

Instructions for

CHECK-IN/CHECK-OUT REPORT, SHORESIDE PROCESSOR

1. TIME LIMIT AND SUBMITTAL.

The manager of a shoreside processor or stationary floating processor (processor) must submit check-in reports and check-out reports to the Regional Administrator by FAX or transmit a data file by e-mail, modem, or satellite (specifically INMARSAT standards A, B, or C); or transmit by voluntary electronic check-in and check-out reports.

Check-in Report.

Before a processor **begins to receive** groundfish

From a catcher vessel or buying station under the groundfish program,

From an exempted or research fishery, or

From a CDQ fishery

the manager must submit a check-in report (BEGIN message).

If continually active through the end of one fishing year and at the beginning of a second fishing year, **submit a check-in to start the year on January 1.**

Check-out Report.

The **manager** must submit a check-out report (CEASE message)

Within 48 hours after the end of the applicable weekly reporting period that a processor ceases to receive or process groundfish for the fishing year,

Within 24 hours after receipt of groundfish CDQ has ceased for a CDQ group, or

Upon completion of receipt of groundfish under an exempted or research fishery,

If receipt of groundfish is expected to stop for a period of time (month(s)) during the fishing year and then start up again, may submit check-out report.

If a check-out report was not previously submitted **during a fishing year, submit by December 31, a check-out report.**

2. GENERAL INFORMATION

Original/revised Report.

If report is the first one sent for this date and reporting area, check "ORIGINAL REPORT".

If report is a correction or addition to a previously sent report for this date and reporting area, check "REVISED REPORT."

Processor Name.

Enter the name of processor, as listed on the Federal Processor Permit.

ADF&G Processor Code.

Enter State of Alaska Department of Fish & Game (ADF&G) processor code.

Federal Processor Permit Number.

Enter Federal Processor Permit number.

Representative Information.

Enter name, telephone number, and FAX number of representative.

Management Program. Circle to indicate:

CDQ. Whether this activity is under the Western Alaska Community Development Quota (CDQ) Program.; if yes, record the CDQ number. If operating under more than one CDQ number, use a separate report for each.

Research Program. Whether harvest is under a research program; if yes, record the research program number.

Exempted Fishery. Whether harvest is under an exempted fishery; if yes, record the exempted fishery number.

Check to indicate whether check-in report or check-out report.

If check-in report,

Enter date facility will begin to receive groundfish.

Check (a) to indicate that processor is checking in for the first time this fishing year.

Check (b) to indicate that processor is checking in to restart receipt and processing of groundfish after filing a check-out report.

If check-out report,

Enter date facility ceased to process groundfish.

3. FISH OR FISH PRODUCT HELD AT PLANT.

On each check-in or check-out report, enter all fish or fish products remaining at the facility on the date of the report

Enter species code, product code, and product weight, in pounds or to at least the nearest 0.001 mt (circle either pounds or 0.001 mt, as appropriate).