



NOAA FISHERIES

Sector Report Guide



Rev. 13.0.0



NOAA FISHERIES | Greater Atlantic Region
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION



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Section I: Introduction

The Northeast Multispecies Fishery Management Plan determines the requirements governing groundfish sectors, including monitoring and reporting requirements for sectors. Each sector must file a report documenting the sector's fishing activities. The Sector Report allows comparison of the sector's data with the data available to NOAA Fisheries. The Sector Report must include:

- Remaining balance of Allocated Catch Entitlement (ACE) for the current fishing year
- Discards
- Compliance and enforcement issues

You file a sector report each week or, in special circumstances, you file a report daily.

Use this guide to learn how to submit your sector report. For electronic file formatting information, refer to a separate guide, the *Sector Report Guide Addendum*.

NOTE: For information about SIMM download files, refer to the *SIMM User Guide*.

Sector Report Content

The Sector Report is made up of three separate reports. You upload these three reports to NOAA Fisheries using the SIMM application. ([Click here for link to SIMM application login page](#)) The three reports are:

- [Detail Report](#)
Provides NOAA Fisheries with specific information about each fishing trip down to the stock area.
- [Trip Issue Report](#)
Provides NOAA Fisheries with the following information:
 - Compliance / enforcement concerns
 - Sector enforcement issues
 - Enforcement actions
 - Incident / non-compliance reports
- One of the following reports:
 - [Weekly ACE Status Report](#)
Provides the means for sector managers to report their ACE status calculations. This allows NOAA Fisheries to crosscheck totals.
 - [Daily ACE Status Report](#)
Provides the means for sector managers to report their ACE status calculations on a daily basis if an ACE "trigger point" (threshold) has been reached in the current fishing year.

Refer to the following sections for definitions of the fields required for these reports. Also, refer to the *Sector Report Guide Addendum* for the timing requirements of the Sector Report.

Detail Report

The Detail Report provides information down to the stratum (sub-trip) level about each sector trip for a given week, based on the best available data at the time the sector submitted the report. Refer to the next section, [Stratum Notes](#), for more information about strata.

- Columns: Refer to [Table 1](#) for information on the Detail Report columns.
- Rows: Each row of your Detail Report should list trip data per stratum.

Table 1: Detail Report Fields

Column Heading	Description
Week Ending Date	The Saturday ending the last week included in the report. This date should be the same in all rows of the report.
Sector Name	GARFO sector name as listed on SIMM.
Vessel Permit No	Vessel permit number assigned by GARFO's Vessel Permit System (VPS).
Trip ID	eVTR Trip ID (14 characters) generated by the vessel submitting the trip report to GARFO.
Trip Observed	Flag indicating if trip was observed or not observed. Observed trips include Northeast Fisheries Observer Program (NEFOP) observers, at-sea monitors (ASM), or electronically monitored (EM) trips selected for review. <ul style="list-style-type: none"> • Y = observed • N = not observed
Observer Data Quality Level	Reserved for future use; leave this field blank <ul style="list-style-type: none"> • Value = NULL
Enforcement issues	Flag indicating if trip had any enforcement issues. <ul style="list-style-type: none"> • Y = Yes • N = No If Yes, details must be documented in Trip Issue Report.
Landing Source	Code for source of landing data (landed weight of catch). Values: <ul style="list-style-type: none"> • ASU = assumed • DLR = dealer • VTR = vessel • VMS = catch report
Area Source	Code for source of area data (stock area fished and gear used). Values: <ul style="list-style-type: none"> • ASU = assumed • DLR = dealer • VTR = vessel • VMS = catch report
Date Sold	The date of first sale of a sector trip's catch to a seafood dealer. Subsequent sales will be rolled up to this date to form a complete trip. Date Sold may originate from one of three sources, but should be prioritized from: <ul style="list-style-type: none"> • Dealer receipt / sold to date • VTR Date Sold • Observer reported landings
Species ITIS	The 6-digit Integrated Taxonomic Information System (ITIS) serial number for a species. ITIS codes are unique identifiers representing information for a species.
Gear Code	The 3-character standard gear code from the VTR form.

