



# Alaska Department of Fish & Game

## Aquatic Farm and Hatchery Annual Report Instructions

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Any person or organization with an Aquatic Farm Operation Permit (AFOP) or Aquatic Farm Hatchery permit is required to provide an annual report as per regulation 5 AAC 41.270 (e). The report details the activities of the operation for the previous year. The annual report is due to Alaska Department of Fish & Game (ADF&G) by **January 31**. A copy of this report will be released to Alaska Department of Natural Resources (ADNR).

### Instructions

- If possible, please use the [My Farm online portal](#) to submit your annual report. This is the preferred method. Contact the [Permit Coordinator](#) to set up an account.
  - If online entry is not possible, please fill out the Word or PDF annual report. Each section must be filled out legibly and completely.
  - Sign your annual report and keep a copy for your records.
  - Submit the completed annual report by:
    1. **Email** to [dfg.dcf.aquaticfarming@alaska.gov](mailto:dfg.dcf.aquaticfarming@alaska.gov) (**preferred**);
    2. **Mail** to Permit Coordinator, Alaska Department of Fish and Game, Aquaculture Section, PO Box 115526, Juneau, AK 99811-5526;
    3. Or **Fax** to (907) 465-4168. If sending by fax, please verify that it has been received by contacting the Permit Coordinator by email or phone (907) 465-4724.
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### Section I. Total Sales

- Provide total sales/transfers off site for all species in reporting year. This includes sales to market or sales to another farm.
- If no sales occurred, check appropriate box and provide a detailed explanation in *Section V: Additional Comments*.
- Use the farm gate value for sales to market. Farm gate value is defined as the unprocessed value excluding the cost of packaging or transport of the product to its first point of sale.
- Total sales should sum farm gate sales to market and sales to intermediate locations.

### Section II. Sales or Transfers Off Site Details

- This section should detail all sales or transfers from the farmsite to market, to other farms, donations, or any subtraction from the site during the calendar year. Please indicate any losses in *Section V: Additional Comments*
- For each species specify:
  - total dollar value for reporting year
  - total number harvested/sold. Be sure to select the appropriate units.
  - Please indicate if sales or transfer is to market or to another farmsite. If both occurred, please separate into two rows.
    - Example: If 10 dozen Pacific oysters were sold to market for \$300 and 5,000 juvenile oysters were transferred off site to another farm for \$0, it should look like this.



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<b>II. SALES or TRANSFERS OFF SITE DETAILS (All subtractions from site in calendar year 2021)</b>				
Species (select all that apply)	Destination (select one per row)	Total Sales (\$)	Number of Units	Unit Type (select one per row)
<b>SHELLFISH / INVERTEBRATES</b>				
<input checked="" type="checkbox"/> Pacific oyster ( <i>Magallana gigas</i> )	<input checked="" type="checkbox"/> Public/Market <input type="checkbox"/> Another Farm	\$300	10	<input type="checkbox"/> Number <input checked="" type="checkbox"/> Dozens <input type="checkbox"/> Pounds
<input checked="" type="checkbox"/> Pacific oyster ( <i>Magallana gigas</i> )	<input type="checkbox"/> Public/Market <input checked="" type="checkbox"/> Another Farm	0	5,000	<input checked="" type="checkbox"/> Number <input type="checkbox"/> Dozens <input type="checkbox"/> Pounds

- Each row should be a total sum for that destination type.
- For donations, list number of units and indicate sales value as \$0.
- In the My Farm portal, below is a list of Disposition options. If you want to reference one of these options, please note this in the Comments section and it will be adjusted on entry.

Disposition	Description
Sold - public/processor (farm gate)	For sales to the public or processing facility (farm gate value)
Sold - to other farm	For sales to another farm site for additional rearing/holding.
Sold - other	For other sales not defined.
Transfer - to other farm	For transfers to another farm site for additional rearing/holding without sale.
Transfer - to storage	For transfers to storage or processing facility without immediate sale.
Transfer - testing facility	For sample submissions to ADEC, pathology, or other testing facility.
Transfer - other	For transfers to other locations not defined.
Donated	For transfers to public with no sales.
Loss - mortality	Loss of inventory due to disease or natural mortality
Loss - predation	Loss of inventory due to predation.
Loss - gear failure/weather event	Loss of inventory due to gear failure/weather event.
Loss - theft/vandalism	Loss of inventory due to theft/vandalism.
Loss - other	Loss of inventory due to other undefined reason.
Destroyed	Intentional destruction of inventory due to culling or other reason.
Personal use	Reduction of inventory due to personal consumption.
Confiscated	Confiscated inventory.

### Section III: Total Stock Added

- This section should detail all additions the farm or hatchery during the calendar year.
  - a. **Transports, wildstock and natural set additions**
    - Report ALL new seed or wildstock added for **direct transfer to the site**. **This does NOT include aquatic plant broodstock acquisition by a farmer for transfer to a hatchery.** The receiving hatchery is the responsible entity to report broodstock acquisitions.
    - Hatcheries may use this section to report all broodstock acquisitions or use the separate Broodstock Acquisition Summary Log available online.  
(<http://www.adfg.alaska.gov/index.cfm?adfg=fishingaquaticfarming.forms>)
    - For *Seed Source Name*, enter the full name of the hatchery or aquatic farm and the location (ex: OceansAlaska Hatchery/ Saxman Seaport).



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- Report acquisitions throughout the year by *Date of Addition*. Include the month, day, and year. Each row represents a single *Date of Addition*.
- Provide the corresponding transport or acquisition permit number to each date of addition. You may have multiple shipments per transport number. The sum of the shipments should not exceed the total amount permitted. If you don't know the transport permit number, please contact the Permit Coordinator to inquire. Attach additional sheets if necessary.
- Report any mortality to newly acquired stock. If a significant loss of seedstock occurred, please provide an explanation and indicate if you contacted the department pathology lab within 48 hours of the mortality incident.
- For natural set of permitted species, summarize all estimated acquisition in a single row and add "12/31/22" as Date of Acquisition. Use "Natural Set" under Seed Source Name.

### **b. Total Stock Added**

- Provide a sum of total stock or broodstock added *directly to the reporting site* per species. This should be a summary of all additions per species in Part a. of the section.

### **Section IV. Inventory Details**

- For **ALL** species permitted by your aquatic farm or hatchery operation permit, indicate beginning and ending estimated inventory for the reporting year. If there is no inventory, enter "zero" in corresponding columns.
- For a list of your permitted species, contact the Permit Coordinator.
- Select one unit type per species.
  - For oysters and whole scallops, report inventory in either number of animals or dozens.
  - For clams, mussels, shucked scallops, sea cucumber, report in number of pounds.
  - For aquatic plants, report inventory in pounds or feet of seeded line.

### **Section V: Additional Comments**

- Provide an explanation why production goals for the year were not met. Factors contributing to production may include: weather damage, fouling, predation, wildlife interactions, growth and survival, recruitment, vandalism, conflicts with other user groups, farm equipment, seed or broodstock acquisitions, inability to harvest, paralytic shellfish toxin levels too high, water quality issues, health, etc.
- Any explanations for excess mortality throughout the year on site or from transports may be explained in this section.
- Changes or installation of gear, predator exclusion devices, or equipment can also be detailed here.

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If you have any questions, please contact the Permit Coordinator at [dfg.dcf.aquaticfarming@alaska.gov](mailto:dfg.dcf.aquaticfarming@alaska.gov).