

NOAA FISHERIES

Preparing the Northeast Multispecies Sector Annual Year-end Report



FISHING YEAR 2017

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NOAA FISHERIES
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

| Greater Atlantic Region



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Introduction

This Regulations require that each approved sector submit a year-end report to the New England Fishery Management Council and NOAA's National Marine Fisheries Service (NMFS) that shows how the sector fared during the fishing year just completed. This document provides guidance for preparing the annual year-end report for Fishing Year 2017.

Confidentiality

The information required in the year-end report includes data that are statutorily confidential, as set forth in section 402(b)(1) of the Magnuson-Stevens Fishery Conservation and Management Act. The full report will, therefore, only be made available to individuals authorized to view confidential data and subject to non-disclosure requirements, such as NMFS employees and Council staff. NMFS may summarize the information in the report into a form that will preserve confidentiality, and may release that summary form to the public.

NMFS considers information in the sector annual report that identifies a permit holder's identity when engaging in an ACE transfer, or the value of an ACE transfer to be confidential. Confidential data is requested for analyses purposes only and will not be released to the public in any form that could identify or disadvantage an individual. Confidential data can be reviewed only by NMFS staff, New England Fishery Management Council staff (not members), and any staff of a state fishery agency that has a data sharing agreement with NMFS.

Regulatory Basis

The Northeast (NE) Multispecies Fisheries Management Plan (FMP) meets the requirements of the Magnuson-Stevens Act and its related legislative mandates. Amendment 16 to the FMP made revisions to several management measures, including significant revisions to the requirements that apply to sectors. One of these revisions was an expansion of the elements required in the mandatory annual year-end report.

Regulatory Language

The regulations list the information that each sector needs to supply, which can be found at **50 CFR 648.87(b)(1)(vi)(C)**.

The text reads:

Year-end report. An approved sector must submit an annual year-end report to NMFS and the Council, no later than 60 days after the end of the fishing year, that summarizes the fishing activities of participating permits/vessels, which must include at least the following information: Catch, including landings and discards, of all species by sector vessels, the permit number of each sector vessel that fished for regulated species or ocean pout; the number of vessels that fished for non-regulated species or ocean pout; the method used to estimate discards by sector vessels; the landing port used by sector vessels; enforcement actions; and other relevant information required to evaluate the biological, economic, and social impacts of sectors and their fishing operations consistent with confidentiality requirements of applicable law.

Disclaimer

This document provides a plain-language summary of how to satisfy the regulatory requirement for each sector to submit a year-end report to the Council and NMFS. This document supplements the regulatory requirement for “other relevant information required to evaluate the biological, economic, and social impacts of sectors and their fishing operations” by specifying additional information the sector must submit as part of its annual report.

List of Acronyms

The acronyms listed in [Table A](#) are used in this document.

Table A: Useful Acronyms

Acronym	Meaning
ACE	Annual Catch Entitlement
CC/GOM	Cape Cod / Gulf of Maine Stock Area
CPH	Confirmation of Permit History; MRIs not on a hull
DAS	Days at Sea
FMP	Northeast Multispecies Fishery Management Plan
FY	Fishing Year
GB	Georges Bank Stock Area
GOM	Gulf of Maine Stock Area
MRI	Moratorium Right Identification (ID) Number
PSC	Potential Sector Contribution
SIMM	Sector Information Management Module
SNE/MA	Southern New England / Mid-Atlantic Stock Area
VPN	Vessel Permit Number

Understanding the Year-End Report

The year-end report describes how your sector fared during the fishing year just completed. Your sector's report must provide two kinds of information:

- **Descriptive information**
Describe your sector, its operations, and its performance during Fishing Year 2017 in your own words.
- **Table data**
Provide final numerical data you obtain from NMFS, and provide your own numerical data to NMFS as well.

Finish reading this section to find out what information you need to provide, how to organize the information, and how to prepare the information. Then read the rest of this document for specific instructions for submitting your year-end report.

NOTE: Your year-end report is normally due to NMFS 14 days after the completion of reconciliation and delivery of final Fishing Year 2017 data to managers. Confirm this date by referring to [Table H](#) in this guide, or by checking with your NMFS sector representative.

How Do I Organize the Report?

Your sector annual year-end report comprises two files: a MS Word file for descriptive information and a MS Excel file for table data.

NOTE: Please do not insert MS Excel tables into the MS Word document file.

See below to learn how each file is organized.

Descriptive Information (MS Word)

[Table B](#) provides the name and description for each section that makes up the Descriptive Information portion of the Year-End Report.

Table B: Contents of the Descriptive Information File

Section Name	Description
Section 1: Fishing Effort Information	Fishing effort by sector vessels under sector rules
Section 2: Discard Estimation Method	A description of the method that was used and the sector's experience of using the method
Section 3: Violation Reports	Detailed reports of violations and how they were handled
Section 4: Exemption Use Information	Usage and effectiveness of each exemption granted to the sector
Section 5: Other Relevant Information	Biological, social, and economic impact of sectors

Table Data (MS Excel)

[Table C](#) lists the tables that make up your Year-End Report, and what each table supplies.

Table C: Summary of Year-End Report Tables

Table	Table Contents
Table 1	Summary data by vessel
Table 2	Port landing data
Table 3	PSC and Initial ACE data
Table 4a	Groundfish Landings and ACE Transfer summary data
Table 4b	Groundfish Landings from Trawl Gear
Table 4c	Groundfish Landings from Gillnet Gear
Table 4d	Groundfish Landings from Hook Gear
Table 5a	Other Species Landings Data from Sector Trips
Table 5b	Other Species Landings Data from Non-Sector Trips
Table 6	ACE Transfers to other sectors
Table 7	ACE Transfers from other sectors
Table 8	ACE Redistribution within sector
Table 9	ACE Conversion GB Haddock East to GB Haddock West and GB Cod East to GB Cod West

The source data for these tables come from various inputs including but not limited to VTRs, dealer reports, VMS catch reports, and Permits; these source data have been processed for quality by NMFS.

Now read the next two sections of this guidance document, [Preparing the MS Word File](#) and [Preparing the MS Excel File](#), to learn how to provide the required contents of your year-end report. Each section describes the information that you must include in the year-end report.

NOTE: After you have completed the MS Word file and the MS Excel file, go to the section [Submitting the Report](#) later in this document to learn how to send your report to NMFS.

Preparing the MS Word File

To prepare the Descriptive Information section in the MS Word file, do the following steps:

- 1) Be sure to read the guidance information in this document.
- 2) Open a new document in Microsoft Word.
- 3) Name the document, **“Sector XXX Year End Report FY 2017 Text”**.

Substitute the official name of your sector for **XXX** in the document name.

- 4) Create the following sections as headings in the MS Word file:
 - [Section 1: Fishing Effort Information](#)
 - [Section 2: Discard Estimation Method](#)
 - [Section 3: Violation Reports](#)
 - [Section 4: Exemption Use Information](#)
 - [Section 5: Other Relevant Information](#)
- 5) Supply the required information, explained below, in each section.

Section 1: Fishing Effort Information

To complete this section, do the following:

1. Make sure the MS Word file **Sector XXX Year End Report FY 2017 Text** is open.
2. Go to the heading **Section 1: Fishing Effort Information**.
3. Write a description of fishing effort by sector vessels under sector rules in Fishing Year 2017. This description must include answers to the following questions:
 - a. How was fishing effort distributed among sector vessels?
 - b. How was the sector's reserve determined? How did the reserve affect a member's allocation from the sector (i.e., are there differences between the allocation information provided by NMFS in the tables and, if so, explain)? Was the sector's reserve used?
 - c. Did members' business and/or business practices change from the previous year? If so, how? This should include changes from year-to-year and any recent additions from the common pool or another sector.
 - d. Please discuss any sector plan for Fishing Year 2017 for controlling, distributing, or targeting fishing effort. For example, did the sector utilize a notification system to help vessels avoid stocks with limited ACE? Did the sector choose certain vessels to target particular stocks or fisheries, or did each vessel operate independently?
4. Save any changes to the file.

