

First Receiver Site License  
Catch Monitoring Plan Template

Please use this template in conjunction with the Catch Monitoring Plan Guidelines. Yellow highlighted sections provide leading information, but you should remove leading text and only include information that is applicable to your site. All highlighting should be removed when you submit your catch monitoring plan. Please elaborate or change to paragraph format if you choose to, but please keep the section headers to simplify review and to make it easier for the Catch Monitor Program coordinator and NMFS staff to point out sections that may need updating.

A. Identifying Information

- First Receiver Name:
- First Receiver Physical Location:
- Business Mailing Address:
- Business Telephone Number:
- Business Fax Number:
- Business Email Address:
- Type of First Receiver: whiting first receiver, a non-whiting first receiver, or both a whiting and non-whiting first receiver

\_\_\_\_\_  
Printed Name of Person Submitting Catch Monitoring Plan

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

B. Sorting Requirements

1. Delivery Points

- Describe each location where catch is removed from a vessel (the first location where catch can be sorted, weighed or diverted)

2. Sorting Process

- Sorting locations:
- Space available for sorting:
- Equipment available for sorting:
- Number of people sorting:
- Approximate catch flow rate:
- Grinders:
- We take the following steps to prevent unsorted catch from entering the factory or other areas beyond the catch monitor's observable area:

- If catch was missorted or unsorted during sorting activities, we would take the following steps to ensure that all species were accurately reported to federal species or species groups:

3. Employee Skills and Training for Sorting to IFQ Species Groups

- Training given to employees on fish identification:
- Name of the person responsible for training new employees in the sorting process:
- Resources available on-site for training and sorting:

C. Weighing Requirements

1. Scales -

a. Scales used for weighing IFQ species:

Make	Model	Scale Type*	Divisions	Maximum Capacity	Testing Organization	Scale Test Date	Pass/Fail Scale Test

\*Scale Type refers to design, for example hopper, flow, hanging, platform etc.

b. Scales designed for bulk weighing (hopper/flow scale):

**EITHER:**

- Not Applicable.

**OR:**

- The [hopper or flow] scale has a printer with an automatic recording function.
- A sample print-out and tote label are attached to this plan.

c. Scales not designed for bulk weighing (platform or hanging scales):

**EITHER:**

- We receive 200,000 pounds or more of fish in any month and have a printer with an automatic recording function. The information provided on the print-out is [enter your print-out information here].
- A sample print-out and tote label are attached to this plan. [Remember to attach print-out and tote label]

**OR:**

- We receive less than 200,000 pounds of fish in any month. We ensure that all catch is weighed, and the catch monitor, NMFS staff, and/or an authorized officer may verify that all catch is weighed. We have never been required to have a printed record under a previous catch monitor plan.
- Our scale(s) [can or cannot] produce a print-out.
  - o If the scale can produce a print-out, list the information provided on the print-out. Please attach a sample print-out and tote label.
  - o If the scale cannot produce a printed record, state how the scale will be used and explain how the first receiver will keep a complete and accurate record for each delivery. Please attach a sample tally sheet and tote label.
- A sample [print-out or tally sheet] and tote label are attached to this plan. [Remember to attach a sample print-out or tally sheet and tote label]

## 2. Weighing Process

- Large volumes of catch: Explain how large volumes of catch are weighed
- Small volumes of catch: Explain how small volumes of catch are weighed
- Tote/container weights: Explain how empty tote/container weights are obtained
- Ice weight: Explain any ice weight calculations

## D. Catch Monitor Requirements

1. First Receiver Liaison: Insert name and title will be responsible for: (1) orienting new catch monitors to the facility and operations, (2) assisting in the resolution of catch monitor concerns, and (3) informing and submitting any changes to the catch monitoring plan to NMFS. Instead of simply writing the first receiver liaison's name and title, be sure to write out that they will be responsible for these duties and list the duties.
2. Reasonable Assistance: Insert name and title will be responsible for: (1) notifying the catch monitor of processor activities at any time IFQ catch is being received, sorted or weighed, (2) ensuring dock personnel provide reasonable assistance to the CM when required, (3) responding to the catch monitor when they have a

question or problem. Instead of simply writing their name and title, be sure to write out that they will be responsible for these duties and list the duties.

### 3. Catch Monitor Safety

- Emergency action plan:
- First aid/CPR training:
- First aid supplies and safety equipment locations:
- Lighting:

### 4. Catch Monitor Access to Facility

- Catch monitor access to sorting/weighing:
- Catch monitor observation area:
- Secure space for catch monitor gear:
- Catch monitor access to state & electronic fish tickets, scale test results:

### 5. Catch Monitor Maximum Work Hours

- We understand that working hours of each individual catch monitor are limited as follows, and we will not exceed these limits: the time required for a catch monitor to conduct monitoring duties must not exceed 14 consecutive hours in a calendar day. Following a monitoring shift of more than 10 hours, each catch monitor must be provided with a minimum of 8 hours break before they may resume monitoring.

### E. Diagram – The attached diagram identifies:

- The delivery point
- The catch monitor observation area
- Sorting locations
- Location of each scale used to weigh IFQ catch
- Location of grinders, if applicable
- Location of safety equipment

### F. Prohibited Species **(Note: Now a required section for all first receivers)**

- **Insert name and title** will be responsible for counting, weighing, and labeling prohibited species by vessel and date.
- Describe how prohibited species are secured:
- Refrigerated or iced location of prohibited species:
- The following persons will have access to prohibited species once secured:
  - o **Insert name(s) and title(s)**
- Prohibited species handling: **Outline how prohibited species will be handled. Some examples are:**
  - o **We will handle and store the salmon and halibut fit for human consumption at landing in a way to preserve the quality. We will work with nonprofit charitable organizations when salmon and halibut are landed as bycatch in**

the IFQ fishery, for donation of these fish to feed the hungry and meet nutritional needs. If the salmon or halibut are not food grade they will be disposed of.

- o We will handle the salmon and halibut in a manner consistent with guidance provided by local enforcement officials. We have been advised by state enforcement to...[outline direction from enforcement here].

#### G. Electronic Fish Ticket (E-Ticket) Submittal

- **Insert name and title** will provide the catch monitor with the fish ticket number.
- **Insert name and title** is responsible for comparing data with the catch monitor and vessel operator, and ensuring that hard copies of e-tickets or dock tickets are signed by both vessel operator and IFQ first receiver. If catch will be transported, this will occur prior to transport.
- **Insert name and title** is responsible for entering, editing, and submitting the data within 24 hours.
- **Insert name and title** will act as a contact point for the catch monitor in case they have questions about dock tickets or submitted e-ticket data. **[Please also include contact information (phone and/or email) for this person if different than above]**