

# Landing Report Instructions

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The eLandings System provides you with integrated reporting for statewide groundfish and IFQ groundfish, Rationalized Crab IFQ fisheries, and non-IFQ CDQ crab fisheries.

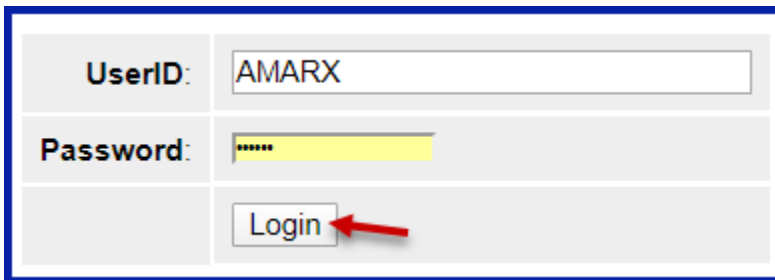
You must be a **registered and enabled** user to create a landing report in this system. The eLandings System meets all landing report requirements for the Alaska Department of Fish and Game (ADF&G) and National Marine Fisheries Service (NMFS).

- When a landing report is submitted in the eLandings System, the application returns a printable PDF file of the ADF&G fish ticket(s) and an IFQ receipt(s) for both the fisher and processor's records.
- Fish tickets need to be finalized electronically within seven days of landing. A signed copy of the ADF&G fish ticket(s) must be submitted to the local office of ADF&G, in the same manner as paper fish tickets.

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## Login to eLandings

To create a groundfish or crab landing report, you will need to login to the eLandings web interface which can be found here: <https://elandings.alaska.gov/elandings/Login>.



UserID:	AMARX
Password:	*****
	Login

- Enter your User ID and your Password.

Once your User ID and Password have passed validation, the *Reports Menu* page will appear.

- From this location you can create a new groundfish landing report. You can also make Crab Landing reports if necessary in addition to Salmon Troll Bycatch landings.
- Individual users can be associated with one or more *Operations*.
  - For example, a business manager might be associated with three Operations - Big Fish Inc, WAI Processing, and the stationary floating processor, The Happy Lady. Each of these operations is unique, and the user is an authorized for each operation.
  - When the user logs into the eLandings system, he/she must designate the *Operation* that will be used to record landing information.
    - While most users are associated with only one *Operation*, if your business buys and processes, and/or performs custom processing for another Operation, there will be more than one listed under your User Account.
  - Once the *Operation* has been chosen, you can click on the Groundfish Landing Report button to open the form.

## Create landing report

To create a new landing report, simply click on the selection button for the report you would like to create.

Operation: WAI SEAFOODS AUIKE BAY			Grading and Pricing
Groundfish	Salmon	Shellfish	Logbook
Groundfish Landing Report	Salmon Landing Report	Crab Landing Report	Current Year Logbook
Production Report	Troll Landing Report		Prior Year Logbook
Consolidated Report	Mixed Salmon Percentage		Register Logbook
Year: <input type="text"/>	Operation ID (or select above): <input type="text"/>	COAR Report	

The landing report is divided into several web pages that you will move through in sequential order:

1. Vessel, Permit, and Location Information
2. Itemized Catch
3. IFQ Reports (if applicable)
4. Grading & Pricing

## Landing Report - Vessel, Permit, and Location Information

- This is the first screen that is displayed when creating a new landing report. Note that some of the required information about your operation is auto-filled based on your processor user account.
  - The *eLandings* System auto-fills your Port of Landing, ADF&G Processor Code, your Registered Crab Receiver(RCR) Number and your Registered Buyer Number.

User: Audrey Marx		Company: WAI SEAFOODS		PH: (907) 555-1212	Email: chris@wostmann.com
Operation: WAI SEAFOODS AUIKE BAY					
ADF&G Vessel Number	56789	ADF&G Gear Code	61	Crew Size (including skipper)	3
Date Fishing Began (gear in water)	03/01/2020 (mm/dd/yyyy)	Days Fished	4	Date of Landing (completed)	03/04/2020 (mm/dd/yyyy)
Port of Landing (Port Codes)	NU	Partial Delivery (check if yes)	<input type="checkbox"/>	IFQ Reported Manually (check if yes)	<input type="checkbox"/>
Delivery Occurred in CQE Community <input type="checkbox"/>					
ADF&G Processor Code (purchaser/owner)	F1234	Registered Buyer Number		123456	Dock Delivery (check if yes) <input checked="" type="checkbox"/>
Federal Permit Number	12345	Discard Report		Not Required less than 60 ft	
Buying Station Name	WAI SEAFOODS AUIKE B	Entered From Paper FT		<input type="text"/>	

When you established your User Account and Operation, you entered all of the federal and state permits associated with your operation.

- You should note that a unique Landing Report number is generated each time you initiate a groundfish landing report.

## Vessel Information

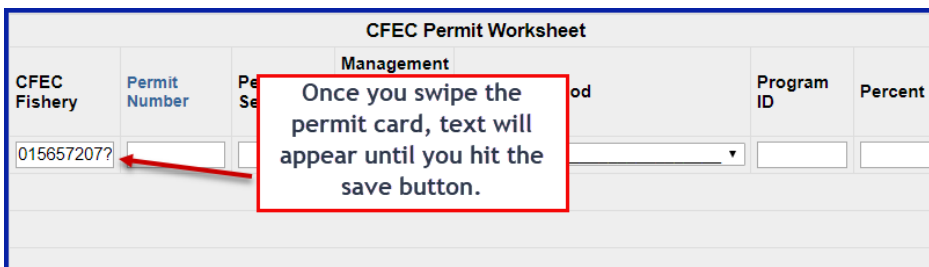
- **ADF&G Vessel Number:** this is the five digit number permanently assigned by the Commercial Fishery Entry Commission (CFEC). For motherships, enter the ADF&G number for the catcher vessel that delivers the catch to your mothership.
- **ADF&G Gear Code:** this is the two digit numeric code used to identify the gear used to harvest the catch. These gear codes are listed in the appendix of this document and can also be viewed by clicking

on the Gear Codes link. For motherships, enter the gear type for the catcher vessel that delivers the catch to your mothership.

- **Crew Size:** the number of licensed crew on board the vessel, including skipper. For motherships, enter the crew size of the catcher vessel that delivers the catch to your mothership.
- **Number of Observers Onboard:** the number can range from zero 0 to 5, and references the number of state of Alaska certified crab or NMFS certified groundfish observers on board the vessel for that fishing trip.
- **Date Fishing Began:** when the gear was deployed in the water to begin fishing.
- **Days Fished:** when the gear was being fished. This number does not include traveling to and from the fishing grounds, or weather delays.
- **Date of Landing:** when the landing was completed.
- **Port of Landing:** location where the landing occurred. This value is auto-filled from your User Agreement registration. You can modify this value to indicate the correct location for this landing.
- **ADF&G Processor Code:** the owner of the product that has just been purchased - the purchaser. This value is auto-filled from your User Agreement registration. This value is auto-filled from your User Agreement registration. Select the correct number if one than one RCR is associated with your User Agreement.
  - **ADF&G Processor Code (Custom Processor):** applicable only if the product is being received or processed by a third party - not the purchaser.
- **Partial Delivery:** check if, *Yes*, the vessel has made deliveries to other operations or processors from this fishing trip, in other words, deliveries elsewhere, or if the delivery to your operation is only a portion of the catch.
  - If you created more than one landing report for a delivery, you should also check the **PartialDelivery** box, to indicate *Yes*.
- **Registered Crab Receiver Number:** the appropriate receiver number for this delivery. This value is auto-filled from your User Agreement registration. Select the correct number if one than one RCR is associated with your User Agreement.
- **Discard Report:** Discard reports are required by federal regulation to be given to the processor at the time of a groundfish offload if the vessel is federally permitted and is greater than or equal to 60 feet in overall length.
  - Use the drop-down list to indicate receipt of the discard report.

## CFEC & IFQ Permit Worksheets

- A CFEC permit is required for all vessel operators and they must be appropriate for their applicable fishery. They are also required for any individual(s) who will be fishing and selling seafood product as an IFQ shareholder, or on behalf of the actual IFQ permit holder.
- To swipe a permit card, with the CFEC Fishery box active, swipe the permit card. Text will appear in the box that looks like: %BB09B 00155X^SMITTY FISHY ^1801QISLANDER ?;00155180100008139275?



The image shows a screenshot of a web form titled "CFEC Permit Worksheet". The form has several columns: "CFEC Fishery", "Permit Number", "Permit Selection", "Product", "Program ID", and "Percent". The "CFEC Fishery" column contains the text "015657207?". A red box highlights the "Permit Number" column, and a red arrow points to it from a text box that says: "Once you swipe the permit card, text will appear until you hit the save button."

- Once you hit the save button the permit information will populate into the landing report.

CFEC Permit Worksheet							IFQ Permit Worksheet				IFQ Weight Calculator
CFEC Fishery	Permit Number	Permit Sequence	Management Program Management Program Codes	Mgmt Pgm Mod	Program ID	Percent	CFEC Permit Holder's NMFS ID	IFQ Permit	Species Species Codes	Area / Fishery Area/Fishery Codes	Lbs. to max-out IFQ permit
B06B	00133L	2001W	IFQ				980038	980023	200		
C81A	00107R	2001Q	IFQ				980038	980022	710		

### CFEC Permit Worksheet

- CFEC Fishery > Permit Number > Permit Sequence
- Management Program > Program ID (CDQ, AFA, RPP)
- Percentage - when there are multiple permit holders, this field can be used to allocate catch percentages among them

CFEC Permit Worksheet							IFQ Permit Worksheet				IFQ Weight Calculator
CFEC Fishery	Permit Number	Permit Sequence	Management Program Management Program Codes	Mgmt Pgm Mod	Program ID	Percent	CFEC Permit Holder's NMFS ID	IFQ Permit	Species Species Codes	Area / Fishery Area/Fishery Codes	Lbs. to max-out IFQ permit
B06B	00133L	2001W	IFQ				980038	980023	200		
C81A	00107R	2001Q	IFQ				980038	980022	710		

- The eLandings application can accommodate an unlimited number of CFEC permits and IFQ permits for each of these requisite CFEC permits.
- We recommend you collect all IFQ permits, Hired Master permits, and CDQ permits (as applicable) prior to beginning the reporting process.
  - The CFEC permit must be valid for the calendar year and valid for the fishery (species, gear, management area).
  - Anyone fishing and selling product under a CDQ allocation and individuals fishing for golden king crab allocation to the Community of Adak require a separate CFEC permit.
- A NMFS ID is assigned when a person applies for a federal permit with NMFS.
  - The NMFS ID must correspond to the individual whose name is on the CFEC permit.

**If the individual(s) does not provide a valid permit(s), the Alaska State Troopers, Fish and Wildlife Protection must be notified before off-load begins.**

### Statistical Area Worksheet

Referred to as the Stat Area Worksheet, this is the area of the Vessel, Permit, and Location Information of the landing report to record the six-digit ADF&G statistical area denoting the actual area of catch.