Section 2: Discard Estimation Method

To complete this section, do the following:

1. Make sure the MS Word file **Sector XXX Year End Report FY 2017 Text** is open.
2. Go to the heading **Section 2: Discard Estimation Method**.
3. Describe your sector's experience using the discard estimation method. This description must include answers to the following questions:
 - a. Did the sector use software to compute discards, or compute discards manually?
 - b. How did the software or manual calculation process apply the discard rate to trips?
 - c. Was it easy to make the required calculations and apply the discard rate to trips?
4. You must insert the following summary of the discard estimation method in your sector's report, include a statement that the sector followed this method, and include a copy of the method document "**Preparing the Sector Manager Report**" as an attachment to the Word document as part of the submission package.

"Sectors need reliable information about the total groundfish catch, both landings and discards, to ensure that the sector stays within its individual ACEs. For trips that are observed, the actual discards recorded by the observer are applied to that trip. Discards for unobserved trips are calculated using the ratio of species discards to the total kept catch on observed trips. Discard ratios are computed for each stratum; a stratum is a unique combination of sector, gear and the stock area fished. At the start of a fishing year, the initial discard ratios are the final discard ratio for each stratum in the previous year. As the fishing year progresses the initial discard ratio transitions to an in-season discard ratio based entirely on trips observed in the current year within the particular stratum. The discard ratios are cumulative, which means that as each discard ratio is updated based on new observations, the discards for previous unobserved trips are recalculated. Therefore, at the end of the year all unobserved trips will have discards estimated using the discard ratios that were calculated from all observed trips occurring in the stratum for that fishing year."

5. Save any changes to the file.

NOTE: The details of the discard calculation process are included in the **Sector Report Guide**, which is available through the link to the SFD Multispecies web page provided in the following paragraph. Once on the web page, click the tab labelled **Sector**, then the tab labelled **Reporting**.

[Click this link to go to the SFD Multispecies web page.](#)

Section 3: Violation Reports

To complete this section, do the following:

1. Make sure the MS Word file **Sector XXX Year End Report FY 2017 Text** is open.
2. Go to the heading **Section 3: Violation Reports**.
3. Summarize any and all violations of the sector operations plan (including defined administrative provisions) or regulations. This must include all issues raised in the Sector Trip Issue Reports during the year, including:
 - a. Compliance / enforcement concerns
 - b. Sector enforcement issues
 - c. Enforcement actions
 - d. Incident / non-compliance reports.

To do this, you must provide an overview or summary of the violations issued in Fishing Year 2017 and attach a copy of the completed violation report(s). Issues raised and resolved, without being found to have been violations, should also be included.

4. If your sector had no enforcement issues during the fishing year, provide the following text in this section:

"The sector experienced no Federal or sector violations during Fishing Year 2017."
5. Save any changes to the file.

Section 4: Exemption Use Information

In this section, you must describe the effectiveness of each exemption granted to your sector. Write this section in your own words, as clearly as you can. If NMFS cannot determine the use of certain exemptions through our datasets, you must provide that use information

To complete this section, do the following:

1. Make sure the MS Word file **Sector XXX Year End Report FY 2017 Text** is open.
2. Go to the heading **Section 4: Exemption Usage Information**.
3. Write a narrative description of the effectiveness of each exemption granted to your sector. Do not omit any exemptions. Each description must include answers to the following questions:
 - a. Was the exemption used or not used, and, why?
 - b. How did the exemption affect sector operations?
 - c. What are your future plans for this exemption? Will your sector request it again in Fishing Year 2018, or not? Will the exemption encourage greater usage? If so, why?
4. For exemptions to haul another sector's gillnet or hook gear, and for exemptions from gillnet limits for day gillnet vessels, you must provide a written narrative describing the use of *each* exemption. This description must include answers to the following questions:
 - a. How many vessels used the exemption (estimate if a vessel count is not readily available)?
 - b. If applicable, how many trips used the exemption (estimate if a trip count is not readily available)?
 - c. When was the exemption used? (Throughout the year? Seasonally?)
 - d. Where is the exemption being used? (In a specific Research Management Area? In a specific block? Everywhere?)
5. Save any changes to the file.

Section 5: Other Relevant Information

This section of the report focuses on providing information necessary to determine the biological, economic, and social impacts of sectors. NMFS will use all available information to analyze the impacts. However, data alone are frequently insufficient to understand impacts.

In this section, you must provide a narrative description of aspects of your sector's activity that may be important in determining and understanding impacts, particularly information that would not be apparent by looking at trade information or trip information about area fished or gear used.

To complete this section, do the following:

1. Make sure the MS Word file **Sector XXX Year End Report FY 2017 Text** is open.
2. Go to the heading **Section 5: Other Relevant Information**.
3. You must write a narrative description of your sector's activity. This description must include answers to the following questions:
 - a. How did membership in the sector affect members' business operations this year compared with last year? Did membership in the sector this year work out as expected for members? If not, was it better or worse?
 - b. Did more or fewer vessels fish actively in Fishing Year 2017 than anticipated? If so, why?
 - c. What organizational and/or monitoring costs did the sector incur? Provide a dollar amount for those costs. How were those costs distributed to sector members? For example, a per-pound fee, apportioned by PSC, divided equally among members?
 - d. Were there any differences in fishing effort, fishing methods, and/or costs that your sector members noticed between last year and this year? Describe.
 - e. How did ACE transfers with other sectors and trades of allocation among sector members affect the sector members?
 - f. How were compensation and costs for ACE trades divided among members?
 - g. What were the reasons for trading? For example, did the sector trade to increase groundfish activity, to balance overages, or to balance available quota with ACE carryover limits?
 - h. What does the sector intend to change about its operations in Fishing Year 2017?
4. Save any changes to the file.

Preparing the MS Excel File

To prepare the table data for the MS Excel file, perform the following steps:

1. Be sure to read the guidance information in this document.
2. Log in to SIMM after the year-end numbers for the fishing year are final.
3. Download the MS Excel file labeled **Year End Reports** for your sector.
4. Rename the Year End Report file as **Sector XXX Year End Report FY 2017 Tables**.
Substitute the name of your sector for **XXX**.
5. Verify that the information in the tables is correct.
6. Supply your own data to complete the tables where required.
7. Save any changes to the MS Excel file.

NOTES: If you have concerns about the table data NMFS has supplied, contact the Sustainable Fisheries Division (SFD).

You must supply all tables even if one or more of those tables contain no data. Add a text note in the first table cell stating that there are no data to report for the table in question.

[Table D](#) shows you what you need to do for each table in the Year-End Report.

Table D: How You Need to Prepare the MS Excel Tables

Table	Table Contents	Action
Table 1	Summary data by Vessel	Verify data.
Table 2	Port landing data	Verify data.
Table 3	PSC and Initial ACE data	Verify data.
Table 4a	Groundfish Landings and ACE Transfer Summary data	Verify data.
Table 4b	Groundfish Landings from Trawl Gear	Verify data.
Table 4c	Groundfish Landings from Gillnet Gear	Verify data.
Table 4d	Groundfish Landings from Hook Gear	Verify data.
Table 5a	Other Species Landings data from Sector Trips	Verify data.
Table 5b	Other Species Landings data from Non-Sector Trips	Verify data.
Table 6	ACE Transfers to other sectors	Verify data and supply data for the Sent From column.
Table 7	ACE Transfers from other sectors	Verify data and supply data for the Received By column.
Table 8	ACE Redistribution within sector	Create this table from sector records.
Table 9	ACE Conversion GB Haddock East to GB Haddock West and GB Cod East to GB Cod West	Verify data and supply Member IDs.

