

Production Report Instructions

Contents

Production Report Instructions	1
Shoreside Production Reports.....	1
Shoreside Production Report Data Entry	1
No production / No Deliveries	3
When are production reports required to be submitted?	4
At-sea Production Reports	4
At-sea Production Report Data Entry	4
Saving Your Report	8
MRA Spreadsheet	10
Searching for Reports	12
Changing settings in your User Profile	13

Shoreside Production Reports

Shoreside Production Report Data Entry

To create a shoreside production report, you will need to be logged in to the eLandings system located at: <http://elandings.alaska.gov>

- You must be a **registered and activated user** to create a landing report in this system. You will need to enter your User ID and your password.
 - If you have forgotten your UserID, please reference your copy of the User Agreement.
 - If you have forgotten your password, enter your UserID and email address, as provided in your User Agreement application, and your password will be emailed to you within minutes.

An individual user can be associated with one or more **Operations**.

- When the user logs into the eLandings system, she must designate which **Operation** she will be reporting under.
 - Most users will be associated with only one Operation, but if you have access to multiple operations, you must be careful when selecting the appropriate one.
- To create a new production report, simply select the correct operation, and then click on the **Production Report** button.

TO MAKE A NEW REPORT, please select your operation and choose one of the following:

Operation: THE PISCES PLANT				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	

The Production Report Entry page will open.

- The Report Date field defaults to the current day but can be edited if necessary.
- The Number of Observers field is required.
- If you notice that you have the wrong operation selected, you can change it here.

Production Report Entry

INFO - 1275: Please enter data for new landing report

Production Report - 322924

User: Dolly Varden	Company: PISCES INC.	PH: (907) 555-1212	Email: suja.hall@noaa.gov
Report Date: 08/30/2018	Operation: THE PISCES PLANT		
Number of Observers: 0			
No Production (check if none): <input type="checkbox"/>	No Deliveries (check if none): <input type="checkbox"/>		

Now you can enter data in the Production section of the report:

- Select the appropriate FMP Area: GOA (Gulf of Alaska) or BSAI (Bering Sea/Aleutian Islands).
- Enter the ADF&G species code for all groundfish species which have been processed.
 - [Table 2a](#) contains a list of federally managed groundfish species which include all species that need to reported.
 - **NOTE** - halibut is not an FMP groundfish species so you don't have to enter it in production reports.
- Product Type is either P (Primary) or A (Ancillary).
- Enter the appropriate product code weight in pounds - this is supposed to be *processed weight* only

FMP Area	Species Code	Product Type (P/A)	Product Code	Weight (lbs)
GOA	147	P	21	365
GOA	110	p	08	695
GOA	143	P	21	260
GOA	151	P	21	133

Save More Lines Cancel

If you need to look up any of the species or product codes, the [Codes](#) link at the top of the page will provide reference tables.

eLandings Reporting Component of the Interagency Electronic Reporting System	Alaska Department of Fish and Game	International Pacific Halibut Commission	NOAA Fisheries
Reports Menu	User Profile	Codes	Logout

Once you have finished entering all the production items,click on the Save button.

- Once the report is saved you have the option of viewing a PDF of the report to review it.
- Note that by clicking on the View PDF button you are not submitting the report!

Shoreside Daily Production Report		National Marine Fisheries Service P.O. Box 21668 Juneau, AK 99802 Fax: 907-586-7131 Telephone: 907-586-7228	
Report ID: 291043		Processor Name: UNIT TEST FED PROC 555	
Federal Permit Number: 970555		ADF&G Processor Code: T0025	
Report Date: 04/29/2016	<input type="checkbox"/> No Production	Initial Sent Date: 04/29/2016 07:53:09	
Number of Observers: 0	<input type="checkbox"/> No Deliveries	Last Modified Date: 04/29/2016 07:53:09	
GOA Products			
Species	Product	Product	
Code Name	Code Description	Type (P/A)	Weight (lbs)
147 Quillback rf	21 Fillets with skin, no ribs.	P	365.00
110 P. cod	08 Headed and Gutted, Eastern cut	P	695.00
143 Thornyhead rf	21 Fillets with skin, no ribs.	P	260.00
151 Rougheye rf	21 Fillets with skin, no ribs.	P	133.00
GOA Total:			1,453.00
Total Daily Production:			1,453.00

The PDF version of the Production Report ~ Note that the sent date is filled out because this report has been submitted.

