6. Create a New eBCD – Catch Information

1a. From the home page menu, select “BCD and BFTRC Registry.” Then select “New BCD.” (The system refers to a BCD, or bluefin tuna catch document, where we use the term eBCD since the documents are created electronically. BFTRC stands for Bluefin Tuna Re-export Certificate.)

1b. You can also select “Register new catch.”
2. On the next screen, enter the date of harvest under Catch Information. Once the date is entered, you will see the below screen. Stock is automatically filled in with “West Bluefin Tuna.”
3. Enter Vessel Information using the search function. In the Search field, enter the vessel’s name or national registration number.
   - If the vessel is registered in the system, the vessel name and registration number will be populated (see below). All ICCAT registered vessels will already be in the
system. If the vessel is not in the system, you can enter the vessel name and registration number.

NOTE: Please double check both the vessel name and registration number as there are vessels that have the same or very similar names.

4. In the Catch field under Vessel Information, enter the total weight of the bluefin tuna catch in kilograms (Kg). This number will be automatically added to Total Weight under Catch Description (step 5).

5. Under Catch Description, enter the No. of Fish. The AVG. Weight (Kg) will be automatically populated.

6. Select the Area of catch from the drop down menu (see below). Always select “WEST – West Atlantic.”
7. Select the Gear from the drop down menu (see below).

8. Under Catch Description, click on the + symbol next to “Add Tags (if applicable)” to input tag information (see below).
   - Enter tag code.
   - Enter weight.
   - Select product type from the drop down menu: “F – Fresh” or “FR – Frozen”
   - Select product presentation from the drop down menu:
     - RD – Rounded weight
     - DR – Dressed weight
     - GG – Gilled & gutted
     - FL – Fillet
     - OT – Other
   - Click + Add.
• Once you click Add, the tag information will be displayed in a table.

• If you have more than one bluefin tuna, you can enter information for other tags following the same steps. In this example, there were two bluefin tuna so information was entered for two tags.
8a. Alternatively, if you have a number of tagged bluefin tuna to enter, rather than manually entering tag information, you can import a CSV file with tag information.

- To create a CSV file, enter your tag information into a Microsoft Excel spreadsheet, including tag code, weight (kg), product type, and product presentation. When you save the file, go to “Save as type” and change it from the default (“Excel Workbook”) to “CSV (Comma delimited)” (see below).
• Click on the icon next to “Import CSV file.” On the pop up screen under “Select File” click on the icon, find your saved file, and click Open. Then click Import.

• The information will be display in a table (below), as in step 8.
9. Under Trade companies, the company that is associated with your user account will already be populated.

10. Click Save. You will see the below message:

- Once you hit Ok, you will see your eBCD number, or code, on the next screen (see below; in this example the code is US15900001).
- You will also see a message (in green below) saying that, since the bluefin tuna listed in the eBCD are tagged, it is exempted from the validation requirement.

**NOTE**: If you inadvertently click “send for validation” you will have to wait until the government authority clears the eBCD.
11. You can print your eBCD from this screen for your records. It will appear as below:

![Image of eBCD](image-url)
Troubleshooting Potential Errors in the Catch Section

a) Entering the wrong weight for a tagged fish

A user might make a mistake entering the weight for a tagged fish, for example by entering the weight in pounds rather than kilograms. In this example, the user incorrectly entered a weight of 320 Kg for the bluefin tuna with tag number 06-0004 (as in step 8, page 16) when the fish actually weighed 150 Kg.

If you enter the wrong weight, you can correct your entry by clicking on the edit icon in the table, which looks like a person holding a pen (see below).

The entry will open in the fields above the table.
You can change the weight to the correct weight and then click + Add.

The corrected entry will be added back to the table.
b) Listing more than one company

If you have more than one company associated with your user account, all companies will be listed under Trade Company as you are creating the eBCD (as in step 9, page 20).

To delete all companies other than the one associated with this eBCD, you can click on the trash can next to the other company (or companies) in the table (see below). In this example, the user is associated with both ABC Fish Company and Blue Tuna LLC, but the user is preparing the eBCD for ABC Fish Company.

![Image of Trade companies table with trash can icons next to each company]

Only the relevant company will remain in the table.
c) Entering more or fewer tags than the number of fish claimed

On the eBCD, you must enter the number of fish you are documenting in step 5 (page 15). You cannot enter tag information for more fish than you indicated in the previous step. In this example, the user entered 4 for the number of fish, but then entered five tags (as in step 8, page 16). The system will allow you to add an extra tag to the table, but when you try to save the document, you will receive an error message (see below).