Verifying Table 1: Sector Information

Review the information contained in [Table 1](#); refer to the bullet sections below for a discussion about the contents of each table column.

NOTE: [Table 1](#) in Appendix A of this document shows an example of this table.

- **MRI**

Lists all MRIs enrolled in the sector, including those MRIs that are in CPH and had no fishing activity.

- **Vessel Permit Number and Vessel Name**

For each MRI, lists all vessel names and Federal permit numbers associated with the MRI during the year, or indicates that the MRI was in CPH for part or all of the year.

- **Member ID**

IMPORTANT! — Provides a column for Member ID. For each MRI, sectors must provide a Member ID in the appropriate column. MRIs should be grouped by member, based on how the sector allocates ACE to its members. **The member ID must be a 4-digit combination of your 2-digit Sector ID (provided by NMFS) followed by a unique 2-digit (e.g., 01, 02, 24) number assigned to that member.**

- If a member owns multiple permits, you must list the same member ID *for each MRI owned by that member.*
- If your sector retains a portion of its allocation (that is, a part of the allocation is held in common and is not distributed to any sector member), and you subsequently wish to transfer that allocation portion to another sector, you must assign to your sector a unique member ID in order to identify your sector as a valid transferring party. Your sector's member ID must be a 4-digit combination of your 2-digit Sector ID followed by two zeroes (for example, **9900**). Obtain the member ID for your sector from your data liaison at GARFO.

- **Cumulative Total Allocation (lb) for MRI**

Indicates the allocation made to each MRI by the sector.

NOTE: In this table, verify the sum (in lb) of all stocks allocated to each MRI, rounded to the nearest whole number.

- **Fished for Regulated Species?**

Indicates the sector vessels that landed regulated groundfish species.

In this column, a Y indicates that the MRI was attached to a vessel when that vessel was on a commercial trip that landed any of the following regulated groundfish species: Atlantic cod, witch flounder, American plaice, yellowtail flounder, haddock, pollock, winter flounder, windowpane flounder, redfish, white hake, and Atlantic halibut. This information is based on dealer records.

NOTE: A sector vessel landing groundfish on a scallop trip would have a **Y** in this category even though the scallop trip was not a sector trip.

- **Fished for Other Groundfish Species?**

Indicates the sector vessels that landed NE multispecies other than those listed above, including small-mesh multispecies.

In this column, a **Y** indicates that the MRI was attached to a vessel when that vessel was on a commercial trip that landed any of the following species: Offshore hake, red hake, silver hake (whiting), and black whiting/silver hake mix. This information is based on Vessel Trip Reports submitted by the vessel, rather than dealer records.

- **Fished for Other Species?**

Indicates the sector vessels that landed any species other than NE multispecies this year.

In this column, a **Y** indicates that the MRI was attached to a vessel when that vessel was on a commercial trip that landed any species other than the groundfish species listed above, such as ocean pout and wolffish. This information is based on Vessel Trip Reports submitted by the vessel, rather than dealer records.

NOTE: Ocean pout and wolffish are prohibited species even though they are managed by the NE Multispecies FMP. However, all landings of ocean pout and wolffish must still be reported.

- **Landing Ports Used**

Lists the landing ports, by state, that each MRI used and indicates the number of landings by each MRI.

This column lists all landing ports used by the vessel while attached to the MRI. Information is based on Vessel Trip Reports submitted by the vessel, rather than dealer records.

- **# of Sector Trips**

Lists the number of landings by each MRI in the column. This is the number of groundfish trips taken by the vessels while attached to the MRI.

Verifying Table 2: Port Landing Activity by State

Review the port landing information. This table includes landing ports, by state, and indicates the number of vessels that landed in each port, along with the number of landings in each port.

NOTE: [Table 2](#) in Appendix A shows an example of this table.

Verifying Table 3: PSCs and Initial ACE Totals

Review the cumulative PSC data, the initial Allocated ACE by stock, any in-season ACE adjustment, Carryover, and Total ACE for your sector.

NOTE: [Table 3](#) in Appendix A shows an example of this table.

Verifying Table 4a, Table 4b, Table 4c, Table 4d, Table 5a and 5b: Catch Totals

Review the catch data for landings and discards, and ACE Transfers for all species by your sector provided in the download. (The data is by stock for NE multispecies and by species for all others.) Use the final catch data that you receive from NMFS. The report must include:

- Summary Harvested ACE (dealer live weight), discards, and ACE Transfer information by stock.
- Harvested ACE (dealer live weight) by gear type for each stock (e.g., pollock, GOM cod).
- Discards by gear type for each stock (observed discards plus calculated discards for unobserved trips; and final in-season discard ratios for unobserved trips).
- Total Catch by gear type for each stock: landings + discards (in live pounds).

For discards, use the final observer discard data and discard ratios from SIMM. [Table 4a](#), [Table 4b](#), [Table 4c](#), and [Table 4d](#) show landings for allocated groundfish stocks. [Table 5a](#) shows landings of other species from groundfish trips. [Table 5b](#) shows all other landings.

NOTE: The column **Reported Landings (lb)** in [Table 4a](#), [Table 4b](#), [Table 4c](#), [Table 4d](#), [Table 5a](#), and [Table 5b](#) displays live weight data for both dealer-reported landings and other landings, which can include orphan VTR landings, bait, home consumption, and legal-size unmarketable fish (LUMF).

Verifying and Completing Table 6, Table 7, Table 8 and Table 9

These tables contain detailed information about ACE transfers with other sectors, and also about any redistribution of ACE among members of your sector that occurred. [Table 6](#), [Table 7](#), [Table 8](#) and [Table 9](#) in Appendix A provide examples of ACE transfer data and allocation redistribution data.

Within the appropriate columns of the tables included in this section, you must do the following:

- Provide the Member ID (from Table 1) associated with the transactions.
- Include (if a transfer involved multiple members) multiple lines with the same transaction number

Each line indicates how each member contributed to, or benefited from, the transfer.

NOTE: See the section immediately following for the data formatting rules with which you must comply in order to report ACE transfers with other sectors and any redistribution of ACE among members of your sector.

Formatting Rules for ACE Transfer or Redistribution Data

IMPORTANT! — NMFS uploads [Table 6](#), [Table 7](#), [Table 8](#), and [Table 9](#) to a database accessed by NMFS staff only, and requires the format and data in these tables to be consistent. If your report is not formatted correctly it will be returned to you to reformat. Read the rest of this section to learn the formatting requirements.

Use the Officially-Standardized Stock Names

Refer to [Table E](#) for the official stock names to use in the Year-End Report.

Table E: Official Standardized Stock Names

STOCK NAME	STOCK ID	NESPP3 CODE	VTR SPECIES CODE
GB Cod East	CODGBE	81	COD
GB Cod West	CODGBW	81	COD
GOM Cod	CODGMSS	81	COD
GB Haddock East	HADGBE	147	HADD
GB Haddock West	HADGBW	147	HADD
GOM Haddock	HADGM	147	HADD
GB Yellowtail Flounder	YELGB	123	FLYT
SNE/MA Yellowtail Flounder	YELSNE	123	FLYT
CC/GOM Yellowtail Flounder	YELCCGM	123	FLYT
Plaice	PLAGMMA	124	FLDAB
Witch Flounder	WITGMMA	122	FLGS
GB Winter Flounder	FLWGB	120	FLBB
GOM Winter Flounder	FLWGMSS	120	FLBB
SNE Winter Flounder	FLWSNEMA	120	FLBB
Redfish	REDGMGBSS	240	RED
White Hake	HKWGMMA	153	WHAK
Pollock	POKGMSS	269	POLL

Use the Official Sector Name Abbreviations

Use abbreviations for sector names in your report. Refer to [Table F](#) for the abbreviations.