Once you have reviewed the report, click on the [Submit](#) button.

Once you have submitted the report, the status of the report (shown after the report number) to **Final Report Submitted**, indicating that it has been submitted.

Production Report Display			
INFO - 1307: Report submitted			
User: Dolly Varden	Company: Pisces Inc.	PH: (907) 555-1212	Email: suja.hall@noaa.gov
Production Report 291043 - Final Report Submitted			

No production / No Deliveries

If you did not have any production or deliveries for the day, then you can check mark on the "No Production" and/or "No Deliveries" boxes to finish the day's report.

- You would then Save the report.
- Once the report is successfully saved, you can click on the View PDF to review the Production report.
- Note that viewing the PDF does **NOT** submit the report. You must click on the Submit Report button to send the report to NMFS.

Production Report - 291044			
User: Dolly Varden	Company: Pisces Inc.	PH: (907) 555-1212	Email: suja.hall@noaa.gov
Report Date:	<input type="text" value="04/28/2016"/>	Federal Permit Number:	<input type="text" value="970555 UNIT TEST FED PROC 555"/>
ADF&G Processor Code	<input type="text" value="T0025 TRAINING PROCESSOR 25"/>	Number of Observers	<input type="text"/>
No Production (check if none): <input checked="" type="checkbox"/>		No Deliveries (check if none): <input checked="" type="checkbox"/>	

When are production reports required to be submitted?

Production reports must be submitted by 12:00 pm AKST each day to record the previous day's production information.

If you are not taking deliveries over a weekend, you may submit the production report for Saturday and Sunday by 12:00 pm the following Monday.

At-sea Production Reports


At-sea Production Report Data Entry

Please register in eLanding system before you attempt to enter data. If you have not yet registered, see the chapter on User Accounts. Once your account has been enabled, you will receive an email. Only one registration is required, unless permit changes occur from year to year.

To create a Daily Production Report, open a web browser and go to <https://elandings.alaska.gov>. Click on LOGIN to make a report. Type in the User ID and Password that you established when you registered your operation. If you get an error message about your password when you login, please email elandings@alaska.gov to reset your password.

Login below to record rationalized crab fisheries, halibut and sablefish IFQ, sta System.

INFO - 1354: User ASKATE logged off

UserID:	<input type="text"/>	
Password:	<input type="password"/>	
<input type="button" value="Login"/>		

You will be brought to the Reports Menu screen. You may select the vessel for which you would like to enter data using the drop-down screen next to the Operation menu. If you find that your vessel is missing from the list, please contact a NMFS staff member at elandings@alaska.gov. After you have selected your vessel using the drop-down screen, click on the Production Report button to start entering daily production data.

TO MAKE A NEW REPORT, please select your operation and choose one of the following:

Operation: NAUTILUS Grading and Pricing

Groundfish	Salmon	Shellfish	Logbook
Groundfish Landing Report	Salmon Landing Report	Crab Landing Report	Current Year Logbook
Production Report		Prior Year Logbook	
Consolidated Report	Mixed Salmon Percentage		Register Logbook

After you click on the Production Report button, you will be brought to a screen where you can enter your data. First, verify that the report date is correct. Report date is the day that you processed fish, not necessarily when you set or hauled nets. The ADF&G Vessel Number automatically defaults to the code that you entered upon registration in the User Profile screen. Please verify this code is correct. If the ADF&G number is not correct, please contact a NMFS staff member at elandings@alaska.gov and they will make the correction for you.

