



## First Receiver Site License

# Catch Monitoring Plan Guidelines

Any buyer of individual fishing quota (IFQ) groundfish from an IFQ vessel must have a first receiver site license (site license) for each physical landing site where they will receive IFQ groundfish. If your business accepts IFQ catch at more than one physical location, you will be required to obtain a site license for each location. Conversely, if more than one buyer unloads at a single physical location, each buyer is required to have a site license. The buyer, as represented on the electronic fish ticket, is required to be the first receiver in all cases.

To apply for a first receiver site license, submit the following materials to the National Marine Fisheries Service (NMFS) West Coast Region Fisheries Permit Office:

1. A first receiver site license application form
2. The site license application fee
3. A catch monitoring plan for the site
4. A copy of your current state buyer's license

First receiver site licenses have a common end date of June 30 and must be re-registered each year. A re-registration application consists of the same materials as a new application (listed above). Please note that NMFS will not process any site license applications without verification from the Economic Data Collection (EDC) program coordinators that all required EDC forms are submitted and complete. Additionally, NMFS will not reissue a site license until all required cost recovery fees associated with a license are paid.

### Catch Monitoring Plan

Under the shorebased IFQ program, each first receiver is required to have a certified catch monitor present for the entire duration of any IFQ landing. Therefore, all site license applicants are required to submit a catch monitoring plan. The plan will be used by NMFS to ensure safety and accurate catch accounting, and by catch monitors to assist in completing their duties. The document should include descriptions of sorting spaces, how catch is accurately sorted, weighed and recorded, methods used to prevent unsorted catch from entering areas beyond the sorting space, scales used for weighing and their locations, delivery points and the catch monitor's observation area. This guide is intended to help you through the process of creating a catch monitoring plan for a First Receiver Site License application.

## Additional Requirements

In addition to your application, you will also need to:

1. Set up a contract with a catch monitor provider and arrange to have a catch monitor available for the entire duration of any IFQ landing.
2. Work with Pacific States Marine Fisheries Commission (PSMFC) to ensure that you have the most current version of the electronic fish ticket submission software installed. Please contact Dave Colpo at 503-595-3100.
3. The Catch Monitor Program coordinator will conduct a site inspection for each initial application, and at least once every three years for re-registrations. The Catch Monitor Program coordinator will contact you to schedule an inspection once your complete application has been submitted.

## Catch Monitoring Plan Contents

Please include the following sections and information in your catch monitoring plan. At the time of initial application or re-registration, the Catch Monitor Program coordinator and NMFS staff will review your catch monitoring plan to ensure that all of the contents have been included and appropriately addressed, and that the plan matches the actual layout and processes at the facility.

### A. Identifying Information

- Name and physical location of the first receiver
- Business mailing address, telephone, fax, and email of the first receiver
- Identify whether you are a whiting first receiver, a non-whiting first receiver, or both
- Name, title, and signature of the person submitting the catch monitoring plan
- Submission date

### B. Sorting Requirements

1. Delivery Points
  - Identify each location at the site where catch is removed from IFQ vessels.
2. Sorting Process
  - Sorting locations and amount of space available for sorting activities
  - Explain what equipment is available to ensure that all catch is accessible to be viewed by the catch monitor throughout the duration of the offload.
  - Number of people assigned to assist in sorting activities (please provide a range- for example: 3-5 people)
  - Approximate rate at which catch flows through the sorting area (for example: approximately 5,000 pounds/hour)
  - Note whether grinders are located on site. If there are not grinders on site, please say so. If there are grinders on site, note the location of each grinder and its proximity to sorting and weighing activities.

- Explain what steps are taken to prevent unsorted catch from entering the factory or other areas beyond the catch monitor's observable area. In the unlikely event that catch was missorted or unsorted during sorting activities, what steps would be taken to ensure all species were accurately reported to federal species or species groups?
3. Employee Skills and Training for Sorting to IFQ Species Groups
- Identify training given to employees on fish identification (for example: how much time was spent training employees; was the training formal or on-the-job?)
  - Include the name of the person responsible for training new employees in the sorting process
  - List resources on-site for training and sorting (for example: fish ID manuals, fish posters)

### C. Weighing Requirements

#### 1. Scales

- a. For each scale to be used for weighing IFQ species or species groups include the following information:
- Make and model for each scale used to weigh IFQ catch
  - Most recent scale test date and name of the organization conducting the scale test.  
Scales intended for use in IFQ landings require a valid sticker indicating that the scales are valid in the state where the scale is located.
  - The number of divisions and maximum capacity
- b. Scales designed for bulk weighing (hopper/flow scale):
- If your location does not have a hopper or flow scale, please write "Not Applicable" for this section.
  - The scale must have a printer with an automatic recording function – please verify that it does in your plan, and include a sample print-out and tote label as an attachment to your plan.
- c. Scales not designed for bulk weighing (platform or hanging scales):
- If you receive 200,000 pounds or more of fish in any month, a printer is required – please verify the presence of a printer, list the information provided on the print-out, and include a sample print-out as an attachment to your plan.
  - If you receive less than 200,000 pounds of fish each month, a printer is not required, provided that the first receiver ensures that all catch is weighed, and the catch monitor, NMFS staff, or an authorized officer can verify that all catch is weighed. (Note: if you were required to have a printed record under a previous catch monitor plan, you must continue to produce a print-out.)
    - If the scale can produce a print-out, list the information provided on the print-out, and include a sample print-out and a tote label as an attachment to your plan.
    - If the scale cannot produce a printed record, state how the scale will be used and explain how the first receiver will keep a complete and accurate record for each delivery. Please attach a sample tally sheet and tote label.