Table F: Official Sector Name Abbreviations

Sector ID	Sector Name	Sector Abbreviation
3	GB COD FIXED GEAR SECTOR	FGS
6	MAINE COAST COMMUNITY SECTOR	MCCS
24	MAINE PERMIT BANK	MPB
21	NORTHEAST COASTAL COMMUNITIES SECTOR	NCCS
25	NEW HAMPSHIRE PERMIT BANK	NHPB
14	NORTHEAST FISHERY SECTOR 1	NEFS 1
12	NORTHEAST FISHERY SECTOR 2	NEFS 2
13	NORTHEAST FISHERY SECTOR 3	NEFS 3
8	NORTHEAST FISHERY SECTOR 4	NEFS 4
18	NORTHEAST FISHERY SECTOR 5	NEFS 5
20	NORTHEAST FISHERY SECTOR 6	NEFS 6
7	NORTHEAST FISHERY SECTOR 7	NEFS 7
9	NORTHEAST FISHERY SECTOR 8	NEFS 8
17	NORTHEAST FISHERY SECTOR 9	NEFS 9
15	NORTHEAST FISHERY SECTOR 10	NEFS 10
10	NORTHEAST FISHERY SECTOR 11	NEFS 11
11	NORTHEAST FISHERY SECTOR 12	NEFS 12
16	NORTHEAST FISHERY SECTOR 13	NEFS 13
5	SUSTAINABLE HARVEST SECTOR 1	SHS 1
26	SUSTAINABLE HARVEST SECTOR 2	SHS 2
22	SUSTAINABLE HARVEST SECTOR 3	SHS 3

Other Formatting Requirements

Additional formatting requirements include the following items:

- You cannot use a comma, colon, semicolon, or any other special character as a separator. You cannot merge cells or group cells within your Excel spreadsheet.
- To list multiple members associated with the same stock in the same transaction, you must list each member separately, row by row, and repeat the stock name in each of those rows. **In other words, one row per member in a transfer transaction.**

- Values for the **Member Compensation** fields in Tables 6 through 8 should be reported, if available. For multiple member IDs per transaction, be sure to break out each member ID per row, refer to the examples to see how this works.
- Do not hide columns or rows.
- The total value in the **Transfers In** cell cannot exceed the corresponding value that you received from NMFS.

If you feel that NMFS has not transmitted the proper **Transfers In** value, contact your NMFS sector representative as soon as possible.

Table 6: Fish Sent to Other Sectors

1. Verify the information contained in the table.
2. Supply in the **Sent From** column the Member ID (from [Table 1](#)) transferring the ACE.

Table 7: Fish Received from Other Sectors

1. Verify the information contained in the table.
2. Supply the Member ID (from [Table 1](#)) receiving the transferred ACE in the column labeled **Received By**.

Table 8: Transactions within Sector

1. Create an Excel table using [Table 8](#) in Appendix A as a guide. Your table must include all of the column headings in the example table.
2. Label the column headings as they are labeled in [Table 8](#) in Appendix A.
3. Report information consistent with Tables 6 and 7. For a list of acceptable column entries, please see tables in the appendixes in this guide.
4. Supply the information about the redistribution of allocation among your sector members. You must provide the Member IDs (from [Table 1](#)) involved in the transfers, and also provide compensation information for all transactions by total price per transfer.

Table G: ACE Transfer Compensation

ACE Transfer	Compensation Values
Fish for Fish	Transferred fish for agreed-upon value of fish.
Fish for Money	Transferred fish for monetary compensation.
Fish for Commodity	Transferred fish for agreed-upon value of goods.
Single Permit Holder Trade	Transferred fish within permit for ACE purposes.
Fish as Gift	Transferred fish for no return value.

Table 9: ACE Conversion - GB Haddock East to West / GB Cod East to West

1. Verify the information contained in the table;
2. Supply the Member ID (from [Table 1](#)) of each sector member who converted stock.

Submitting the Report

You must submit the annual year-end report in both electronic and paper format.

Electronic Report

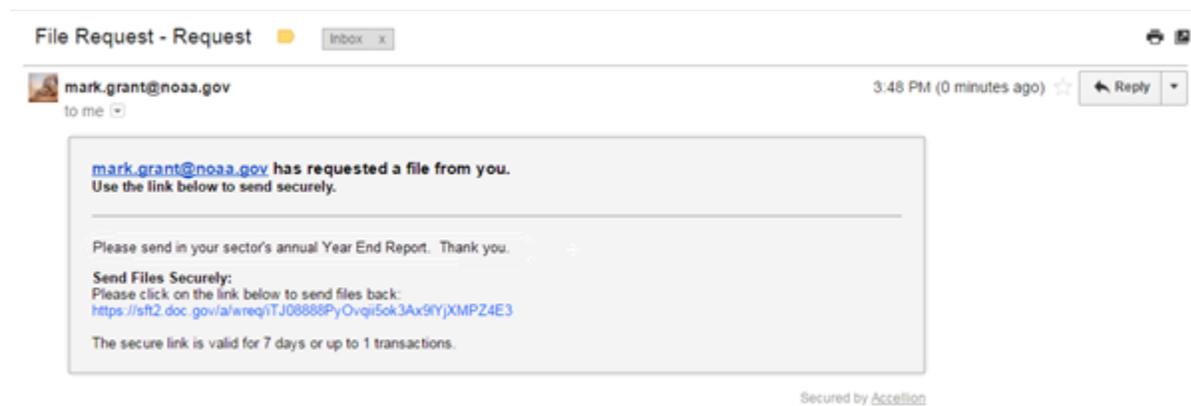
After you are satisfied with your preparation of the annual year-end report, you must send one copy of the report electronically to GARFO. You do this through a Department of Commerce web site that allows you to send the report securely and confidentially. At the appropriate time, you will receive through your e-mail an invitation to use this web site to send in the report.

To send an electronic copy of the annual year-end report to GARFO, do the following:

1. Open the invitation in your e-mail box.

You will see a message similar to the example in [Figure 1](#).

Figure 1: Sending In Your Electronic Report: Receive the Invitation



IMPORTANT! — The link (that starts with **https://**) in the message is valid for *seven days or 1 transaction*. If the link becomes invalid for any reason, contact your SFD representative immediately in order to receive an updated link. Also, do not use the link until you have complete copies of both the Word file and the Excel file that you are ready to upload.

2. Click the link.

A web page opens; this page allows you to upload and send your files. You may send a message if you wish. (See [Figure 2](#)).

Figure 2: Sending In Your Electronic Report: Web Page

COMMERCE.GOV
UNITED STATES DEPARTMENT OF COMMERCE

Send Discard

From: j.angler@provider.net
To: mark.grant@noaa.gov
Subject: Re: File Request - Request

Files: Choose File

Click this button to select a file to send to GARFO

Use Rich Text Formatting »

I

Additional Options

Send copy to myself
 Send notification on file delivery

Send Discard

3. Click the **Choose File** button to select your Word year-end report file.
4. Click the **Choose File** button to select your Excel year-end report file.
Once both files are attached you can send the message securely.
5. If you want, add a brief note in the **Use Rich Text Formatting** text box.
6. Click the **Send** button.

When the send operation is complete, you will receive a confirmation screen similar to the one in [Figure 3](#).

Figure 3: Sending In Your Electronic Report: Confirmation Page

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Request File

Your e-mail has been sent to mark.grant@noaa.gov with the following files:

- Sector XXX Year End Report FY 2 Text
- Sector XXX Year End Report FY 2 Tables

* You will receive a copy of this e-mail and get an e-mail notification when your file is downloaded.

Paper Report

You must prepare two paper copies of the annual year-end report, one for NMFS, and one for the Council. The paper copies must be printed versions of the electronic files (including all tables).

The paper report for NMFS will be the official record of the sector year-end report. This means that one paper copy you submit must include the original signature of the authorized representative of the sector, which indicates the sector's approval of the contents of the annual year-end report. This guidance document provides a signature form in *Appendix B: Signature Form*. Print out the signature form, complete and sign it, and include the signature form as the first page of your completed paper report to NMFS.