Production Report - 18689033

User: Amanda Skate Company: NESTUCCA SEAFOODS PH: (907) 444-1515 Email: claire.minelga@noaa.gov

Report Date: 05/23/2019 Operation: NAUTILUS

ADF&G Vessel Number: 56789 SEATTLE ENTERPRISE Gear Code: 61 Crew Size: 7 At-Sea Port Code: FCP - Catcher/processor

Federal Reporting Area: 521 Special Area: Management Program: OA Mgmt Program ID:

No Production (check if none): Trip Event:

Enter a one or two-digit gear type. A look-up table of gear types may be accessed by clicking on the blue Gear Codes text underneath the Gear heading. The gear codes you are mostly likely to use are:

Gear Code	Gear Description
7	Non-pelagic / bottom trawl
47	Pelagic / mid-water trawl
61	Longline
91	Pot

Enter a crew size. Crew size does not include observers, but does include skippers. Verify the At-Sea Port Code is set to FCP - Catcher/processor or FLD - mothership. Enter a three-digit Federal reporting area. If a special area was reported, use the drop-down list next to Special Area to choose COBLZ, RKCSA, or AISWW. Maps and coordinates of these special areas and reporting areas may be found at <http://alaskafisheries.noaa.gov/rr/figures.htm>.

A management program is required to be selected using the drop-down list. If the vessel was fishing open-access, please select OA as the Management Program.

Only the CDQ, RPP, and AFA management programs require a Program ID. The management program ID values for AFA and CDQ ids are:

Management Program	Management Program ID	Description
AFA	200	AFA catcher/processors
AFA	300	AFA motherships
CDQ	51	Aleutian Pribilof Island Community Development Association
CDQ	52	Bristol Bay Economic Development Corporation
CDQ	53	Central Bering Sea Fishermen's Association
CDQ	54	Coastal Villages Region Fund
CDQ	55	Norton Sound Economic Development Corporation
CDQ	56	Yukon Delta Fisheries Development Association

If only discards were collected, please click on the No Production box. 'No Production' reports only need to be submitted when your vessel has gear in the water or you are processing fish, not during offload or when steaming to port (without gear in the water).

The screenshot shows a form with several fields: 'Federal Reporting Area' (text input with '521'), 'Special Area' (dropdown menu), 'Management Program' (dropdown menu with 'OA'), and 'Mgmt Program ID' (text input). Below these is a 'No Production (check if none):' checkbox, which is highlighted with a red arrow. To the right of this checkbox is a 'Trip Event' dropdown menu.

State statistical areas are required on daily production reports for catcher processors and motherships. Please enter the State stat areas that are located in the Federal reporting area where your nets were hauled. Please do not include any State stat areas that are not located within the Federal reporting areas where your nets were hauled. Approximately assign percentages to stat areas where the catch occurred. Stat areas do not need to be reported when you are submitting a 'No Production' report. Again, 'No Production' reports only need to be submitted when your vessel has gear in the water or you are processing fish, not during offload or when steaming to port.

Stat Area Worksheet		
Stat Area	Stat Area Codes	Percent
665403		100
More Stat Areas		

If the vessel reported products, please enter the three-digit species code. Unless the product code is ambiguous (such as fish meal that can be primary or ancillary), you may skip over the P/A field and eLandings will fill it in for you automatically when you save the report. Or, you may manually enter a product type if you prefer (P, primary product such as fillets; or A, ancillary product such as stomachs). Enter a one to two digit product code. Lists of species codes, product type codes, and product codes may be found at <http://alaskafisheries.noaa.gov/rr/tables.htm>. The system will not allow you to enter invalid combinations of product codes and product type codes when you save the report.

Please list the weight of each product to the nearest thousandth metric ton. Please make verify your weights are defaulted to accept weights only with three decimal places. This rounding may be automatically set in the "User Profile" screen as "Number of decimals to display for weights" (see previous section for more details). If you need more lines to enter additional species, click on the More Lines button at the bottom of the screen to manually add more rows. You also may add more rows automatically in the "User Profile" section (see previous section for more details).

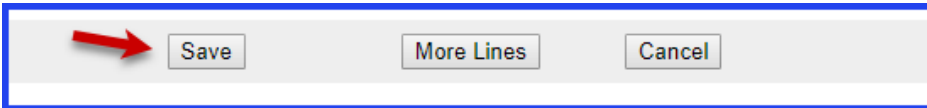
Production			
Species Code	Product Type (P/A)	Product Code	Weight (mt)
110	P	08	4.2810
110	A	14	1.2492
270	P	03	.9276
134	P	03	.0724

After you are finished entering products, please enter all discards. Discarded species codes are entered as a three-digit code. Enter a two-digit Discard Disposition code. Discard Disposition codes may not be entered in the product section, and are only to be used in the discard section. Weights must be entered to the nearest thousandth. Number must be entered as a whole number. For prohibited species (e.g. salmon, crab, herring), the number of fish/crab MUST be reported. eLandings does not perform this validation for you. In contrast, for non-prohibited species you may enter a weight.

