMSS	120	FLBB
SNE Winter Flounder		FLWSNEMA	120	FLBB
Redfish		REDGMGBSS	240	RED
White Hake		HKWGMMA	153	WHAK
Pollock		POKGMSS	269	POLL

Use the Official Sector Name Abbreviations.

Use sector abbreviations in your report. Refer to the table below for the abbreviations.

Sector Name	Sector Abbreviation
GB COD FIXED GEAR SECTOR	FGS
MAINE COAST COMMUNITY SECTOR	MCCS
MAINE PERMIT BANK	MPB
NORTHEAST COASTAL COMMUNITIES SECTOR	NCCS
NEW HAMPSHIRE PERMIT BANK	NHPB
NORTHEAST FISHERY SECTOR 2	NEFS 2
NORTHEAST FISHERY SECTOR 3	NEFS 3
NORTHEAST FISHERY SECTOR 4	NEFS 4
NORTHEAST FISHERY SECTOR 5	NEFS 5
NORTHEAST FISHERY SECTOR 6	NEFS 6
NORTHEAST FISHERY SECTOR 7	NEFS 7
NORTHEAST FISHERY SECTOR 8	NEFS 8
NORTHEAST FISHERY SECTOR 9	NEFS 9
NORTHEAST FISHERY SECTOR 10	NEFS 10
NORTHEAST FISHERY SECTOR 11	NEFS 11
NORTHEAST FISHERY SECTOR 12	NEFS 12
NORTHEAST FISHERY SECTOR 13	NEFS 13
SUSTAINABLE HARVEST SECTOR 1	SHS 1
SUSTAINABLE HARVEST SECTOR 3	SHS 3

Other Formatting Requirements

Additional formatting requirements include:

- You cannot use a comma, colon, semicolon, or any other special character as a separator. You cannot merge cells or group cells within your Excel spreadsheet.
- To list multiple members associated with the same stock in the same transaction, you must list each member separately, row by row, and repeat the stock name in each of those rows. In other words, one row per member in a transfer transaction.

Note: If you do not know the actual value breakout among the members in a transaction, divide the total value of the transaction among the members who participated in that transaction.

- Values for the **Member Compensation fields** in Tables 6 through 8 should be reported, if available. For multiple member IDs per transaction, be sure to break out each member ID per row, Refer to the examples to see how this works.
- Do not hide columns or rows.
- The total value in the **Transfers In** cell cannot exceed the corresponding value that you received from NMFS.

If you feel that NMFS has not transmitted the proper **Transfers In** value, contact your NMFS sector representative as soon as possible.

Table 6: Fish Sent to Other Sectors

- 1) Verify the information contained in the table.
- 2) Supply in the **Sent From** column the Member ID (from [Table 1](#)) transferring the ACE.

Table 7: Fish Received from Other Sectors

- 1) Verify the information contained in the table.
- 2) Supply the Member ID (from [Table 1](#)) receiving the transferred ACE in the column labeled **Received By**.

Table 8: Transactions within Sector

- 1) Create an Excel table using [Table 8](#) in Appendix A as a guide. Your table must include all of the column headings in the example table.
- 2) Label the column headings as they are labeled in [Table 8](#) in Appendix A.
- 3) Report information consistent with Tables 7 and 8. For a list of acceptable column entries, please see tables in the appendixes in this guide.
- 4) Supply the information about the redistribution of allocation among your sector members.

You must provide the Member IDs (from [Table 1](#)) involved in the transfers. You must also provide compensation information for all transactions by total price per transfer.

ACE Transfer Compensation Values
Fish For Fish
Fish For Money
Fish For Commodity
Single Permit Holder Trade

Submitting the Report

You must submit the annual year-end report in both electronic and paper format.

Electronic Report

Create two compact discs. Each disc should contain a copy of your year-end report in Microsoft Word, and a separate Excel file with each table as a worksheet in a workbook. Make sure the name of each file clearly indicates the purpose of the file.

Paper Report

You must prepare two paper copies of the annual year-end report, one for NMFS, and one for the Council. The paper copies must be printed versions of the electronic files (including all tables).

