Instructions for

PRODUCT TRANSFER REPORT (PTR)

REQUIREMENTS

Groundfish and donated prohibited species.
The operator of a mothership or catcher/processor or
the manager of a shoreside processor or stationary
floating processor (SFP) must complete and submit a
separate PTR for each shipment of groundfish and
donated prohibited species caught in groundfish
fisheries. A PTR is not required to accompany a
shipment.

IFQ Halibut, IFQ Sablefish, and CDQ Halibut.
Except as noted below, a Registered Buyer must
submit a separate PTR for each shipment of halibut or
sablefish for which the Registered Buyer submitted an
IFQ landing report or was required to submit an IFQ
landing report. A PTR is not required to accompany a
shipment.

CR crab.
Except as noted below, a Registered Crab
Receiver (RCR) must submit a separate PTR for
each shipment of crab for which the RCR
submitted a CR crab landing report or was
required to submit a CR crab landing report. A
PTR is not required to accompany a shipment.

EXCEPTIONS

Bait sales (non-IFQ groundfish only).
During one calendar day, the operator or manager may
aggregate and record on one PTR the individual sales
or shipments of non-IFQ groundfish to vessels for bait
purposes during a day recording the amount of such
bait product shipped from a vessel or facility that day.

Retail sales

IFQ halibut, IFQ sablefish, CDQ halibut, and non-
IFQ groundfish. During one calendar day, the operator,
manager, or Registered Buyer may aggregate and
record on one PTR the amount of transferred retail
product of IFQ halibut, IFQ sablefish, CDQ halibut,
and non-IFQ groundfish if each sale weighs less than
10 lb or 4.5 kg.

CR crab. During one calendar day, the RCR may
aggregate and record on one PTR the amount of
transferred retail product of CR crab if each sale
weighs less than 100 lb or 45 kg.

Wholesale sales (non-IFQ groundfish only). The
operator or manager may aggregate and record on one
PTR, wholesale sales of non-IFQ groundfish by species
when recording the amount of such wholesale species
leaving a vessel or facility in one calendar day, if
invoices detailing destinations for all of the product are
available for inspection by an authorized officer.

Dockside sales
A person holding a valid IFQ permit, or IFQ hired
master permit, and a Registered Buyer permit may
conduct a dockside sale of IFQ halibut or IFQ sablefish
with a person who has not been issued a Registered
Buyer permit after all IFQ halibut and IFQ sablefish
have been landed and reported in accordance with
§ 679.5(l).

A person holding a valid halibut CDQ hired master
permit and Registered Buyer permit may conduct a
dockside sale of CDQ halibut with a person who has
not been issued a Registered Buyer permit after all
CDQ halibut have been landed and reported in
accordance with § 679.5(l).

A Registered Buyer conducting dockside sales must
issue a receipt to each individual receiving IFQ halibut,
CDQ halibut, or IFQ sablefish in lieu of a PTR. This
receipt must include:
  Date of sale;
  Registered Buyer permit number;
  Weight by product of the IFQ halibut, CDQ
halibut or IFQ sablefish transferred.

A Registered Buyer must maintain a copy of each
dockside sales receipt as described in § 679.5(l).

TRANSFER DIRECTLY FROM THE LANDING
SITE TO A PROCESSING FACILITY (CDQ
HALIBUT, IFQ HALIBUT, IFQ SABLEFISH, OR
CR CRAB ONLY).

A PTR is not required for transportation of
unprocessed IFQ halibut, IFQ sablefish, CDQ halibut,
or CR crab directly from the landing site to a facility
for processing, provided the following conditions are
met:
A copy of the IFQ landing report receipt (Internet receipt) documenting the IFQ landing accompanies the offloaded IFQ halibut, IFQ sablefish, or CDQ halibut while in transit.

A copy of the CR crab landing report receipt (Internet receipt) documenting the IFQ landing accompanies the offloaded CR crab while in transit.

A copy of the IFQ landing report or CR crab landing report receipt is available for inspection by an authorized officer.

The Registered Buyer submitting the IFQ landing report or RCR submitting the CR crab landing report completes a PTR for each shipment from the processing facility.

If you need assistance in completing this report or need additional information:

Call: 800-304-4846 (option 1)

Fax: 907-586-7313

e-mail your questions: enf.dataclerk@noaa.gov

**TIME LIMITS AND SUBMITTAL.**

The operator, the manager, the Registered Buyer, or the RCR must:

- Record all product transfer information on a PTR within 2 hours of the completion of the shipment.