Stat Area Worksheet		
Stat Area	Stat Area Codes	Percent
<input type="text" value="395330"/>		<input type="text" value="60"/>
<input type="text" value="385300"/>		<input type="text" value="40"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="button" value="More Stat Areas"/>		

Groundfish/shellfish statistical area charts may be obtained from your local ADF&G office, or at <http://www.cf.adfg.state.ak.us/geninfo/maps.php#shellfish>.

- The National Marine Fisheries Service (NMFS) and the International Pacific Halibut Commission (IPHC) reporting area codes may not be used to substitute for the ADF&G statistical area codes.
- This worksheet may be used to document a single statistical area, with 100%, or multiple statistical areas.
  - The recording of multiple statistical areas in the worksheet requires that the species that are caught and discarded are equally distributed across all statistical areas fished; and all statistical areas fished are open to the species fished.
- If the criteria are met, enter all of the statistical areas that were fished in the field labeled Stat Area and enter the percentage of the catch taken in the area in the area labeled Percent.
- If all of the species recorded on the ticket were from a single statistical area, enter the Stat Area and 100%.
- If you use the Stat Area Worksheet, there is no need to enter the statistical area code and percent anywhere else on the landing report.
- All ADF&G statistical areas that are documented within the Statistical Area Worksheet are translated to the NMFS Reporting Area and the IPHC Reporting Area, as it pertains to the fishery.
- If one or more species are not harvested in a manner that is equally distributed across all statistical areas fished, the catch must be recorded in the Add/Edit Itemized Catch section of the eLandings landing report.

Upon the completion of the 'header' (Vessel, Permit, and Location Information section) of the landing report, select **SAVE**.

The data that you submit to the repository database is validated for accuracy. The program will return a message indicating whether the save was successful or if corrective action must take place.

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## Incomplete Reports

The eLandings System allows you to enter the 'header' information, also known as the Vessel, Permit, and Location Information section of the landing report.

- The 'header' information can be saved as an unsubmitted report.
- After the vessel off-load is complete and the tally sheet completed, the itemized catch and price information can be recorded and saved.
- This activity creates an Initial Report that must be submitted.

Incomplete Landing Reports										
Status	Type	Report ID	Operation				Vessel	Date of Landing	Last Update	UserID (from last update)
			Proc Code	Fed Permit Num	Reg. Buyer	RCR				
Not Submitted	Groundfish	18650513	QUICKIE BUY				73777 CORMORANT ISLE	05/13/2019	05/13/2019	AMARX
Initial Report Submitted	Groundfish	18271779	QUICKIE BUY				29478 SHEMA	05/04/2018	07/19/2018	TTURBOT
Initial Report Submitted	Groundfish	18364949	QUICKIE BUY				56789 SEATTLE ENTERPRISE	07/15/2018	12/26/2018	AMARX

## Stacked Permits

Stacked permits are allowable in groundfish and crab fisheries. The eLandings System allows you to record all CFEC and IFQ permits on one landing report and select unique fish ticket assignment of catch.

When you save the 'header' information of the landing report - the *Vessel, Permit and Location Information* section, a fish ticket number is automatically assigned. If more than one CFEC permit is recorded in the eLandings System, a unique fish ticket number is assigned for each CFEC permit. IFQ harvest can be automatically assigned to the itemized catch - line item(s), and it can also be selected from the Fish Ticket drop-down menu. This drop-down field lists any and all fish ticket numbers associated with this specific landing report.

Line	Fish Ticket	Stat Area Stat Area Codes	Species Species Codes	Condition Condition Codes	Lbs.	Weight Modifier (e.g. ice & slime)	Number	Disposition Disposition Codes
1	E16 201793		200	04	20,000	With Ice/Slime		60
2	E16 201053		200	04	5,005	With Ice/Slime		60
3	E16 201793		200	04	423	With Ice/Slime		95
4			110	08	655			60
5	E16 201053 E16 201793							
6								

When you have completed recording the itemized catch select SAVE. The application will message back if the itemized catch was successfully saved.

## Groundfish Report Display

INFO - 1277: Report saved successfully



## Add/Edit Itemized Catch: recording sold, retained, and discarded catch

- Once you have successfully saved the 'header' information of the landing report - the Vessel, Permit, and Location Information, you can move on to add itemized catch.
- Please note: All landing reports of IFQ species must be finalized within two hours after completion of offload.
  - Processors should reference NMFS 679.5 record keeping and reporting regulations.
- As a general rule, landing reports should be completed and finalized within seven days of the landing.
  - Incomplete Landing Reports can be accessed from the Reports Menu Page.

Itemized catch encompasses a combination of species codes, delivery condition (at the point it is weighed), and disposition (what is being done with the product).

- As covered in the Statistical Area Worksheet discussion, it can also include harvest from a unique statistical area.

Combination examples include the following:

Species	Delivery Condition	Disposition
Halibut	Gutted, Head Off	Sold for Human Consumption
Halibut	Gutted, Head Off	Personal Use
Pacific Cod	Bled Only	Sold for Human Consumption
Pacific Cod	Whole Fish	Sold for Human Consumption
Pacific Cod	Whole Fish	Discard at Sea
Pacific Cod	Whole Fish	Discard at the Dock

- In each of these situations, a separate line item must be recorded in the application. Poundage for each unique category must be recorded.

Line	Fish Ticket	Stat Area Stat Area Codes	Species Species Codes	Condition Condition Codes	Lbs.	Weight Modifier (e.g. ice & slime)	Number	Disposition Disposition Codes
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter the codes for the following:

- Species
- Condition (Delivery Condition)
- Pounds



- Number - required for crab and prohibited species discarded at sea with no scales to weigh product.
  - Pot Lifts - crab only.
- Disposition - the intended use or disposal of the product.
- Statistical Area (if the Stat Area Worksheet is not used, or if this portion of the catch was harvested in a unique or non-proportional area(s)).

Stat Area, Species, Condition, and Disposition codes are linked and easily referenced.

Line	Fish Ticket	Stat Area Stat Area Codes	Species Species Codes	Condition Condition Codes	Lbs.	Weight Modifier (e.g. ice & slime)	Number	Disposition Disposition Codes
1								
2								
3								
4								
5								
6								
7								
8								

## Weight Modifier

- The *eLandings Groundfish Report* allows users to record landings of IFQ species "with ice and slime".
- When the weight modifier "With Ice/Slime" is selected, a two (2%) percent reduction in the recorded scale weight is automatically configured by the system.

Line	Fish Ticket	Stat Area Stat Area Codes	Species Species Codes	Condition Condition Codes	Lbs.	Weight Modifier	Number	Disposition Disposition Codes
1						With Ice/Slime		

- In limited situations, a processor may take possession of Pollock or flatfish, but be unable to immediately weigh the product, or sort by species and weigh the product, while the vessel operator is still present.
- The processor can select "estimated" for Pollock - code 270 or general flatfish -code 120, only.
- The report can be submitted as an initial report, allowing the fish ticket to be created, printed and signatures obtained.
  - The final weights, and specific species must be recorded for this landing report, **within 72 hours** of the submission of the initial report.
- Again, the use of estimated weight is available for groundfish species Pollock and general flatfish species only.
- When all itemized catch by category are documented, select save.

## Allocate Permits

- Once you have completed the itemized catch section of the report, you are ready to allocate the harvest to the permit or permits.
  - If the landing report consists of one or several CFEC permits, you will need to allocate the harvest to the fish tickets.
- If you assign fish ticket numbers to each itemized catch line, you are manually allocating the permits to pounds.

- If you do not select the fish ticket numbers when adding itemized catch information, you can Allocate with the click of one button in the next step.
  - The Allocate Permits button is located just below the listed CFEC Permit(s).

CFEC Permit Worksheet						
Fish Ticket	CFEC Permit	Permit Holder	Management Program	Management Program Mod	Management Program ID	Percent
E20 344038	M7FG00151O 2001E	FUNCTION TEST 113	OA			
E20 344039	M7HG00152L 2001I	TINA TRAWLER	OA			

- In this example, the program messages back that two fish tickets were created.

## Groundfish Report Display

INFO - 1303: Itemized catch allocated to 2 fish tickets

- Review the allocated catch, by fish ticket number.
- If the allocation is not acceptable, or incorrect, select the Undo Allocation button.

CFEC Permit Worksheet						
Fish Ticket	CFEC Permit	Permit Holder	Management Program	Management Program Mod	Management Program ID	Percent
E20 344038	M7FG00151O 2001E	FUNCTION TEST 113	OA			50
E20 344039	M7HG00152L 2001I	TINA TRAWLER	OA			50

- This will allow you to redistribute the harvest until acceptable to all stakeholders.
- The eLandings System provides a listing of all items by fish ticket number and a summary by species, by fish ticket number.
- These should be reviewed prior to the submission of the landing report.

Line	Fish Ticket	Stat Area	Species	Condition	Landed Lbs.	Num.	Disposition	Landed Lbs. with ice/slime deduction	Sold Condition	Prod Type	Size/Grade	Sold Lbs.	\$/lb.	Total Value
E20 344038			123 Rock sole	01 Whole	2,250	60 Sold								\$ \$
E20 344038			110 P. cod	08 Est cut	6,503	60 Sold								\$ \$
E20 344038			110 P. cod	07 Wst cut	2,288	60 Sold								\$ \$
E20 344038			122 Flathead sole	01 Whole	63	60 Sold								\$ \$
E20 344038			270 Pollock	01 Whole	2,773	60 Sold								\$ \$
E20 344038			270 Pollock	08 Est cut	4,476	60 Sold								\$ \$
E20 344039			123 Rock sole	01 Whole	2,250	60 Sold								\$ \$
E20 344039			110 P. cod	08 Est cut	6,502	60 Sold								\$ \$
E20 344039			110 P. cod	07 Wst cut	2,288	60 Sold								\$ \$
E20 344039			122 Flathead sole	01 Whole	62	60 Sold								\$ \$
E20 344039			270 Pollock	01 Whole	2,773	60 Sold								\$ \$
E20 344039			270 Pollock	08 Est cut	4,476	60 Sold								\$ \$

- Upon review, if the landing report is accurate and acceptable to all stakeholders, select **Submit Initial Report**.

### Add/Edit Grading and Pricing

- If you have determined the price of the itemized catch at the conclusion of the off-load, and have completed grading/sizing, you can complete this portion of the report.
  - If you do not have this information completed, or it will occur at a later point in time, proceed with the initial submission of the landing report.
- In the illustration below, size and price information are added to the itemized catch.
- Additional grade/size and price categories are available by selecting, More Lines.