Column Heading	Description
Mesh Cat	<p>Gillnet gear:</p> <ul style="list-style-type: none"> • ELM = Extra Large Mesh (8 inches and greater) • LM = Large Mesh (6 to less than 8 inches). <p>Trawl gear (OTF, OHS, OTR, OTT):</p> <ul style="list-style-type: none"> • SM = Small Mesh (less than 3.99 inches) • MM = Medium Mesh (3.99 inches to 5.74 inches) • LM = Large Mesh (equal to or greater than 5.75 inches) <p>All other mesh are NA. Consistent with discard rate strata.</p>
Stock ID	An abbreviation for the Stock Area that incorporates both the species name and the area that species is assigned to. Includes Georges Bank East & West.
Landed Weight	Landed weight (in pounds) of stock landed. The total weight should match dealer reported landings.
Live Weight	Live weight (in whole pounds) of stock landed.
Quantity Discard	Observed (via NEFOP, ASM, or EM) or calculated (via discard rates or adjusted VTR) live whole pounds of species discarded.
Harvested ACE	Cumulative number of live whole pounds of catch per stock caught on sector trips in current fishing year.
Date Last Changed	Date last updated (NULL if new record).
DSM	<p>Flag indicating if trip was observed by dockside monitor. NOT USED AT THIS TIME.</p> <p>Y = Yes N = No</p>
Discard Rate	The discard rate that applies for this trip. Provided to calculate discards on unobserved trips <i>for ASM vessels only</i> . Include 5 digits after the decimal point. (Obtain the appropriate discard rate for the trip from the SIMM Discardrate download file.) Use 0 if discard rates are not used to calculate discards for the trip.
Sector Kall	Total of all kept fish, excluding discards, in live pounds for the <u>entire</u> trip.

Stratum Notes

Read these notes for information about using strata when completing your Detail report.

What is a Stratum?

- A stratum (also called a sub-trip) is made up of the following fishing activity components:
 - Stock ID

Stock Area abbreviation that incorporates information such as species name and chart area. For example, the Stock ID **CODGBW** is “Cod, Georges Bank West”.
 - Gear type used
 - Mesh category used
 - Exemption — used if claimed by the vessel in its Trip Start Hail (TSH)

Refer to the **Trip Hails** download file in SIMM for a complete list of the hails from your sector vessels for the week. This download informs you whether a sector vessel has declared a trip exemption.

Using Strata

Each time one of the stratum components changes on a fishing trip (for example, a gear change or a stat area change), the vessel owner/operator must complete a new VTR. This means a single fishing trip can include one or more VTRs. Refer to [Table 2](#) immediately following for an example.

Table 2: Stratum Change Requires Separate VTRs (Selected Fields)

VTR #	Species	Chart Area	Gear	Mesh Ring/Size	Comments
11111111	HADD	521	GNS	LM	Stratum changes because the area fished changed from Chart Area 521 to 514.
22222222	HADD	514	GNS	LM	Stratum changes because the area fished changed from Chart Area 521 to 514.

Continuing with this example, you would record the two strata for this fishing trip as two separate rows in your Detail Report, as in [Table 3](#) immediately following:

Table 3: Strata Require Separate Rows in Detail Report

Trip ID	Stock ID	Gear Code	Mesh Cat	Comments
11111111	HADGBW	GNS	LM	Separate row in Detail report.
22222222	HADGM	GNS	LM	Separate row in Detail report.

Strata and Exemptions

If a vessel declared an exemption at the beginning of a groundfish trip, be aware of the following points:

- The vessel must submit separate VTRs when it switches chart area, gear type, or mesh size.
- In the case of vessels using the small-mesh exemption, the redfish exemption, or the extra-large mesh gillnet exemption on a trip; the vessel must have separate VTRs for the portion of the trip using the smaller mesh.

A vessel can use the small-mesh exemption with most trawl gear (mobile gear) with approved modifications. You must create at least two rows in your Detail report for a small-mesh exemption trip: one row for the large-mesh portion of the trip, and one row for the small-mesh portion of the trip. Create other rows for other strata as appropriate.

- The exemption (or combination of exemptions) is applied to the *entire* trip. Within a trip, unique discard rates can still be triggered by stratum changes (for example, gear or area).

For ASM Vessels

You must use the Discardrate download file to find out the proper discard rate to use to calculate discards for a given stratum on an unobserved trip. The discard rate that you insert into the Detail report for the stratum depends not only upon the Stock ID, gear, and mesh but also upon the exemption. Refer to [Table 4](#) for an example.