The paper report for NMFS will be the official record of the sector year-end report. This means that one paper copy you submit must include the original signature of the authorized representative of the sector, which indicates the sector's approval of the contents of the annual year-end report. This guidance document provides a signature form in Appendix B: Signature Form. Print out the signature form, complete and sign it, and include the signature form as the first page of your completed paper report to NMFS.

Both paper copies and both compact discs must be hand delivered or mailed to NMFS at the following address:

John Bullard, Regional Administrator
c/o Sustainable Fisheries Division Sector Team
National Marine Fisheries Service
55 Great Republic Drive
Gloucester, MA 01930

When Must I Submit My Report?

The regulations require that annual year-end reports be submitted no later than 60 days after the end of the fishing year. The due date for the report will be set based on the date final data tables are provided by NMFS.

Checklist

Make sure your report package contains the following items:

- Two Compact Discs (CDs), each containing:
 - Year-end report, in single Microsoft Word file.
 - Report data workbook in single Microsoft Excel file.
- Two printed copies of Report CD contents (Word file; Excel file). One copy is for NMFS, one for the Council.
- Printed, completed and signed signature form, which is included in Appendix B, attached as first page to the NMFS paper copy. Signature must be original, not photo-copy.

Year-end Report Schedule

The end of the fishing year involves a number of steps and processes to determine the final sector catch numbers. A summary of important dates in the development of the year-end report process is provided directly following.

Note: The schedule information is accurate as of this writing. Please consult with your NMFS sector contact person for the latest information.

Task	Start Date	End Date	Responsible Party
FY 2013 ends	4/30/2014	4/30/2014	—
Weekly report due	5/5/2014	5/5/2014	Sector
VTRs and dealer reports from final week due	5/6/2014	5/27/2014	Industry
VTR, Dealer, Observer, Discard Rate upload to SIMM	5/7/2014	5/28/2014	NMFS
Sectors download data from SIMM	5/7/2014	5/28/2014	Sector
Weekly report due	5/12/2014	5/12/2014	Sector
Reconciliation	5/12/2014	5/23/2014	NMFS
Weekly report due	5/19/2014	5/19/2014	Sector
NMFS completes updates to databases	5/28/2014	5/28/2014	NMFS
NMFS runs final comparison report and delivers final ACE Balances	5/30/2014	5/30/2014	NMFS
Post Year ACE Transfers	5/31/2014	6/13/2014	Sector
Weekly report due	6/2/2014	6/2/2014	Sector
FINAL weekly report due	6/16/2014	6/16/2014	Sector
Datasets for sector annual reports uploaded to SIMM	6/20/2014	6/20/2014	NMFS
Overages applied, Release FY 2014 holdback	6/20/2014	6/20/2014	NMFS
Sector Year End Report due	7/7/2014	7/7/2014	Sector

Appendix A: Table Formats

[Table 1](#) shows the sector information. Be aware that the letters used in the **MRI**, **Vessel Permit Number**, and **Member ID** columns indicate that the values in these columns are not real and are used for example purposes only.

Table 1: Sector XXX, FY 2013: Sector Information (Example)

MRI	Vessel Permit Number	Vessel Name	Member ID	Cumulative Total Allocation (lb) for MRI	Fished for Regulated Species?	Fished for Other Groundfish Species?	Fished for Other Species?	Landing Port(s) Used	# of Sector Trips
99n	12345n	Dione	3201n	22173	Yes	No	No	Gloucester MA	50
99n	33366n	Eudora	3202n	22173	Yes	No	No	Gloucester MA	25
11n	CPH	CPH	3203n	21238	No	No	No	Portland ME	0
98n	12563n	Melite	3203n	41610	Yes	No	No	Hampton NH	50
22n	22563n	Doris	3204n	3195	Yes	Yes	No	York ME	25
33n	32563n	Nereus	3204n	7581	No	Yes	No	Gloucester MA	0
44n	42563n	Thetis	3204n	11408	No	No	No	Gloucester MA	0
55n	52563n	Halia	3205n	8591	No	No	No	Hampton NH	0
							No	York ME	5
66n	62563n	Thaleia	3205n	11397	Yes	Yes	Yes	Hampton NH	30
77n	72563n	Calypso	3206n	1285	Yes	Yes	Yes	Hampton NH	20
88n	82563n	Galateia	3207n	9281	No	No	No	Gloucester MA; Salem MA	0
88n	76567n	Maira	3207n	9281	No	No	No	York ME	0

[Table 2](#) shows you the download available in SIMM that summarizes landing ports by state and indicates the number of vessels that landed in each port, along with the number of landings in each port.

