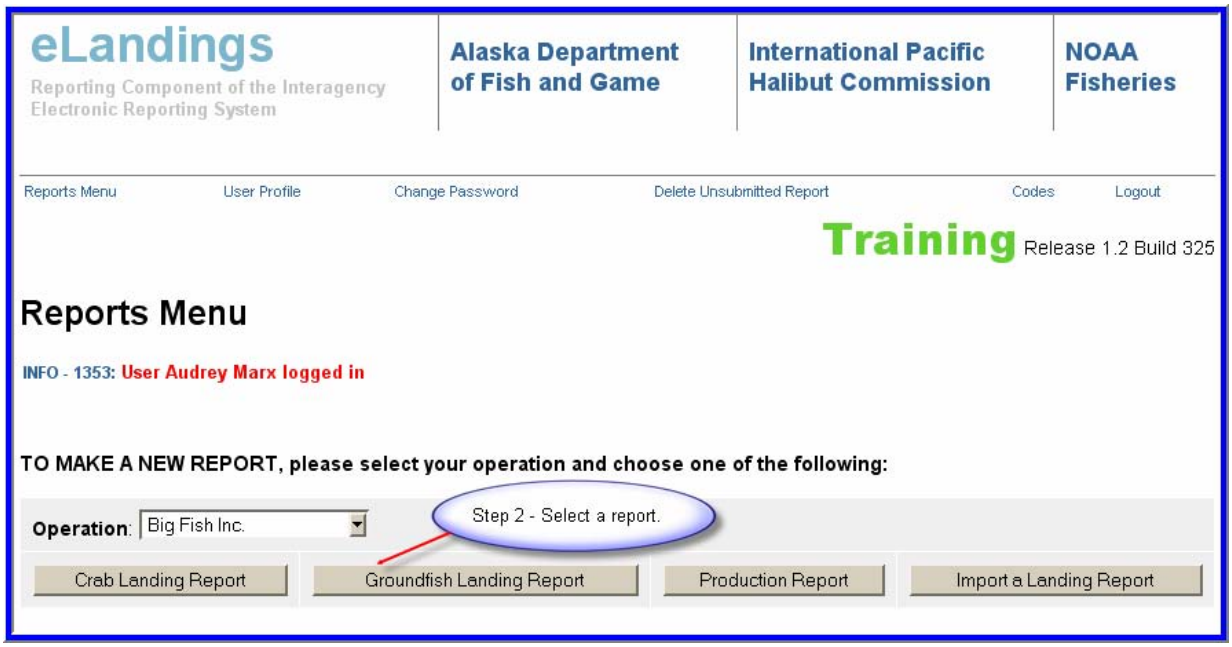
The *eLandings* System Reporting Sequence