Table 4: Mesh Exemption and Discard Rates

Trip Taken	Trip Portion	Discard Rate
Large Mesh Trip (No Exemption)	N/A	Rate 1
Large Mesh Trip (With Mesh Exemption)	Large-mesh portion of trip	Rate 2
Large Mesh Trip (With Mesh Exemption)	Small-mesh portion of trip	Rate 3

- You must use the appropriate code (SM) in the Mesh Cat column of the Detail Report for the small-mesh portion.
 - NOAA Fisheries calculates the discards for non-allocated stocks.
 - If you have a stratum that has non-allocated stocks, you still need to list the discards that would factor into the Sector K_{all} value for the trip. Refer to [Appendix C: Calculating Trip \$K_{all}\$ Values for the Detail Report](#) for more information about how to calculate the Sector K_{all} value.

Table 5: Stratum Change Due to Small-Mesh Exemption Requires Separate Rows in Detail Report

Trip ID	Species ITIS	Stock ID	Gear Code	Mesh Cat	Live Weight	Discard	Harvest ACE	Sector Kall
33333333	164744	HADGBW	OTF	LM	1000	50	1050	1500
44444444	164791	SHAK	OTF	SM	500	N A	N A	1500

For EM Vessels

Discard rates are not used to calculate discards for unobserved trips taken by vessels enrolled in an audit model EM program. A trip is assigned adjusted discard values based on the VTR and the delta model, which makes vessel- and species-specific adjustments based on a vessel's reporting history. See [Appendix D](#) for more information.

The adjusted VTR values for each strata in a given trip will be provided in the EM download. Refer to [Table 6](#) for an example.

Table 6: Example of the Data Provided in the Electronic Monitoring Download in SIMM

Trip ID	Species ITIS	Stock ID	Gear Code	Mesh Cat	VTR Quantity Discard	NMFS Discard Source	NMFS Discard Quantity	NMFS Dead Discard Quantity (ACE)
33333333	164744	HADGBW	GNS	ELM	80	EM	75	37.5
44444444	164791	SHAK	GNS	ELM	110	VTR DELTA	120	60

NOTE: Be aware that GARFO categorizes EM Exempted Fishing Permit (EFP) trips as separate strata. Discard rates for these trips are identified with a flag labeled EFP_EM3 in the **Other Strata** column in the DISCARDRATE download file in SIMM.

Trip Issue Report

The Trip Issue Report allows sectors to briefly describe to NOAA Fisheries any enforcement or reporting compliance issues, violations of sector operations and regulations, and general problems with monitoring or sector operations during the reporting period. Issues may pertain to a specific trip or apply generally to sector operations. Issues to report in the Trip Issue Report include, but are not limited to:

- Monitoring issues (e.g., refusals) and a description of each occurrence, if applicable
- Violations or non-compliance with operational standards, including but not limited to fishery regulations and sector operation plan provisions
- General problems with sector operations and/or corrective actions taken by the sector during the reporting period

Trip Issue Reporting Form

In Fishing Year 2019, NOAA Fisheries developed a new Trip Issue Report form to improve reporting for both managers and the agency.

Sectors should continue to use Atlassian’s online issue-tracking system JIRA (maintained by APSD) in order to report and track data quality issues. Data errors resolved through internal GARFO processes (e.g., VTR discrepancies) do not need to be documented in the Trip Issue Report.

The Trip Issue Report is a tool for sectors to notify NOAA Fisheries of certain issues, as described above. However, this report is not a substitute for the Sector Incident Report. Issues that require further investigation must also be documented and submitted to NOAA Fisheries in a Sector Incident Report. For complete information about reporting sector incidents, see the Sector Incident Report Guide using the following link: [Fishing Year 2024 Sectors](#).

[Table 7](#) documents the Trip Issue Report field definitions.

Table 7: Sector Weekly Trip Issue Report Fields

Name	Description
Action	Action to perform. Choices include: <ul style="list-style-type: none"> • Submit Report (upload the Trip Issue Report) • Follow Up (edit an existing Trip Issue Report)
Trip Issue ID	Unique identifier supplied by SIMM.
Case ID	Corresponds to the value of Trip Issue ID and is used by SIMM to access a Trip Issue report you have already uploaded.
Week End Date	The Saturday ending the last week included in the report.
Vessel Permit No	Vessel permit number assigned by the Greater Atlantic Regional Fishing Office’s Vessel Permit System (VPS).
Trip ID	The eVTR Trip ID generated by GARFO upon receipt of the eVTR.
Event Date	Date on which the trip issue occurred.
Issue Type	Dropdown menu – choose one of the following: <ul style="list-style-type: none"> • No Issue (no issue to report) • Enforcement (law enforcement issue) • Discrepancies (e.g., discrepancies between reported and actual totals or trips) • Monitoring (NEFOP or ASM issue) • Other (something else that NOAA Fisheries personnel should be aware of in assessing sector operations)
Fishing Year	Fishing year to which the Trip Issue reports pertain.
Date Entered	Date on which you filled out this report; supplied by SIMM.
Descriptions	Supply the notes about any trip issues that arose during the week.

