



NOAA FISHERIES SERVICE

GREATER ATLANTIC
REGIONAL FISHERIES
OFFICE

Sector Report Guide

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THE HADDOCK FISHERY.

Fixing trawls on deck of Gloucester haddock schooner Mystic. (Brit. v. vol. 4, p. 207.)
From a photograph by T. W. Smith.

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Section I: Introduction

Amendment 16 to the Northeast Multispecies Fishery Management Plan completely revised the requirements governing groundfish sectors. Among these changes were new monitoring and reporting requirements for sectors. Each sector must file a report documenting the sector's fishing activities. The Sector Report allows comparison of the sector's data that with the data available to NMFS. The report must include:

- Remaining balance of Allocated Catch Entitlement (ACE) for the current fishing year
- Discards
- Compliance and enforcement issues

You file a sector report each week or, in special circumstances, you file a report daily.

Use this book to learn how to submit your sector report. For electronic file formatting information, refer to *Sector Report Guide Addendum: SIMM Upload File Specifications*.

Note: For information about SIMM download files, refer to the *SIMM User Guide*.

Sector Report Content

The reporting requirements have been split into three separate component reports. Collectively, they are referred to as the Weekly Sector Report or, more simply, the Sector Report. You upload these three reports to NMFS using the SIMM application.

(<https://www.greateratlantic.fisheries.noaa.gov/apps/login/login>) The three reports are:

- [Detail Report](#)
Provides NMFS with specific information about each fishing trip down to the stock area.
- [Trip Issue Report](#)
Provides NMFS with information about:
 - Compliance / enforcement concerns
 - Sector enforcement issues
 - Enforcement actions
 - Incident / non-compliance reports
- One of the following:
 - [Weekly ACE Status Report](#)
Provides the means for sector managers to report their ACE status calculations. This allows NMFS to cross-check totals.
 - [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.

See the following sections for definitions of the fields required for these reports. Also refer to the Sector Report Guide Addendum for the timing requirements of the Sector Report.

Detail Report

The Detail Report provides information down to the *stratum* level about each sector trip for a given week, based on the best available data at the time the sector submitted the report. See the next section, [Stratum Notes](#) for more information about strata.

- Columns: See [Table 1](#) for information on the Detail Report columns.
- Rows: Each row of your Detail Report should list trip data per stratum.

Table 1: Detail Report Fields

Column Heading	Description
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.
Sector Name	GARFO sector name as listed on SIMM.
Vessel Permit No	Vessel permit number assigned by GARFO's Vessel Permit System (VPS).
Trip ID	eVTR Trip ID or paper VTR serial number from the first page of the VTRs used on the trip.
Trip Observed	Flag indicating if trip was observed or not observed. <ul style="list-style-type: none"> • Y = observed • N = not observed
Observer Data Quality Level	Reserved for future use; leave this field blank Value = NULL
Enforcement issues	Flag indicating if trip had any enforcement issues. <ul style="list-style-type: none"> • Y = Yes • N = No If "Y", details must be documented in Trip Issue Report.
Landing Source	Code for source of landing data (landed weight of catch). Values: <ul style="list-style-type: none"> • ASU = assumed • DLR = dealer • VTR = vessel • VMS = catch report
Area Source	Code for source of area data (stock area fished and gear used). Values: <ul style="list-style-type: none"> • ASU = assumed • DLR = dealer • VTR = vessel • VMS = catch report
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 prioritized from: <ul style="list-style-type: none"> • Dealer receipt / sold to date • VTR Date Sold • Observer reported landings

Column Heading	Description
Species ITIS	The 6-digit Integrated Taxonomic Information System (ITIS) serial number for a species. ITIS codes are unique identifiers representing information for a species.
Gear Code	The 3-character standard gear code from the VTR form.
Mesh Cat	<ul style="list-style-type: none"> • "ELM" = Extra Large Mesh (equal to or greater than 8 inches) • "LM" = Large Mesh (6 to less than 8 inches) • "SM" = Small Mesh (less than 6 inches) • All other meshes are "NA" <p>ELM and LM applicable only for gillnet gear. SM generally applies to trawl gear. Consistent with discard rate strata. Obtain mesh size from the VTR. (Because the small mesh exemption requires the use of a different otter trawl strata, you will likely need to update the outputs of the detail report to account for this. To identify this strata, sectors should report "SM" in the "Mesh Cat" column when using small mesh with an otter trawl. Other sized trawls do not need to be identified, and NA can still be used.)</p>
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.
Landed Weight	Landed weight (in pounds) of stock landed. The total weight should match dealer reported landings.
Live Weight	Live weight (in whole pounds) of stock landed.
Quantity Discard	Observed or calculated live whole pounds of species discarded.
Harvested ACE	The cumulative number of live whole pounds of catch per stock caught on sector trips in current fishing year.
Date Last Changed	Date last updated (NULL if new record).
Discard Rate	The discard rate that applies for this trip. Provided to calculate discards on unobserved trips. Include 5 digits after the decimal point. (Obtain the appropriate discard rate for the trip from the SIMM Discardrate download file.)
Sector Kall	Total of <u>all</u> kept fish, excluding discards, in live pounds for the <u>entire</u> trip.

Stratum Notes

Read these notes for information about using strata when completing your Detail report.

What is a Stratum?

- A *stratum* is made up of the following fishing activity components:
 - Stock ID

Stock Area abbreviation that incorporates information such as species name and the chart area that the species is assigned to. For example, the Stock ID **CODGBW** is "Cod, Georges Bank West".
 - Gear type used
 - Mesh type used

- 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.

Using Strata

Each time one of the stratum components changes on a fishing trip (for example, a gear or a stat area change), the vessel owner/operator must complete a new VTR. This means a single fishing trip can include one or more VTRs. Look at [Table 2](#) for an example of this.

Table 2: Stratum Change – Separate VTRs (Selected Fields)

VTR #	Species	Chart Area	Gear	Mesh Ring/Size	Comments
11111111	HADD	521	GNS	NA	The stratum changes because the area fished changed from Chart Area 521 to 514. Therefore, the vessel must file separate VTRs for this trip.
22222222	HADD	514	GNS	NA	

Continuing with this example, you would record the two strata for this fishing trip as two separate rows in your Detail Report:

Table 3: Change – Separate Rows Required in Detail Report

Trip ID	Stock ID	Gear Code	Mesh Cat	Comments
11111111	HADGBW	GNS	NA	You must record the catch from these two strata in separate rows in your Detail report.
22222222	HADGM	GNS	NA	

Strata and Exemptions

If a vessel declared an exemption at the beginning of a groundfish trip, be aware of the following:

- The vessel must submit separate VTRs when it switches chart area, gear type, or mesh size. In the case of vessels using the small-mesh exemption or the redfish exemption on a trip, the vessel must have separate VTRs for the portion of the trip using the smaller mesh. A vessel can use the small-mesh exemption with most trawl gear (mobile gear) with approved modifications.
- You must create at least two rows in your Detail report for a small-mesh exemption trip: one row for the large-mesh portion of the trip, and one row for the small-mesh portion of the trip. Create other rows for other strata as appropriate.
- You must use the Discardrate download file to find out the proper discard rate to use for the stratum.

The discard rate that you insert into the Detail report for the stratum depends not only upon the Stock ID, gear, and mesh but also upon the exemption. See [Table 4](#) for an example.

Table 4: Small-Mesh Exemption and Discard Rates

Trip Taken	Trip Portion	Discard Rate
Large Mesh Trip (No Exemption)	–	Rate 1
Large Mesh Trip (With Mesh Exemption)	Large-mesh portion of trip	Rate 2
	Small-mesh portion of trip	Rate 3

- You must use the appropriate code (**SM**) in the **Mesh Cat** column of the Detail Report for the small-mesh portion.
 - Keep in mind that NMFS calculates the discards for non-allocated stocks.
 - If you have a stratum that has non-allocated stocks, you still need to list the discards that would factor into the **Sector Kall** value for the trip. For more information about how to calculate the **Sector Kall** value, see [Appendix C: Calculating Trip Kall Values for the Detail Report](#).