Table 2: Sector XXX, FY 2013: Port Landing Activity by State (Example)

State	Landing Port	# of Permits	# of Landings
Maine	Port Clyde	8	75
Maine	Portland	20	250
Maine	York	3	59
New Hampshire	Portsmouth	4	23
New Hampshire	Rye	4	80
Massachusetts	Boston	6	57
Massachusetts	Chatham	12	100
Massachusetts	Harwichport	4	24
Massachusetts	Hyannis	2	21
Massachusetts	Gloucester	15	181
Massachusetts	Plymouth	3	36
Massachusetts	Scituate	4	28
Massachusetts	Westport	1	1

[Table 3](#) shows you the download available in SIMM that summarizes the cumulative sector PSCs and initial ACE totals for each stock in the sector. Pounds are displayed in live pounds.

Table 3: Sector XXX, FY 2013: PSCs and Initial ACE Totals (Example)

Stock	Cumulative PSC (%)	Initial Allocated ACE (lb)	In-season ACE Adjustment (lb)	Carryover from Previous FY (lb)	Total ACE (lb)
GB Cod East	0.1575	1173.8623	NA	0	1173.8623
GB Cod West	0.1575	10738.4087	NA	1050.6	11789.0087
GOM Cod	0.4579	46100.4981	NA	4382.668	50483.1661
GB Haddock East	0.1209	31955.3211	NA	0	31955.3211
GB Haddock West	0.1209	75841.9083	NA	7584.19	83426.0983
GOM Haddock	0.2253	4098.2312	NA	409.82	4508.0512
GB Yellowtail Flounder	7.241	131380.9952	-6532.554	0	124848.4412
SNE/MA Yellowtail Flounder	1.2145	8300.5683	NA	0	8300.5683
CC/GOM Yellowtail Flounder	2.2129	38004.295	NA	3800.43	34203.865
Plaice	0.1366	8579.6649	NA	855.42	9435.0849
Witch Flounder	0.208	3907.7815	NA	390.78	4298.5615
GB Winter Flounder	0.0687	2805.1175	NA	280.51	3085.6275
GOM Winter Flounder	0.2667	928.8888	NA	928.88	1857.7688
SNE Winter Flounder	X	X	X	X	X
Redfish	0.4437	66960.7111	NA	6696.07	73656.781
White Hake	0.1243	7003.6709	NA	700.367	7704.0379
Pollock	0.0569	20781.8313	+476.128	2078.18	23336.1393

[Table 4a](#) shows an example summary of catch data for groundfish stocks. Pounds are displayed in live pounds.

Table 4a: Sector XXX, FY 2013: Groundfish Landings and ACE Transfer Summary data (Example)

Stock	Dealer-Reported Landings (live weight in lb)	Imputed Landings (lb)	Harvested ACE (Reported + Imputed) (lb)	Observed Discards (lb)	Calculated Discards (lb)	Total Discards (Observed + Calculated) (lb)	Total Catch (Harvested ACE+Discards) (lb)	Transfers In (lb)	Transfers Out (lb)	Remaining ACE (lb)
GB Cod East	0	0	0	0	0	0	0	0	0	10
GB Cod West	40	0	40	0	0	0	40	10	0	200
GOM Cod	4937	0	4937	165	0	165	5102	450	600	2189
GB Haddock East	0	0	0	0	0	0	0	0	0	75
GB Haddock West	0	0	0	0	0	0	0	0	0	500
GOM Haddock	380	4	384	5	28	33	416	200	800	8750
GB Yellowtail Flounder	0	0	0	0	0	0	0	0	0	150
SNE/MA Yellowtail Flounder	0	0	0	0	0	0	0	0	0	651
CC/GOM Yellowtail Flounder	0	0	0	0	0	0	0	0	0	200
Plaice	1	0	1	0	0	0	1	0	0	982