Both paper copies and both compact discs must be hand delivered or mailed to NMFS at the following address:

Michael Pentony, Regional Administrator
c/o Sustainable Fisheries Division Sector Team
National Marine Fisheries Service
55 Great Republic Drive
Gloucester, MA 01930

When Must I Submit My Report?

The due date for the report is normally 14 days after the date final data tables are provided by NMFS. Confirm this date by referring to [Table H](#) in this guide, or by checking with your NMFS sector representative.

Checklist

Make sure your report complies with the following checklist:

- One electronic copy of the Word file and one electronic copy of the Excel file. Submit these through the Department of Commerce web site as documented in this guide.
- Two printed copies of the Word file, and two printed copies of the Excel file.
- **Printed, completed, and signed signature form, which is included in Appendix B, attached as first page to the NMFS paper copy. Signature must be original, not photo-copy.**

Year-end Report Schedule

The end of the fishing year involves a number of steps and processes to determine the final sector catch numbers. A summary of important dates in the development of the year-end report process is provided directly following.

NOTE: The schedule information is accurate as of this writing. Please consult with your NMFS sector contact person for the latest information.

Table H: Year-End Report Schedule

Task	Start Date	End Date	Responsible Party
FY 2017 ends	-----	4/30/2018	-----
Weekly report due (week ending 4/28/2018)	-----	5/8/2018	Sector
Weekly report due (week ending 5/5/2018)	-----	5/15/2018	Sector
FY 2017 ACE Transfer Deadline	-----	5/22/2018	Sector
Weekly report due (week ending 5/5/2018)	-----	5/22/2018	Sector
Weekly report due (week ending 5/5/2018)	-----	5/29/2018	Sector
Weekly report due (week ending 5/5/2018)	-----	6/5/2018	Sector
Weekly report due (week ending 5/5/2018)	-----	6/12/2018	Sector
Weekly report due (week ending 5/5/2018)	-----	6/19/2018	Sector
Weekly report due (week ending 5/5/2018)	-----	6/26/2018	Sector
Weekly report due (week ending 5/5/2018)	-----	7/23/2018	Sector
VTRs and dealer reports from final week due	5/8/2018	7/23/2018	Industry
Reconciliation	5/8/2018	7/23/2018	NMFS
VTR, Dealer, Observer, Discard Rate upload to SIMM	5/8/2018	7/23/2018	NMFS
Sectors download data from SIMM	5/8/2018	7/23/2018	Sector
NMFS completes database updates (freezes dataset)	7/24/2018	7/31/2018	NMFS
NMFS runs final comparison report and delivers final ACE Balances	7/31/2018	8/14/2018	NMFS
Post Year ACE Transfers	8/15/2018	8/29/2018	Sector
Datasets for sector annual reports uploaded to SIMM	-----	8/29/2018	NMFS
FY 2017 overages applied, FY 2018 holdback released	-----	8/29/2018	NMFS
Sector Year End Report due	8/29/2018	9/12/2018	Sector

Appendix A: Table Formats

This section of the document provides examples of formatting and source data for the tables that make up the Sector Year-End Report. **Keep the following in mind** as you review these examples:

- Some table examples provide a partial rendering of the complete table data set for conciseness.
- Pounds are invented for the purposes of these examples and are shown in whole pounds for conciseness, except for PSC and Initial ACE totals.
- Pounds are in live pounds, not landed pounds.
- Letters appended to numeric data in some columns indicate that the values in these columns are not real and are used for example purposes only.

Preparing the Northeast Multispecies Sector Annual Year-end Report

[Table 1](#) provides general information about the sector activity for the fishing year.

Table 1: Sector XXX, FY 2017: Sector Information Example

Sector ID	Sector Name	MRI	Vessel Permit Number	Vessel Name	Member ID	Cumulative Total Allocation (lb) for MRI	Fished for Regulated Species?	Fished for Other Groundfish Species?	Fished for Other Species?	Landing Port(s) Used	# of Sector Trips
99	GOFISH	99n	12345n	Dione	3201n	22173	Yes	No	No	Gloucester MA	50
99	GOFISH	99n	33366n	Eudora	3202n	22173	Yes	No	No	Gloucester MA	25
99	GOFISH	11n	—	—	3203n	21238	No	No	No	Portland ME	0
99	GOFISH	98n	12563n	Melite	3203n	41610	Yes	No	No	Hampton NH	50
99	GOFISH	22n	22563n	Doris	3204n	3195	Yes	Yes	No	York ME	25
99	GOFISH	33n	32563n	Nereus	3204n	7581	No	Yes	No	Gloucester MA	0
99	GOFISH	44n	42563n	Thetis	3204n	11408	No	No	No	Gloucester MA	0
99	GOFISH	55n	52563n	Halia	3205n	8591	No	No	No	Hampton NH	0
99	GOFISH								No	York ME	5
99	GOFISH	66n	62563n	Thaleia	3205n	11397	Yes	Yes	Yes	Hampton NH	30
99	GOFISH	77n	72563n	Calypso	3206n	1285	Yes	Yes	Yes	Hampton NH	20
99	GOFISH	88n	82563n	Galateia	3207n	9281	No	No	No	Gloucester MA; Salem MA	0
99	GOFISH	88n	76567n	Maira	3207n	9281	No	No	No	York ME	0

Preparing the Northeast Multispecies Sector Annual Year-end Report

[Table 2](#) shows you the download available in SIMM that summarizes landing ports by state and indicates the number of vessels that landed in each port, along with the number of landings in each port.

Table 2: Sector XXX, FY 2017: Port Landing Activity by State Example

Sector ID	Sector Name	State	Landing Port	# of Permits	# of Landings
99	GOFISH	Maine	Port Clyde	8	75
99	GOFISH	Maine	Portland	20	250
99	GOFISH	Maine	York	3	59
99	GOFISH	New Hampshire	Portsmouth	4	23
99	GOFISH	New Hampshire	Rye	4	80
99	GOFISH	Massachusetts	Boston	6	57
99	GOFISH	Massachusetts	Chatham	12	100
99	GOFISH	Massachusetts	Harwichport	4	24
99	GOFISH	Massachusetts	Hyannis	2	21
99	GOFISH	Massachusetts	Gloucester	15	181
99	GOFISH	Massachusetts	Plymouth	3	36
99	GOFISH	Massachusetts	Scituate	4	28
99	GOFISH	Massachusetts	Westport	1	1

Preparing the Northeast Multispecies Sector Annual Year-end Report

[Table 3](#) shows you the download available in SIMM that summarizes the cumulative sector PSCs and initial ACE totals for each stock in the sector.

Table 3: Sector XXX, FY 2017: PSCs and Initial ACE Totals (Example)

Sector ID	Sector Name	Stock	Cumulative PSC(%)	2017 Initial Allocated ACE at 100% (Pounds)	2016 Maximum Carryover ACE (Pounds)	2017 De Minimis Carryover ACE (Pounds)	2017 In-Season ACE Adjustment (Pounds)	2017 Total ACE with Maximum Carryover (Initial ACE + Maximum Carryover + In-Season Adjustments) (Pounds)	2017 Total ACE with De Minimis Carryover (Initial ACE + De Minimis Carryover + In-Season Adjustments) (Pounds)
99	GOFISH	GB Cod East	9.7188	20441.9367	0	0	0	20441.9367	90441.9367
99	GOFISH	GB Cod West	9.7188	330583.645	57920	10810	0	148503.645	951393.645
99	GOFISH	GOM Cod	2.5069	45871.6404	4440	459	0	50311.6404	50311.6404
99	GOFISH	GB Haddock East	2.7636	871158.288	0	0	0	871158.288	871158.288
99	GOFISH	GB Haddock West	5.7636	910674.8751	116954	21818	0	1027628.8751	932492.8751
99	GOFISH	GOM Haddock	1.7396	8900.3161	757	176	8738.0922	18417.4083	17836.4083
99	GOFISH	GB Yellowtail Flounder	.0124	39.5094	0	0	0	39.5094	39.5094