Table 5: Stratum Change Due to Small-Mesh Exemption – Separate Rows in Detail Report

Trip ID	Species ITIS	Stock ID	Gear Code	Mesh Cat	Live Weight	Discard	Harvest ACE	Sector Kall
33333333	164744	HADGBW	OTF	NA	1000	50	1050	1500
44444444	164791	SHAK	OTF	SM	500	–	–	1500

Trip Issue Report

The Trip Issue Report allows sectors to briefly describe to NMFS any enforcement or reporting compliance issues, violations of the sector operations plan and requirements, and general problems with monitoring or sector operations during the reporting period. Submit *one* Trip Issue Report per reporting period. If there are no issues to report, set the Enforcement Flag in the Sector Detail Report to **N**, and set the values in the Trip Issue Report to be **NULL**.

- Sectors must continue to use the online issue tracking system named JIRA (maintained by the Analysis and Program Services Division (APSD) in order to report and track data quality issues.
- Enforcement issues to report in the Trip Issue Report include, but are not limited to:
 - Monitoring refusals and a description of each occurrence
 - Violations of sector operations plans (exclusive of defined administrative provisions)
 - Violations of regulations
 - Discrepancies between observed offload fish weights and dealer-reported weights
 - Non-compliance with operational standards by vessels or dealers
 - General problems with sector operations during the reporting period

Limit the issues you identify to the sector. Do not repeat issues raised by at-sea monitors, observers, or monitoring providers; these types of issues are reported through a separate mechanism. For complete information about reporting trip issues, see the Sector Incident Report Guide at: <http://www.greateratlantic.fisheries.noaa.gov/sustainable/species/multispecies/>.

[Table 6](#) documents the Trip Issue Report field definitions.

Table 6: Trip Issue Report Fields

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

Weekly 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. See [Table 7](#). The ACE Status Report includes one row per stock (columns identified below).

Note: Lease-only sectors submit the ACE Status Report for their weekly uploads only; these sectors should not submit a Detail Report or a Trip Issue Report.

Table 7: ACE Status Report Fields

Column Heading	Description
Week Ending Date	Saturday ending the last week included in the report. This date should be the same in all rows of the report.
Sector Name	GARFO sector name as listed on SIMM.
Stock ID	Abbreviation for the Stock Area that incorporates both the species name and the area that species is assigned to. Includes Georges Bank East & West.
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.
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.
De Minimis Carryover	The amount, in live pounds, of the <i>de minimis</i> carryover for an allowable stock
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.
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.
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.
Transfers In	The cumulative number of live pounds per stock transferred into the sector for the current fishing year.
Transfers Out	The cumulative number of live pounds per stock transferred out of the sector for the current fishing year.
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.
Conversions In	The cumulative number of live pounds of stock converted into Western GB ACE from Eastern GB ACE for the current fishing year.
Conversions Out	The cumulative number of live pounds of stock converted from Eastern GB ACE into Western GB ACE for the current fishing year.
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.

Column Heading	Description
Current ACE With De Minimis Carryover	Total ACE plus or minus Total Transfers, plus the values of Conversions In and Conversions Out, including the <i>de minimis</i> carryover from the previous fishing year.
Harvested ACE	The cumulative number of live pounds of catch per stock caught on sector trips in current fishing year.
Remaining ACE With Maximum Carryover	Current ACE With Maximum Carryover minus Harvested ACE.
Remaining ACE With De Minimis Carryover	Current ACE With De Minimis Carryover minus Harvested ACE.
Percent Harvested ACE To Date With Maximum Carryover	Harvested ACE divided by Current ACE With Maximum Carryover, expressed as a percentage.
Percent Harvested ACE To Date With De Minimis Carryover	Harvested ACE divided by Current ACE With De Minimis Carryover, expressed as a percentage.

Daily ACE Status Report

The Daily ACE Status Report allows sector managers to report their ACE status calculations on a daily basis when cumulative catch for any of the sector's allocated species reaches 90% of the ACE. Once this threshold is reached, managers must submit daily reports for a stock when:

- A sector vessel returns to port after a sector trip that landed fish above that stock's threshold.
- A sector member completes a trade including the affected stock.

The Daily ACE Status Report includes one row per stock (See [Table 8](#) for columns). Unless otherwise noted, values are for the current fishing year.

Table 8: Daily ACE Status Report Fields

Column Heading	Description
Submission Date	Date the daily report is being submitted.
Sector Name	GARFO sector name as listed on SIMM.
Stock ID	Abbreviation for the Stock Area that incorporates both the species name and the area that species is assigned to. Includes Georges Bank East & West.
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.
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.
De Minimis Carryover	The amount, in live pounds, of the <i>de minimis</i> carryover for an allowable stock

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Column Heading	Description
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.
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.
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.
Transfers In	The cumulative number of live pounds per stock transferred into the sector for the current fishing year.
Transfers Out	The cumulative number of live pounds per stock transferred out of the sector for the current fishing year.
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.
Conversions In	The cumulative number of live pounds of stock converted into Western GB ACE from Eastern GB ACE for the current fishing year.
Conversions Out	The cumulative number of live pounds of stock converted from Eastern GB ACE into Western GB ACE for the current fishing year.
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.
Current ACE With De Minimis Carryover	Total ACE plus or minus Total Transfers, plus the values of Conversions In and Conversions Out, including the <i>de minimis</i> carryover from the previous fishing year.
Harvested ACE	The cumulative number of live pounds of catch per stock caught on sector trips in current fishing year.
Remaining ACE With Maximum Carryover	Current ACE With Maximum Carryover minus Harvested ACE.
Remaining ACE With De Minimis Carryover	Current ACE With De Minimis Carryover minus Harvested ACE.
Percent Harvested ACE To Date With Maximum Carryover	Harvested ACE divided by Current ACE With Maximum Carryover, expressed as a percentage.
Percent Harvested ACE To Date With De Minimis Carryover	Harvested ACE divided by Current ACE With De Minimis Carryover, expressed as a percentage.

Section II: Completing the Sector Manager Report

This section of the Sector Report Guide provides step-by-step instructions on how to produce each portion of the sector report for uploading to SIMM. The section is organized in 3 parts:

- [Part 1: Completing the Detail Report](#)
- [Part 2: Completing the Trip Issue Report](#)
- [Part 3: Completing the ACE Status Report](#)

The following sections in this part of the guide show you how to complete each of these reports.

Note: If your sector has reached an ACE threshold, see the section [Completing the ACE Status Daily Report](#).

Part 1: Completing the Detail Report

This section documents the steps to prepare the Sector Manager Detail Report.

Note: VTR data is available to sector managers directly from the vessel and through SIMM. Vessel-direct VTRs are usually timelier, whereas SIMM VTR data have undergone quality control checks. VTR data directly from a vessel may be used whenever SIMM VTR data are not yet available. There can be a delay of several weeks between the date that a vessel operator submits a paper VTR and the date that the VTR becomes available in SIMM if there are data quality issues. Therefore, sector managers should base their reports on the VTRs they receive from vessels.

Following are the principal tasks in preparing the Sector Manager Detail Report.

- [Detail Report Task A: Supply the First Set of Trip Information](#)
- [Detail Report Task B: Supply the Quantity Discard for the Trip](#)
- [Detail Report Task C: Supply the Next Set of Trip Information](#)
- [Detail Report Task D: Supply the Landed Weight for the Trip](#)
- [Detail Report Task E: Enter the Live Weight for a Trip](#)
- [Detail Report Task F: Supply the Concluding Set of Trip Information](#)

Each of the above tasks is described in the following steps. .

Note: For a list of sources to use in completing the Sector Manager Detail Report, see [Appendix A: Sources for the Sector Manager Detail Report](#).

Detail Report Task A: Supply the First Set of Trip Information

Complete Task A as follows:

- 1) Supply the **Week Ending Date** for the previous fishing week.
- 2) Supply the **Sector Name** that is in your Sector Operations Plan.
- 3) Enter the **Vessel Permit No** for a trip.

This is the vessel permit number assigned by the Northeast Regional Office's Vessel Permit System. This is available as the Vessel Permit Number in the Vessel Trip Report.
- 4) Enter one of the following as the **Trip ID**:
 - eVTR Trip ID as a 14-character string.
 - VTR serial number, found on the hardcopy VTR form, as an 8-character string.

For a multi-VTR trip, use the lowest VTR number in the sequence.
- 5) Enter the **Trip Observed** for a trip.
 - **Y** = Observed
 - **N** = Not observed
- 6) Enter the **Observer Data Quality Level** for a trip.

