


<b>CHECK-IN/CHECK-OUT REPORT SHORESIDE PROCESSOR</b>	<input type="checkbox"/> Original Report	NOAA Fisheries National Marine Fisheries Service P.O. Box 21668 Juneau, AK 99802 Fax: 907-586-7131 Telephone: 907-586-7228	
	<input type="checkbox"/> Revised Report		

Processor Name	ADF&G Processor Code
	Federal Processor Permit Number
Representative Name	Business Telephone Number
	Business FAX Number

Check One	Check-in:	Enter date facility will begin to receive groundfish	
	Check-out:	Enter date facility ceased to receive or process groundfish	
If this is a check-in report, check (a) or (b)  <input type="checkbox"/> (a) Beginning of fishing year  <input type="checkbox"/> (b) Restart after plant check-out report		If a stationary floating processor, give latitude and longitude of position where receiving groundfish:	

FISH OR FISH PRODUCT HELD AT PLANT (Check lb or mt)							
SPECIES CODE	PRODUCT CODE	PRODUCT WEIGHT		SPECIES CODE	PRODUCT CODE	PRODUCT WEIGHT	
		<input type="checkbox"/> lb	<input type="checkbox"/> 0.001 mt			<input type="checkbox"/> lb	<input type="checkbox"/> 0.001 mt

**PUBLIC REPORTING BURDEN STATEMENT**

Public reporting burden 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 the 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) Responses to this information request are confidential under section 402(b) of the Magnuson-Stevens Act. They are also confidential under NOAA Administrative Order 216-100, which sets forth procedures to protect confidentiality of fishery statistics.

## Instructions for

### **CHECK-IN/CHECK-OUT REPORT, SHORESIDE PROCESSOR**

A shoreside processor or stationary floating processor (SFP) is active when receiving or processing groundfish.

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 must be submitted by fax to 907-586-7131.

#### **TIME LIMITS AND SUBMITTAL**

Except as indicated above, the manager must submit a check-in report and a check-out report according to the following table

For ...	Submit a <b>BEGIN</b> message	Submit a <b>CEASE</b> message
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 a check-out report on December 31.
Interruption of production	n/a	If receipt of groundfish is expected to stop for at least one month during the fishing year and then start up again, the manager or operator may choose to submit a check-out report.
Change of location, <b>if AFA SFP</b>	Before receiving groundfish	Upon completion of receipt of groundfish from a position and before movement from that position.

#### **CHECK-IN AND CHECK-OUT REPORT REQUIREMENTS**

The manager of a shoreside processor or SFP must record the information from the following table on a check-in report and a check-out report, as appropriate.

Required information	Check-in	Check-out
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
Enter date facility will begin to receive or process groundfish	X	
Enter date facility ceased to receive or process groundfish		X
If SFP, position where receiving groundfish in latitude and longitude	X	
Indicate whether this is a check-in report. If YES, indicate If checking-in for the first time this fishing year If checking-in to restart receipt and processing of groundfish after filing a check-out report	X X	
Indicate whether this is a check-out report If YES, enter date facility ceased to receive or process groundfish		X
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 to the nearest pound or to the nearest 0.001 mt.	X	X