Preparing the Northeast Multispecies Sector Annual Year-end Report

Sector ID	Sector Name	Stock	Cumulative PSC(%)	2017 Initial Allocated ACE at 100% (Pounds)	2016 Maximum Carryover ACE (Pounds)	2017 De Minimis Carryover ACE (Pounds)	2017 In-Season ACE Adjustment (Pounds)	2017 Total ACE with Maximum Carryover (Initial ACE + Maximum Carryover + In-Season Adjustments) (Pounds)	2017 Total ACE with De Minimis Carryover (Initial ACE + De Minimis Carryover + In-Season Adjustments) (Pounds)
99	GOFISH	SNE/MA Yellowtail Flounder	.3061	3780.0673	284	38	0	4116.0673	3860.0673
99	GOFISH	CC/GOM Yellowtail Flounder	2.9033	30656.3019	1575	307	0	32231.3019	30963.3019
99	GOFISH	Plaice	1.979	29807.2738	993	298	0	30800.2738	30105.2738
99	GOFISH	Witch Flounder	1.1326	28659.5143	0	0	0	28659.5143	28659.5143
99	GOFISH	GB Winter Flounder	.0277	2050.3311	64	21	0	2114.3311	2071.3311
99	GOFISH	GOM Winter Flounder	12.8717	202788.1911	3275	2028	0	206063.1911	204816.1911
99	GOFISH	SNE/MA Winter Flounder	1.6693	44509.1348	2646	445	0	47155.1348	44954.1348
99	GOFISH	Redfish	2.7408	638319.9822	34596	6384	0	672915.9822	644748.9822
99	GOFISH	White Hake	3.6998	537517.7398	29651	5376	0	567268.7398	542993.7398
99	GOFISH	Pollock	4.3785	2150126.6529	119733	21511	0	226789.6529	2171637.6529

Preparing the Northeast Multispecies Sector Annual Year-end Report

[Table 4a](#) shows an example summary of catch data for groundfish stocks.

Table 4a: Sector XXX, FY 2017: Groundfish Landings and ACE Transfer Summary Data (Example)

Sector ID	Sector Name	Stock	Reported Landings (lb)	Imputed Landings (lb)	Harvested ACE (Reported + Imputed) (lb)	Observed Discards (lb)	Calculated Discards (lb)	Total Discards (Observed + Calculated) (lb)	Total Catch (Harvested ACE + Discards) (lb)	Transfers In (lb)	Transfers Out (lb)	Remaining ACE (lb)
99	GOFISH	GB Cod East	0	0	0	0	0	0	0	0	0	10
99	GOFISH	GB Cod West	40	0	40	0	0	0	40	10	0	200
99	GOFISH	GOM Cod	4937	0	4937	165	0	165	5102	450	600	2189
99	GOFISH	GB Haddock East	0	0	0	0	0	0	0	0	0	75
99	GOFISH	GB Haddock West	0	0	0	0	0	0	0	0	0	500
99	GOFISH	GOM Haddock	380	4	384	5	28	33	416	200	800	8750
99	GOFISH	GB Yellowtail Flounder	0	0	0	0	0	0	0	0	0	150
99	GOFISH	SNE/MA Yellowtail Flounder	0	0	0	0	0	0	0	0	0	651
99	GOFISH	CC/GOM Yellowtail Flounder	0	0	0	0	0	0	0	0	0	200
99	GOFISH	Plaice	1	0	1	0	0	0	1	0	0	982

Preparing the Northeast Multispecies Sector Annual Year-end Report

Sector ID	Sector Name	Stock	Reported Landings (lb)	Imputed Landings (lb)	Harvested ACE (Reported + Imputed) (lb)	Observed Discards (lb)	Calculated Discards (lb)	Total Discards (Observed + Calculated) (lb)	Total Catch (Harvested ACE + Discards) (lb)	Transfers In (lb)	Transfers Out (lb)	Remaining ACE (lb)
99	GOFISH	Witch Flounder	0	0	0	0	0	0	0	0	0	668
99	GOFISH	GB Winter Flounder	0	0	0	0	0	0	0	0	0	0
99	GOFISH	GOM Winter Flounder	0	0	0	0	0	0	0	0	0	445
99	GOFISH	SNE/MA Winter Flounder	9	0	9	0	0	0	9	0	0	280
99	GOFISH	Redfish	12	1	13	2	0	2	15	100	5000	4600
99	GOFISH	White Hake	710	25	735	12	62	74	809	0	2000	2100
99	GOFISH	Pollock	0	0	0	1	0	1	1	0	1000	1560
99	GOFISH	Northern Windowpane	0	0	0	0	0	0	0	0	0	0
99	GOFISH	Southern Windowpane	0	0	0	0	0	0	0	0	0	0
99	GOFISH	Ocean Pout	0	0	0	0	0	0	0	0	0	0
99	GOFISH	Halibut	280	0	280	318	1752	2070	2350	0	0	0
99	GOFISH	Wolffish	0	0	0	20	115	135	135	0	0	0

Preparing the Northeast Multispecies Sector Annual Year-end Report

[Table 4b](#) shows an example summary of catch data for groundfish stocks for trawl gear (shown: GB Cod East and GB Cod West only, for display conciseness).

Table 4b: Sector XXX, FY 2017: Groundfish Landings Data for Trawl Gear (Example)

Sector ID	Sector Name	Stock	Gear Type	Mesh Category	Reported Landings (lb)	Imputed Landings (lb)	Harvested ACE (Reported + Imputed) (lb)	Observed Discards (lb)	Calculated Discards (lb)	Total Discards (Observed + Calculated) (lb)	Total Catch (Harvested ACE + Discards) (lb)
99	GOFISH	GB Cod East	Otter Trawl, Medium Mesh	MM	0	0	0	0	0	0	0
99	GOFISH	GB Cod East	Otter Trawl, Small Mesh	SM	198	0	198	0	0	0	198
99	GOFISH	GB Cod East	Otter Trawl, Large Mesh	LM	32869	0	32869	1270	8786	10057	42926
99	GOFISH	GB Cod East	Haddock Separator Trawl, LM	LM	0	0	0	36	0	36	36
99	GOFISH	GB Cod East	Haddock Separator Trawl, MM	MM	0	0	0	0	0	0	0
99	GOFISH	GB Cod East	Haddock Separator Trawl, SM	SM	0	0	0	0	0	0	0
99	GOFISH	GB Cod East	Otter Trawl, Twin, Small Mesh	SM	0	0	0	0	0	0	0
99	GOFISH	GB Cod East	Otter Trawl, Twin, Large Mesh	LM	0	0	0	0	0	0	0

Preparing the Northeast Multispecies Sector Annual Year-end Report

Sector ID	Sector Name	Stock	Gear Type	Mesh Category	Reported Landings (lb)	Imputed Landings (lb)	Harvested ACE (Reported + Imputed) (lb)	Observed Discards (lb)	Calculated Discards (lb)	Total Discards (Observed + Calculated) (lb)	Total Catch (Harvested ACE+Discards) (lb)
99	GOFISH	GB Cod East	Otter Trawl, Twin, Medium Mesh	MM	0	0	0	0	0	0	0
99	GOFISH	GB Cod East	Ruhle Trawl, Large Mesh	LM	0	0	0	0	0	0	0
99	GOFISH	GB Cod East	Ruhle Trawl, Medium Mesh	MM	0	0	0	0	0	0	0
99	GOFISH	GB Cod East	Ruhle Trawl, Small Mesh	SM	0	0	0	0	0	0	0
99	GOFISH	GB Cod West	Otter Trawl, Medium Mesh	MM	901	0	901	2	46	48	949
99	GOFISH	GB Cod West	Otter Trawl, Large Mesh	LM	195680	192	195872	1621	9822	11443	207315
99	GOFISH	GB Cod West	Otter Trawl, Small Mesh	SM	0	0	0	0	0	0	0
99	GOFISH	GB Cod West	Haddock Separator Trawl, LM	LM	0	0	0	0	0	0	0
99	GOFISH	GB Cod West	Haddock Separator Trawl, SM	SM	0	0	0	0	0	0	0