Within 1200 hours, A.l.t., on the Tuesday following the end of the applicable weekly reporting period in which the shipment occurred, submit a PTR by:

fax to: OLE, Juneau, AK (907-586-7313)

e-mail attachment to: OLE, Juneau, AK enf.dataclerk@noaa.gov

If any information on the original PTR changes prior to the first destination of the shipment, submit a revised PTR by

Fax to OLE, Juneau, AK (907-586-7313) or

Electronic file to enf.dataclerk@noaa.gov

by 1200 hours, A.l.t., on the Tuesday following the end of the applicable weekly reporting period in which the change occurred.

The operator, the manager, the Registered Buyer, or RCR must include the following information on a PTR:

Original or revised PTR.

Whether a submittal is an original or revised PTR. If revised, record the confirmation number of the original PTR.

**SHIPPER INFORMATION.**

Name, telephone number, and fax number of the representative, according to the following table:

<table>
<thead>
<tr>
<th>If you are shipping ...</th>
<th>Enter under “Shipper”…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-IFQ groundfish</td>
<td>Your processor’s name, Federal fisheries or Federal processor permit number.</td>
</tr>
<tr>
<td>IFQ halibut, CDQ halibut or IFQ sablefish</td>
<td>Your Registered Buyer name and permit number.</td>
</tr>
<tr>
<td>CR crab</td>
<td>Your RCR name and permit number.</td>
</tr>
</tbody>
</table>
| Non-IFQ groundfish, IFQ halibut, CDQ halibut or IFQ sablefish, and CR crab on the same PTR | (1) Your processor’s name and Federal fisheries or Federal processor permit number.  
(2) Your Registered Buyer’s name and permit number, and.  
(3) Your RCR name and permit number |
Transfer Information.
Using descriptions from the following table, enter receiver information, date and time of product transfer, location of product transfer (e.g., port, position coordinates, or city), mode of transportation, and intended route.

<table>
<thead>
<tr>
<th>If you are the shipper and ...</th>
<th>Receiver</th>
<th>Date &amp; time of product transfer</th>
<th>Location of product transfer</th>
<th>Mode of transportation and intended route</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receiver is on land and transfer involves one van, truck, or vehicle.</td>
<td>Receiver name and Federal fisheries or Federal processor permit number (if any).</td>
<td>Date and time when shipment leaves the plant.</td>
<td>Port or city of product transfer</td>
<td>Name of the shipping company; destination city and state or foreign country.</td>
</tr>
<tr>
<td>Receiver is on land and transfer involves multiple vans, trucks, or vehicles.</td>
<td>Receiver name and Federal fisheries or Federal processor permit number (if any).</td>
<td>Date and time when loading of vans or trucks is completed each day.</td>
<td>Port or city of product transfer</td>
<td>Name of the shipping company; destination city and state or foreign country.</td>
</tr>
<tr>
<td>Receiver is on land and transfer involves one airline flight.</td>
<td>Receiver name and Federal fisheries or Federal processor permit number (if any).</td>
<td>Date and time when shipment leaves the plant.</td>
<td>Port or city of product transfer</td>
<td>Name of the airline company; destination airport city and state.</td>
</tr>
<tr>
<td>Receiver is on land and transfer involves multiple airline flights.</td>
<td>Receiver name and Federal fisheries or Federal processor permit number (if any).</td>
<td>Date and time of shipment when the last airline flight of the day leaves.</td>
<td>Port or city of product transfer</td>
<td>Name of the airline company(s); destination airport(s) city and state.</td>
</tr>
<tr>
<td>Receiver is a vessel and transfer occurs at sea.</td>
<td>Vessel name and call sign</td>
<td>Start and finish dates and times of transfer.</td>
<td>Transfer position coordinates in latitude and longitude, in degrees and minutes.</td>
<td>The first destination of the vessel.</td>
</tr>
<tr>
<td>Receiver is a vessel and transfer takes place in port.</td>
<td>Vessel name and call sign</td>
<td>Start and finish dates and times of transfer.</td>
<td>Port or position of product transfer</td>
<td>The first destination of the vessel.</td>
</tr>
<tr>
<td>Receiver is an agent (buyer, distributor, or shipping agent) and transfer is in a containerized van(s).</td>
<td>Agent name and location (city, state).</td>
<td>Transfer start and finish dates and times.</td>
<td>Port, city, or position of product transfer.</td>
<td>Name (if available) of the vessel transporting the van; destination port.</td>
</tr>
<tr>
<td>You are aggregating individual retail sales for human consumption. (see § 679.5(g)(2))</td>
<td>“RETAIL SALES”</td>
<td>Date of transfer.</td>
<td>Port or city of product transfer</td>
<td>n/a</td>
</tr>
<tr>
<td>You are aggregating individual bait sales during a day onto one PTR (non-IFQ groundfish only).</td>
<td>“BAIT SALES”</td>
<td>Date of transfer.</td>
<td>Port or city of product transfer</td>
<td>n/a</td>
</tr>
<tr>
<td>Non-IFQ Groundfish only. You are aggregating wholesale non-IFQ groundfish product sales by species during a single day onto one PTR and maintaining invoices detailing destinations for all of the product for inspection by an authorized officer.</td>
<td>“WHOLESALE SALES”</td>
<td>Time of the first sale of the day; time of the last sale of the day.</td>
<td>Port or city of product transfer</td>
<td>n/a</td>
</tr>
</tbody>
</table>
PRODUCTS SHIPPED.