Line	Fish Ticket	Stat Area	Species	Condition	Landed Lbs.	Num.	Disposition	Landed Lbs. with ice/slime deduction	Sold Condition	Prod Type	Size/Grade	Sold Lbs.	\$/lb.	Total Value
1	E20 344038		123 Rock sole	01 Whole	2,250	60 Sold								\$ \$
2	E20 344038		110 P. cod	08 Est cut	6,503	60 Sold								\$ \$
3	E20 344038		110 P. cod	07 Wst cut	2,288	60 Sold								\$ \$
4	E20 344038		122 Flathead sole	01 Whole	63	60 Sold								\$ \$
5	E20 344038		270 Pollock	01 Whole	2,773	60 Sold								\$ \$
6	E20 344038		270 Pollock	08 Est cut	4,476	60 Sold								\$ \$
7	E20 344039		123 Rock sole	01 Whole	2,250	60 Sold								\$ \$
8	E20 344039		110 P. cod	08 Est cut	6,502	60 Sold								\$ \$
9	E20 344039		110 P. cod	07 Wst cut	2,288	60 Sold								\$ \$
10	E20 344039		122 Flathead sole	01 Whole	62	60 Sold								\$ \$
11	E20 344039		270 Pollock	01 Whole	2,773	60 Sold								\$ \$
12	E20 344039		270 Pollock	08 Est cut	4,476	60 Sold								\$ \$

Line	Species	Condition	Landed Lbs.	Disp. Code	Lbs. with ice/slime deduction	Sold Condition Code Condition Codes	Prod Type P/A	Size/Grade	Sold Lbs.	\$/lb.
1	123 Rock sole	01 Whole	4,500	60 Sold		01	P	40/60	4000	.20
						01	p	60/80	500	.25

- When saved, the amount is calculated for each price category.
- A total value by price category is displayed. The landing report also displays a Summary with total value by species, below the itemized catch section of the landing report.

10	E20 344039	122 Flathead sole	01 Whole	62	60 Sold					\$	\$
11	E20 344039	270 Pollock	01 Whole	2,773	60 Sold					\$	\$
12	E20 344039	270 Pollock	08 Est cut	4,476	60 Sold					\$	\$

**Summary**

Fish Ticket	Species	Landed Weight Sold	Round Weight Sold	IFQ Weight Sold	Landed Weight Retained	Round Weight Retained	IFQ Weight Retained	Graded and Priced Weight	Total Value
E20 344038	110 P. cod	8,791	17,850.2053						
E20 344038	122 Flathead sole	63	63						
E20 344038	123 Rock sole	2,250	2,250					2,250	\$462.50
E20 344038	270 Pollock	7,249	10,765.8571						
E20 344039	110 P. cod	8,790	17,848.0777						
E20 344039	122 Flathead sole	62	62						
E20 344039	123 Rock sole	2,250	2,250					2,250	\$462.50

## Generate, Edit & Submit IFQ Report

Once the Initial Report has been submitted you can generate, edit, and submit the IFQ reports. There are three ways of creating the IFQ reports, explained in detail in sections below.

1. you can manually create them; or
2. you can let the eLandings program allocate the catch to the IFQ permits.
3. you can use the IFQ report builder (crab landing reports only)

The IFQ reports can be reviewed and edited before you submit them. **Once the reports are submitted, the IFQ account will be debited and you cannot edit them. Any further changes have to be made through the NMFS Data Clerks.**

### Manually Create the IFQ Report

If you use this method, you will enter all of the IFQ information yourself and the eLandings program will not do any calculations (if you want to use the automatic calculations, see the 'Generating IFQ Report' section). Once the initial report has been submitted, go to the bottom of the Report Display and click on the Edit IFQ Reports button.

IFQ Reports									
Fish Ticket	NMFS ID	IFQ Permit	Species	Area / Fishery	Lbs. to max-out permit	Sold Weight	Retained Weight	Total IFQ Weight	
E20 348521	980038	980023	200 Halibut						
E20 348522	980038	980025	200 Halibut						
Total:									
<a href="#">View IFQ Summary Spreadsheet</a>									
<input type="button" value="Edit IFQ Reports"/> <input type="button" value="Generate IFQ Reports"/> <input type="button" value="Check IFQ Balance"/>									

This screen allows you to fill in all the data without any automated calculations (again, if you want to use the automatic calculations, see the 'Generating IFQ Report' section). The edit page works like the itemized catch

page. It will prevent you from saving data inconsistent with data entered elsewhere on the Landing Report (Fish Ticket, Permit Worksheet, etc.) and illogical data (like alphabetic characters in numeric fields).

You are allowed to save partially complete data, although unbalanced data cannot be successfully submitted.

Summary									
					Fish Ticket		IFQ Reports		
Fish Ticket	Species	Stat Area	Condition	Ice/Slime	Sold Lbs.	Retained Lbs.	Sold Lbs.	Retained Lbs.	
E20 348521	200	365731	04	YES	2,537	0	0	0	
E20 348521	200	365732	04	YES	1,692	0	0	0	
E20 348522	200	365731	04	YES	2,537	0	0	0	
E20 348522	200	365732	04	YES	1,691	0	0	0	

Fish Ticket	IFQ Permit / Species	Stat Area	Area	Condition	Ice / Slime	Sold Lbs.	Retained Lbs.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This is the blank IFQ page where you can enter the IFQ information manually.

### Generate IFQ Report

You can only generate the IFQ Report after you have entered all the itemized catch data and submitted the Initial Report.

## Groundfish Report Display

INFO - 1277: Report saved successfully

Note that the pricing and grading does not have to be finalized to submit the Initial Report and Generate the IFQ.

- Even after you have submitted the Initial Report, you may go back and finalize the pricing and grading information for the fish ticket.
- To generate the IFQ Report, go to the bottom of the Report Display page.
- In the IFQ Summary section, you can click on the **Generate IFQ Reports** button.
  - Generating the reports does not submit them!
  - You will still have an opportunity to review and edit the reports before you submit them.

**IFQ Reports**

Fish Ticket	NMFS ID	IFQ Permit	Species	Area / Fishery	Lbs. to max-out permit	Sold Weight	Retained Weight	Total IFQ Weight
E20 348521	980038	980023	200 Halibut					
E20 348522	980038	980025	200 Halibut					
Total:								

[View IFQ Summary Spreadsheet](#)

- A message will tell you how many IFQ Reports were generated.

**Groundfish Report Display**

INFO - 1224: 2 IFQ Report generated. Please review reports, edit to add IPHC Regulatory Areas, and use Submit button to submit

- Now you can scroll down to the IFQ Summary section and review the IFQ reports.

**IFQ Reports**

Fish Ticket	NMFS ID	IFQ Permit	Species	Area / Fishery	Lbs. to max-out permit	Sold Weight	Retained Weight	Total IFQ Weight	
E20 348521	980038	980023	200 Halibut	2C		1,692		1,492.344	
E20 348521	980038	980023	200 Halibut	2C		2,537		2,237.634	
E20 348522	980038	980025	200 Halibut	2C		1,691		1,491.462	
E20 348522	980038	980025	200 Halibut	2C		2,537		2,237.634	
Total:							8,457		7,459.074

[View IFQ Summary Spreadsheet](#)

Report Number	Status	Transaction Number	Fish Ticket	NMFS ID	IFQ Permit	Species	Stat Area	Area	Condition	Ice/Slime	Sold Lbs.	Retained Lbs.
1			E20 348521	980038	980023	200 Halibut	365732	2C	04 Gutted	YES	1,692	
								365731	04 Gutted	YES	2,537	
2			E20 348522	980038	980025	200 Halibut	365732	2C	04 Gutted	YES	1,691	
								365731	04 Gutted	YES	2,537	

NOTE: If you are creating a crab landing report, another method of generating IFQ reports is available and is discussed in the section called Generating IFQ using IFQ Report Builder. The IFQ Report Builder is an alternate method that distributes catch by disposition among different permits.

Fish Ticket	IFQ Permit / Species	Stat Area	Area	Condition	Ice / Slime	Sold Lbs.	Retained Lbs.
E20 348521	980023 - 200 -	365732	2C	04	<input checked="" type="checkbox"/>	1,692	
		365731	3A	04	<input checked="" type="checkbox"/>	2,537	
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		
E20 348522	980025 - 200 -	365732	2C	04	<input checked="" type="checkbox"/>	1,691	
		365731	3A	04	<input checked="" type="checkbox"/>	2,537	

*Editing the IFQ Report*

Once the IFQ Reports have been generated, you can use the Edit IFQ page to make minor changes reports.

*Note, you can only edit the IFQ Report until it is submitted. Once the IFQ report has been submitted, the IFQ account will be debited and you cannot edit it. Any further changes have to be made through the NMFS Data Clerks. The Data Clerks are available from 6 a.m. to midnight at: 1-800-304-4846, option #1.*



Scroll down to the bottom of the Report Display page and click on the Edit IFQ Reports button.



The edit IFQ page allows you to make changes to all the fields in each of the IFQ Reports. Keep in mind that the program will prevent you from saving data inconsistent with data entered elsewhere on the Landing Report (Fish Ticket, Permit Worksheet, etc.). So if there are small errors in the number of pounds on an IFQ Report due to rounding, for example, then you may make these edits.

**Summary**

Fish Ticket	Species	Stat Area	Condition	Ice/Slime	Fish Ticket		IFQ Reports	
					Sold Lbs.	Retained Lbs.	Sold Lbs.	Retained Lbs.
E20 348521	200	365731	04	YES	2,537	0	2,537	0
E20 348521	200	365732	04	YES	1,692	0	1,692	0
E20 348522	200	365731	04	YES	2,537	0	2,537	0
E20 348522	200	365732	04	YES	1,691	0	1,691	0

Fish Ticket	IFQ Permit / Species	Stat Area	Area	Condition	Ice / Slime	Sold Lbs.	Retained Lbs.
E20 348521	980023 - 200 -	365732	2C	04	<input checked="" type="checkbox"/>	1,692	
		365731	3A	04	<input checked="" type="checkbox"/>	2,537	
					<input type="checkbox"/>		
					<input type="checkbox"/>		
E20 348522	980025 - 200 -	365732	2C	04	<input checked="" type="checkbox"/>	1,691	
		365731	3A	04	<input checked="" type="checkbox"/>	2,537	

If you make changes, click on the Save and Continue button. This will save your changes and bring you back to the Edit IFQ page so you can review your edits. As long as the pounds in the Summary section are green in color then your IFQ Report and fish ticket are "in balance" if the pounds are in RED then you are out of balance and the eLandings program will not allow you to submit the IFQ report.

**Summary**

Fish Ticket	Species	Stat Area	Condition	Ice/Slime	Fish Ticket		IFQ Reports	
					Sold Lbs.	Retained Lbs.	Sold Lbs.	Retained Lbs.
E20 348521	200	365731	04	YES	2,537	0	500	0
E20 348521	200	365732	04	YES	1,692	0	1,692	0
E20 348522	200	365731	04	YES	2,537	0	2,537	0
E20 348522	200	365732	04	YES	1,691	0	1,691	0

Fish Ticket	IFQ Permit / Species	Stat Area	Area	Condition	Ice / Slime	Sold Lbs.	Retained Lbs.
E20 348521	980023 - 200 -	365732	2C	04	<input checked="" type="checkbox"/>	1,692	
		365731	3A	04	<input checked="" type="checkbox"/>	500	
					<input type="checkbox"/>		
					<input type="checkbox"/>		
E20 348522	980025 - 200 -	365732	2C	04	<input checked="" type="checkbox"/>	1,691	
		365731	3A	04	<input checked="" type="checkbox"/>	2,537	

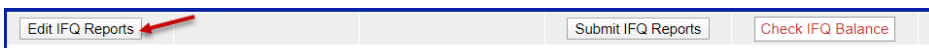


If you need to make major edits to the IFQ report and the pounds keep getting out of balance, you need to go back to the itemized catch section of the landing report to make changes. If so, first **remove the unsubmitted IFQ Reports** before you make edits to the itemized catch. Then, once you have made your edits, you will be able to generate the IFQ Reports a second time.