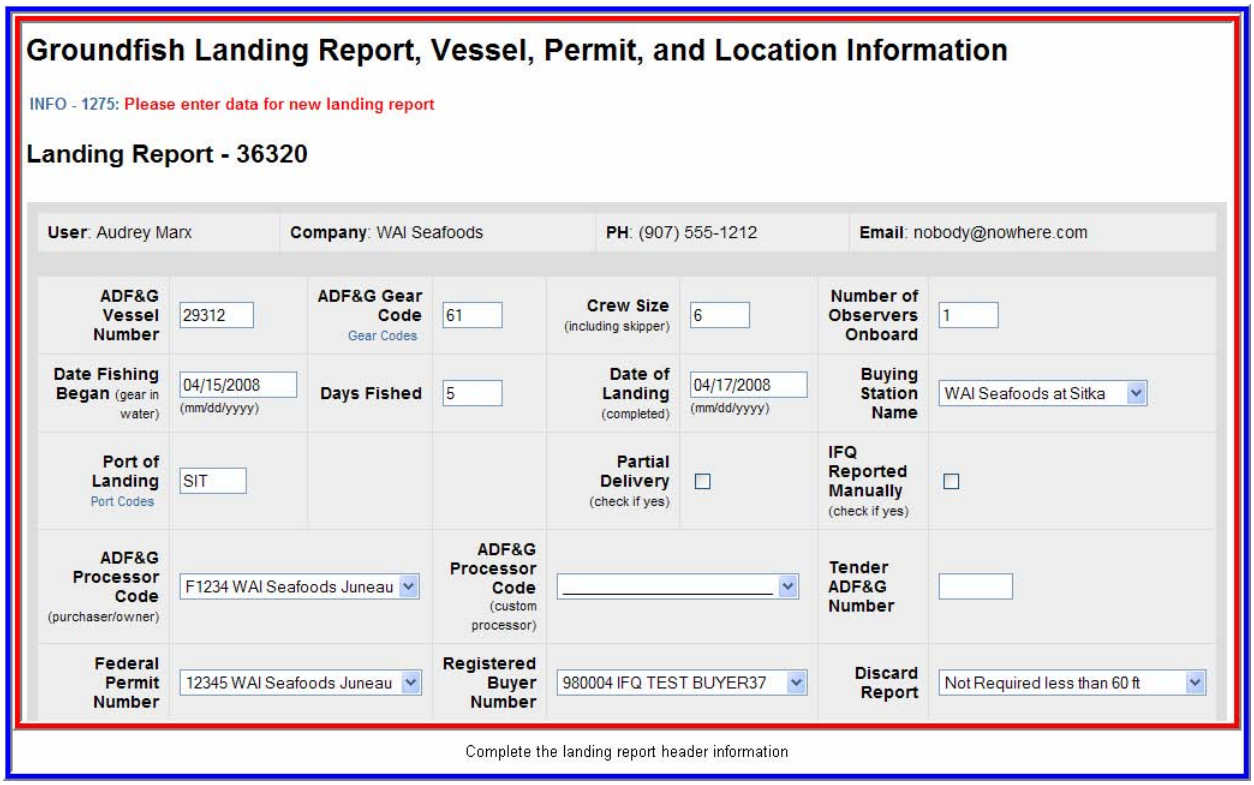
Prior to the beginning of a vessel off-load

1. The processor must assure that the vessel operator or sellers are properly licensed:
    a. Valid CFEC permit(s) for the year and for the fishery,
    b. IFQ permit(s) for IFQ halibut, sablefish or rationalized crab, if they apply to the landing.
    c. Fishers may want to check their IFQ permit balance, as well.
2. Using the Internet, go to www.elandings.alaska.gov. Log onto the ***eLandings*** system. **Select the appropriate report**. At this time the selections include crab, IFQ sablefish and halibut, and statewide groundfish.
3. **Complete the 'header' section.** The eLandings system will display the selected report – Vessel, Permit, and Location Information. This corresponds to the 'header' information on the conventional paper fish ticket.
    a. This information can be supplied as the off-load is beginning. Enter all information in blank cells. Check the autofilled cells to determine that they are accurate for the landing that is taking place.
    b. **Complete the CFEC worksheet.** Data enter all CFEC permits that pertain to the landing taking place. The eLandings System is designed to allow the recording of multiple CFEC permits – for several individuals or for the same individual.
    c. **Complete the IFQ worksheet**, if the landing includes IFQ species.
    d. **Complete the Stat Area worksheet,** if the harvest was proportional to all areas.
    e. **Save.** This is the beginning of a landing report – titled an **Unsubmitted Report**. Review the information submitted for accuracy. Note the landing report number. The eLandings System stores the report. You can recall this saved, unsubmitted report at the conclusion of the off-load.
4. Recall the unsubmitted landing report if you have closed eLandings, or continue to the **Add/Edit Itemized Catch** section.
    a. Data enter the itemized catch by species, delivery condition, disposition categories.
    b. Record if ice/slime is present (sablefish or halibut only).
    c. Record any overages and comments. (**Note**: Determination and documentation of any or all overages can be entered after the initial submission of the report.)
    d. **Save** and review information for accuracy.
5. Select **Add/Edit Grading and Pricing**. (**Note**: Grading/pricing is not required for the initial submission of the landing report. This information can be entered after the initial submission of the report.)
    a. Data enter grading/sizing/pricing for purchased product, as appropriate.
    b. **Save** and review information for accuracy.
6. **Allocate catch to CFEC permits**, if more than one CFEC permit is recorded for the landing**.** Review allocated catch for accuracy**.**
7. **Submit initial report**.
8. **Print fish ticket(s).** Select link to fish ticket(s) PDF file and print appropriate copies. Obtain signatures. The signed fish ticket should be submitted to the local office of ADF&G within seven days.
9. **Generate IFQ reports** (if applicable).
    a. Review for accuracy.
    b. Submit IFQ report.
    c. Print IFQ report PDF files. Obtain signatures. Permit holder will retain IFQ receipt.
10. **Submit Final Report**.