Reserved for future use. Value = **NULL**.

Detail Report Task B: Supply the Quantity Discard for the Trip

The discard calculations for a trip differ, depending upon whether the trip had an onboard observer or not. See the following sections to learn how to supply the **Quantity Discard**.

Complete Task B as follows:

1) Perform one of the following, depending upon the level of trip observation, for each record.

- If a trip was **fully** observed:
 - Use the amount of discard observed by the observer. This value is found in column Total Discard in the SIMM Discards table.

- If the trip was **partially** observed:

NMFS adds the sum of direct discard observations for the stock from observed hauls to the sum of the estimated stock discards for unobserved hauls. The estimated stock discards for unobserved hauls are based on the observed hauls.

To apply a partially-observed trip value:

- Use the appropriate value found in the column Total Discard in the SIMM Discards table.
- If the trip was **not** observed:

For each stratum within a trip, compute the discards as follows:

- Find the value found in column Discard Rate in the SIMM Discard Rate table. You will use this discard ratio value in the following step.
- Compute the stratum-specific discard amount.

$$D = \text{Discard Rate} * K_{all}$$

For detailed information about computing discards, see [Appendix B: Computing Discards for the Sector Detail Report](#) in this guide.

Note: The discard rate changes throughout the fishing year based on a series of date ranges. This is because the discard rate is based on the number of observed trips that have occurred during the fishing year. As well as applying the current discard rate to each trip that occurred during the week, you should also apply the current discard rate to all trips that have already occurred in the fishing year.

- If the trip was observed, **but** observer data are missing:

Use the method described in the previous bullet section (the trip was not observed). Update the value in the Quantity Discards column in your report when the observer data become available.

Detail Report Task C: Supply the Next Set of Trip Information

Complete Task C as follows:

1) Enter the **Enforcement Issues** value for this trip. Values are:

- **Y** = Yes
- **N** = No

If you set the Enforcement Issues flag to **Y**, you must document the relevant issue or issues in the Trip Issue report.

2) Supply one of the following as the **Landing Source** value:

- **ASU** (assumed)
- **DLR** (dealer)
- **VTR** (vessel)
- **VMS** (VMS catch report)

The Landing Source is the source of the data for the landed weight of the catch for this trip.

3) Supply one of the following as the **Area Source** value:

- **ASU** (assumed)
- **VTR** (vessel)
- **VMS** (VMS catch report)

The Area Source is the source of the data for the Stat Area fished for this trip.

4) Supply the **Date Sold** for this trip.

This is the date of the first sale of a sector trip's catch to a seafood dealer. In the following order of preference, take this value from one of the following:

- Dealer receipt/sold to date (Date Sold field of the Dealer table in SIMM).
- VTR date sold (Date Sold field of the Vessel Trip Report).
- Observer-reported landing date (Date Landed field of the Observer table in SIMM). Index into these tables using the VTR Serial Number.

Detail Report Task D: Supply the Landed Weight for the Trip

You must supply the value in the **Landed Weight** field of the total catch for your stratum during the reporting period.

Note: Since a vessel generates information about areas fished and gears used, and the dealer has the best data available for weight by species, the best data set includes both VTR and dealer data.

What Kinds of Catch Are Included In Landed Weight?

Landed weight must include all kept fish, including:

- Fish sold to a seafood dealer
- Fish seized for violations
- Fish sold/used for bait
- Fish intended for future sale
- Sub-legal fish for research
- Legal-sized fish for research
- Legal-sized unmarketable fish (LUMF)
- Fish kept for home consumption

You must include all kept fish in each landed weight total.

How Do I Put Landed Weight into My Report?

For each species, you must determine the total dealer weight of fish caught by stratum (stock area, gear, mesh) as a portion of the total amount of that same species that was caught on the trip, according to the VTR.

Landed weight is available from the following sources:

- Dealer download file in SIMM
- Dealer weighout slip

The Dealer download file in SIMM contains both landed and live weight data. See [Dealer Codes](#) for information about how to indicate all of the above categories as part of your landed weight values. Live weight is described in detail later in [Detail Report Task E: Enter the Live Weight for a Trip](#).

Example: Determining Landed Weight

Complete Task D using the following example as a model. Suppose you need to compute for Trip ID 00000000 the live weight of the following stratum

- Stock area CODGBW
- Gear OHS
- Mesh 1.8

To do this:

- a) Get all the cod values from the VTR or eVTR (this example uses a VTR).

The parts of the VTR that contain the numbers you need are shown in [Table 9](#):

Table 9: VTR Data (for Landed Weight Example)

Trip ID	Gear Code	Mesh Size	Mesh Category (Derived)	Chart Area	Species Code	Stock ID (Derived)	Kept	Dealer Permit Number
00000000	OHS	1.8	NA	514	COD	CODGMSS	700	11111
00000000	OTF	6.5	NA	514	FLBB	FLWGMSS	15	11111
00000000	OHS	6.5	NA	614	COD	CODGBW	225	11111
00000000	OHS	1.8	NA	614	COD	CODGBW	800	11111
00000000	OHS	1.8	NA	614	COD	CODGBW	10	99998
00000000	OHS	1.8	NA	614	COD	CODGBW	20	2

The **yellow** highlighting shows the numbers for the stratum you want. The **aqua** highlighting shows the rest of the cod values for this trip. All the cod values from the trip are represented on the VTR. Mesh Category is derived using the gear code and mesh size. Stock ID (the stock area) is derived from the chart area and species code.

- b) Find out how much cod in this stratum was caught on the trip.

In this example, 830 pounds of fish were caught in the stratum: Stock area CODGBW, Gear OHS, and Mesh 1.8. In this stratum, 800 pounds of cod were sold to a dealer, 10 pounds of cod were kept for home consumption (Dealer ID 99998 = home consumption), and 20 pounds of cod were kept for bait (Dealer ID 2 = bait). See [Dealer Codes](#) for more information about entering landed weight for catch not for dealer sale such as bait and home consumption.

- c) Find out how much cod not in this stratum was caught on the trip.

In this example, 700 and 225 pounds of cod were also caught in other stock areas or using other gear. The catch included 15 pounds of flounder, but since you are calculating landed weight for cod, don't use the flounder value for this calculation.

- d) Calculate the portion of cod in this stratum against all cod caught on this trip:

CODGBW / OHS / 1.8

----- = PORTION COD

ALL COD

800 + 10 + 20

----- = 0.47293447

800 + 10 + 20 + 700 + 225

where:

CODGBW / OHS / 1.8 is the estimated hail weight of cod caught from stock CODGBW using gear OHS (Mesh 1.8) as sold to various dealers as well as fish not sold to dealers.

ALL COD is the sum of weights taken over all other areas and gear for a given species on a trip; in this case, cod.

PORTION COD is the portion of cod from this stratum against all cod caught on the trip.

Duplicate Records

Catch from the same trip may be sold to multiple dealers, or there may be multiple sales from the same vessel to the same dealer. This may result in duplicate records. In order to avoid this, sum up those records with the same VTR serial number and the same Stock ID to the same dealer and collapse those records into a single row in your report.

For example, suppose that a vessel owner has made the following sales using a single VTR serial number combination:

- Dealer A
 - 500 lbs cod
 - 600 lbs summer flounder
- Dealer B
 - 750 lbs of cod
 - 200 lbs summer flounder
 - 100 lbs of cod

Therefore, the totals are

- $500+750+100 = 1350$ lbs cod
- $600+200 = 800$ lbs summer flounder

Record these weights in your report as 1350 lbs cod and 800 lbs summer flounder, just as if there had been a single sale to a single dealer.

Dealer Codes

To record landed weight for sale to the dealer, enter the NMFS Greater Atlantic Region permit number assigned to each dealer purchasing the catch. However, if any portion of the catch of a species is not sold to a Federally-permitted dealer, enter the appropriate dealer code listed in [Table 10](#).

Table 10: Dealer Codes

Dealer Code	Meaning
1	Seized for violations
2	Sold to another vessel for bait or retained for bait
4	Retained for future sale
5	Sold to a non-Federal dealer (non-Federally regulated species only)
6	Sub-legal catch landed for research
7	Legal catch landed for research (EFP tripes only)
8	Landed, unmarketable fish (LUMF)
99998	Home Consumption

Detail Report Task E: Enter the Live Weight for a Trip

Your Detail Report must include, in the **Live Weight** field, the total catch for your sector during the reporting period when dealer data are available.