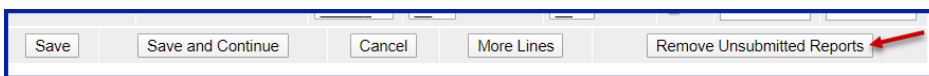
### Removing an Unsubmitted IFQ Report

There are several scenarios when you might need to remove an unsubmitted IFQ Report:

- If you generated the IFQ report, but then ended up doing a manual landing via the Data Clerks. In this case, you cannot Finalize your landing report until you delete the unsubmitted IFQ reports.
- You need to edit the itemized catch or stat area worksheet on your landing report. In this case you need to remove the unsubmitted IFQ report, make your edits, and then re-generate the IFQ report for the second time.
- To remove the report, first go to the Edit IFQ Reports page:



- Then click on the Remove Unsubmitted Reports button:



### Submitting the IFQ Report & Printing Receipts

- Once you have created and reviewed the IFQ Reports and everything looks good, then you can submit them.
- Click on the **Submit IFQ Reports** button.

Report Number	Status	Transaction Number	Fish Ticket	NMFS ID	IFQ Permit	Species	Stat Area	Area	Condition	Ice/Slime	Sold Lbs.	Retained Lbs.
1			E20 348521	980038	980023	200 Halibut	365732	2C	04 Gutted	YES	1,692	
							365731	3A	04 Gutted	YES	2,537	
2			E20 348522	980038	980025	200 Halibut	365732	2C	04 Gutted	YES	1,691	
							365731	3A	04 Gutted	YES	2,537	



- Once you successfully submit your IFQ Report, an eLandings message will inform you that they were submitted.



- Scroll down to the IFQ section of the Report Display page and in the IFQ Reports section check that status of your reports now says "Submitted."

- Notice that you also have a transaction number which means that the IFQ account was debited in the database.

IFQ Reports												
Fish Ticket	NMFS ID	IFQ Permit	Click on the blue IFQ permit number below to open a printable PDF.		Species	Area / Fishery	Lbs. to max-out permit	Sold Weight	Retained Weight	Total IFQ Weight		
E20 348521	980038	<a href="#">980023</a>			200 Halibut	2C		1,892		1,492.344		
E20 348521	980038	<a href="#">980023</a>			200 Halibut	3A		2,537		2,237.834		
E20 348522	980038	<a href="#">980025</a>			200 Halibut	2C		1,891		1,491.462		
E20 348522	980038	<a href="#">980025</a>			200 Halibut	3A		2,537		2,237.834		
<b>Total:</b>								8,457		7,459.074		
<a href="#">View IFQ Summary Spreadsheet</a>												
Report Number	Status	Transaction Number	Fish Ticket	NMFS ID	IFQ Permit	Species	Stat Area	Area	Condition	Ice/Slime	Sold Lbs.	Retained Lbs.
1	<a href="#">Contact NMFS</a> <a href="#">Enf</a>	178367	E20 348521	980038	980023	200 Halibut	365732	2C	04 Gutt'd	YES	1,892	
							365731	3A	04 Gutt'd	YES	2,537	
2	<a href="#">Contact NMFS</a> <a href="#">Enf</a>	178367	E20 348522	980038	980025	200 Halibut	365732	2C	04 Gutt'd	YES	1,891	
							365731	3A	04 Gutt'd	YES	2,537	
<a href="#">View Receipts to Print</a> <span style="margin-left: 200px;"><a href="#">Check IFQ Balance</a></span>												

The Next step is to View and Print the IFQ Receipts. Simply click on the **View Receipts to Print** button and a pdf file will open in a new browser window.

- Print all of the receipts.
- The Registered Buyer and the IFQ Holder need to sign each of the receipts.

## Halibut/Sablefish IFQ Landing Receipt

### Halibut/Sablefish IFQ Catch Receipt

Date of Submission: 25-06-2019 10:13:12  
 Vessel ADPQ: 23474  
 Fish Ticket Number: E20 348521  
 IFQ Catch Number: 178347  
 IFQ Permit Number: 980023  
 Registered Buyer Number: 980040  
 Port: 121 Dutch Harbor/  
Unalaska  
 Gear: 43 Longline Hook and  
Line  
 Species: 200  
**PARTIAL DELIVERY:**  
 Partial Delivery: 0

**ERROR: Contact NMFS Enforcement.**

STAT AREA	AREA	CONDITION CODE	ICE SLIME INCLUDED	SOLD WEIGHT	RETAINED WEIGHT
365732	2C	04	YES	1,692	
365731	3A	04	YES	2,537	
Total IFQ Weight:				3,729	

Registered Buyer Representative Signature

ANDY MACKERIEIL

Name (Please Print)

Cardholder Signature for IFQ TEST COMPANY

SKIPPERIA, TEST

Name (Please Print)

### "Red Line" Errors on an IFQ Report

If you submit your IFQ Reports and in the status column there is a message in red text that says "Contact NMFS Enf" this is referred to as a 'red line' error.

Fish Ticket	NMFS ID	IFQ Permit	Species	Area / Fishery	Lbs. to max-out permit	Sold Weight	Retained Weight	Total IFQ Weight
E20 348521	980038	980023	200 Halibut	2C		1,692		1,492.344
E20 348521	980038	980023	200 Halibut	3A		2,537		2,237.634
E20 348522	980038	980025	200 Halibut	2C		1,691		1,491.462
E20 348522	980038	980025	200 Halibut	3A		2,537		2,237.634
<b>Total:</b>						8,457		7,459.074

[View IFQ Summary Spreadsheet](#)

Report Number	Status	Transaction Number	Fish Ticket	NMFS ID	IFQ Permit	Species	Stat Area	Area	Condition	Ice/Slime	Sold Lbs.	Retained Lbs.
1	Contact NMFS Enf	178367	E20 348521	980038	980023	200 Halibut	365732	2C	04 Gutt'd	YES	1,692	
							365731	3A	04 Gutt'd	YES	2,537	
2	Contact NMFS Enf	178367	E20 348522	980038	980025	200 Halibut	365732	2C	04 Gutt'd	YES	1,691	
							365731	3A	04 Gutt'd	YES	2,537	

[View Receipts to Print](#)      [Check IFQ Balance](#)

There are many reasons that you could have received this error, but whatever the reason, you must contact NMFS Enforcement.

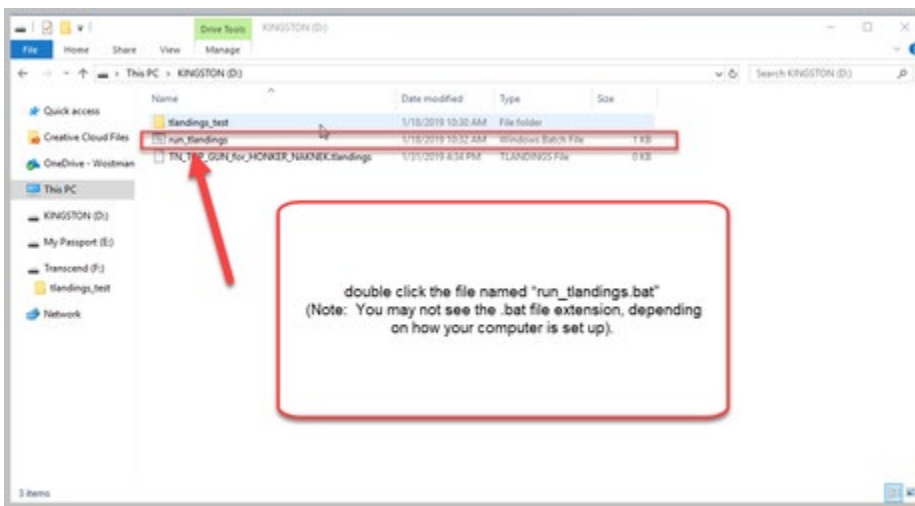
The NMFS Enforcement Data Clerks can assist you from 6 a.m. to midnight at **(800)304-4646, option #1**, during their business hours.

If no one is available to assist you at other times, you will need to wait until 6 am.

## Tender Groundfish Landing Report

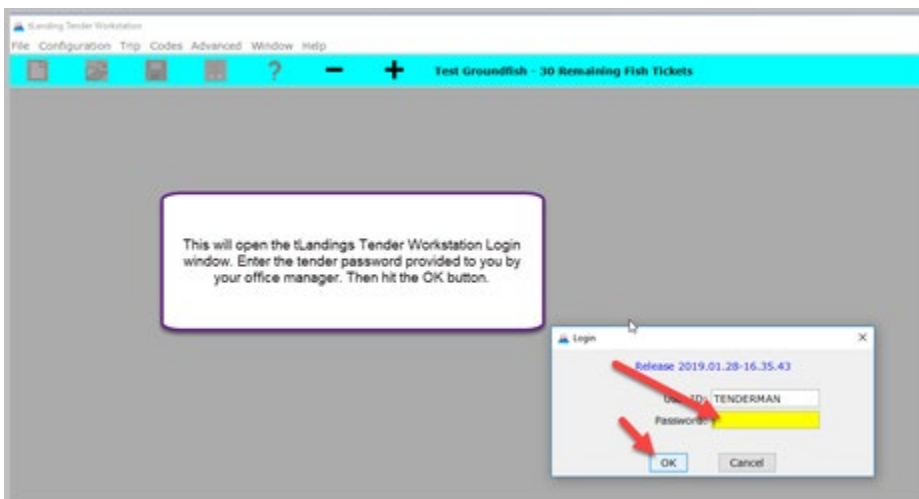
### Open tLandings Application

I double click the file named “run\_tlandings.bat” (Note: You may not see the .bat file extension, depending on how your computer is set up) to open up the tLandings applicaiton.



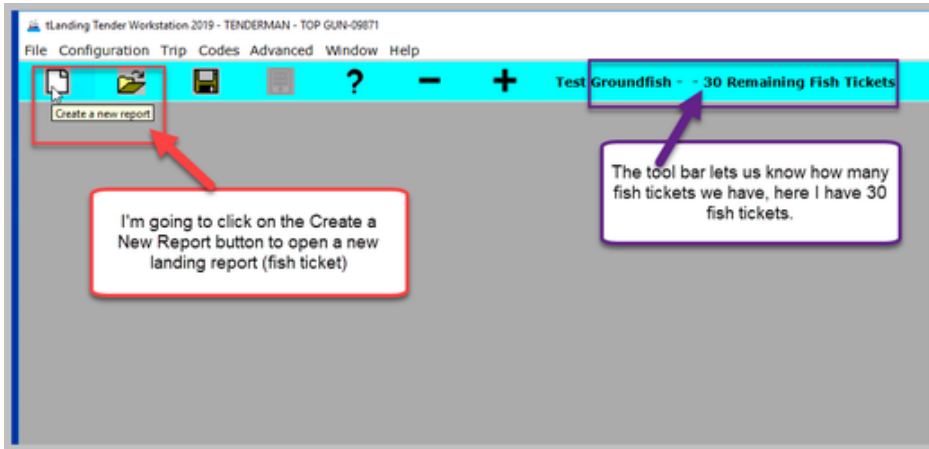
### Log Into tLandings

This will open the tLandings Tender Workstation Login window. Enter the tender password provided to you by your office manager. Then hit the OK button.