Discards			
Species Code	Discard Disposition Code	Weight (mt)	Count
200	98		8
700	98	.8261	

Saving Your Report

When you are done entering data for your report, click on the Save button at the bottom of the screen. If you do not wish to save changes, you may click on the Cancel button, which will exit you out of the Production Report Entry screen. However, any changes made will not be saved if you click on the Cancel button.



You may receive an error message upon saving your report. Error messages are displayed when you try to save (unsuccessfully) at the top of the Production Report Entry screen. You will not be able to save or submit a report until all errors have been fixed. The error message will indicate the field that needs to be corrected. Warning messages do not prevent you from saving reports, but are meant to warn users of uncommon entries (such as entering >400 mt for a single species and product code combination).

If you wish to close a report without saving changes, you may click on the Cancel button at the bottom of the Production Report Entry screen. However, the report will not be saved if the Cancel button is clicked on before you have successfully saved the report.

Production Report Entry

Discard line 2 ERROR - 1173: Weight is required
Discard line 3 ERROR - 1188: Disposition 7 is not valid

After all errors have been corrected, save your report by clicking on the Save button again at the bottom of the screen. When the report saves successfully, a message will appear at the top of the Production Report Entry screen that says 'Report saved successfully.' You will also notice a message appears that reads 'Production Report - Not Submitted.' No error messages will appear when a report is saved successfully. Agency staff cannot view production reports with a status of Not Submitted, so if you call for user support, keep in mind that Not Submitted reports are only visible on your end.

After you've saved your report, please transmit a copy of your report by clicking on the Submit Report button at the bottom of your Production Report Display screen. NOTE: After you have submitted your report once, you do not need to submit it again if changes are made after the first submission. If you attempt to submit the report twice, an error message will appear saying you've already submitted the report. If you make changes to a report after the report has been submitted, please just save the changes, and the changes automatically will be submitted to the agencies. A second submission is not required!

Production Report 18889033 - Not Submitted

Operation ID	041110	Operation Name	NAUTLUS		
Report Date	05/23/2016	Federal Permit Number	1005 (GLACIER SAW)		
ADP#01 Vessel Number	04790 SEATTLE (ENTERPRISE)	Gear Code	01 Longline (Hook and Sink)	Crew Size (includes observer)	7
Federal Reporting Area	010	Special Area	Management Program	CA	Mgmt Program ID

Trip Event

Stat Area Worksheet

Stat Area	Federal Reporting Area	(FAC) Regulatory Area	Percent
045400	010	CA	100

Production

Species Code	Product Type (PIA)	Product Code	Weight (mt)
110P cod	Primary	00 000-000	4.250
110P cod	Auxiliary	10 000	1.2400
270 Pollock	Primary	00 000	0.8075
110J Turbot	Primary	00 000	0.0724

Discards

Species Code	Discard Description Code	Weight (mt)	Count
200-mussel	00 Disc. other		0
700 Shrimp	00 Disc. other	0.4000	

After you've submitted your report and the status of your report says Final Report Submitted, scroll to the bottom of the Production Report Display screen and click on the View PDF to Print button. A new browser will open to display the report. Check your print-out against your data to make sure that you have not made any data-entry errors.

If you find an error, click on the Edit button at the bottom of the Production Report Display screen to make corrections.

If you do not find any data-entry errors in the report, please print and save a copy of the PDF file for your records. Federal law mandates that you keep copies of your reports for 3 years, plus the current year. You only need to save the current year's reports on the vessel. You may be asked by NMFS staff members to make changes to reports in the future, so please file your reports on-site so you may access them quickly in case revisions need to be made.

MRA Spreadsheet

If your report is the first of a new trip for Maximum Retainable Amount (MRA) calculations, click on the Trip Event drop-down menu. The Trip Event field is a voluntary field that was created to help crews flag when their reports are the first of a new trip for MRA purposes.