Note: Since a vessel generates information about areas fished and gears used, and the dealer has the best data available for weight by species, the best data set includes both VTR and dealer data.

Live weight is the landed or hail weight multiplied by a conversion factor specific to that species and disposition when known. (You'll see how the conversion factor is used later in this section.) The conversion factor compensates for the weight that fish lose from the time they are caught until the time they are weighed.

Complete Task E as follows:

- a) Get the live weight of the relevant species caught on the trip from the dealer data in the SIMM Downloads page.

Landed weight requires a conversion whereas live weight does not. [Table 11](#) excerpts the values, continuing the example from the previous section, [Detail Report Task D: Supply the Landed Weight for the Trip](#).

Table 11: Dealer Data (for Live Weight Example)

VTR Serial Number	Market Category Code	Grade Code	Species Name	Landed Weight	Live Weight
00000000	LG	23	COD	800	936
00000000	MK	23	COD	700	819
00000000	MK	23	COD	225	263
00000000	LM	1	FLOUNDER WINTER	15	15

Things to Keep in Mind:

- Dealer data are sometimes unavailable because a dealer report has not yet been submitted, or because fish have not been sold to a dealer, as in the case of bait or home consumption. (See the section [Dealer Codes](#) for a complete list of dealer codes for catch not sold to a Federal dealer.)
- Live weight can be computed from landed weight by multiplying the landed weight by the landed-weight-to-live conversion factor. Each species has a conversion factor. [Table 12](#) shows an excerpt of the complete list of landed-to-live weight conversion factors. The full list is provided in the SIMM Downloads.

- When dealer data are not available, you may convert the landed weight to live weight. Making the conversion is optional; NMFS does not require that such conversions are made (except in the case of home consumption of groundfish).
- All groundfish kept for home consumption (as reported on the VTR) is considered to be fillets or parts, and is therefore multiplied by 3, consistent with §648.83(b)(1). For example, for cod, the conversion factor is 1.17, unless fish are kept for home consumption, then the factor is 3:1.

Table 12: Conversion Factors for Landed-to-Live Weight (Excerpt)

SPPCODE	SPPNAME	NESPP3 Code	Conversion Factor
CLSUB	"CLAM, SURF/BUSHEL"	769	5.24
COBIA	COBIA	057	1
COD	COD	081	1.17
CRB	"CRAB, BLUE"	700	1
CRBB	"CRAB, BLUE/BUSHEL"	700	1

b) Calculate the final live weight total for this stratum:

$$[\text{LIVE LBS COD SALE} + \text{HOME CONSUMPTION} + \text{BAIT}] * \text{PORTION COD} = \text{LIVE LBS STRATUM}$$

$$[(936 + 819 + 263) + (3 * 10) + (20 * 1.17)] * 0.47293447 = 979.6365$$

where:

LIVE LBS COD SALE is the live weight for the sale, as shown in the dealer data.

HOME CONSUMPTION is the hail weight of the 10 pounds of home consumption cod (for which there is no dealer data) with the conversion factor.

BAIT is the hail weight of the 20 lbs of bait cod (for which there is no dealer data) with the conversion factor.

PORTION COD is the portion of cod from this stratum against all cod caught on the trip.

LIVE LBS STRATUM is the final live weight for the stratum.

c) In the Sector Manager Detail Report, insert **LIVE LBS STRATUM** into the **Live Weight** column, and into the row having the corresponding **Trip ID**, **Species ITIS**, **Stock ID**, and **Gear Code**.

Things to Keep in Mind:

- When dealer data are not available, you must convert the landed weight of groundfish kept for home consumption to live weight. For other instances when dealer data are not available, NMFS no longer requires that you make such conversions.
- After obtaining the final live weight for the stratum, round up or down to the nearest whole pound. (Less than 0.5 pounds, round down; 0.5 pounds or above, round up.)
- In this example, the landed-to-live weight conversion rate for cod was used for the 20 pounds of bait for which the dealer had no record. However, the conversion factor for home consumption is 3, so the 10 pounds of cod for home consumption was multiplied by 3 instead of the landed-to-live weight conversion factor for cod.
- Whenever SIMM dealer data are not available, you can use the landed-to-live weight conversion factors for all fish except groundfish landed for home consumption. Find the complete list of factors in SIMM.
- If you don't have timely dealer data and you choose to use the landed-to-live weight conversion rate table, update LIVE LBS STRATUM as soon as the dealer data become available.
- There may be multiple grades and market codes for a single species in a catch. These grades and codes determine the proper conversion factor.

Special Considerations with Conversion Factors

There are several conversion situations that you should be aware of. These include:

- Skate — There are two categories of species code on the VTR for skate. The code for skate wings ends in a “W” and the code for whole skate does not. Be sure to use the appropriate conversion factor.
- Monkfish — There are several categories of species code on the VTR for monkfish. The code for whole monkfish does not end in a “T”. Be sure to use the appropriate conversion factor.
 - For monkfish with a species code of MONKL or MONKH, use a conversion factor of “0”.
- Legal-sized unmarketable fish (LUMF) — Conversion factor for LUMF is “1”.
- Home Consumption — For the purposes of accounting for all catch by sector vessels as specified at §648.87(b)(1)(v), the weight of all fillets and parts of groundfish, other than whole-gutted or gilled fish, reported for at-home consumption shall be multiplied by a factor of 3.

Detail Report Task F: Supply the Concluding Set of Trip Information

Complete Task F as follows:

- a) Enter the **Species ITIS** for a trip.

In the following order of preference, take this value from the following sources:

- Species ITIS column in the Dealer download file in SIMM.
- Vessel Trip Report

- b) Enter the **Gear Code** for a trip.

Enter the gear code from the Gear Code field in the Vessel Trip Report. See www.greateratlantic.fisheries.noaa.gov/aps/evtr/doc/evtr_gear_codes_current.xls for the complete list of codes.

- c) Enter the **Mesh Cat** for a trip.

Enter the mesh category from the Mesh field in the VTR.

Note: For all gear, a change in gear requires a new VTR. The gillnet averaging applies to gill net strings containing multiple mesh sizes.

- **ELM** = Extra Large Mesh (equal to or greater than 8 inches),
- **LM** = Large Mesh (6 to less than 8 inches). Consistent with discard rate strata.
- **SM** = Small Mesh (less than 6 inches)
- **NA** = All other meshes

Special Note: A vessel can use the small-mesh exemption with most trawl gear (mobile gear) with approved modifications. Refer to the section [Strata and Exemptions](#).

- d) Enter the **Stock ID** for a Trip by doing the following:

- i) On the VTR, find and note the value in the **Chart Area** field. Chart Area is the statistical area (Stat Area).
- ii) Refer to the Species-to-Stock Area Values download file in SIMM.
- iii) In the **Stat Area** column find the same value that was entered in the Chart Area field in the VTR.
- iv) Index the value in the **Stat Area** column to the corresponding value in the **Stock Area** column.
- v) Enter the Stock Area value into the Stock ID record in the Detail Report.

You must enter all stocks per trip even if you did not fish in a particular area for the trip. For stocks not fished, enter a zero.

- e) Compute the **Harvested ACE** for the trip

- i) Add **Live Weight** and **Quantity Discard**, described earlier in this procedure.

- f) Enter the **Date Last Changed** for a trip.

This is the date on which the trip data were last updated.

- g) Enter the **Discard Rate** that applies for this trip.

Available from the Discardrate download file. Include 5 digits after the decimal point.

- h) Enter the **Sector Kall** for this trip.

Total all kept fish, excluding discards, in live pounds for the entire trip. See [Appendix C: Calculating Trip Kall Values for the Detail Report](#) for more information.

Part 2: Completing the Trip Issue Report

The Trip Issue report provides information about sector trips for a given week that have enforcement, data, or other issues. The sector manager submits one Trip Issue report per week. If there are no issues to report, the Enforcement Flag is 'N' in the Detail report and the subsequent records are NULL values.

- 1) Enter the **Week Ending Date**.

The Week Ending Date is the Saturday ending the last week included in the report. This date should be the same in all rows of the report.

- 2) Enter the **Sector Name**.

This is the name of the sector as recorded in the Sector Operations Plan.

- 3) Enter the proper value in the **Vessel Permit No** field.