Weekly ACE Status Report

The ACE Status Report provides the means for sector managers to report their ACE status calculations. This allows NOAA Fisheries to crosscheck totals, as stipulated in Amendment 16. See [Table 8](#). The ACE Status Report includes one row per stock (columns identified below).

NOTE: Lease-only sectors submit the ACE Status Report for their weekly uploads only; these sectors should not submit a Detail Report or a Trip Issue Report.

Table 8: ACE Status Report Fields

Column Heading	Description
Week Ending Date	Saturday ending the last week included in the report. Date should be the same in all rows.
Sector Name	GARFO sector name as listed on SIMM.
Stock ID	Abbreviation for the Stock Area that incorporates both the species name and the area that species is assigned to. Includes Georges Bank East & West.
Initial Allocated ACE	The total number of (live) pounds of this stock allocated to the sector for all renewed permits in the current fishing year.
Maximum Carryover	The amount, in live pounds, of unused ACE (up to the full 10% for an allowable stock) that is carried over from the previous fishing year for all renewed permits.
De Minimis Carryover	The amount, in live pounds, of the de minimis carryover for an allowable stock
In-Season ACE Adjustment	The adjusted amount (increase or decrease), in live pounds, applied to the Initial Allocated ACE of a stock allocated to a sector in season for all renewed permits.
Total ACE With Maximum Carryover	The total number of live pounds of this stock initially allocated to the sector including the maximum carryover and In-Season ACE adjustment.
Total ACE With De Minimis Carryover	The total number of live pounds of this stock initially allocated to the sector including the de minimis carryover and the In-Season ACE adjustment.
Transfers In	The cumulative number of live pounds per stock transferred into the sector for the current fishing year.
Transfers Out	The cumulative number of live pounds per stock transferred out of the sector for the current fishing year.
Total Transfers	The sum, in live pounds, of the Transfers In and Transfers Out columns per stock transferred by the sector for the current fishing year.
Conversions In	The cumulative number of live pounds of stock converted into Western GB ACE from Eastern GB ACE for the current fishing year.
Conversions Out	The cumulative number of live pounds of stock converted from Eastern GB ACE into Western GB ACE for the current fishing year.
Current ACE With Maximum Carryover	Total ACE, plus or minus Total Transfers, plus the values of Conversions In and Conversions Out, including the maximum carryover from the previous fishing year.
Current ACE With De Minimis Carryover	Total ACE plus or minus Total Transfers, plus the values of Conversions In and Conversions Out, including the de minimis carryover from the previous fishing year.
Harvested ACE	The cumulative number of live pounds of catch per stock caught on sector trips in current fishing year.

Column Heading	Description
Remaining ACE With Maximum Carryover	Current ACE With Maximum Carryover minus Harvested ACE.
Remaining ACE With De Minimis Carryover	Current ACE With De Minimis Carryover minus Harvested ACE.
Percent Harvested ACE To Date With Maximum Carryover	Harvested ACE divided by Current ACE With Maximum Carryover, expressed as a percentage.
Percent Harvested ACE To Date With De Minimis Carryover	Harvested ACE divided by Current ACE With De Minimis Carryover, expressed as a percentage.

Daily ACE Status Report

The Daily ACE Status Report allows sector managers to report their ACE status calculations on a daily basis when cumulative catch for any of the sector's allocated species reaches 90% of the ACE. Once this threshold is reached, managers must submit daily reports for a stock when:

- A sector vessel returns to port after a sector trip that landed fish above that stock's threshold.
- A sector member completes a trade including the affected stock.

The Daily ACE Status Report includes one row per stock (Refer to [Table 9](#) for columns). Unless otherwise noted, values are for the current fishing year.