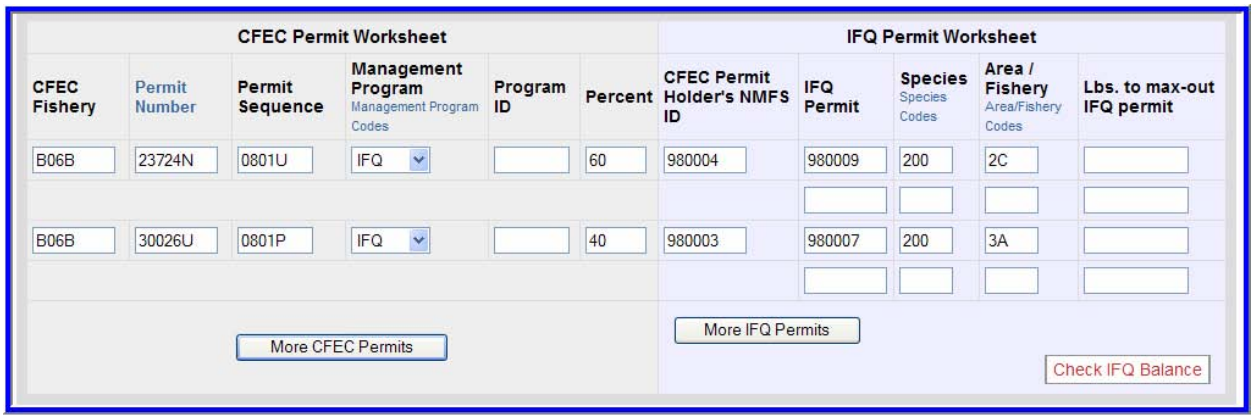
eLandings
Reporting Component of the Interagency Electronic Reporting System
Alaska Department of Fish and Game
International Pacific Halibut Commission
NOAA Fisheries
eLandings
eLandings is the Interagency Electronic Reporting System for reporting commercial fishery landings in Alaska. This system is a collaborative effort of the Alaska Department of Fish and Game, the International Pacific Halibut Commission, and the NOAA Fisheries, with funding provided through the Pacific States Marine Fisheries Commission. Currently eLandings is only for IFQ/CDQ crab and Community of Adak golden king crab landing and/or production data reports, (not including Norton Sound king crab). In the future, the system will include landings and production data reports for groundfish, shellfish, salmon, halibut CDQ, halibut and sablefish IFQ, and other species fisheries.
January 9, 2006: eLandings 1.1 released release notes
HOW TO GET STARTED
Step 1 - Login
Web eLandings:
1. Register: Before users can use the eLandings system to report landings, they must request authorization to use the system and reserve a particular UserID and password. A UserID will be activated after a signed registration form is submitted to: State of Alaska Help, P.O. Box 110206, Juneau, AK 99811-0206, and approved.
2. Login to make a landing report: The eLandings system will allow registered users to submit landing reports. Users can submit their landing report data to all of the mandated agencies through a series of eLandings web pages. Users can also import data in a specified XML format via the eLandings web site.


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
Change Password
Delete Unsubmitted Report
Codes
Logout
Training
Release 1.2 Build 325
Reports Menu
INFO - 1353: User Audrey Marx logged in
TO MAKE A NEW REPORT, please select your operation and choose one of the following:
Operation: Big Fish Inc.
Step 2 - Select a report.
Crab Landing Report
Groundfish Landing Report
Production Report
Import a Landing Report

Step 3.



Step 3b & 3c.