This is the vessel permit number assigned by the Northeast Regional Office's Vessel Permit System. This is available as the Vessel Permit Number in the Vessel Trip Report table in SIMM.

- 4) Enter one of the following as the **Trip ID**:

- Enter the eVTR Trip ID as a 14-character string.
- Enter the paper VTR Serial Number as an 8-character string.

Use the VTR serial number, found in the upper-right corner of the form, from the hardcopy VTR.

- 5) Enter a value in the **Enforcement Issues** field (if you have supplied a value of **Y** in the **Enforcement Issues** field in the Detail report).

Include a text description about the nature of any or all enforcement issues that arose during the week.

- 6) Enter any **Discrepancies** of note.

Include a text description about any discrepancies between reported and actual totals or trips. For example, document any discrepancies between dealers and offloads.

- 7) Enter any other issues.

Any other issues that NMFS personnel should be aware of in assessing sector operations.

Part 3: Completing the ACE Status Report

The ACE Status Report allows sector managers to report their ACE status calculations. Each report should be labeled according to the date on which the fishing week ends and the sector name. (You submit the ACE Status Report on a weekly basis unless you are near any ACE limits; if this is the case, you must submit an ACE Status Daily Report. See [Completing the ACE Status Daily Report](#) for details.)

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.

- 1) Enter the **Week Ending Date** that applies to this report.
- 2) Enter the **Sector Name** for this report.
- 3) Enter each **Stock ID**.

For each Stock ID, enter a row in the Sector Manager ACE Status Report. Fill this column with the corresponding Stock IDs. You must enter all stocks even if you did not fish in a particular area. For stocks not fished, enter a zero.

- 4) Enter the **Initial Allocated ACE** for each Stock ID.

Note: This value is the total number of (live) pounds of this stock allocated to the sector for all renewed permits in the current fishing year.

- 5) Enter the **Maximum Carryover** for each Stock ID where applicable.
This value is 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.
- 6) Enter the **De Minimis Carryover** for each Stock ID where applicable.
This value is the amount, in live pounds, of the *de minimis* carryover for an allowable stock.
- 7) Enter the **In-Season ACE Adjustment** for each Stock ID where applicable.
This value is the adjusted amount, in live pounds, applied to the **Initial Allocated ACE** of a stock allocated to a sector in season for all renewed permits.
- 8) Enter the **Total ACE With Maximum Carryover** for each Stock ID.
This value is the total number of live pounds of this stock initially allocated to the sector including **Maximum Carryover** and **In-Season ACE Adjustment**.
- 9) Enter the **Total ACE With De Minimis Carryover** for each Stock ID.
This value is the total number of live pounds of this stock initially allocated to the sector including **De Minimis Carryover** and **In-Season ACE Adjustment**.
- 10) Enter the cumulative **Transfers In** for each Stock ID.
This value is the cumulative number of live pounds per stock transferred into the sector for the current fishing year.

- 11) Enter the cumulative **Transfers Out** for each Stock ID.
This value is the cumulative number of live pounds per stock transferred out of the sector for the current fishing year.
- 12) Enter the sum of the **Total Transfers** by Stock ID.
This value is the sum of the **Transfers In** and **Transfers Out** columns, in live pounds, per stock transferred by the sector for the current fishing year.
- 13) Enter the **Conversions In** for each Stock ID (if applicable).
This value is the cumulative number of live pounds of this stock *converted into* Western GB ACE from Eastern GB ACE for the current fishing year. For non-applicable stocks, supply a value of zero.
- 14) Enter the **Conversions Out** for the Stock ID (if applicable).
This value is the cumulative number of live pounds of stock *converted from* Eastern GB ACE into Western GB ACE for the current fishing year. For non-applicable stocks, supply a value of zero.
- 15) Enter the **Current ACE With Maximum Carryover** for each Stock ID.
This value equals the **Total ACE** plus or minus **Total Transfers**, including **Maximum Carryover** from the previous fishing year.
- 16) Enter the **Current ACE With De Minimis Carryover** for each Stock ID.
This value equals the **Total ACE** plus or minus **Total Transfers**, including **De Minimis Carryover** from the previous fishing year.
- 17) Enter the **Harvested ACE** for each Stock ID.
For each row (i.e. Stock ID) in the ACE Status Report, sum all the **Harvested ACE** values over all rows with corresponding Stock ID in the Detail Report table, over all Detail Reports since the start of the year. Enter that sum.
- 18) Enter the **Remaining ACE With Maximum Carryover** for each Stock ID.
This value is **Current ACE With Maximum Carryover** minus **Harvested ACE**.
- 19) Enter the **Remaining ACE With Maximum Carryover** for each Stock ID.
This value is **Current ACE With Maximum Carryover** minus **Harvested ACE**.
- 20) Enter the **Percent Harvested ACE To Date With Maximum Carryover** for each Stock ID.
This value is **Harvested ACE** divided by **Current ACE With Maximum Carryover** expressed as a percentage.
- 21) Enter the **Percent Harvested ACE To Date With De Minimis Carryover** for each Stock ID.
This value is **Harvested ACE** divided by **Current ACE With De Minimis Carryover** expressed as a percentage.

Completing the ACE Status Daily Report

A sector must increase the reporting frequency for its ACE Status Report from weekly to daily when 90% of any of that sector's ACEs is reached. The Sector Manager, or a designated representative, must notify NMFS immediately by email or postal mail if the threshold that triggers daily reporting has been reached. During the period when a sector has reached or exceeded 90% of any of its ACEs, a daily ACE Status Report must be submitted only on a day when a member vessel lands, or when the sector engages in an ACE transfer of a stock that is exceeding the 90% threshold.

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.

To complete the ACE Status Daily Report:

- 1) Enter the **Submission Date** that applies to this daily report.
- 2) Enter the **Sector Name** for this report.
- 3) Enter each **Stock ID**.

For each Stock ID, enter a row in the Sector Manager ACE Status Report. Fill this column with the corresponding Stock IDs. You must enter all stocks even if you did not fish in a particular area. For stocks not fished, enter a zero.

- 4) Enter the **Initial Allocated ACE** for each Stock ID.

Note: This value is the total number of (live) pounds of this stock allocated to the sector for all renewed permits in the current fishing year.

- 5) Enter the **Maximum Carryover** for each Stock ID where applicable.
This value is 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.
- 6) Enter the **De Minimis Carryover** for each Stock ID where applicable.
This value is the amount, in live pounds, of the *de minimis* carryover for an allowable stock.
- 7) Enter the **In-Season ACE Adjustment** for each Stock ID where applicable.
This value is the adjusted amount, in live pounds, applied to the **Initial Allocated ACE** of a stock allocated to a sector in season for all renewed permits.
- 8) Enter the **Total ACE With Maximum Carryover** for each Stock ID.
This value is the total number of live pounds of this stock initially allocated to the sector including **Maximum Carryover** and **In-Season ACE Adjustment**.
- 9) Enter the **Total ACE With De Minimis Carryover** for each Stock ID.
This value is the total number of live pounds of this stock initially allocated to the sector including **De Minimis Carryover** and **In-Season ACE Adjustment**.