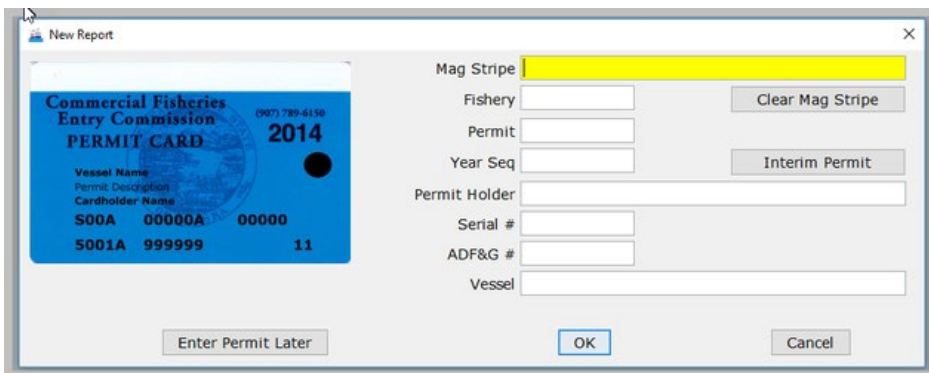


## Create a New Landing Report (Fish Ticket)

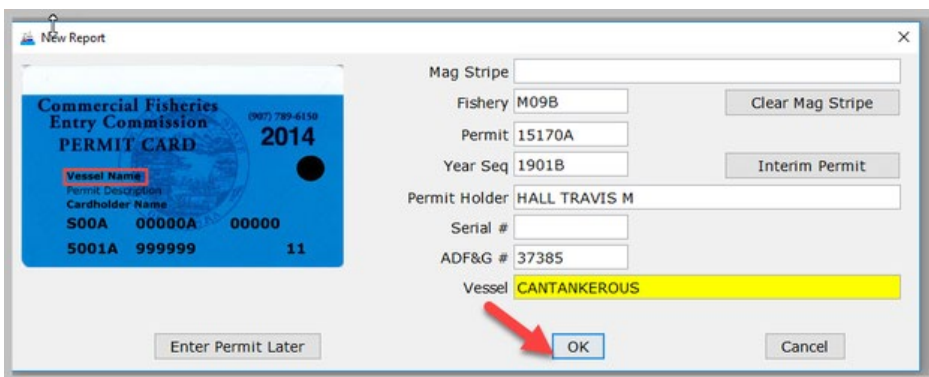
Once you've logged in and hit OK the login window will disappear. I will click on the Create a new report button (that looks like a piece of paper) in the upper left hand corner.



This will bring up the New Report window where I will swipe the CFEC permit card in my mag stripe reader.



The card is swiped and the data will populate. Then click on the **OK** button.



The landing report window will open onto the vessel tab. If you need to edit the vessel or permit information click on the Edit/Permit Vessel button. Notice the Date of Landing fills in with today's date.

Vessel: CANTANKEROUS (37385)  
 CFEC Permit: M09B 15170A 1901B HALL TRAVIS M  
 Gear: 91  
 Processor Code (Owner): T0014 TRAINING PROCESSOR 14  
 Federal Permit Number: 970555

Date Fishing Began: \_\_\_\_\_  
 Days Fished: \_\_\_\_\_  
 Date of Landing: 05/06/2020  
 Time of Landing: \_\_\_\_\_  
 Number of Observers: \_\_\_\_\_  
 Discard Report: \_\_\_\_\_

Receipt Latitude: \_\_\_\_\_  
 Receipt Longitude: \_\_\_\_\_

Stat Area: \_\_\_\_\_  
 Percent: \_\_\_\_\_

Landing Characteristics:  
 Dock Delivery  
 Partial Delivery

Buttons: Generate Fish Ticket, Generate Tally Sheet, Save Landing Report, Edit Permit/Vessel

I am going to fill in the following fields:

- **Date Fishing Began:** when the gear was deployed in the water to begin fishing.
- **Days Fished:** when the gear was being fished. This number does not include traveling to and from the fishing grounds, or weather delays.
- **Time of Landing:** asldf
- **Date of Landing:** when the landing was completed.
- **Number of Observers:** The number of observers. An observer is a shore-based or on-board biologist that monitors the legal compliance of commercial fishing activity. Observers collect catch composition data by sampling a portion of the catch and recording information such as fish or shellfish age, length and weight. Observers also record fishing effort and location as well as condition information from delivered products. Observer duties vary between fisheries as well as within fisheries based on the operation or vessel type. National Marine Fisheries Service certify contract employees as groundfish employees.
- **Discard Report:** Discard reports are required by federal regulation to be given to the processor at the time of a groundfish offload if the vessel is federally permitted and is greater than or equal to 60 feet in overall length. The report includes discard or disposition information for all groundfish, prohibited species, and forage fish reported to the shoreside processor, stationary floating processor, or mothership by catcher vessels or buying stations.

- **Receipt Latitude and Receipt Longitude:** The receipt latitude and longitude are required. You can click on the blue link [Coordinate Formats](#) to view the acceptable formats window.

- **Crew Size (including skipper):** The number of crew members on the boat.
- **Paper Fish Ticket:** Enter only if you're entering in a paper fish ticket.
- **Management Program:** A unique fishery program with specific management strategies and/or allocation. Management programs that must be identified in the eLandings System include: IFQ, Adak crab and groundfish, CDQ (and specific ID number), AFA (and specific ID number), state managed groundfish, etc. OA- Open Access
- **Port of Landing:** location where the landing occurred. This value is auto-filled from your User Agreement registration. You can modify this value to indicate the correct location for this landing. You can click on the [Port Codes](#) link under the Port of Landing area for a list of port codes.
- **Partial Delivery:** check if, **Yes**, the vessel has made deliveries to other operations or processors from this fishing trip, in other words, deliveries elsewhere, or if the delivery to your operation is only a portion of the catch. If you created more than one landing report for a delivery, you should also check the **PartialDelivery** box, to indicate **Yes**.
- **Dock Delivery:** check if this is delivery made to a dock.



- **Stat Area:** Referred to as the Stat Area Worksheet, this is the area to record the ADF&G statistical area denoting the actual area of catch.

## STAT AREA WORKSHEET NOTES

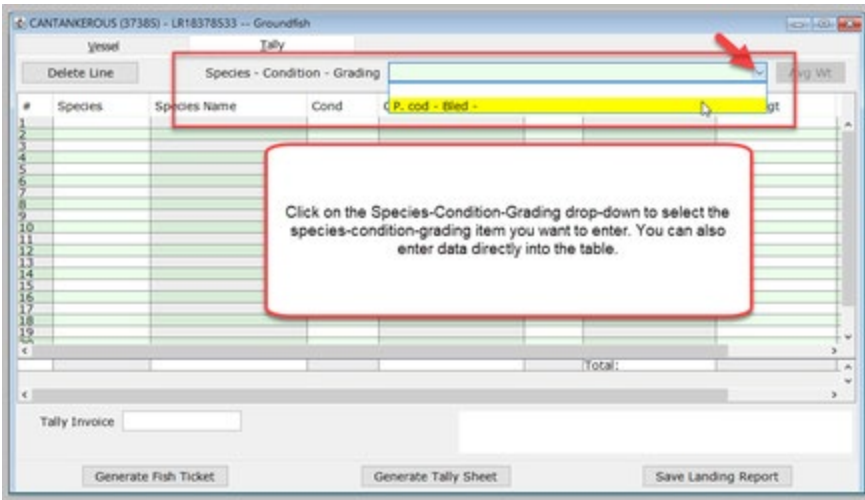
- This worksheet may be used to document a single statistical area, with 100%, or multiple statistical areas.
- The recording of multiple statistical areas in the worksheet requires that the species that are caught and discarded are equally distributed across all statistical areas fished; and all statistical areas fished are open to the species fished.
- If the criteria are met, enter all of the statistical areas that were fished in the field labeled Stat Area and enter the percentage of the catch taken in the area in the area labeled Percent.
- If all of the species recorded on the ticket were from a single statistical area, enter the Stat Area and 100%.
- If you use the Stat Area Worksheet, there is no need to enter the statistical area code and percent anywhere else on the landing report.
- If one or more species are not harvested in a manner that is equally distributed across all statistical areas fished, the catch must be recorded in the Add/Edit Itemized Catch section of the eLandings landing report.

Once I've entered my data into the **Vessel** tab, I click on the **Tally** tab to enter my itemized catch.

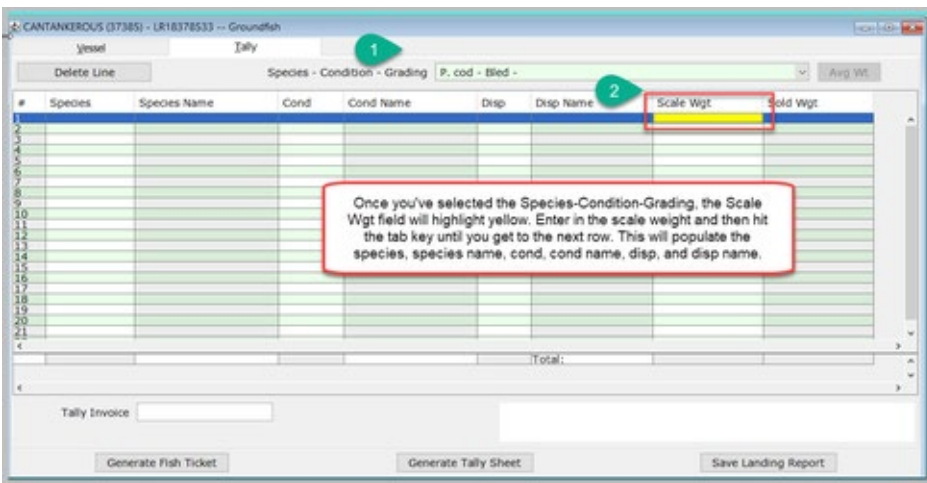
The screenshot shows the 'Tally' tab in the eLandings software. A red box highlights the 'Tally' tab, and a red arrow points to it from a text box that says "Once you've entered your data, click the Tally tab to enter itemized catch". The interface includes various input fields for vessel information, permit numbers, dates, and a table for recording statistical areas and percentages.

Stat Area	Percent
605431	100

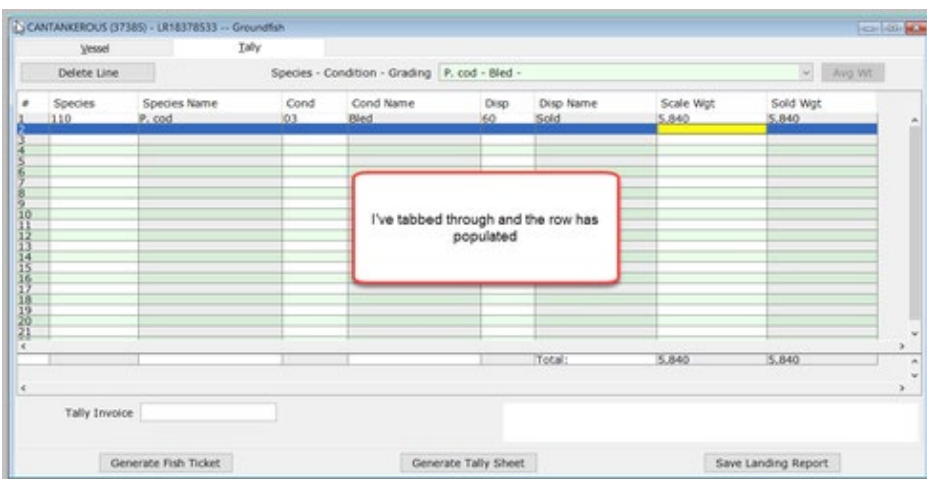
The tally tab is similar to an Excel spreadsheet, you can adjust the column widths and tab through. To begin, click on the Species-Condition-Grading drop-down to select the species-condition-grading item you want to enter. You can also enter data directly into the table.