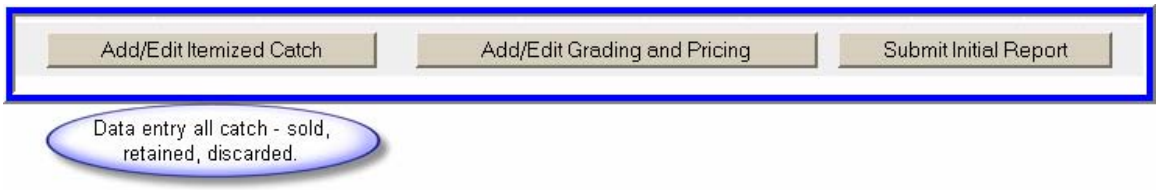


Data enter all permit information that pertains to the fishery, including the IFQ Permit Area for the fishery.

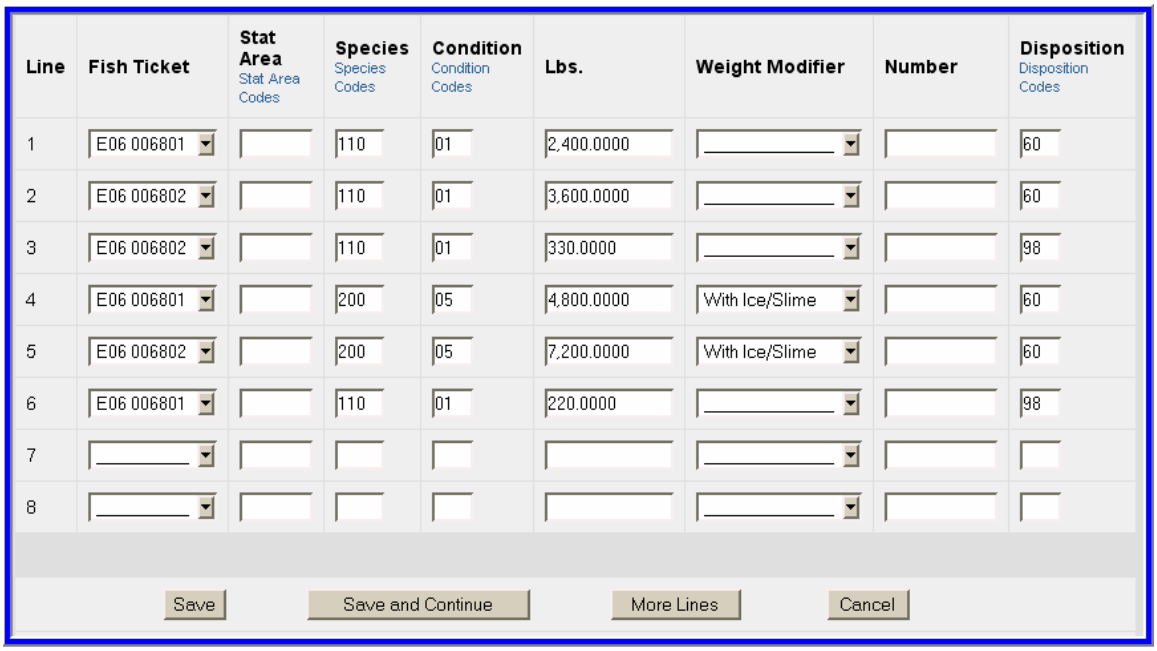
Step 3d.

Complete the Statistical Area Worksheet and save the header portion of the landing report.

Step 4.

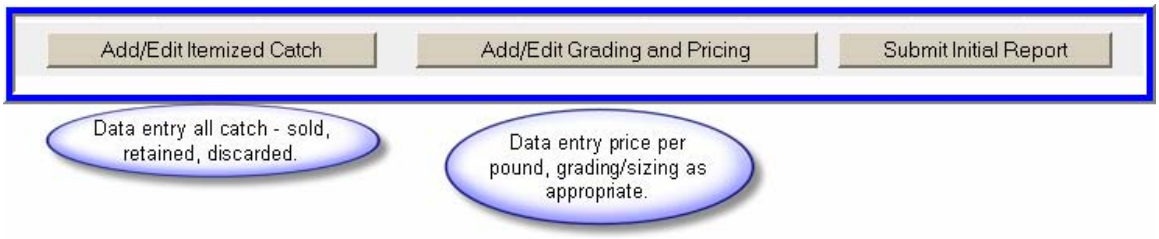


Step 4.