- 10) Enter the cumulative **Transfers In** for each Stock ID.
This value is the cumulative number of live pounds per stock transferred into the sector for the current fishing year.
- 11) Enter the cumulative **Transfers Out** for each Stock ID.
This value is the cumulative number of live pounds per stock transferred out of the sector for the current fishing year.
- 12) Enter the sum of the **Total Transfers** by Stock ID.
This value is the sum of the **Transfers In** and **Transfers Out** columns, in live pounds, per stock transferred by the sector for the current fishing year.
- 13) Enter the **Conversions In** for each Stock ID (if applicable).
This value is the cumulative number of live pounds of this stock *converted into* Western GB ACE from Eastern GB ACE for the current fishing year. For non-applicable stocks, supply a value of zero.
- 14) Enter the **Conversions Out** for the Stock ID (if applicable).
This value is the cumulative number of live pounds of stock *converted from* Eastern GB ACE into Western GB ACE for the current fishing year. For non-applicable stocks, supply a value of zero.
- 15) Enter the **Current ACE With Maximum Carryover** for each Stock ID.
This value equals the **Total ACE** plus or minus **Total Transfers**, including **Maximum Carryover** from the previous fishing year.
- 16) Enter the **Current ACE With De Minimis Carryover** for each Stock ID.
This value equals the **Total ACE** plus or minus **Total Transfers**, including **De Minimis Carryover** from the previous fishing year.
- 17) Enter the **Harvested ACE** for each Stock ID.
For each row (i.e. Stock ID) in the ACE Status Report, sum all the **Harvested ACE** values over all rows with corresponding Stock ID in the Detail Report table, over all Detail Reports since the start of the year. Enter that sum.
- 18) Enter the **Remaining ACE With Maximum Carryover** for each Stock ID.
This value is **Current ACE With Maximum Carryover** minus **Harvested ACE**.
- 19) Enter the **Remaining ACE With Maximum Carryover** for each Stock ID.
This value is **Current ACE With Maximum Carryover** minus **Harvested ACE**.
- 20) Enter the **Percent Harvested ACE To Date With Maximum Carryover** for each Stock ID.
This value is **Harvested ACE** divided by **Current ACE With Maximum Carryover** expressed as a percentage.
- 21) Enter the **Percent Harvested ACE To Date With De Minimis Carryover** for each Stock ID.
This value is **Harvested ACE** divided by **Current ACE With De Minimis Carryover** expressed as a percentage.

ACE Status Daily Report Guidelines

The following are guidelines for submitting ACE Status daily reports:

- Sector managers are required to submit an ACE Status daily report only for those stocks that have reached the “90%” threshold.
- Once your sector has reached the threshold, you are required to submit an ACE Status daily report:
 - When any vessel in your sector returns to port following a sector trip in the affected stock area
 - or*
 - When the sector completes a trade including the affected stock.

You are not required to submit an ACE Status daily report if your sector has not fished in the affected stock area and has not completed trades involving the affected stock.

- If two sector trips in the affected stock area land on the same day, you would submit one ACE Status daily report that incorporates both trips. If the two sector trips land on different days, you would submit two separate daily reports, one each time a trip has landed.
- Prepare the daily ACE Status report as described in the section Sector Manager Daily ACE Status Report. The Detail Trip report, the Trip Issue report, and the full ACE Status report are to be completed and submitted on a weekly basis.

Sector managers may stop submitting daily ACE Status reports for the 90% threshold when:

- You obtain sufficient ACE for the affected stock so that catch falls below the threshold.
- Your updated data indicate that the affected stock landings have fallen below the 90% level.

Sector managers are in charge of ensuring that ACEs for groundfish stocks are not exceeded.

Section III: Submitting the Sector Manager Report

Once your sector manager report has been compiled, you submit the report as follows:

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

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.

- 1) Log in to SIMM with your valid SIMM login and password.
<https://www.greateratlantic.fisheries.noaa.gov/apps/login/login>
- 2) Indicate to SIMM the proper sector, as appropriate.
- 3) Click **Uploads**.
- 4) Click **Weekly Reporting** or **Daily ACE Status Reporting**, as appropriate.
Sectors must submit their reports weekly. In addition, if cumulative catch for any of its allocated stocks reaches 90% of the sector's ACE for that stock, sector managers must prepare and submit a daily ACE Status report.
- 5) Choose the specific report to upload to GARFO.
- 6) Click **Submit Report**.

For more information about this process, refer to the *SIMM User Guide*.

Note: Lease-only sectors submit the ACE Status Report for their weekly uploads only; these sectors should not submit a Detail Report or a Trip Issue Report.

Section IV: Appendixes

This section provides useful reference material for your sector reporting operations, including:

- [Appendix A: Sources for the Sector Manager Detail Report](#)
- [Appendix B: Computing Discards for the Sector Detail Report](#)
- [Appendix C: Calculating Trip Kall Values for the Detail Report](#)

Appendix A: Sources for the Sector Manager Detail Report

[Table 13](#) provides a list of data sources for the Sector Manager Detail Report.

How to Use the Data Sources Table

The first column, **Sector Manager Detail Report**, in [Table 13](#) lists in order the column headings in your Detail Report: Week Ending Date, Sector Name, Vessel Permit No., and so forth. The other columns in [Table 13](#), under the heading **Sources**, show you the sources where you can get the data to complete each record (row) of your report.

Each row of your report will contain a record of each stratum (species, area, gear). For Stratum X, for example, [Table 13](#) shows you that you can find the Date Sold information for that catch in the dealer report, the VTR, the SIMM VTR download file, or the SIMM Observer download file.

For instructions on completing the Sector Manager Report, start with the section [Part 1: Completing the Detail Report](#) in this guide.

Table 13: Data Sources for the Detail Report

Sector Manager Detail Report	Sources				
	Hardcopy VTR	SIMM VTR Download	SIMM Dealer Download	Sector Manager	Other
Week Ending Date	—	—	—	Supplies date; derived from Date Landed data	—
Sector Name	—	—	—	Supplies name as displayed in SIMM	—
Vessel Permit Number	Paper VTR— Vessel Permit Number — Field 3	Vessel Permit Number	Vessel Permit Number	—	SIMM Observer; VMS Catch
Trip ID	Paper VTR Serial number (8 integers) in upper right-hand corner	Trip ID	—	—	VTR, eVTR, AMS; VMS Catch
Trip Observed	—	—	—	—	SIMM Observer, Trips with Observers downloads
Observer Data Quality Level	NULL	Reserved for future use. Value = NULL.	NULL	NULL	NULL

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Sector Manager Detail Report	Sources				
	Hardcopy VTR	SIMM VTR Download	SIMM Dealer Download	Sector Manager	Other
Enforcement Issues	—	—	—	Sets flag in Trip Issue Report based on information from sector.	—
Landing Source	—	—	—	Supplies one: <ul style="list-style-type: none"> • ASU(assumed) • DLR (dealer) • VTR • VMS 	—
Area Source	—	—	—	Supplies one: <ul style="list-style-type: none"> • ASU(assumed) • VTR • VMS 	—
Date Sold	Paper VTR Field 22 — Date Sold	Date Sold	Date Sold	—	Observer-reported Date Landed in the Observer table in SIMM
Species ITIS	Paper VTR Field 17 — Species Code Name	Species ITIS	Species ITIS	—	SIMM Observer; VMS Catch (Species Kept)
Gear Code	Paper VTR Field 7 — Gear Fished (alpha code)	Gear Code	—	—	—
Mesh Cat	Paper VTR Field 8 — Mesh/Ring Size (derived from list codes)	Mesh Category	—	—	SIMM Observer
Stock ID	Paper VTR Field 13 — Chart Area (derived from stat area)	Area (Statistical Area)	—	Performs computation – see procedure in this document.	SIMM Observer; VMS Catch (Stat Area)
Landed Weight	Paper VTR Field 18 — Kept Pounds	Quantity Kept	Landed Weight	—	VMS Catch (Pounds Kept)
Live Weight	—	—	Live Weight	Applies landed-to-live conversion factor.	NMFS conversion factor

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Sector Manager Detail Report	Sources				
	Hardcopy VTR	SIMM VTR Download	SIMM Dealer Download	Sector Manager	Other
Quantity Discard	Paper VTR Field 19 — Discarded	Quantity Discard	—	Provides the discards for 100% observed trips or applies the discard rate process for partially-observed and unobserved trips.	SIMM Observer; SIMM Discards; SIMM Discard Rates
Harvested ACE	—	—	—	Sums landed/kept totals and discard totals with certain exclusions.	—
Date Last Changed	—	—	—	Supplies most recent date this report was changed.	—
Discard Rate	—	Discardrate	—	Supplies the discard rate that applies to this trip. Include 5 digits after the decimal point.	—
Sector Kall	—	—	—	Sums the total of <u>all</u> kept fish, excluding discards, in live pounds for the <u>entire</u> trip.	—

Appendix B: Computing Discards for the Sector Detail Report

You need reliable information about the total groundfish catch, landings, and discards in order to make sure that your sector stays within its individual ACEs. To do this, you need to estimate discards for unobserved trips.

Species play a critical role in the calculation of discards. Depending on the circumstances, a species can be a discard species, a K_{all} species, both, or neither. See the next section for more information.

Example: Using the Discard Algorithm

To estimate discards, you need to use the discard algorithm. This section uses a fishing trip example to show you how to do this.

