



Alaska Department of Fish & Game

Aquatic Farm Annual Report Instructions

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 Department of Natural Resources (DNR).

Instructions

- Please fill out each section 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 (**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 for all species sold in reporting year.
- If no sales occurred, check appropriate box and provide a detailed explanation in *Section V: Additional Comments*.
- Use the farm gate value for production data. 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.

Section II. Sales Details

- For each species sold specify:
 - total dollar value for reporting year,
 - total amount harvested/sold. Be sure to select the appropriate units.
- For all other species not sold, but in inventory, enter “zero” in corresponding value and amount column.

Section III. Inventory Details

- For **ALL** species permitted by your aquatic farm operation permit, indicate beginning and ending estimated inventory for the reporting year. If there is no inventory, enter “zero” in corresponding columns. An operation summary sheet is included in the mailing packet that lists permitted species on your AFOP.
- Check corresponding unit descriptor for inventory.
 - 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 number in pounds or feet of seeded line.



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Section IV: Seedstock Acquired

a. Transports and natural set acquisition

- Report **ALL** new seed acquired throughout the year by *Date of Shipment*. Include the month, day, and year (ex: 5/6/20xx). Each row represents a single Date of Shipment.
- For *Seed Source Name*, enter the full name of the hatchery or aquatic farm and the location (ex: OceansAlaska Hatchery/ Peninsula Point).
- Provide the corresponding transport permit number to each date of shipment of new seed. You may have multiple shipments per transport number as long as the sum of the shipments does 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 seed or farm stock as it occurs throughout the year. 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 "12/31/20xx" as Date of Shipment. Use "Natural Set" under Seed Source Name.

b. Total Seedstock Acquired

- Provide a sum of total seed acquired per species. This should be a summary of all shipments per species in previous table.

Section V: Comments and Explanation

- Provide an explanation why production goals for the year were not met. Factors contributing to production may include: weather damage, fouling, predation, growth and survival, recruitment, vandalism, conflicts with other user groups, farm equipment, seed 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.

Special Reporting

Special reporting may be a requirement for your operation as part of your AFOP. Check your permit to see if you have any additional reporting requirements that need to be submitted along with the annual report. Examples of special reports may include, but are not limited to:

- Broodstock Acquisition Summary Log
- Hatchery Production Summary Log
- Seed Transport Permit Shipment Log
- Site-Specific Report for on bottom culture

If you have any questions, please contact ADF&G at dfg.dcf.aquaticfarming@alaska.gov.