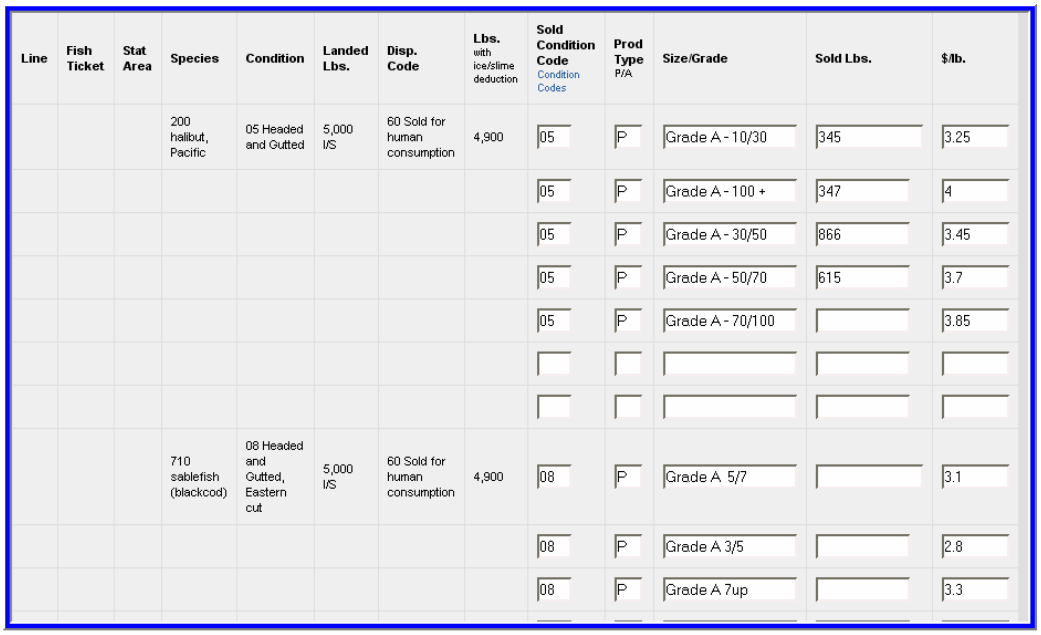


Record the itemized catch by species, delivery condition, and disposition.

Step 5.



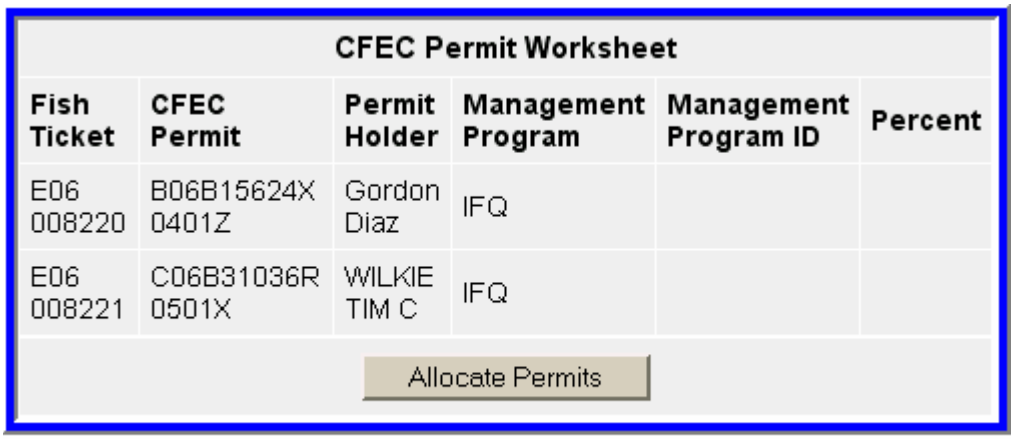
Step 5a.