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Stock	Dealer-Reported Landings (live weight in lb)	Imputed Landings (lb)	Harvested ACE (Reported + Imputed) (lb)	Observed Discards (lb)	Calculated Discards (lb)	Total Discards (Observed + Calculated) (lb)	Total Catch (Harvested ACE+Discards) (lb)	Transfers In (lb)	Transfers Out (lb)	Remaining ACE (lb)
Witch Flounder	0	0	0	0	0	0	0	0	0	668
GB Winter Flounder	0	0	0	0	0	0	0	0	0	0
GOM Winter Flounder	0	0	0	0	0	0	0	0	0	445
SNE/MA Winter Flounder	9	0	9	0	0	0	9	0	0	280
Redfish	12	1	13	2	0	2	15	100	5000	4600
White Hake	710	25	735	12	62	74	809	0	2000	2100
Pollock	0	0	0	1	0	1	1	0	1000	1560
Northern Windowpane	0	0	0	0	0	0	0	0	0	0
Southern Windowpane	0	0	0	0	0	0	0	0	0	0
Ocean Pout	0	0	0	0	0	0	0	0	0	0
Halibut	280	0	280	318	1752	2070	2350	0	0	0
Wolffish	0	0	0	20	115	135	135	0	0	0

[Table 4b](#) shows an example summary of catch data for groundfish stocks for trawl gear. Pounds are displayed in live pounds.

Table 4b: Sector XXX, FY 2013: Groundfish Landings Data for Trawl Gear (Example)

Stock	Gear Type	Mesh Category	Dealer-Reported Landings (live weight in lb)	Imputed Landings (lb)	Harvested ACE (Reported + Imputed) (lb)	Observed Discards (lb)	Calculated Discards (lb)	Total Discards (Observed + Calculated) (lb)	Total Catch (Harvested ACE + Discards) (lb)
GB Cod East	Trawl	NA	0	0	0	0	0	0	0
GB Cod West	Trawl	NA	40	0	40	0	0	0	40
GOM Cod	Trawl	NA	4937	0	4937	165	0	165	5102
GB Haddock East	Trawl	NA	0	0	0	0	0	0	0
GB Haddock West	Trawl	NA	0	0	0	0	0	0	0
GOM Haddock	Trawl	NA	380	4	384	5	28	33	416
GB Yellowtail Flounder	Trawl	NA	0	0	0	0	0	0	0
SNE/MA Yellowtail Flounder	Trawl	NA	0	0	0	0	0	0	0
CC/GOM Yellowtail Flounder	Trawl	NA	0	0	0	0	0	0	0
Plaice	Trawl	NA	1	0	1	0	0	0	1

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Stock	Gear Type	Mesh Category	Dealer-Reported Landings (live weight in lb)	Imputed Landings (lb)	Harvested ACE (Reported + Imputed) (lb)	Observed Discards (lb)	Calculated Discards (lb)	Total Discards (Observed + Calculated) (lb)	Total Catch (Harvested ACE + Discards) (lb)
Witch Flounder	Trawl	NA	0	0	0	0	0	0	0
GB Winter Flounder	Trawl	NA	0	0	0	0	0	0	0
GOM Winter Flounder	Trawl	NA	0	0	0	0	0	0	0
SNE/MA Winter Flounder	Trawl	NA	9	0	9	0	0	0	9
Redfish	Trawl	NA	12	1	13	2	0	2	15
White Hake	Trawl	NA	710	25	735	12	62	74	809
Pollock	Trawl	NA	0	0	0	1	0	1	1
Northern Windowpane	Trawl	NA	0	0	0	0	0	0	0
Southern Windowpane	Trawl	NA	0	0	0	0	0	0	0
Ocean Pout	Trawl	NA	0	0	0	0	0	0	0
Halibut	Trawl	NA	280	0	280	318	1752	2070	2350
Wolffish	Trawl	NA	0	0	0	20	115	135	135

[Table 4c](#) shows an example summary of catch data for groundfish stocks for gillnet gear. Pounds are displayed in live pounds.