Production Report - 38341

User: Andy Mackerel Company: NMFS Testing Operation PH: (206) 555-1212 Email: jennifer.mondragon@noaa.gov

Report Date: 08/27/2008 Federal Permit Number: 5822 ENTERPRISE

ADF&G Vessel Number: 69038 Gear Code: 7 Crew Size (include skipper, don't include observers): 52 At-Sea Port Code: FCP - Catcher/processor

Federal Reporting Area: 610 Special Area: Management Program: OA Mgmt Program ID:

No Production (check if none): Trip Event:

The following Trip Events are available: - Enter Protected Area: This report is the first after you entered a protected area.

- Enter SSL Protection Area: A new fishing trip is triggered for any fishing after entering a SSL protection area closed to directed fishing for Pacific cod or Atka mackerel (see regulations at 679.22(a)(7)(i), (a)(7)(v), (a)(7)(vi), (a)(8)(i) (a)(8)(iv) and (a)(8)(v)).
- Leave SSL Protection Area: A new fishing trip is triggered for any fishing after departing a SSL protection area closed to directed fishing for Pacific cod or Atka mackerel (see regulations at 679.22(a)(7)(i), (a)(7)(v), (a)(7)(vi), (a)(8)(i) (a)(8)(iv) and (a)(8)(v)).
- Directed Fishing Closure: A new fishing trip is triggered for any fishing in an area following a change in the directed fishing status for any species retained aboard the vessel.
- Offload Product: A new fishing trip is triggered for any fishing following the offload of fish or fish products.

There are a few Trip Events that are automatically assigned to reports on the MRA spreadsheet, including New Week and Gear Change.

The Trip Event called New Week is assigned to all reports that fall on a Sunday, even if the user designates a different Trip Event for that report. New Week also is assigned to reports with a report date of December 31 and January 1.

The Trip Event called Gear Change is assigned to a report if gear type changes from the previous report, even if the user designates a different Trip Event for that report. The user does not manually select the Trip Event of New Week and Gear Change; instead, these Trip Events are automatically assigned.

Please choose a Trip Event, or leave the Trip Event field blank if your report is not the first of a brand new MRA trip. After you've entered all products and discards for that report, please click on the Save button. Once

you review your work and you are ready to transmit your data, click on the Submit Report button.

Report Date:	08/27/2008	Federal Permit Number:	5822 ENTERPRISE		
ADF&G Vessel Number	69038 ENTERPRISE	Gear Code	07 Non-pelagic/bottom trawl	Crew Size (include skipper, don't include observers)	52
				At-Sea Port Code	FCP Catcher/processor
Federal Reporting Area	610	Special Area		Management Program	OA
				Mgmt Program ID	
		Trip Event		Directed Fishing Closure	
Production					
Species Code	Product Type (P/A)	Product Code			Weight (mt)
270 Pollock	P	08 Headed and Gutted, Eastern cut		5.435	
125 Rex sole	P	07 Headed and Gutted, Western cut		1.628	
124 Dover sole	P	07 Headed and Gutted, Western cut		0.542	
Discards					
Species Code	Discard Disposition Code	Weight (mt)	Count		
Edit Report		View PDF to Print		Submit Report	

Only after you've submitted your report will you be able to view the MRA spreadsheet. Click on the View MRA Spreadsheet button at the bottom of your report.

Report Date:	08/27/2008	Federal Permit Number:	5822 ENTERPRISE		
ADF&G Vessel Number	69038 ENTERPRISE	Gear Code	07 Non-pelagic/bottom trawl	Crew Size (include skipper, don't include observers)	52
				At-Sea Port Code	FCP Catcher/processor
Federal Reporting Area	610	Special Area		Management Program	OA
				Mgmt Program ID	
		Trip Event		Directed Fishing Closure	
Production					
Species Code	Product Type (P/A)	Product Code			Weight (mt)
270 Pollock	P	08 Headed and Gutted, Eastern cut		5.435	
125 Rex sole	P	07 Headed and Gutted, Western cut		1.628	
124 Dover sole	P	07 Headed and Gutted, Western cut		0.542	
Discards					
Species Code	Discard Disposition Code	Weight (mt)	Count		
Edit Report		View PDF to Print		View MRA Spreadsheet	
				Another Report	

An Excel spreadsheet will open in a new web browser. You will be able to see all product reported for a given week, including days that comprise different trips.