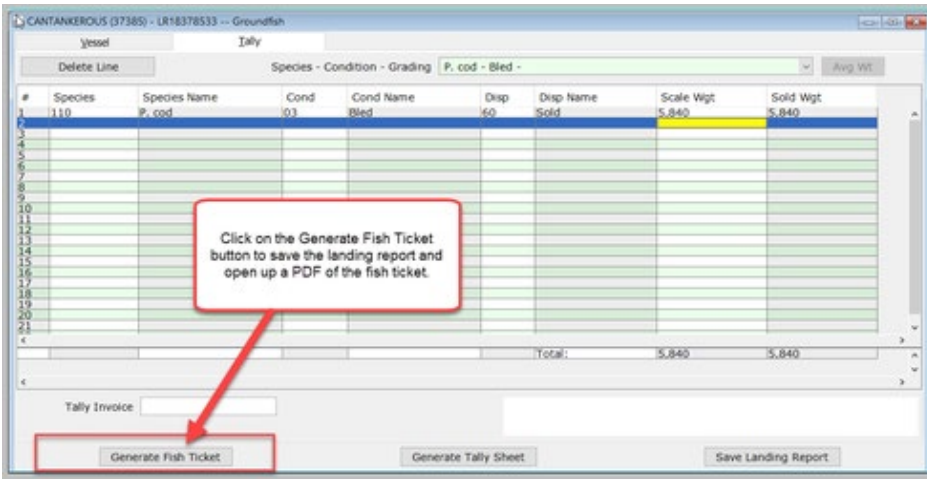
Once you've selected the Species-Condition-Grading, the Scale Wgt field will highlight yellow. Enter in the scale weight and then hit the tab key until you get to the next row. This will populate the species, species name, cond, cond name, disp, and disp name.



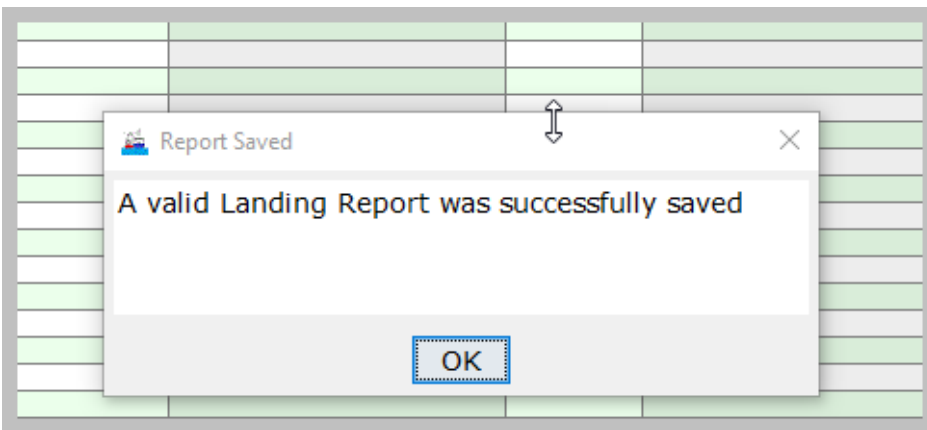
I've tabbed through and the row has populated.



This is all the delivery was made so I'm going to click on the **Generate Fish Ticket** button.



When I click on **Generate Fish Ticket** button. A Report Saved window will pop up letting you know that a valid landing report was successfully saved. Click on the **OK** button to close the window.



The tLandings application automatically creates a .PDF file of the fish ticket, and opens it in an Adobe Acrobat Reader window. Two tickets will automatically be created ready for printing. You can print or review this fish ticket, and even generate it again after editing the landing if needed. The default will be to have two copies of the fish ticket printed, one for the purchaser and one for the seller (CFEC permit holder). Give a signed copy to the seller (CFEC permit holder) and retain one to bring back to your office manager which will be delivered to ADF&G within seven days of landing. If you have any questions on record keeping and recording please contact your local ADF&G office. As of 2020, fish tickets generated in tLandings will begin with the letter D.

ALASKA DEPARTMENT OF FISH & GAME  
ELECTRONIC GROUND FISH TICKET

Fish ticket number

DO NOT WRITE IN THIS SPACE

E19 144725

PURCHASER

Statistical Area WorkSheet			
Stat. Area	%	Stat. Area	%
605431 FED 610	100		

Vessel CANTANKEROUS  
ADF&G NO. 37385  
Permit M09B 15170A 1901B  
HALL TRAVIS M  
 Mag Stripe Read

Crew Size 3 Mgmt Pgm OA  
Observers onboard 0 ID  
Tender ADF&G No. 09871  
Tender Name TOP GUN

Port of Landing or off-shore operation type  
KCO King Cove  
Type of Gear used  
91 Pot

Owner: X1012 Honker Naknek  
Custom Processor:

Date Fishing Began (Gear in Water) 01/31/2019  
Days Fished 2  
Date Landed 02/01/2019  
Time of Landing 07:59

PARTIAL DELIVERY:  
 Partial Delivery  
 Dock Delivery  
 Last Landing for Trip  
 Multiple IFQ Permits

SPECIES	STAT AREA	DEL. COND	POST TARE	NUM	DISP.	SIZE & GRADE	SOLD WEIGHT	PRICE	AMOUNT
110 P. cod		03 Bled	5,840			80 Sold			
Total:		5,840		0			0		\$0.00

I HEREBY ATTEST THAT THESE FISH WERE CAUGHT IN COMPLIANCE WITH ADF&G REGULATIONS.

Permit Holder's Signature

Fish Received by

Date

Taxes	Rate	Amount
Landings Tax		
AFA Fee		
Other		
Total		

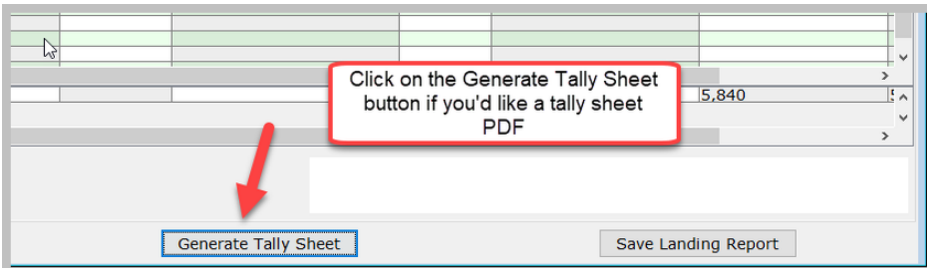
Landing Report ID: 18378533

P. cod Round Weight: 5,959  
Delivery Lat/Long: 54° 56.3' N/160° 12.1' W

Observer only	
Total Round Weight: 5,959	
ODDS Trip Number:	
ADFG only	
Logbook	
Observer	
Interview	

Landing Report ID

Permit holder signs, CFEC  
permit holder signs



**ALASKA DEPARTMENT OF FISH & GAME  
ELECTRONIC GROUNDFISH TALLY SHEET**

**Vessel** CANTANKEROUS      Crew Size 3      Mgmt Pgm OA      Date Fishing Began (Gear in Water) 01/31/2019  
 ADF&G NO. 37385      Observers 0      ID      Days Fished 2  
 Permit M09B 15170A 1901B      on board      Date Landed 02/01/2019  
**HALL TRAVIS M**      Tender ADF&G No. 09871      Time of Landing 07:59  
 Tender Name TOP GUN

**Owner:** X1012 Honker Naknek      **Custom Processor:**

SPECIES	DEL COND	NUM	SCALE WT	TARE	POST TARE WT	DISP.	SIZE & GRADE	SOLD WEIGHT	BRAILERS
110 P. cod	03 Bled		5,840		5,840	60 Sold		5,840	
<b>Total:</b>			5,840		5,840			5,840	

Landing Report ID: 18378533  
 P. cod - Num:      Landed Wt: 5,840      Rnd Wt: 5,959      Amt:      Mult. Brailers: N

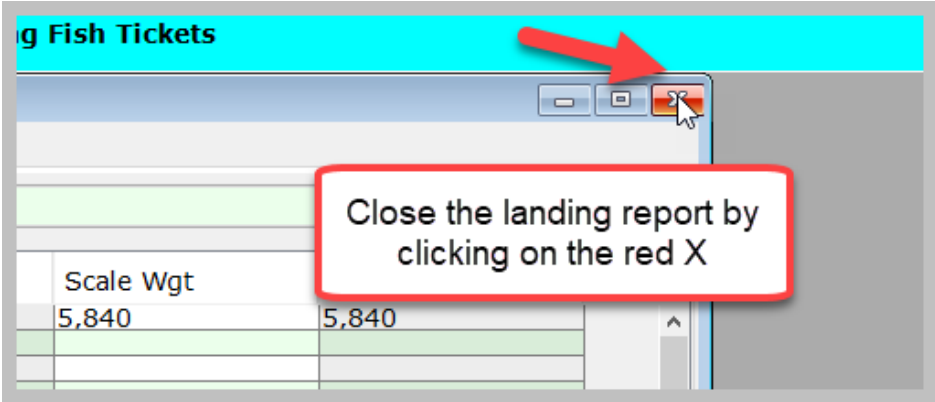
Once printed you can close out of the PDF and close out of the landing report by clicking on the red X in the upper right hand corner.

If your seafood processor provides the vessel skipper with a tally sheet, this can be printed, as well.

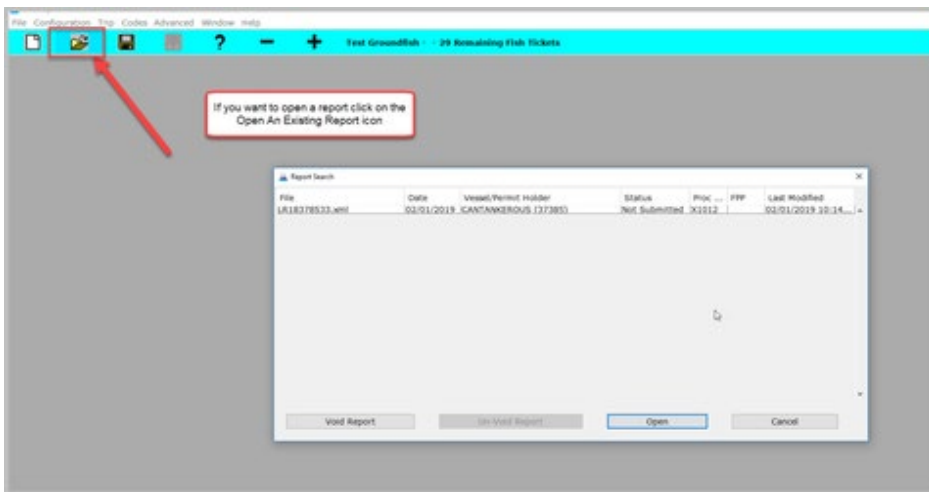
Review the fish ticket and the tally sheet. If changes need to be made, it is simply to do. With the landing report still open, change any field needing to be corrected, save the report and re-print the fish ticket.