## 2. Weighing Process

- Describe how the weight of large volumes of catch is accurately determined. Include the physical process and calculations to determine catch weight when weighing totes of catch and/or when using a hopper scale. (For example: "All totes are weighed with bottom ice and tagged with the tote/ice weight, usually 200 lbs. The scale is set to account for this weight (-200 lbs), so the weight that is visible on the scale is only the weight of the catch in the tote. This weight is recorded on a tally sheet and totaled when all catch has been removed from the vessel.")
- Describe how the weight of small volumes of catch is accurately determined. Include the physical process and calculations to determine weight of a small amount (i.e. 4 pounds) of a specific species. (For example: "When weighing just one fish, we use a small scale that weighs in 0.1 lb increments to ensure an accurate weight is obtained. This weight is recorded on a tally sheet and totaled when all catch has been removed from the vessel").
- Describe the process for determining the accurate weights of totes/containers used to weigh catch.
- Describe the process for determining the actual weight of ice used for each IFQ species or species group (if ice is not used, please state this).

## D. Catch Monitor Requirements

1. First Receiver Liaison: Provide the name and title of the person who will be responsible for: (1) orienting new catch monitors to the facility and operations, (2) assisting in the resolution of catch monitor concerns, and (3) informing and submitting any changes to the catch monitoring plan to NMFS. Instead of simply writing the first receiver liaison's name and title, be sure to write out that they will be responsible for these duties and list the duties.
2. Reasonable Assistance: Provide the name and title of the person who will be responsible for: (1) notifying the catch monitor of processor activities at any time IFQ catch is being received, sorted or weighed, (2) ensuring dock personnel provide reasonable assistance to the CM when required, (3) responding to the catch monitor when they have a question or problem. Instead of simply writing their name and title, be sure to write out that they will be responsible for these duties and list the duties.
3. Catch Monitor Safety
  - Is an emergency action plan available? If yes, please state where a copy of the plan is available to the catch monitor. If not, please state and provide details of planned response in an emergency situation. (For example: "In an emergency requiring evacuation (fire/tsunami/earthquake etc.), we would muster on the hillside behind the dock. The dock foreman is responsible for ensuring everyone is accounted for.")
  - Do any employees have first aid/CPR training? If yes, please provide a list or the location of a list of the name and title of employees with first aid/CPR training. If not, please state and provide details of planned response in an emergency medical situation. (For example: "In an emergency, we would call 9-1-1", and/or "The hospital is 1.6 miles away on xxx road").
  - Describe the locations of first aid supplies and safety equipment (for example: life ring, fire extinguishers, and any other available safety equipment).

- Describe lighting for limited visibility conditions to ensure catch can be effectively sorted to IFQ species or groups and to ensure catch monitor safety.
4. Catch Monitor Access to Facility
- Explain how the catch monitor will have access to the catch throughout the sorting and weighing process
  - Identify the location of an observation area where the catch monitor has an unobstructed view of the entire flow of catch between the delivery point and the location where sorting takes place and each species/species group is weighed.
  - Identify the location of a secure space or lockable cabinet for storage of catch monitor gear
  - Explain how the catch monitor will have access to state fish tickets, electronic fish tickets, scale test results and other required information
5. Catch Monitor Maximum Work Hours
- The working hours of each individual catch monitor is limited as follows: the time required for a catch monitor to conduct monitoring duties must not exceed 14 consecutive hours in a calendar day. Following a monitoring shift of more than 10 hours, each catch monitor must be provided with a minimum of 8 hours break before they may resume monitoring.

E. Diagram – at a minimum, must include:

- The delivery point - Identify each location where catch is removed from the IFQ vessel.
- The catch monitor observation area (see D4) – Identify the location where the catch monitor has an unobstructed view of the entire flow of catch between the delivery point, the sorting location, and the location where each species/species group is weighed.
- Sorting locations
- Location of each scale used to weigh IFQ catch
- Location of grinders, if applicable (see B2)
- Location of safety equipment (first aid kit, life ring, fire extinguisher, etc. - see D3)

F. Prohibited Species (Note: Now a required section for *all* first receivers)

- Provide the name and title of the person(s) responsible for counting, weighing, and labeling prohibited species by vessel and date
- Describe how prohibited species are secured
- Identify refrigerated or iced location
- Name all persons and positions who will have access to prohibited species once secured
- How will any landed prohibited species be dealt with (for example: will prohibited species be donated to a food share, surrendered to state enforcement, or disposed of?)

G. Electronic Fish Ticket (E-Ticket) Submittal

For the information below - instead of simply writing the person's name and title, be sure to write out that they will be responsible for these duties and list the duties.

- Identify the name and title of the person(s) who will provide the catch monitor with the fish ticket number.

- Identify the name and title of the person(s) responsible for comparing data with the catch monitor and vessel operator, and ensuring that hard copies of e-tickets or dock tickets are signed by both vessel operator and IFQ first receiver. If catch will be transported, this occurs prior to transport.
- Identify the name and title of the person(s) responsible for entering, editing, and submitting the data within 24 hours.
- Identify the name and title of the person(s) who will act as a contact point for the catch monitor in case they have questions about dock tickets or submitted e-ticket data. Please also include contact information (phone and/or email) for this person if different than above.