Preparing the Northeast Multispecies Sector Annual Year-end Report

Sector ID	Sector Name	Stock	Gear Type	Mesh Category	Reported Landings (lb)	Imputed Landings (lb)	Harvested ACE (Reported + Imputed) (lb)	Observed Discards (lb)	Calculated Discards (lb)	Total Discards (Observed + Calculated) (lb)	Total Catch (Harvested ACE+Discards) (lb)
99	GOFISH	GB Cod West	Haddock Separator Trawl, MM	MM	300	0	300	8	325	333	633
99	GOFISH	GB Cod West	Otter Trawl, Twin, Medium Mesh	MM	0	0	0	0	0	0	0
99	GOFISH	GB Cod West	Otter Trawl, Twin, Large Mesh	LM	0	0	0	0	0	0	0
99	GOFISH	GB Cod West	Otter Trawl, Twin, Small Mesh	SM	0	0	0	0	0	0	0
99	GOFISH	GB Cod West	Ruhle Trawl, Small Mesh	SM	0	0	0	0	0	0	0
99	GOFISH	GB Cod West	Ruhle Trawl, Large Mesh	LM	0	0	0	0	0	0	0
99	GOFISH	GB Cod West	Ruhle Trawl, Medium Mesh	MM	0	0	0	0	0	0	0

Preparing the Northeast Multispecies Sector Annual Year-end Report

[Table 4c](#) shows an example summary of catch data for groundfish stocks for gillnet gear.

Table 4c: Sector XXX, FY 2017: Groundfish Landings Data for Gillnet Gear (Example)

Sector ID	Sector Name	Stock	Gear Type	Mesh Category	Reported Landings (lb)	Imputed Landings (lb)	Harvested ACE (Reported + Imputed) (lb)	Observed Discards (lb)	Calculated Discards (lb)	Total Discards (Observed + Calculated) (lb)	Total Catch (Harvested ACE+Discards) (lb)
98	REFISH	GB Cod East	Gillnet, Extra Large Mesh	ELM	0	0	0	0	0	0	0
98	REFISH	GB Cod East	Gillnet, Large Mesh	LM	2553	0	2553	0	5	5	2558
98	REFISH	GB Cod West	Gillnet, Extra Large Mesh	ELM	0	0	0	0	0	0	0
98	REFISH	GB Cod West	Gillnet, Large Mesh	LM	7980	0	7980	0	70	70	8050
98	REFISH	GOM Cod	Gillnet, Extra Large Mesh	ELM	0	0	0	0	0	0	0
98	REFISH	GOM Cod	Gillnet, Large Mesh	LM	22500	0	22500	650	2800	3450	25950

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Sector ID	Sector Name	Stock	Gear Type	Mesh Category	Reported Landings (lb)	Imputed Landings (lb)	Harvested ACE (Reported + Imputed) (lb)	Observed Discards (lb)	Calculated Discards (lb)	Total Discards (Observed + Calculated) (lb)	Total Catch (Harvested ACE + Discards) (lb)
98	REFISH	GB Haddock East	Gillnet, Extra Large Mesh	ELM	0	0	0	0	0	0	0
98	REFISH	GB Haddock East	Gillnet, Large Mesh	LM	100	0	100	0	425	425	525
98	REFISH	GB Haddock West	Gillnet, Extra Large Mesh	ELM	0	0	0	0	0	0	0
98	REFISH	GB Haddock West	Gillnet, Large Mesh	LM	1260	0	1260	0	55	55	1315
98	REFISH	GOM Haddock	Gillnet, Extra Large Mesh	ELM	0	0	0	0	0	0	0
98	REFISH	GOM Haddock	Gillnet, Large Mesh	LM	6450	0	6450	185	800	985	7435

Preparing the Northeast Multispecies Sector Annual Year-end Report

[Table 4d](#) shows an example summary of catch data for groundfish stocks for hook gear.

Table 4d: Sector XXX, FY 2017: Groundfish Landings Data for Hook Gear (Example)

Sector ID	Sector Name	Stock	Gear Type	Mesh Category	Reported Landings (lb)	Imputed Landings (lb)	Harvested ACE (Reported + Imputed) (lb)	Observed Discards (lb)	Calculated Discards (lb)	Total Discards (Observed + Calculated) (lb)	Total Catch (Harvested ACE + Discards) (lb)
97	ALLFISH	GB Cod East	Hook	NA	0	0	0	0	0	0	0
97	ALLFISH	GB Cod West	Hook	NA	40	0	40	0	0	0	40
97	ALLFISH	GOM Cod	Hook	NA	4937	0	4937	165	0	165	5102
97	ALLFISH	GB Haddock East	Hook	NA	0	0	0	0	0	0	0
97	ALLFISH	GB Haddock West	Hook	NA	0	0	0	0	0	0	0
97	ALLFISH	GOM Haddock	Hook	NA	380	4	384	5	28	33	416
97	ALLFISH	GB Yellowtail Flounder	Hook	NA	0	0	0	0	0	0	0
97	ALLFISH	SNE/MA Yellowtail Flounder	Hook	NA	0	0	0	0	0	0	0
97	ALLFISH	CC/GOM Yellowtail Flounder	Hook	NA	0	0	0	0	0	0	0
97	ALLFISH	Plaice	Hook	NA	1	0	1	0	0	0	1

Preparing the Northeast Multispecies Sector Annual Year-end Report

Sector ID	Sector Name	Stock	Gear Type	Mesh Category	Reported Landings (lb)	Imputed Landings (lb)	Harvested ACE (Reported + Imputed) (lb)	Observed Discards (lb)	Calculated Discards (lb)	Total Discards (Observed + Calculated) (lb)	Total Catch (Harvested ACE + Discards) (lb)
97	ALLFISH	Witch Flounder	Hook	NA	0	0	0	0	0	0	0
97	ALLFISH	GB Winter Flounder	Hook	NA	0	0	0	0	0	0	0
97	ALLFISH	GOM Winter Flounder	Hook	NA	0	0	0	0	0	0	0
97	ALLFISH	SNE/MA Winter Flounder	Hook	NA	9	0	9	0	0	0	9
97	ALLFISH	Redfish	Hook	NA	12	1	13	2	0	2	15
97	ALLFISH	White Hake	Hook	NA	710	25	735	12	62	74	809
97	ALLFISH	Pollock	Hook	NA	0	0	0	1	0	1	1
97	ALLFISH	Northern Windowpane	Hook	NA	0	0	0	0	0	0	0
97	ALLFISH	Southern Windowpane	Hook	NA	0	0	0	0	0	0	0
97	ALLFISH	Ocean Pout	Hook	NA	0	0	0	0	0	0	0
97	ALLFISH	Halibut	Hook	NA	280	0	280	318	1752	2070	2350
97	ALLFISH	Wolffish	Hook	NA	0	0	0	20	115	135	135

Preparing the Northeast Multispecies Sector Annual Year-end Report

[Table 5a](#) shows you a summary of catch data from sector trips of stocks other than allocated groundfish stocks.

Table 5a: Sector XXX, FY 2017: Other Species Landings Data from Sector Trips (Example)

Sector ID	Sector Name	Stock	Reported Landings (lb)	Imputed Landings (lb)	Total Landings (Reported + Imputed) (lb)
96	BESTFISH	Spiny Dogfish	60113	384	60497
96	BESTFISH	Monkfish	22864	0	22864
96	BESTFISH	Bluefish	5602	0	5602
96	BESTFISH	Red Hake	3	2	5
96	BESTFISH	Lobster	819368	379	819747

[Table 5b](#) shows you a summary of catch data from non-sector trips of stocks other than allocated groundfish stocks.