In the following example, an unobserved fishing trip has returned the following data:

- Species caught: Haddock, cod, and dogfish
- Statistical areas fished: 522 and 561
- Gear used: OHS and OTF
- Mesh category: not applicable (NA) for both gear types in the example. If mesh category were applicable, it could generate additional strata.

IMPORTANT: Remember that *all* groundfish species in a stock area are discard species. This means you must calculate discards for all groundfish species in each stock area fished.

Calculating Discards for Unobserved Trips

To calculate the discards from this unobserved trip, perform the following steps:

1) Identify the strata.

Remember that a stratum is a category that comprises three key items of information from the trip:

- Stock area (obtained from the Statistical Area from the VTR)
- Gear
- Mesh

If *any* of these three items changes on a trip, that change creates a new stratum, and the vessel owner/operator must complete a new VTR.

Also, be aware that that different species may generate different sets of stratum. The stratum may change for each discard species, so repeat this process for each discard species.

For this example, the VTR data for this trip is shown in [Table 1](#). There are three stratum, so there are three VTRs. Pounds are in round numbers for easier recognition.

Table 14: VTR Data

VTRSN (as Trip ID)	Gear	Statistical Area (from VTR)	Mesh Category	Species	Kept (lb)
11111111	OTF	522	NA	Cod	100
				Haddock	200
				Dogfish	300
11111112	OHS	522	NA	Cod	500
				Haddock	400
11111113	OHS	561	NA	Dogfish	1000

See [Table 15](#) for the two discard species used in this example. Notice that the strata breakdown is different for the two species.

Table 15: Sub-trips for Two of the Nine Discard Species

Discard Species		Stock ID	Gear/Mesh
Cod	Cod 1	Georges Bank West	OTF / NA
	Cod 2	Georges Bank West	OHS / NA
	Cod 3	Georges Bank East	OHS / NA
Yellowtail	YT 1	Georges Bank	OTF / NA
	YT 2	Georges Bank	OHS / NA

2) Calculate the portion for each stratum / K_{all} species combination.

Portion =

VTR kept weight for this K_{all} species caught in this stratum

Divided By:

Kept weight for this K_{all} species for the entire trip

This results in the portions shown in [Table 16](#).

Table 16: Sub-trips with Portions (Two of Nine Discard Species Shown as Examples)

Discard Species	Stratum	Stock ID	Gear /Mesh	Kall-Species	Psi
Cod	Cod 1	Georges Bank West	OTF / NA	Cod	$100/(100+500+0) = .1667$
				Haddock	$200/(200+400+0) = .3333$
				Dogfish	$300/(300+0+1000) = .230$
	Cod 2	Georges Bank West	OHS / NA	Cod	$500/(100+500+0) = .8333$
				Haddock	$400/(200+400+0) = .6667$
				Dogfish	$0/(300+0+1000) = 0$
	Cod 3	Georges Bank East	OHS / NA	Cod	$0/(100+500+0) = 0$
				Haddock	$0/(200+400+0) = 0$
				Dogfish	$1000/(300+0+1000) = .7692$
Yellowtail	YT 1	Georges Bank	OTF / NA	Cod	$100/(100+500) = .1667$
				Haddock	$200/(200+400) = .3333$
				Dogfish	$300/(300+1000) = .2308$
	YT 2	Georges Bank	OHS / NA	Cod	$500/(100+500) = .8333$
				Haddock	$400/(200+400) = .6667$
				Dogfish	$1000/(300+1000) = .7692$

3) Apportion the live weight per stratum.

Refer to the dealer data as shown in [Table 17](#).

The apportioned live weight for each stratum is then:

$$L_{si} = P_{si} * (L_s + V_s)$$

where:

L_s is the live weight for species s in the dealer database.

V_s is the weight of species s , landed but not sold, and converted to live weight (such as bait and home consumption). In this example all fish landed have been sold to a dealer.

See [Table 18](#) for the results of these calculations.

Table 17: Dealer Data

VTRSN (as Trip ID)	Species	Ls =Live Weight (lb)
11111111	Cod	750
	Haddock	550
	Dogfish	1510

Table 18: Apportioned Dealer Data

Discard Species	Stratum	Kall-Species	Psi	Lsi
Cod	Cod 1	Cod	.1667	750* .1667=125.0250
		Haddock	.3333	550* .3333=183.3150
		Dogfish	.2308	1510* .2308=348.5080
	Cod 2	Cod	.8333	750* .8333=624.9750
		Haddock	.6667	550* .6667=366.6850
		Dogfish	0	1510*0=0
	Cod 3	Cod	0	750*0=0
		Haddock	0	550*0=0
		Dogfish	.7692	1510* .7692=1161.4920
Yellowtail	YT 1	Cod	.1667	750* .1667=125.0250
		Haddock	.3333	550* .3333=183.3150
		Dogfish	.2308	1510* .2308=348.5080
	YT 2	Cod	.8333	750* .8333=624.9750
		Haddock	.6667	550* .6667=366.6850
		Dogfish	.7692	1510* .7692=1161.4920

4) Calculate the K_{all} for each stratum.Sum the apportioned live weights within each stratum. See [Table 19](#).Table 19: K_{all} Calculation

Discard Species	Stratum	Kall-Species	Lsi
Cod	Cod 1	Cod	125.0250
		Haddock	183.3150
		Dogfish	348.5080
		Kall	656.8480
	Cod 2	Cod	624.9750
		Haddock	366.6850
		Dogfish	0
		Kall	991.6600
	Cod 3	Cod	0
		Haddock	0
		Dogfish	1161.4920
		Kall	1161.4920
Yellowtail	YT 1	Cod	125.0250
		Haddock	183.3150
		Dogfish	348.5080
		Kall	656.8480
	YT 2	Cod	624.9750
		Haddock	366.6850
		Dogfish	1161.4920
		Kall	2153.1520

5) Calculate the discards for each stratum.

Multiply the K_{all} for each stratum by the discard ratio you obtain from the SIMM Discardrate download table. See [Table 20](#). The discards for Stratum i are:

$$D_i = R_i * K_{all i}$$

where:

R_i is the discard rate for Stratum i

$K_{all i}$ is the K_{all} for Stratum i

Table 20: Discards per Stratum

Discard Species	Stratum	Kall Species	Lsi and Kall	Ri=Dis.Rate	Di=Discards
Cod	Cod 1	Cod	125.0250	.01880	656.8480* .01880=12.3487
		Haddock	183.3150		
		Dogfish	348.5080		
		K_{all}	656.8480		
	Cod 2	Cod	624.9750	.01500	991.6600* .01500=14.8749
		Haddock	366.6850		
		Dogfish	0		
		K_{all}	991.6600		
	Cod 3	Cod	0	.01655	1161.4920* .01655=19.2227
		Haddock	0		
		Dogfish	1161.4920		
		K_{all}	1161.4920		
Yellowtail	YT 1	Cod	125.0250	.01722	656.8480* .01722=11.3109
		Haddock	183.3150		
		Dogfish	348.5080		
		K_{all}	656.8480		

Discard Species	Stratum	Kall Species	Lsi and Kall	Ri=Dis.Rate	Di=Discards
	YT 2	Cod	624.9750	.01112	2153.1520*.0111=23.9430
		Haddock	366.6850		
		Dogfish	1161.4920		
		Kall	2153.1520		

Additional Information about Skates

Skate species are sometimes difficult to distinguish, leading to mismatches between VTR and dealer species identification.

Skates appear in the present context as K_{all} -species. Because of frequent misidentification, skate species codes are best converted to a uniform code such as:

VTR code = SKATE

or

nespp3 = 365

prior to matching VTR to dealer species. You can do this without any loss of accuracy in the discard calculation.

Appendix C: Calculating Trip Kall Values for the Detail Report

This document provides an example of calculating the value for the **Sector K_{all}** field in the Detail report. The example includes several factors to account for in the **Sector K_{all}** value for the trip, including missing dealer data, allocated and non-allocated species, and home consumption and bait poundage.

Note: In the tables used to illustrate report contents, only relevant report columns are shown for layout purposes.

Read the sections below in sequence to learn how to arrive at the **Sector K_{all}** value.