You are now ready for your next landing.

If you have completed the landing report, please do not minimize the report (s) – just close. You can close out of the landing report by clicking on the red X in the upper right hand corner. When you minimize a large number of reports, the application performance is slowed.



Once a landing report is saved, it can always be reopened and edited using the Open An Existing Report icon.



## Catcher-Processor Landing Report

If you do not wish to use the Consolidated Report option to report your IFQ catch, you could use the Groundfish Landing Report.

For example, if your offload weight differed substantially from production report weights and you find you have to spend a lot of time editing your consolidated report.

- Go to File...New and choose Groundfish Landing Report as type of report. Click OK.



## Vessel/Location/Status Information

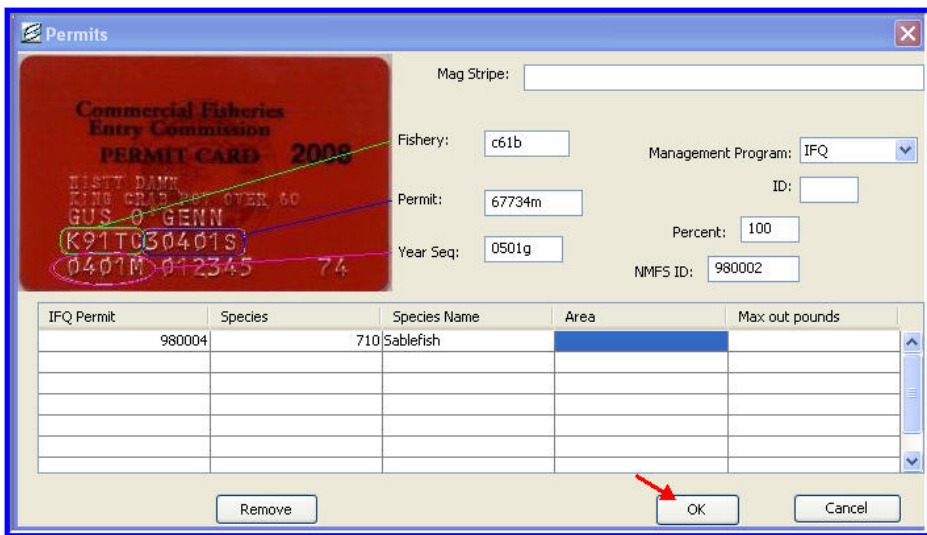
- Enter your Gear type, Crew size, Observers, and Fishing Dates
- Make sure the Registered Buyer Number field is filled out if you are reporting IFQ catch.
  - If the Registered Buyer Number field is blank, contact eLandings User Support at [eLandings@alaska.gov](mailto:eLandings@alaska.gov) so we can plug that permit into your operation.
  - You will not be able to create an IFQ report without a Registered Buyer Number.
- If you are a Floating Catcher Processor, make sure your port code is FCP.
- Do not change your port code to the physical location you are offloading at.

## Permits & Pounds

- Click on the New button on the Permits & Pounds tab in the Permits section to enter your first CFEC permit card.

- Enter the permits listed on the CFEC card.
- Select a management program (IFQ for halibut/sablefish; does not require an ID).
- If you are landing IFQ catch, please enter an **individual's** NMFS ID and IFQ Permit number, plus the species code (710 for sablefish; 200 for halibut).
- Please leave the Area and Max out pounds fields blank unless you have more than one IFQ permit and you want to allocate specific pound to one or the other.

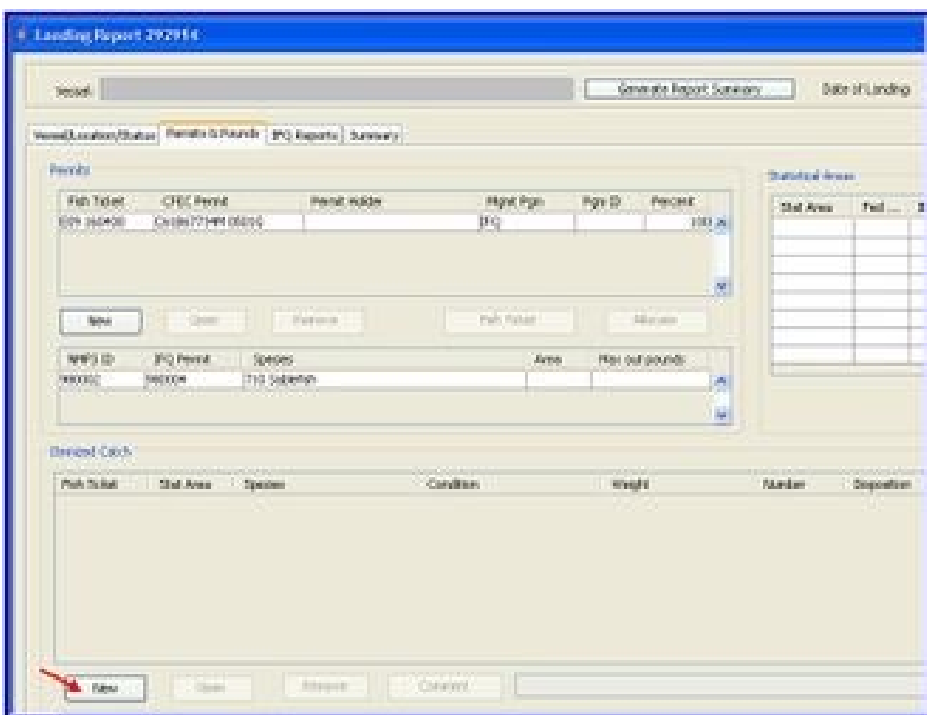




- You can enter more than one IFQ permit for that CFEC card holder by starting a new row underneath the IFQ Permit field.

## Itemized Catch

- Click on the New button underneath the Itemized Catch section.



- Select your Fish Ticket Number and enter your first line of itemized catch.
- If you choose to use the Stat Area Worksheet (upper right hand corner of the Permits & Pounds tab), leave the Stat Area fields blank in the Itemized Catch section.
- Weight is recorded in pounds, as the processed weight of the fish as it is delivered.
- Disposition code 60 is to be used for sold weight.
- Weight modifier is selected only if you've weighed the IFQ catch with ice and slime.

- Estimated weights are only allowed on non-IFQ species and must be changed to non-estimated weights within 72 hours.
- Click OK.

- Click on the New button so you can add your second line of itemized catch.

- Enter your second line of itemized catch.
- Please make sure to enter all your discards as separate itemized catch lines.
- Discarded prohibited species must be reported as number of animals.
- Click OK.

Notice you have the option of selecting "Estimated" or "With Ice/Slime" in the Weight Modifier field.

- The "Estimated" option may be selected for 72 hours for non-IFQ species and product code combinations if you are not sure of the exact weight or if you are not sure of the species.
- However, you must remove the weight modifier and resubmit the report within 72 hours.

- You may not select "Estimated" for any primary IFQ species products because that will prevent you from generating IFQ reports for that catch.
- IFQ reports are required for IFQ sablefish and IFQ/CDQ halibut.
- "With Ice/Slime" option allows you to report the weight of halibut or sablefish with ice and slime.
- "With Ice/Slime" option is not allowable for non-IFQ species and product code combinations.

- Enter your stat areas in your stat area worksheet (if you did not enter them in the Itemized Catch section) and percentages of harvest in each State stat area.
- Click on the IFQ Reports tab if you're reporting IFQ catch (halibut, sablefish).

- Click on the Generate IFQ Reports button, which will create an IFQ report.

Once you have completed entering your permit information and itemized catch, save your report and check for any errors.

- If you don't get any errors you can close out your report and transmit it.

Save your return receipt and process it.

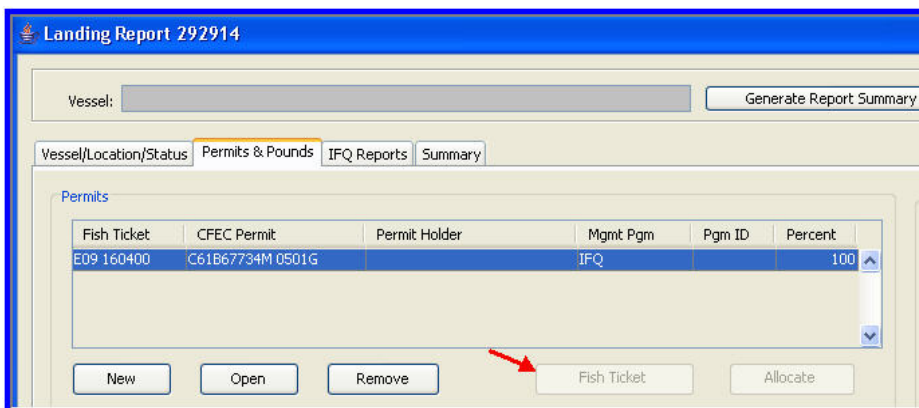
- Now you can print out your landing receipt and fish ticket
- To print out your fish ticket, go to the Permits & Pounds tab, highlight the CFEC permit you want to print the fish ticket for.
- Click on the Fish Ticket button.
  - You'll need to save your report before fish ticket is brought up.

Please note that you will be unable to generate IFQ reports if you have assigned an "estimated" weight to any primary IFQ products.

You can assign "estimated" weights to products by selecting "estimated" in the Weight Modifier field in the Itemized Catch section on your Permits and Pounds tab.

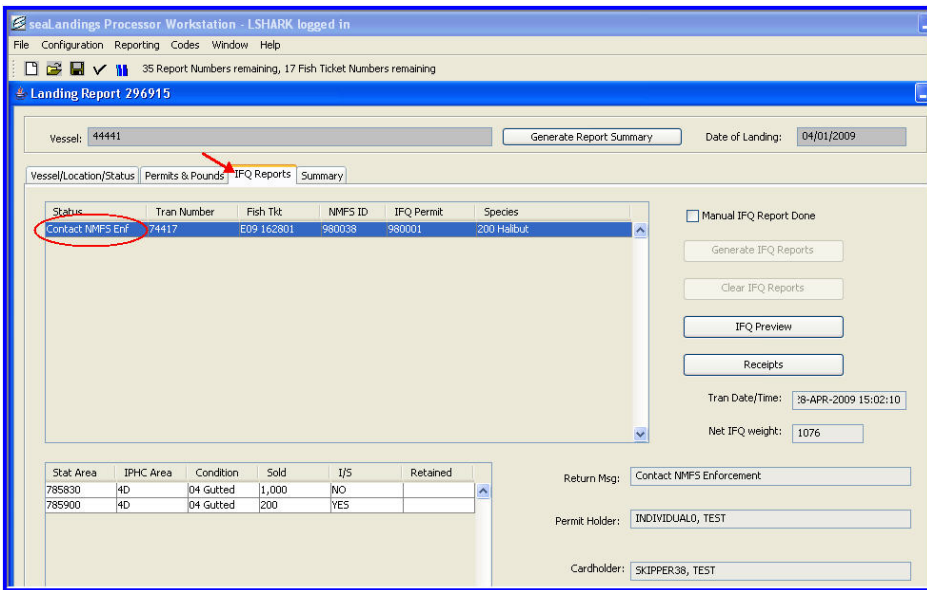
Only primary products will appear on the IFQ report, not ancillary IFQ products.