Table 5b: Sector XXX, FY 2017: Other Species Landings Data from Non-Sector Trips (Example)

Sector ID	Sector Name	Stock	Reported Landings (lb)	Imputed Landings (lb)	Total Landings (Reported + Imputed) (lb)
96	BESTFISH	Spiny Dogfish	60113	384	60497
96	BESTFISH	Summer Flounder	22864	0	22864
96	BESTFISH	Bluefish	5602	0	5602
96	BESTFISH	Red Hake	3	2	5
96	BESTFISH	Lobster	819368	379	819747

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[Table 6](#) shows the SIMM download that summarizes ACE transfers made from your sector to another sector. For multiple member IDs per transaction, be sure to break out each member ID per row (as in [Table 6](#), in the two separate rows that document **Transfer Number 35**.) If the value for **Compensation by Member** is available; report it at the member level. Notice that the **Total Compensation** value for **Transfer Number 35** in both rows is \$1600 (\$1200 + \$400).

Table 6: Sector XXX, FY 2017: ACE Transfers to Other Sectors (Example)

Sector ID	Sector Name	Transfer Number	Date Completed	Sent From (Member ID)	Sent To Sector	Stock	Transfers Out by Member (lb)	Transfers Out Total (lb)	Compensation Type	Commodity Description	Compensation by Member	Total Compensation
99	GOFISH	6	07/27/2017	3222n	YYY	GB Cod East	300	300	Money for fish	NA	\$1500	\$1500
99	GOFISH	11	09/18/2017	3214n	CCC	GOM Cod	100	100	Fish for fish	NA	—	—
99	GOFISH	18	11/20/2017	3208n	EEE	GB Haddock West	400	400	Money for fish	NA	\$1600	\$1600
99	GOFISH	23	01/27/2018	3204n	YYY	GB Cod East	300	300	Money for fish	NA	\$1500	\$1500
99	GOFISH	34	02/18/2018	3208n	CCC	GOM Cod	100	100	Fish for fish	NA	—	—
99	GOFISH	35	04/20/2018	3216n	EEE	GB Haddock West	300	400	Money for fish	NA	\$1200	\$1600
99	GOFISH	35	04/20/2018	3208n	EEE	GB Haddock West	100	400	Money for fish	NA	\$400	\$1600
99	GOFISH	40	4/22/2018	3222n	BBB	Redfish	100	100	Money for fish	NA	\$600	\$600
99	GOFISH	40	4/22/2018	3214n	BBB	Pollock	200	200	Money for fish	NA	\$1300	\$1300

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[Table 7](#) shows the download available in SIMM that summarizes ACE transferred into your sector. For multiple member IDs per transaction, be sure to break out each member ID per row, as in **Transfer Number 8**, which comprises the first three rows of the table.) If the value for **Compensation by Member** is available; report it at the member level.

Table 7: Sector XXX, FY 2017: ACE Transfers from Other Sectors (Example)

Sector ID	Sector Name	Transfer Number	Date Completed	Received By (Member ID)	Received From Sector	Stock	Transfers In by Member (lb)	Transfers In Total (lb)	Compensation Type	Commodity Description	Compensation by Member	Total Compensation
99	GOFISH	8	08/17/2017	3215n	AAA	GB Cod West	400	800	Money for fish	NA	\$1000	\$2000
99	GOFISH	8	08/17/2017	3212n	AAA	GB Cod West	300	800	Money for fish	NA	\$750	\$2000
99	GOFISH	8	08/17/2017	3205n	AAA	GB Cod West	100	800	Money for fish	NA	\$250	\$2000
99	GOFISH	14	10/19/2017	3203n	DDD	GB Haddock East	200	200	Fish for fish	NA	—	—
99	GOFISH	22	12/23/2017	3205n	FFF	GOM Haddock	800	800	Money for fish	NA	\$3200	\$3200
99	GOFISH	31	02/17/2018	3212n	AAA	GB Cod West	500	500	Money for fish	NA	\$2000	\$2000
99	GOFISH	36	03/19/2018	3223n	DDD	GB Haddock East	200	200	Fish for fish	NA	—	—
99	GOFISH	44	04/23/2018	3219n	FFF	GOM Haddock	400	800	Money for fish	NA	\$1600	\$3200
99	GOFISH	44	04/23/2018	3210n	FFF	GOM Cod	400	800	Money for fish	NA	\$1600	\$3200

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[Table 8](#) shows an example of the table you create using the template provided by GARFO. The table documents the allocation redistribution within your sector. For multiple member IDs per transaction, be sure to break out each member ID per row (as in the [Table 8](#) rows with a **Date Completed** of 11/19/2017.) If the value for **Compensation by Member** is available; report it at the member level.

Table 8: Sector XXX, FY 2017: ACE Redistribution within Sector (Example)

Sector ID	Sector Name	Date Completed	From (Member ID)	To (Member ID)	Stock	Transfer Amount by Member (lb)	Transfer Amount total (lb)	Compensation Type	Commodity Description	Compensation by Member	Total Compensation
99	GOFISH	09/17/2017	3216n	3208n	GB Cod East	300	300	Money for fish	NA	\$1500	\$1500
99	GOFISH	10/18/2017	3216n	3203n	GB Cod West	500	500	Fish for fish	NA	—	—
99	GOFISH	11/19/2017	3209n	3203n	GOM Cod	175	400	Money for fish	NA	\$700	\$1600
99	GOFISH	11/19/2017	3209n	3207n	GOM Cod	225	400	Money for fish	NA	\$900	\$1600
99	GOFISH	12/20/2017	3211n	3212n	GB Cod West	200	200	Money for fish	NA	\$800	\$800
99	GOFISH	01/17/2018	3211n	3212n	GB Cod East	300	300	Fish for fish	NA	—	—
99	GOFISH	02/18/2018	3212n	3218n	GB Cod West	500	500	Money for fish	NA	\$2000	\$2000
99	GOFISH	03/19/2018	3206n	3222n	GOM Cod	100	100	Money for fish	NA	\$400	\$400
99	GOFISH	04/20/2018	3207n	3206n	GB Cod West	200	200	Fish for Commodity	Fuel	\$300	\$300
99	GOFISH	04/22/2018	3213n	3205n	GOM Cod	100	100	Fish as Gift	NA	—	—

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[Table 9](#) shows an example of how to document GB Haddock and GB Cod ACE conversions (East to West) within your sector. Supply the Member IDs.

Table 9: Sector XXX, FY 2017: GB Haddock and GB Cod ACE Conversions, East to West (Example)

Sector ID	Sector Name	Date Completed	Member ID	Stock From	Stock To	Conversion Amount (lb)
99	GOFISH	09/17/2017	3216n	GB Haddock East	GB Haddock West	300
99	GOFISH	10/18/2017	3216n	GB Cod East	GB Cod West	500
99	GOFISH	11/19/2017	3209n	GB Haddock East	GB Haddock West	175
99	GOFISH	11/19/2017	3209n	GB Cod East	GB Cod West	225
99	GOFISH	01/17/2018	3211n	GB Haddock East	GB Haddock West	300
99	GOFISH	02/18/2018	3212n	GB Cod East	GB Cod West	500
99	GOFISH	04/22/2018	3213n	GB Haddock East	GB Haddock West	100

Appendix B: Signature Form

A signature form is provided on the following page. You must complete this form and attach it to the paper copy of the report that you submit to NMFS.



Northeast Multispecies Fishery

Sector Annual Year-End Report: Signature Form

I, the undersigned, do attest that the information contained in this annual year-end report is accurate and complete.

Fishing Year: _____

Sector Name: _____

Authorized Sector Representative Name (Print): _____

Title: _____

Authorized Signature: _____

Date: _____
