

FISH TRANSPORT PERMIT APPLICANT INSTRUCTIONS
ALASKA DEPARTMENT OF FISH AND GAME
DIVISION OF COMMERCIAL FISHERIES

Background

These procedures implement Chapter 41 Section 5 of the Alaska Administrative Code, governing the collection, transportation, possession, propagation, and release of aquatic organisms.

Permit applications must be submitted to the office of the Alaska Department of Fish and Game Division of Commercial Fisheries Aquaculture Section by the person, organization, government organization, educational facility, or private nonprofit hatchery requesting to transport, possess, export from or into the state, or release into the waters of the state any aquatic organism.

How to apply

Fish Transport Permit (FTP) applications are completed and submitted using the online application MyFISH. To submit an FTP application yourself, you may request a MyFISH account by completing the online form. The operator you work for or are cooperating with will approve your account. Or, you may request that the operator you would like to work with submit an FTP application on your behalf.

URL for accessing the online application MyFISH:

<https://mtalab.adfg.alaska.gov/FMPD/SignOn.aspx?ReturnURL=MyFISH.aspx>

Questions?

Call (907) 465-6152

or

E-mail dfg.fmpd.permitcoordinator@alaska.gov

A separate FTP application must be completed for each species, stock, and release location.

Failure to complete any part of the FTP application in its entirety may delay review. Attachments further explaining the project do not substitute for completing the form.

FTP Application Components

Top section. Ensure all fields in top section of the FTP application are complete. Some fields may be automatically filled in for you from your MyFISH profile. Others may be blanks that need to be filled in or selected from a drop-down menu.

- Agency is the organization who is responsible for adhering to the activities and stipulations are followed as described in the permit, if approved. Agency will be automatically filled in for you and cannot be changed.
- Contact Name This is the name of the person who is applying for the permit, will be participating in the project, and will be able to supply a copy of the FTP that will accompany all permitted activity. This is automatically filled in from your MyFISH profile.
- Facility refers to the facility/location where the organisms will be hatched. If there are other FTPs associated with the same facility, select facility from the drop-down menu to ensure consistency in naming.
- Donor Stock refers to the facility/location the organisms are from. For collection of wild-sourced gametes, the donor stock is the name of the water body from which gametes were collected. For a salmon hatchery, for example, if salmon eggs are hatched from returns to the hatchery, the donor stock is the hatchery. If donor stock exists in the drop-down menu, select it from the drop-down menu to ensure consistency in naming.
- Ancestral Stock refers to the original wild stock gametes were first collected from. If the ancestral stock exists in the drop down, select it from the drop-down menu to ensure consistency in naming.
- Destination refers to the final destination of the organisms covered by the permit. For example, destination could be a release site, or, in the cases of transfers between hatcheries, this could be a hatchery. If the destination exists in the drop down, select it from the drop-down menu to ensure consistency in naming. Otherwise, type it in.
- Species should be select from the drop-down menu. If the species of interest to you is not available in the drop down, please email your species addition request to the address at the top of the page.

- Beginning Life Stage of the organism. Select from the drop-down menu.
- Beginning Max. Number Allowed. Largest number of organisms to be taken and/or transported. This amount must not exceed the maximal number permitted in the approved project document(s) (e.g., PNP permit or Statewide Stocking Plan).
- Final Life Stage of the organism. Select from the drop-down menu.
- Resultant progeny (check box) OR End Max. Number Allowed: For hatchery-origin fish, select resultant progeny. Or, enter an number in the blank after End Max. Number allowed if there are biological or management concerns (e.g., number of sockeye that can rear in a lake).
- Final Destination Type: refers to the type of final destination of the organisms to be covered by the permit.
- Authorizing Permit Type: The drop down may be limited by characteristics of your MyFISH profile. For PNP Permits, enter the PNP permit number.

Authorizing permit types
 DRP = Department Research Plan
 DSP = Department Special Project
 FRP = Fish Resource Permit
 PLS = Private Lake Stocking
 PNP = Private NonProfit
 SSP = Statewide Stocking Plan

- Desired Effective Start and End Date: The length of time that an FTP is valid; *i.e.*, number of years necessary to complete the project or length of time the project is approved. The application must include a beginning and ending date.

Transport Plan. Complete one row for each step (egg take, rearing, release, or transport) in your desired plan.

- Sort order will allow you to enter steps in your desired plan out of order and then reorder them correctly (for example, if you forget a step but then remember and enter it later, you can renumber the steps rather than re-entering all of the steps). If you save your application and then come back later, the activities in the transport plan will appear in numerically sequential order.
- Action is what will happen with the organisms (i.e., transport plan step/row). Select collect gamete (e.g., for milt collection), egg take (used in most salmon hatcheries), rearing, release, or transport from the drop down.
- Location Origin and Destinations can be entered or selected from a drop down.
- Date range is the range or time the activity will occur (e.g., summer, June 15-Aug 15). Be as specific as is reasonable.
- Life stage of the fish for that step in the plan. Select from a drop down.
- Expected number of fish for that step in the plan.
- Comment any relevant details or explanation.

Comments. Fill in the following comment sections with sentences.

- Project Summary or statement of what is being permitted. Summarize in a one to a few sentences the project you would like permitted.
- Purpose and Benefits: The projected benefits of this project and the purpose for undertaking it. This should be consistent with the authorizing permit.
- Evaluation Plans are the methods used to evaluate the success or failure of this project. Indicate if a specific report is required under an authorizing permit.
- Native Stocks Present their status, and effects of the proposed action on them: List the stocks naturally present at the release sites. Include the anticipated effects of the capture, egg take, and/or release on these stocks.
- History of previous transports of this stock: All *known* transports of this stock, by either your organization or others.

- Disease History of stock to be transported: If available, a complete listing of disease incidence testing as conducted by the Pathology Section, ADF&G, or other certified fish pathologists. For programs that have been operating for many years, saying that complete disease history is on file with the ADF&G Pathology Lab is adequate.
- Description of proposed gamete collection methods: Explain the procedures planned for gamete collection, if applicable.
- Isolation measures planned to control disease during transport, including description of container, water source, and method and plan for transport: Describe the techniques to be used for isolation and transport of organisms at all life stages.
- Source of water for rearing and proposed effluent discharge location: Describe the water source for rearing, e.g. city water system, hatchery water source, a river system, a saltwater water body, or a local stream. Describe effluent discharge location, e.g. into a city sewer system, back into the water source, etc. Indicate if effluent will be treated or untreated.

At the bottom of the page are buttons to “Save application for Later Addition,” “Save and Print Application,” and “Save and Submit Application as Final.” Submitted applications receive an application number. Hitting “submit application as final” does not automatically send the application out for review. After submission, your application will be reviewed for completeness. When your application is considered complete, it will then be sent for pathology, genetic, and fishery management (sport and commercial) review and comment. Your application will receive an FTP ID when a decision is made on approval.

Review and approval

After a complete application is received by the department, the review process takes 45 days or less. The commissioner may extend the review period for complex or large projects. The commissioner of ADF&G or authorized designee issues this permit. The FTP authorizes only the activities specified in the permit. The person or organization using the permit must comply with all conditions of the FTP.

A copy of approved FTPs must accompany the fish or egg transport and be available if a Department of Fish and Game or Department of Public Safety employee wishes to examine it.

Link to a page with general information about FTPs, information about Aquatic Resource Permits (ARPs), and a link to MyFISH for submitting FTP applications:

<https://www.adfg.alaska.gov/index.cfm?adfg=hatcheries.transport>

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