Line	Fish Ticket	Stat Area	Species	Condition	Landed Lbs.	Disp. Code	Lbs. with ice/slime deduction	Sold Condition Code Condition Codes	Prod Type P/A	Size/Grade	Sold Lbs.	$/lb.
			200 halibut, Pacific	05 Headed and Gutted	5,000 I/S	60 Sold for human consumption	4,900	05	P	Grade A - 10/30	345	3.25
								05	P	Grade A - 100 +	347	4
								05	P	Grade A - 30/50	866	3.45
								05	P	Grade A - 50/70	615	3.7
								05	P	Grade A - 70/100		3.85
			710 sablefish (blackcod)	08 Headed and Gutted, Eastern cut	5,000 I/S	60 Sold for human consumption	4,900	08	P	Grade A 5/7		3.1
								08	P	Grade A 3/5		2.8
								08	P	Grade A 7up		3.3

Add price per pound and grading/size, as appropriate.

Save.
Step 6.



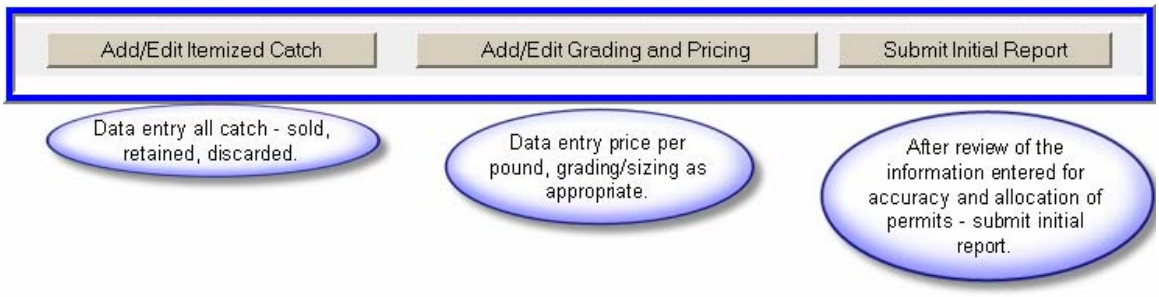
CFEC Permit Worksheet

Fish Ticket	CFEC Permit	Permit Holder	Management Program	Management Program ID	Percent
E06 008220	B06B15624X 0401Z	Gordon Diaz	IFQ		
E06 008221	C06B31036R 0501X	WILKIE TIM C	IFQ		

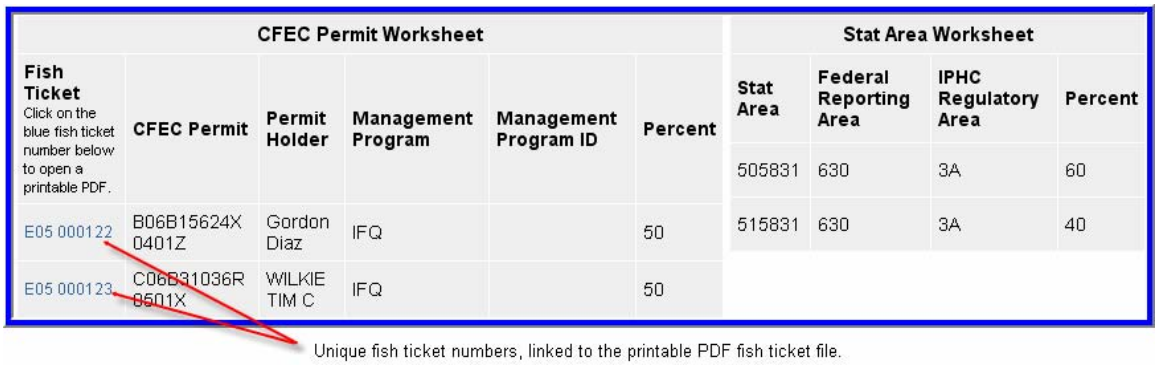
Allocate Permits

Allocate permits - required if more than one permit is recorded.

