

Interagency Electronic Reporting System Operation User Agreement

For reference purposes only – do no complete

The purpose of the Interagency Electronic Reporting System is the efficient submission of accurate fishery landing and production data. Pursuant to AS 16.05.690(b) a person may not knowingly enter false information on a fish ticket or supply false information to a person who is recording information on a fish ticket. The Electronic Reporting System falls under this statute. Therefore, by establishing an operation and using the System, all agents for the operation, including tender operations, buying stations, and custom processing operations, are subject to the requirements of this statute and, in the case of federal fisheries, to 50 CFR 679.5.

An Operation is defined, for the purposes of the System and for this Agreement, as an entity with a unique Fisheries Business License and/or a Federal Permit and includes parent and independent operations, including plant/receivers, at-sea operations, catcher sellers and buyer/exporters.

Each uniquely licensed Operation may establish within the eLandings System, dependent operations, such as buying stations, tenders, and custom processing relationships.

The parent Operation is responsible for all employees and agents following the procedures outlined below:

- All agents for the registered Electronic Reporting System operation are obligated to safeguard their user ID and password to prevent use by unauthorized persons and to protect the confidential information of the operation.
- The use of any of the Interagency Electronic Reporting System software and its components is intended for use by only by properly authorized persons and agents for the Operation are authorized to use the system but may neither modify any process, component or application code and will use all components for their intended purpose in the intended manner.
- Fish tickets created within the Electronic Reporting System shall be printed and signed by the CFEC permit holder and the agent for the registered operation. A signed copy of the fish ticket shall be submitted to the local office of the Alaska Department of Fish and Game (ADF&G) within seven calendar days.
- All initially submitted landing reports must be finalized within seven calendar days, or as required by the ADF&G local area management biologist.
- All fish tickets containing interim data values must be updates within seventy-two (72) hours of submission. Interim data values include the CFEC permit, the ADF&G vessel number, and identified estimated weight for a specific species and condition.
- Modifications to fish tickets, after submission and signatures, require re-submission of the paper fish ticket to the local ADF&G office. These modifications include any changes in:
 - Poundage,
 - Number of fish,
 - Delivery condition code,

- Area of harvest by statistical area code or nearest bay or headland,
 - Date fishing began, ended, or date of landing,
 - CFEC Permit,
 - ADFG Vessel License Number,
 - Gear Code.
- The modified value or values shall be highlighted and the fish ticket shall be labeled with the term, REVISED. The revised fish ticket shall be attached to the signed copy of the original fish ticket, if the original fish ticket has not yet been submitted, or submitted to the local office of ADF&G as directed by the local area management biologist.
 - Modification to any Individual Fishing Quota (IFQ) landing report or IFQ report requires that the operation's agent contact the National Marine Fisheries Service Office of Law Enforcement (NMFS OLE) at: 800-304-4846, option 1. For modifications to landings under an IFQ management program affecting the IFQ report, the ticket modifications detailed above must be followed AND the NMFS OLE contacted.
 - Landing reports (fish tickets), production reports and logbook reports may be modified within the eLandings system for up to ninety (90) days after initial submission. To modify reports after this period, an agent for the processor must contact eLandings@alaska.gov to request that the report(s) be unlocked.

All tender operations, buying stations, and user accounts are the responsibility of the Operation. The Operation may add dependent operations, such as tenders and buying stations, and users for all operations. **No separate authorization or submission of a user agreement is required for tender operations, buying stations, or user accounts, which operate under the parent Operation's authority.** Creation of a custom processing operation requires review by the eLandings staff and authorization to assure that the operation has been accurately established.

An administrator for the operation shall periodically review all dependent operations and all users to assure that only authorized users have access to the eLandings System. Seasonal staff should be disabled at the end of the term of employment. Users that no longer employed by the Operation should be removed.

Before the Operation can be used by authorized users, the Manager or Owner must submit this signed form by **ONE** of the following methods:

- Fax to: 907-586-7131 attention eLandings Registration
- Scan and email to: elandings@alaska.gov
- Mail the signed original to:
 NMFS Sustainable Fisheries
 eLandings Registration
 PO Box 21668
 Juneau, AK 99801

USER AUTHORIZATION FORM

By signing this document as the Owner or Manager of the Operation, you affirm that all information submitted is true and correct to the best of your knowledge, that you have read and understand this agreement, consent to the terms and conditions described herein, and are an agent of your business for the purpose of submitting accurate fishery landing and production data on behalf of your business.

Name of processor: **(All information below is auto-generated from the on-line application process)**

eLandings Operation Name:

Operation Type: Plant/Receiver

ADF&G processor code:

Federal permit number:

Registered Crab Receiver permit number:

Registered Buyer number:

City and State:

Business telephone number:

Business facsimile number:

Business email address:

Requested UserID:

User authorization for operation XXXXXXXXXX is **Admin**

As the authorized agent for the Operation, by signing this document you affirm that all information submitted is true and correct to the best of your knowledge, and that you have read and understand this agreement and consent to the terms and conditions described herein.

User Signature: _____ Date: ____/____/____

User Name (Print): _____

By signing this document you affirm that all information submitted is true and correct to the best of your knowledge, and you hereby designate the User identified above as an agent of your business for the purpose of submitting accurate fishery landing and production data on behalf of your business.

Manager/Owner Signature: _____ Date: ____/____/____

Manager/Owner Name (Print): _____