In addition, ambiguous primary products (such as 97, 32) will also not appear on IFQ reports.



**NOTE:** If you must edit any itemized catch lines after you've generated IFQ reports, you should delete your IFQ reports, then make edits to your Itemized Catch section, and regenerate IFQ reports.

- If you've already submitted your IFQ reports and find they need to be edited, you must call the Data Clerks (1-800-304-4846, option #1) to make the change.
- After you call the Data Clerks, then edit your Itemized Catch section so your line items match the manual changes made by the Data Clerks.
- You cannot edit IFQ reports after they have been submitted to NMFS, except by calling the Data Clerks to do so.
- After you process your receipts for your IFQ reports, please open that landing report and go to the IFQ Reports tab to make sure you haven't "red-lined" on your IFQ reports.
- If you have a message on that IFQ Reports tab that states "Contact NMFS Enf", there is a problem with your IFQ report(s) and you should call the Enforcement Data Clerks at 1-800-304-4846, option #1.
- Checking your IFQ reports for errors after you process receipts is part of the transmission process.

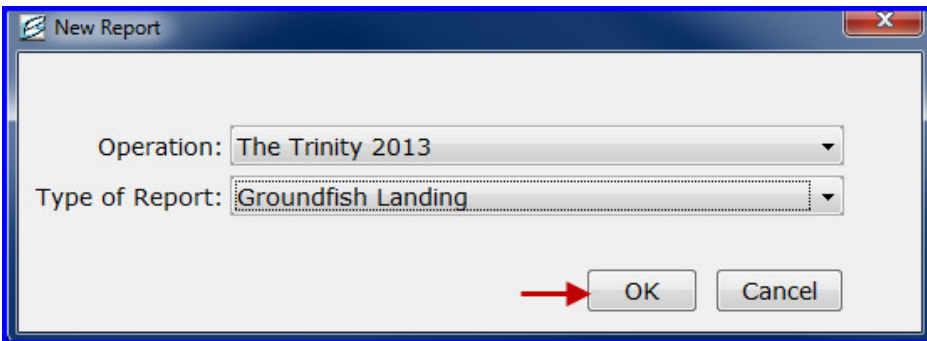


## Mothership Landing Report

As of January 2009, *motherships* are required to submit a landing report for each catcher vessel delivery. And subsequently, the 'fish ticket' that is created in the landings report for each *catcher vessel* delivery as stated at <http://alaskafisheries.noaa.gov/regs/679a5.pdf>.

Motherships must create a groundfish landing report using the method described below.

**To create a groundfish landing report, choose Groundfish Landing as Type of Report.**



- Enter information in the Vessel section of the Vessel/Location/Status tab for the delivering catcher vessel.

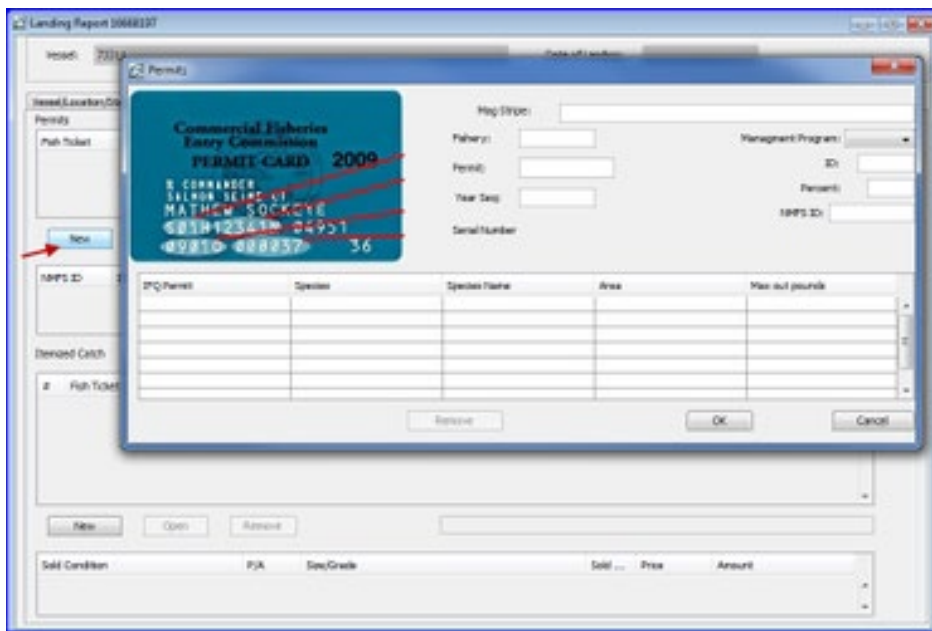
- ADF&G No. For motherships, enter the ADF&G number for the catcher vessel that delivers the catch to your vessel.
- Gear: This is the two digit numeric code used to identify the gear used by the catcher vessel to harvest the catch.
- Crew Size: Enter the crew size of the catcher vessel that delivers the catch to your vessel.
- Partial Delivery: Not applicable for motherships; leave unchecked.
- Observers Onboard: Enter the number of observers on-board the catcher vessel that delivers the catch to your vessel.
- Discard Report: Choose whichever option is appropriate.
- Tender ADF&G#: Leave blank if not applicable.
- Date Fishing Began: The date when the catcher vessel deployed their gear in the water to begin fishing (MMDDYYYY).
- Date of Landing: The date when the landing was completed.
- Days Fished: The number of days when the gear was used to fish. This number does not include traveling to and from the fishing grounds, or weather delays (MMDDYYYY).

#### Processor Section

- Processor Code (Owner): The owner of the product that has just been purchased - the purchaser also known as the Mothership. This value is auto-filled based on information entered during your User Agreement registration.
- Processor Code (Custom Processor)\* - not applicable
- Registered Buyer Number: This should be autofilled for you if you have a permit
- Federal Processor Number: This is your Federal Fishery permit number and should be autofilled
- Port of Landing: Mark FLD if your vessel is a mothership. When you are finished entering vessel and location information, click on the Permits & Pounds tab.

## Permits and Pounds

- Under the Permits section, click on the New button and a Permits window will pop up
- Enter the CFEC permit for the catcher vessel.

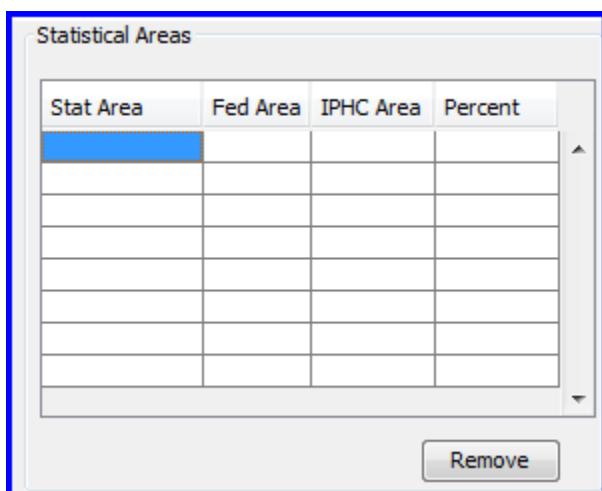


The CFEC permit card contains the name of the individual, the specific fishery, the Permit, e.g. K91T12345Z, and a Permit Sequence, e.g. 0501H.

- Fishery: In the above example it would be S01H.
- Permit: five digits that follow the CFEC fishery. In the above example the permit number is 12341N.
- Year Sequence: found below the Fishery. In the example above it would be 0901O (the first 2 numbers would be the year it's valid for)
- Management Program: Select the appropriate management program using the drop-down arrow to the right of the management program field. Provide an ID# for CDQ, RPP, and AFA programs only.

### Statistical Area Worksheet

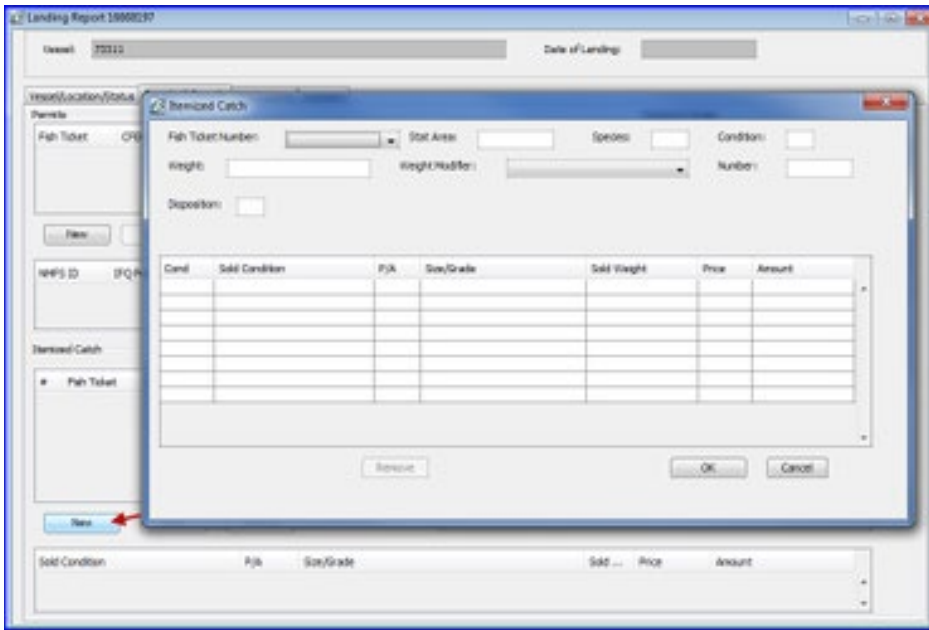
- Record the six-digit ADF&G statistical area denoting the area where the catch was hauled along with the percent fished in each statistical area.
  - Click on the cell under Stat Area to begin entry.
- If you wish to delete a row entered, highlight any field in that row and click on the Remove button.





## Entering Itemized Catch

- To enter itemized catch for the permit you entered, click on the New button in the Itemized Catch section.



The Itemized Catch dialog box will appear.

- Select a fish ticket from the drop-down box
- **Stat Area:** enter here ONLY if you did not use the Stat Area Worksheet.
- **Species:** three digit code
- **Condition:** delivery condition of fish; how the fish were delivered to you
- **Weight:** in pounds. Record the landed or scale weight of the catch, the weight of the catch and the delivery condition of the fish at the point the catch is weighed.
- **Weight Modifier:** Leave blank since you aren't likely going to receive IFQ species
- **Number:** required for crab and prohibited species discarded at sea
- **Disposition:** the intended use or disposal of the product.

You do not need to enter any information in the table below this information unless you are going to do Grading & Pricing! Click on the New button to add more species.

## Printing your Fish Ticket

You will need to Save and Close the landing report form and then Transmit it.

Once you have processed the return receipt, you can print your fish ticket by:

- open the landing report
- go to the Permits and Pounds tab
- highlight the CFEC permit line and then the Fish Ticket button will be available.