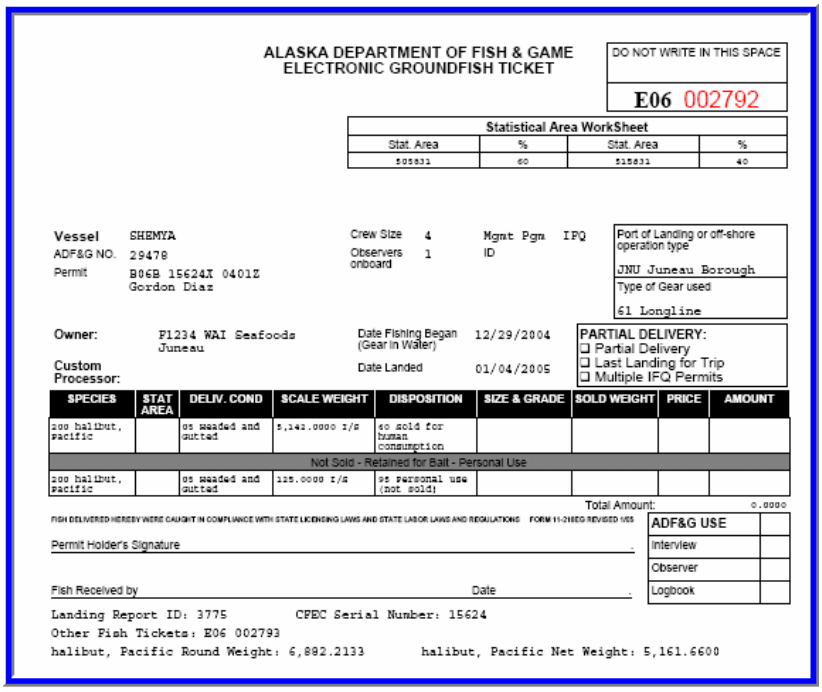
Step 7.



Step 8.



Step 8a.

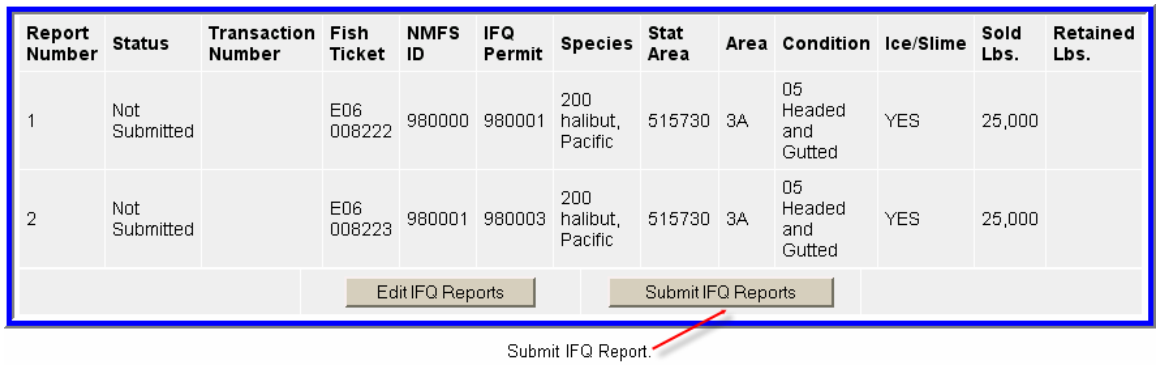


Print fish ticket(s).

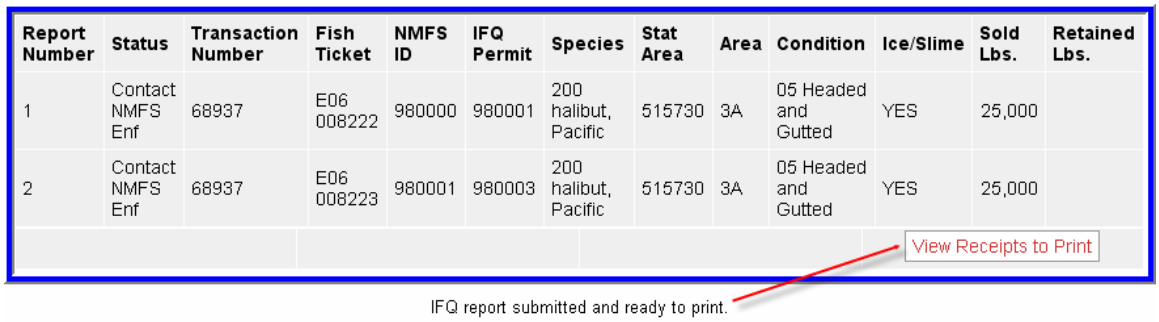
The signed fish ticket(s) must be submitted to the local office of the ADF&G within seven days.