Table 4c: Sector XXX, FY 2013: Groundfish Landings Data for Gillnet Gear (Example)

Stock	Gear Type	Mesh Category	Dealer-Reported Landings (live weight in lb)	Imputed Landings (lb)	Harvested ACE (Reported + Imputed) (lb)	Observed Discards (lb)	Calculated Discards (lb)	Total Discards (Observed + Calculated) (lb)	Total Catch (Harvested ACE + Discards) (lb)
GB Cod East	Gillnet	LM	0	0	0	0	0	0	0
GB Cod West	Gillnet	LM	40	0	40	0	0	0	40
GOM Cod	Gillnet	LM	4937	0	4937	165	0	165	5102
GB Haddock East	Gillnet	LM	0	0	0	0	0	0	0
GB Haddock West	Gillnet	LM	0	0	0	0	0	0	0
GOM Haddock	Gillnet	LM	380	4	384	5	28	33	416
GB Yellowtail Flounder	Gillnet	LM	0	0	0	0	0	0	0
SNE/MA Yellowtail Flounder	Gillnet	LM	0	0	0	0	0	0	0
CC/GOM Yellowtail Flounder	Gillnet	LM	0	0	0	0	0	0	0
Plaice	Gillnet	LM	1	0	1	0	0	0	1

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Stock	Gear Type	Mesh Category	Dealer-Reported Landings (live weight in lb)	Imputed Landings (lb)	Harvested ACE (Reported + Imputed) (lb)	Observed Discards (lb)	Calculated Discards (lb)	Total Discards (Observed + Calculated) (lb)	Total Catch (Harvested ACE + Discards) (lb)
Witch Flounder	Gillnet	LM	0	0	0	0	0	0	0
GB Winter Flounder	Gillnet	LM	0	0	0	0	0	0	0
GOM Winter Flounder	Gillnet	LM	0	0	0	0	0	0	0
SNE/MA Winter Flounder	Gillnet	LM	9	0	9	0	0	0	9
Redfish	Gillnet	LM	12	1	13	2	0	2	15
White Hake	Gillnet	LM	710	25	735	12	62	74	809
Pollock	Gillnet	LM	0	0	0	1	0	1	1
Northern Windowpane	Gillnet	LM	0	0	0	0	0	0	0
Southern Windowpane	Gillnet	LM	0	0	0	0	0	0	0
Ocean Pout	Gillnet	LM	0	0	0	0	0	0	0
Halibut	Gillnet	LM	280	0	280	318	1752	2070	2350
Wolffish	Gillnet	LM	0	0	0	20	115	135	135

[Table 4d](#) shows an example summary of catch data for groundfish stocks for hook gear. Pounds are displayed in live pounds.

Table 4d: Sector XXX, FY 2013: Groundfish Landings Data for Hook Gear (Example)

Stock	Gear Type	Mesh Category	Dealer-Reported Landings (live weight in lb)	Imputed Landings (lb)	Harvested ACE (Reported + Imputed) (lb)	Observed Discards (lb)	Calculated Discards (lb)	Total Discards (Observed + Calculated) (lb)	Total Catch (Harvested ACE + Discards) (lb)
GB Cod East	Hook	NA	0	0	0	0	0	0	0
GB Cod West	Hook	NA	40	0	40	0	0	0	40
GOM Cod	Hook	NA	4937	0	4937	165	0	165	5102
GB Haddock East	Hook	NA	0	0	0	0	0	0	0
GB Haddock West	Hook	NA	0	0	0	0	0	0	0
GOM Haddock	Hook	NA	380	4	384	5	28	33	416
GB Yellowtail Flounder	Hook	NA	0	0	0	0	0	0	0
SNE/MA Yellowtail Flounder	Hook	NA	0	0	0	0	0	0	0
CC/GOM Yellowtail Flounder	Hook	NA	0	0	0	0	0	0	0
Plaice	Hook	NA	1	0	1	0	0	0	1

