



**Instructions**  
**CHECK-IN/CHECK-OUT REPORT**  
**SHORESIDE PROCESSOR**

**REQUIREMENT.**

The manager of a shoreside processor or SFP must submit to NMFS a check-in report (BEGIN message) prior to becoming active and a check-out report (CEASE message) for every check-in report submitted.

The check-in report and check-out report may be submitted by

Fax to 907-586-7131, or

e-mail to [erreports.alaskafisheries@noaa.gov](mailto:erreports.alaskafisheries@noaa.gov).

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

Call: 907-586-7219

Fax: 907-586-7131

e-mail your questions: [erreports.fakr@noaa.gov](mailto:erreports.fakr@noaa.gov)

**TIME LIMITS AND SUBMITTAL**

The manager must submit a check-in report and a check-out report as follows:

To ...	Submit a BEGIN message within this time limit	Submit a CEASE message within this time limit
Begin groundfish participation	Prior to receipt of, processing of, purchase of, or arrange to purchase groundfish	
Change of fishing year	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.	If a check-out report was not previously submitted during a fishing year, submit on December 31, a check-out report.
Interruption of groundfish participation		If receipt of groundfish is expected to stop for at least one month during the fishing year and then start up again, the manager may choose to submit a check-out report.
Cease groundfish participation		Within 48 hours after the end of the applicable weekly reporting period that a shoreside processor or SFP ceases to receive, process, purchase, or arrange to purchase groundfish for the fishing year.

**REQUIRED INFORMATION.**

The manager must record the following information on a check-in report or a check-out report, as appropriate.

Required information	Check-in Report	Check-out Report
Whether an original or revised report	X	X
Processor name, ADF&G processor code, FPP number	X	X
Representative name, business telephone number, business fax number	X	X
Date (mm/dd/yy) and time (A.l.t., military format) will begin to receive groundfish	X	
Date ceased to receive or process groundfish		X
Position coordinates where receiving groundfish (if SFP)	X	
<b>If this is a check-in report</b> , indicate whether		
Checking-in for the first time this fishing year	X	
Checking-in to restart receipt and processing of groundfish after filing a check-out report	X	
<b>If this is a check-out report</b> , indicate product weight of all fish or fish products (including non-groundfish) remaining at the facility (other than public cold storage) by species code and product code. Indicate if recorded in pounds or to the nearest 0.001 mt.		X

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**PUBLIC REPORTING BURDEN STATEMENT**

Public reporting for this collection of information is estimated to average 8 minutes per response, including the time for reviewing the instructions, searching the existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Assistant Regional Administrator, Sustainable Fisheries Division, NOAA National Marine Fisheries Service, P.O. Box 21668, Juneau, AK 99802-1668.

**ADDITIONAL INFORMATION**

Before completing this form please note the following: 1) Notwithstanding any other provision of law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information, subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number; 2) This information is mandatory and is required to manage commercial fishing efforts under 50 CFR part 679 and under section 402(a) of the Magnuson-Stevens Act (16 U.S.C. 1801, *et seq.*); 3) The information collected is confidential under section 402(b) of the Magnuson-Stevens Act, as amended in 2006. They are also confidential under NOAA Administrative Order 216-100, which sets forth procedures to protect confidentiality of fishery statistics.

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