Step 9.

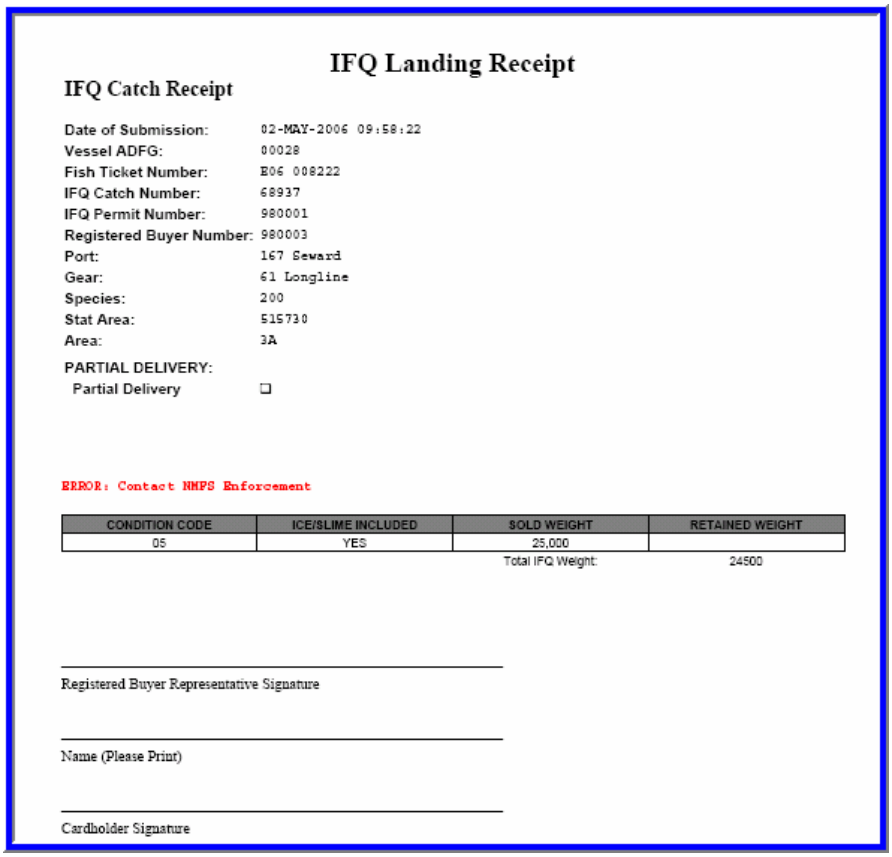
Step 9a.



Step 9b.



Step 9c.



IFQ Landing Receipt

IFQ Catch Receipt

Date of Submission:	02-MAY-2006 09:58:22
Vessel ADFG:	00028
Fish Ticket Number:	E06 008222
IFQ Catch Number:	68937
IFQ Permit Number:	980001
Registered Buyer Number:	980003
Port:	167 Seward
Gear:	61 Longline
Species:	200
Stat Area:	515730
Area:	3A

PARTIAL DELIVERY:

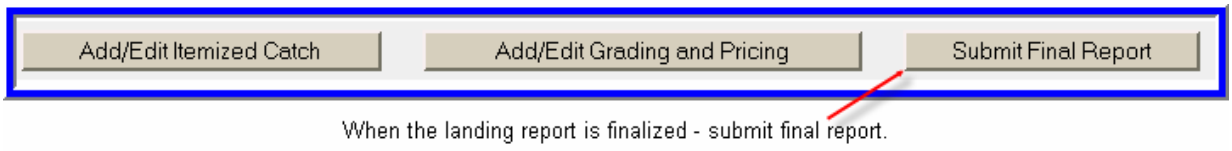
Partial Delivery ❑

ERROR: Contact NMFS Enforcement

CONDITION CODE	ICE/SLIME INCLUDED	SOLD WEIGHT	RETAINED WEIGHT
05	YES	25,000	
		Total IFQ Weight:	24500

Registered Buyer Representative Signature

Name (Please Print)

Cardholder Signature

Step 10.