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Stock	Gear Type	Mesh Category	Dealer-Reported Landings (live weight in lb)	Imputed Landings (lb)	Harvested ACE (Reported + Imputed) (lb)	Observed Discards (lb)	Calculated Discards (lb)	Total Discards (Observed + Calculated) (lb)	Total Catch (Harvested ACE + Discards) (lb)
Witch Flounder	Hook	NA	0	0	0	0	0	0	0
GB Winter Flounder	Hook	NA	0	0	0	0	0	0	0
GOM Winter Flounder	Hook	NA	0	0	0	0	0	0	0
SNE/MA Winter Flounder	Hook	NA	9	0	9	0	0	0	9
Redfish	Hook	NA	12	1	13	2	0	2	15
White Hake	Hook	NA	710	25	735	12	62	74	809
Pollock	Hook	NA	0	0	0	1	0	1	1
Northern Windowpane	Hook	NA	0	0	0	0	0	0	0
Southern Windowpane	Hook	NA	0	0	0	0	0	0	0
Ocean Pout	Hook	NA	0	0	0	0	0	0	0
Halibut	Hook	NA	280	0	280	318	1752	2070	2350
Wolffish	Hook	NA	0	0	0	20	115	135	135

[Table 5a](#) shows you a summary of catch data from sector trips of stocks other than allocated groundfish stocks.

Table 5a: Sector XXX, FY 2013: Other Species Landings Data from Sector Trips (Example)

Stock	Dealer Reported Landings (live weight in lb)	Imputed Landings (lb)	Total Landings (Reported + Imputed) (lb)
Spiny Dogfish	60113	384	60497
Monkfish	22864	0	22864
Bluefish	5602	0	5602
Red Hake	3	2	5
Lobster	819368	379	819747

[Table 5b](#) shows you a summary of catch data from non-sector trips of stocks other than allocated groundfish stocks.

Table 5b: Sector XXX, FY 2013: Other Species Landings Data from Non-Sector Trips (Example)

Stock	Dealer Reported Landings (live weight in lb)	Imputed Landings (lb)	Total Landings (Reported + Imputed) (lb)
Spiny Dogfish	60113	384	60497
Summer Flounder	22864	0	22864
Bluefish	5602	0	5602
Red Hake	3	2	5
Lobster	819368	379	819747

[Table 6](#) shows you the SIMM download that summarizes ACE transfers made from your sector to another sector. Be aware that the letters in the **Sent From** column indicate that the values in this column are not real and are used for example purposes only. Pounds are displayed in live pounds. For multiple member IDs per transaction, be sure to break out each member ID per row, as seen in the shaded example.) If the value for **Compensation by Member** is available; report it at the member level.

Table 6: Sector XXX, FY 2013: ACE Transfers To Other Sectors (Example)

Transfer Number	Date Completed	Sent From (Member ID)	Sent To Sector	Stock	Transfers Out by Member (lb)	Transfers Out Total (lb)	Compensation Type	Commodity Description	Compensation by Member	Total Compensation
6	07/27/2013	3222n	YYY	GB Cod East	300	300	Money for fish	NA	\$1500	\$1500
11	09/18/2013	3214n	CCC	GOM Cod	100	100	Fish for fish	NA	—	—
18	11/20/2013	3208n	EEE	GB Haddock West	400	400	Money for fish	NA	\$1600	\$1600
23	01/27/2014	3204n	YYY	GB Cod East	300	300	Money for fish	NA	\$1500	\$1500
34	02/18/2014	3208n	CCC	GOM Cod	100	100	Fish for fish	NA	—	—
35	04/20/2014	3216n	EEE	GB Haddock West	300	400	Money for fish	NA	\$1200	\$1600
35	04/20/2014	3208n	EEE	GB Haddock West	100	400	Money for fish	NA	\$400	\$1600
40	4/22/2014	3222n	BBB	Redfish	100	100	Money for fish	NA	\$600	\$600
40	4/22/2014	3214n	BBB	Pollock	200	200	Money for fish	NA	\$1300	\$1300

[Table 7](#) shows you the download available in SIMM that summarizes ACE transferred into your sector. Be aware that the letters in the Received By column indicate that the values in this column are not real and are used for example purposes only. Pounds are displayed in live pounds. For multiple member IDs per transaction, be sure to break out each member ID per row, as seen in the shaded example.) If the value for **Compensation by Member** is available; report it at the member level.

