

Instructions

SHORESIDE PROCESSOR CHECK-IN / CHECK-OUT REPORT

The manager of a shoreside processor or stationary floating processor (SFP) is required to submit a check-in report (BEGIN message) prior to participation in a groundfish fishery and to submit a check-out report (CEASE message) upon completion of that participation. The check in/check out information is used by NMFS in-season managers to monitor the fishing capacity and effort in fishery allocations and quotas. A shoreside processor or SFP is active when receiving or processing groundfish. The manager of a shoreside processor or SFP must submit to NMFS a check-in report (BEGIN message) prior to becoming active and a check-out report (CEASE message) for every check-in report submitted.

The check-in /-out report must be submitted by fax to 907-586-7131 or email to nmfs.akr.monitoring@noaa.gov.

TIME LIMITS AND SUBMITTAL

The manager must submit a check-in report and a check-out report according to the following table:

For ...	Submit a BEGIN message	Submit a CEASE message
Change of fishing year	If continually active through the end of one fishing year and at the beginning of a second fishing year, submit a check-in to start the year on January 1.	If a check-out report was not previously submitted during a fishing year, submit a check-out report on December 31.
Interruption of production	n/a	If receipt of groundfish is expected to stop for at least one month during the fishing year and then start up again, the manager or operator may choose to submit a check-out report.
Change of location, if AFA SFP	Before receiving groundfish after a change of location	Upon completion of receipt of groundfish from a position and before movement from that position.

CHECK-IN AND CHECK-OUT REPORT REQUIREMENTS

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

Required information	Check-in	Check-out
Whether an original or revised report	X	X
Processor name, ADF&G processor code, FPP number	X	X
Representative name, business telephone number, business fax number	X	X
Enter date facility will begin to receive or process groundfish	X	
Enter date facility ceased to receive or process groundfish		X
If SFP, position where receiving groundfish in latitude and longitude	X	
Indicate whether this is a check-in report. If YES, indicate If checking-in for the first time this fishing year If checking-in to restart receipt and processing of groundfish after filing a check-out report	X X	
Indicate whether this is a check-out report If YES, enter date facility ceased to receive or process groundfish		X
Indicate product weight of all fish or fish products (including non-groundfish) remaining at the facility (other than public cold storage) by species code and product code. Indicate if recorded to the nearest pound or to the nearest 0.001 mt.	X	X

PUBLIC REPORTING BURDEN STATEMENT: A Federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with an information collection subject to the requirements of the Paperwork Reduction Act of 1995 unless the information collection has a currently valid OMB Control Number. The approved OMB Control Number for this information collection is 0648-0213. Without this approval, we could not conduct this information collection. Public reporting for this information collection is estimated to average 5 minutes per response, including the time for reviewing the instructions, searching the existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection. All responses to this information collection are mandatory and are required to manage commercial fishing efforts under 50 CFR part 679 and under section 402(a) of the Magnuson-Stevens Act (16 U.S.C. 1801, *et seq.*). Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Assistant Regional Administrator, Sustainable Fisheries Division, NOAA National Marine Fisheries Service, P.O. Box 21668, Juneau, AK 99802-1668.

PRIVACY ACT STATEMENT: **Authority:** The collection of this information is authorized under the Magnuson-Stevens Fishery Conservation and Management Act, 16 U.S.C 1801 *et seq.* **Purpose:** The Magnuson-Stevens Act requires that conservation and management measures must prevent over fishing while achieving, on a continuing basis, the optimum yield from each fishery. Vessel logbooks are essential tools in the management of fishery resources. Section 303(a)(5) of the Magnuson-Stevens Act specifically identifies the kinds of data to be collected for fishery management plans (FMPs). **Routine Uses:** The Department will use this information for effective fishery management. All information collections by NMFS Alaska Region are protected under confidentiality provisions of section 402(b) of the Magnuson-Stevens Act as amended in 2006 (16 U.S.C. 1801, *et seq.*) and under NOAA Administrative Order 216-100, which sets forth procedures to protect confidentiality of fishery statistics. Disclosure of this information is permitted under the Privacy Act of 1974 (5 U.S.C. Section 552a), to be shared within NMFS offices, in order to coordinate monitoring and management of sustainability of fisheries and protected resources, as well as with the applicable State or Regional Marine Fisheries Commissions and International Organizations. Disclosure of this information is also subject to all of the published routine uses as identified in the Privacy Act System of Records Notice [COMMERCE/NOAA-6](#), Fishermen's Statistical Data. **Disclosure:** Submission is mandatory for those persons falling under the requirements of 50 CFR 679.5. If the information is not provided, enforcement action may result.