You'll notice reports are listed as separate columns and the following header information is available: Federal Fisheries Permit, vessel name, Report Date, Trip Event (the event that triggered a new trip for that particular report), management program, and management program ID. The data are listed by species code, product code, total round weight for all species/product code combinations reported that week, and round weight reported for each report ID.

Please note that the total round weight add all weights together, including weights from different MRA trips. The MRA spreadsheet is not meant to be the final computation of MRAs per trip, but it is meant to provide the crews a way to tabulate and cut and paste products from the same trip. Further computation by crews is required in order for MRAs to be calculated on a trip basis.

FFP:	5822 ENTERPRISE							
	REPORT DATE:	8/27/2008	8/28/2008	8/28/2008	8/29/2008		8/30/2008	8/30/2008
	TRIP EVENT:	New Week					Offloaded Product	
	MGMT PGM:	OA	A80	A80	CDQ		OA	OA
	MGMT PGM ID:				54			
SPECIES	PRODUCT	TOTAL ROUND WEIGHT	PR38342	PR38343	PR38344	PR38345	PR38346	PR38347
110	7	41.1702		4.1298	14.4667	11.2895	11.2842	
124	7	0.7528	0.7528					
124	8	5.6154		0.7323	3.9631	0.5785	0.3415	
125	7	4.6347	2.2611	0.3986	0.5222	1.2653	0.1875	
270	8	9.7054	9.7054					

Searching for Reports

If you save but do not transmit a report, you may find the report by clicking on the Reports Menu at the top of screen. The Reports Menu is also the first screen that you see when you login. In the Reports Menu, a list of unsubmitted reports will appear underneath the Incomplete Production Reports list. You can open and edit these incomplete reports by clicking on the blue Report ID number. You may submit these reports by clicking on the Submit Report button after reports have been verified to be correct.



You can search for submitted and unsubmitted by scrolling to the bottom of the Reports Menu and searching by Report ID (a unique identifier for each report), Status (Final Report Submitted, Not submitted are the only valid statuses for production reports), ADF&G number, date, report type (choose At-sea Production Report), or port (choose FCP for floating catcher-processor).

Click on the Search button to perform a search after you select your search criteria, or click on reset to clear your search criteria.

Search for Reports - Fill in one or more of the following fields to find completed landing reports.

Report ID: <input type="text"/>	Fish Ticket Number: <input type="text"/>
Status: <input type="text" value="All"/>	Report Type: <input type="text" value="All"/>
Vessel ADF&G Number: <input type="text"/>	Port: <input type="text"/>
Federal Permit Number: <input type="text"/>	
Search for reports between:	
From Date (mm/dd/yyyy): <input type="text"/>	To Date (mm/dd/yyyy) : <input type="text"/>
<input type="button" value="Search"/>	<input type="button" value="Reset"/>

Changing settings in your User Profile

The User Profile screen is the location where you may alter the settings for your reports.



The User Profile screen allows you to change the settings that have been established for your production reports, such as number of decimal places and number of product rows or discard rows.

Verify the number of decimal places for weights has been set to three decimals; Federal regulations require that weights are reported to the nearest thousandth. You may also increase the number of production report lines and the number of discard lines. You also may increase the number of lines manually when entering data directly.

Number of decimals to display for weights:	<input type="text" value="4"/>
Number of decimals to display for prices:	<input type="text" value="2"/>
Number of CFEC Permit lines:	<input type="text" value="3"/>
Number of IFQ Permit lines:	<input type="text" value="3"/>
Number of Stat Area Worksheet lines:	<input type="text" value="6"/>
Number of Itemized Catch lines:	<input type="text" value="7"/>
Number of Grading/Pricing lines:	<input type="text" value="3"/>
Number of Production Report lines:	<input type="text" value="8"/>
Number of Discard lines:	<input type="text" value="4"/>