Table 7: Sector XXX, FY 2013: ACE Transfers from Other Sectors (Example)

Transfer Number	Date Completed	Received By (Member ID)	Received From Sector	Stock	Transfers In by Member (lb)	Transfers In Total (lb)	Compensation Type	Commodity Description	Compensation by Member	Total Compensation
8	08/17/2013	3215n	AAA	GB Cod West	400	800	Money for fish	NA	\$1000	\$2000
8	08/17/2013	3212n	AAA	GB Cod West	300	800	Money for fish	NA	\$750	\$2000
8	08/17/2013	3205n	AAA	GB Cod West	100	800	Money for fish	NA	\$250	\$2000
14	10/19/2013	3203n	DDD	GB Haddock East	200	200	Fish for fish	NA	-	—
22	12/23/2013	3205n	FFF	GOM Haddock	800	800	Money for fish	NA	\$3200	\$3200
31	02/17/2014	3212n	AAA	GB Cod West	500	500	Money for fish	NA	\$2000	\$2000
36	03/19/2014	3223n	DDD	GB Haddock East	200	200	Fish for fish	NA	-	—
44	04/23/2014	3219n	FFF	GOM Haddock	400	800	Money for fish	NA	\$1600	\$3200
44	04/23/2014	3210n	FFF	GOM Cod	400	800	Money for fish	NA	\$1600	\$3200

[Table 8](#) shows an example of the table you create to document the allocation redistribution within your sector. Be aware that the letters in the **From** and **To** columns indicate that the values in these columns are not real and are used for example purposes only. Pounds are expressed as live pounds. For multiple member IDs per transaction, be sure to break out each member ID per row, as seen in the shaded example.) If the value for **Compensation by Member** is available; report it at the member level.

Table 8: Sector XXX, FY 2013: ACE Redistribution within Sector (Example)

Date Completed	From (Member ID)	To (Member ID)	Stock	Transfer Amount by Member (lb)	Transfer Amount total (lb)	Compensation Type	Commodity Description	Compensation by Member	Total Compensation
09/17/2013	3216n	3208n	GB Cod East	300	300	Money for fish	NA	\$1500	\$1500
10/18/2013	3216n	3203n	GB Cod West	500	500	Fish for fish	NA	—	—
11/19/2013	3209n	3203n	GOM Cod	175	400	Money for fish	NA	\$700	\$1600
11/19/2013	3209n	3207n	GOM Cod	225	400	Money for fish	NA	\$900	\$1600
12/20/2013	3211n	3212n	GB Cod West	200	200	Money for fish	NA	\$800	\$800
01/17/2014	3211n	3212n	GB Cod East	300	300	Fish for fish	NA	—	—
02/18/2014	3212n	3218n	GB Cod West	500	500	Money for fish	NA	\$2000	\$2000
03/19/2014	3206n	3222n	GOM Cod	100	100	Money for fish	NA	\$400	\$400
04/20/2014	3207n	3206n	GB Cod West	200	200	Fish for Commodity	Fuel	\$300	\$300

Appendix B: Signature Form

A signature form is provided on the following page. You must complete this form and attach it to the paper copy of the report that you submit to NMFS.



Northeast Multispecies Fishery

Sector Annual Year-End Report: Signature Form

I, the undersigned, do attest that the information contained in this annual year-end report is accurate and complete.

Fishing Year: _____

Sector Name: _____

Authorized Sector Representative Name (Print): _____

Title: _____

Authorized Signature: _____

Date: _____