- [Determine the Data That You Have and Don't Have](#)
- [Provide the Landed Weight for the Trip](#)
- [Get the Conversion Factors You Need](#)
- [Compute the Live Weight for the Stocks Unreported by the Dealer](#)
- [Compute the Final Live Weight for Each Stratum](#)
- [Supply Harvested ACE Total for the Trip](#)
- [Add Totals to Obtain Sector Kall for the Trip](#)

Note: In order to simplify this example, assume that this trip was fully observed and that the discard values are from the Observer report in SIMM.

Determine the Data That You Have and Don't Have

To get the trip values you require for your Detail Report:

- 1) Compare the VTR information for a trip with the available Dealer information about that trip.

One way to do this is to sort the Dealer download first by **Vessel Permit No**, then by **Date Sold**. At that point, you can cross-check the results against the VTR itself or against the VTR download file. Refer to [Table 21](#) and [Table 22](#), following, to review the Dealer and VTR data, respectively, for use in this example.

Note: The strata with allocated stocks in this example are colored for ease of reference.

Table 21: From the Dealer Download For This Trip (Not All Columns Shown)

Dealer Permit No	VTR Serial No	Date Sold	Species Code	Landed Weight	Live Weight
BBBB	00000000	6/3/2014	HADD	212	242
BBBB	99999999	6/3/2014	HADD	455	519
BBBB	00000000	6/3/2014	HAL	112	129
BBBB	00000000	6/3/2014	CUSK	37	42

Table 22: From the VTR Download for This Trip (Not All Columns Shown)

Dealer Permit No	VTR Serial No	Date Sold	Gear	Mesh Size	Chart Area	Species Code	Stock ID (Derived)	Quant Kept (Lbs)	Quant Discard (Lbs)
AAAA	11111111	6/3/2014	OTF	6.5	512	COD	CODGMSS	825	0
BBBB	00000000	6/3/2014	OTF	6.5	511	HADD	HADDGM	210	10
BBBB	99999999	6/3/2014	OHS	6.5	511	HADD	HADDGM	450	15
BBBB	00000000	6/3/2014	OTF	6.5	511	HAL	HALGMMMA	110	—
BBBB	00000000	6/3/2014	OTF	6.5	511	CUSK	—	40	—
2	00000000	6/3/2014	OTF	6.5	511	SKA	—	24	—
99998	99999999	6/3/2014	OHS	6.5	511	HADD	HADDGM	20	0

Note: Dealer Permit No. **99998** = home consumption, and Dealer Permit No. **2** = bait. See [Dealer Codes](#) for a complete list of codes to use if catch is not to be sold to a Federal dealer.

2) Determine the disposition of the information for the trip.

Comparing the Dealer and VTR information, you determine the following:

- The catch from the trip was sold to two dealers, AAAA and BBBB. Dealer AAAA has not provided a Dealer report yet. Therefore, for the weight values required on your Sector report, you must:
 - Use the **Quantity Kept** poundage on the VTR until the **Landed Weight** and **Live Weight** values on the Dealer report become available to you.
 - Perform the landed-to-live pounds conversion for the VTR weight values until Dealer AAAA provides the poundage data.
- The VTR indicates that a non-allocated groundfish species, halibut, is part of the catch.
- The VTR indicates that a non-groundfish species, cusk, is part of the catch.
- The VTR indicates that bait and home consumption, neither of which a dealer is required to report, is part of the catch.

Provide the Landed Weight for the Trip

Remember that landed weight must include all kept fish, including:

- Fish sold to a seafood dealer
- Fish seized for violations
- Fish sold/used for bait
- Fish intended for future sale
- Sub-legal fish for research
- Legal-sized fish for research
- Legal-sized unmarketable fish (LUMF)
- Fish kept for home consumption

[Table 23](#) shows the landed weights for this trip.

Table 23: Landed Weights for the Example Trip

Stratum	Stock Kept in Stratum (Lbs)
COD	825
HADDOCK (OTF)	212
HADDOCK (OHS)	475 (455 lbs caught + 20 lbs home consumption)
HALIBUT	112
CUSK	37
SKATE	24

Get the Conversion Factors You Need

Remember that you need to supply the landed-to-live weight conversion factors for the weight of the catch as listed on the VTR. When the Dealer data become available at a future time, swap out the VTR weight data for the Dealer data. (NMFS has already computed the live weight for the other species.)

Table 24: Landed-to-Live Conversion Factors for Unreported Species in this Example

SPPCODE	SPPNAME	NESPP#	Conversion Factor
COD	COD	81	1.169

Compute the Live Weight for the Stocks Unreported by the Dealer

To get the final numbers for the live (kept) weight for catch unreported by the dealer:

- Convert the VTR pounds (from the dealer who has not reported yet) from landed weight to live weight using the appropriate conversion factors in SIMM. Remember to round the number to the nearest whole number.

Table 25: Live Weights for the Trip

SPPCODE	VTR Quantity Kept Multiplied by Conversion Factor	Live Weight	Rounded Weight	Comments
COD	825 * 1.169	964.425	964	Conversion factor standard
SKATW	24 * 2.27	54.48	54	Conversion factor for skate wings
HADD	20 * 3	60	60	Conversion factor of 3 for home consumption (all stocks)

Compute the Final Live Weight for Each Stratum

In the Detail Report:

- 4) Include the **Live Weight** totals you factored from the VTR weights with your other data, noting those values that would need to be updated once the unreported dealer numbers arrive.

Table 26: Final Live Weights

Stratum	Live Weight	Additional Poundage	Final Live Weight	Comments
COD	964	—	964	Computed live weight from VTR lbs
HADDOCK (OTF)	242	—	242	Live Weight from Dealer report
HADDOCK (OHS)	519	add (20 lbs * 3 = 60 lbs) for home consumption	579	Live Weight from Dealer report plus home consumption
HALIBUT	129	—	129	Live Weight from Dealer report
CUSK	42	—	42	Live Weight from Dealer report
SKATE	54	—	54	Bait

Supply Harvested ACE Total for the Trip

In the Sector Detail Report:

- 5) Add **Live Weight** and **Quantity Discard** for each stratumstratum. Put the sum of the two values as the value in **Harvested ACE**. There is no ACE value for halibut, cusk, or skates; there are no discard values required for anything other than the 16 allocated groundfish stocks.

Table 27: Supplying the Harvested ACE

Trip ID	Date Sold	Gear	Mesh Size	Stock ID	Live Weight	Discard	Harvested ACE
ZZZZZZ	6/3/2014	OTF	6.5	CODGMSS	964	0	964
ZZZZZZ	6/3/2014	OTF	6.5	HADDGM	242	10	252
ZZZZZZ	6/3/2014	OHS	6.5	HADDGM	579	15	594
ZZZZZZ	6/3/2014	OTF	6.5	HALGMMA	129	—	—
ZZZZZZ	6/3/2014	OTF	6.5	CUSK	42	—	—
ZZZZZZ	6/3/2014	OTF	6.5	SKATW	54	—	—

Add Totals to Obtain Sector K_{all} for the Trip

After you have completed the preliminary work in the previous sections:

- 6) Total the **Live Weight** values (which reflects the Kept weight) for the entire trip to get the **Sector K_{all}** value from the trip, as in [Table 28](#):

Table 28: Sector Kall Value for the Trip

Trip ID	Stock	Kept
ZZZZZZ	CODGMSS	964
ZZZZZZ	HADDGM	242
ZZZZZZ	HADDGM	579
ZZZZZZ	HALGMMMA	129
ZZZZZZ	CUSK	42
ZZZZZZ	SKATW	54
		Sector K_{all} Total
		2010

- 7) In your Detail Report, insert the K_{all} value for the trip into each stratum, as in [Table 29](#). In other words, include the K_{all} value for the entire trip in each row.

Table 29: Adding the Sector K_{all} Value to the Detail Report

Trip ID	Date Sold	Gear	Mesh Size	Stock ID	Live Weight	Discard	Harvested ACE	Sector K_{all}
ZZZZZZ	6/3/2014	OTF	6.5	CODGMSS	964	0	964	2010
ZZZZZZ	6/3/2014	OTF	6.5	HADDGM	242	10	252	2010
ZZZZZZ	6/3/2014	OHS	6.5	HADDGM	579	15	594	2010
ZZZZZZ	6/3/2014	OTF	6.5	HALGMMMA	129	—	—	2010
ZZZZZZ	6/3/2014	OTF	6.5	CUSK	42	—	—	2010
ZZZZZZ	6/3/2014	OTF	6.5	SKATW	54	—	—	2010