

Instructions for
**CHECK-IN/CHECK-OUT REPORT,
 SHORESIDE PROCESSOR**

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 report and check-out report may be submitted by fax to 907-586-7131 or by e-mail to erreports.alaskafisheries@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