The operator, manager, Registered Buyer, or RCR must record the following information for each product shipped:

**Species code and product code.**
For non-IFQ groundfish, IFQ halibut, IFQ sablefish, and CDQ halibut, the species code and product code (Tables 1 and 2 to part 679).

For CR crab, the species code and product code (Tables 1 and 2 to 50 CFR part 680).

| Do not record on PTR Products identified by the Product codes 41, 42, 98, or 99. |

**Species weight.**
Use only if recording 2 or more species with 2 or more product types contained within the same production unit. Enter the actual scale weight of each product of each species to the nearest kilogram or pound (indicate which).

If not applicable, enter “n/a” in the species weight column.

If using more than one line to record species in one carton, use a brace “{” to tie the carton information together.

**DO NOT USE THIS COLUMN** if you are aggregating daily wholesale shipments onto one PTR

**DO NOT USE THIS COLUMN** if you are shipping the same kind of product made from the same kind of species to one customer.

**Number of units.**
Total number of production units (blocks, trays, pans, individual fish, boxes, or cartons; if iced, enter number of totes or containers).

**Unit weight.**
Unit weight (average weight of single production unit as listed in "No. of Units," less packing materials) for each species and product code in kilograms or pounds (indicate which).

**Total weight.**
Total weight for each species and product code of shipment less packing materials in kilograms or pounds (indicate which).

**Total or partial offload.**
*Use only if a mothership or catcher/processor.* The operator must indicate whether fish or fish products are left onboard the vessel (partial offload) after the shipment is complete.

If a partial offload, for the products remaining on board after the transfer, the operator must enter: species code, product code, and total product weight to the nearest kilogram or pound (indicate which) for each product.

<table>
<thead>
<tr>
<th>To calculate metric tons from pounds:</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. cartons x average carton weight (lb)</td>
</tr>
<tr>
<td>2204.6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>To calculate metric tons from kilograms:</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. cartons x average carton weight (kg)</td>
</tr>
<tr>
<td>1,000</td>
</tr>
</tbody>
</table>
PUBLIC REPORTING BURDEN STATEMENT
Public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing the instructions, searching the existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Assistant Regional Administrator, Sustainable Fisheries Division, NOAA National Marine Fisheries Service, P.O. Box 21668, Juneau, AK 99802-1668.

PRIVACY ACT STATEMENT
The collection of this information is authorized under the Magnuson-Stevens Fishery Conservation and Management Act, 16 U.S.C 1801 et seq. The Magnuson-Stevens Act requires that conservation and management measures must prevent overfishing while achieving, on a continuing basis, the optimum yield from each fishery. Vessel logbooks are essential tools in the management of fishery resources. Section 303(a)(5) of the Magnuson-Stevens Act specifically identifies the kinds of data to be collected for fishery management plans (FMPs).

The Department will use this information for effective fishery management. Disclosure of this information is permitted under the Privacy Act of 1974 (5 U.S.C. Section 552a), to be shared within NMFS offices, in order to coordinate monitoring and management of sustainability of fisheries and protected resources, as well as with the applicable State or Regional Marine Fisheries Commissions and International Organizations. Disclosure of this information is also subject to all of the published routine uses as identified in the COMMERCE/NOAA-6, Fishermen's Statistical Data. Submission is mandatory for those persons falling under the requirements of 50 CFR 679.5. If the information is not provided, enforcement action may result.

ADDITIONAL INFORMATION
Before completing this form, please note the following: 1) Notwithstanding any other provision of law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number; 2) This information is mandatory and is required to manage commercial fishing efforts under 50 CFR part 679 and under section 402(a) of the Magnuson-Stevens Act (16 U.S.C. 1801, et seq.); 3) Responses to this information request are confidential under section 402(b) of the Magnuson-Stevens Act. They are also confidential under NOAA Administrative Order 216-100, which sets forth procedures to protect confidentiality of fishery statistics.