Table 9: Daily ACE Status Report Fields

Column Heading	Description
Submission Date	Date the daily report is being submitted.
Sector Name	GARFO sector name as listed on SIMM.
Stock ID	Abbreviation for the Stock Area that incorporates both the species name and the area that species is assigned to. Includes Georges Bank East & West.
Initial Allocated ACE	The total number of (live) pounds of this stock allocated to the sector for all renewed permits in the current fishing year.
Maximum Carryover	The amount, in live pounds, of unused ACE (up to the full 10% for an allowable stock) that is carried over from the previous fishing year for all renewed permits.
De Minimis Carryover	The amount, in live pounds, of the de minimis carryover for an allowable stock
In-Season ACE Adjustment	The adjusted amount (increase or decrease), in live pounds, applied to the Initial Allocated ACE of a stock allocated to a sector in season for all renewed permits.
Total ACE With Maximum Carryover	The total number of live pounds of this stock initially allocated to the sector including the maximum carryover and In-Season ACE adjustment.
Total ACE With De Minimis Carryover	The total number of live pounds of this stock initially allocated to the sector including the de minimis carryover and the In-Season ACE adjustment.
Transfers In	The cumulative number of live pounds per stock transferred into the sector for the current fishing year.

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Column Heading	Description
Transfers Out	The cumulative number of live pounds per stock transferred out of the sector for the current fishing year.
Total Transfers	The sum, in live pounds, of the Transfers In and Transfers Out columns per stock transferred by the sector for the current fishing year.
Conversions In	The cumulative number of live pounds of stock converted into Western GB ACE from Eastern GB ACE for the current fishing year.
Conversions Out	The cumulative number of live pounds of stock converted from Eastern GB ACE into Western GB ACE for the current fishing year.
Current ACE With Maximum Carryover	Total ACE, plus or minus Total Transfers, plus the values of Conversions In and Conversions Out, including the maximum carryover from the previous fishing year.
Current ACE With De Minimis Carryover	Total ACE plus or minus Total Transfers, plus the values of Conversions In and Conversions Out, including the de minimis carryover from the previous fishing year.
Harvested ACE	The cumulative number of live pounds of catch per stock caught on sector trips in current fishing year.
Remaining ACE With Maximum Carryover	Current ACE With Maximum Carryover minus Harvested ACE.
Remaining ACE With De Minimis Carryover	Current ACE With De Minimis Carryover minus Harvested ACE.
Percent Harvested ACE To Date With Maximum Carryover	Harvested ACE divided by Current ACE With Maximum Carryover, expressed as a percentage.
Percent Harvested ACE To Date With De Minimis Carryover	Harvested ACE divided by Current ACE With De Minimis Carryover, expressed as a percentage.

Section II: Completing the Sector Manager Report

This section of the Sector Report Guide provides step-by-step instructions on how to produce each portion of the sector report for uploading to SIMM. The section is organized in 3 parts:

- [Part 1: Completing the Detail Report](#)
- [Part 2: Completing the Trip Issue Report](#)
- [Part 3: Completing the ACE Status Report](#)

The following sections in this part of the guide show you how to complete each of these reports.

NOTE: If your sector has reached an ACE threshold, refer to the section [Submitting the ACE Status Daily Report](#) later in this document for instructions.

Part 1: Completing the Detail Report

This section documents the steps to prepare the Sector Manager Detail Report.

NOTE: VTR data is available to sector managers directly from the vessel and through SIMM. Keep in mind that VTRs submitted to GARFO are uploaded to SIMM in real time.

Following are the principal tasks in preparing the Sector Manager Detail Report.

- [Detail Report Task A: Supply the First Set of Trip Information](#)
- [Detail Report Task B: Supply the Quantity Discard for the Trip](#)
- [Detail Report Task C: Supply the Next Set of Trip Information](#)
- [Detail Report Task D: Supply the Landed Weight for the Trip](#)
- [Detail Report Task E: Enter the Live Weight for a Trip](#)
- [Detail Report Task F: Supply the Concluding Set of Trip Information](#)

Each of the above tasks is described in order in the following sections.

Detail Report Task A: Supply the First Set of Trip Information

Complete Task A as follows:

1. Supply the **Week Ending Date** for the previous fishing week.
2. Supply the **Sector Name** that is in your Sector Operations Plan.
3. Enter the **Vessel Permit No** for a trip.

This is the vessel permit number assigned by the Northeast Regional Office's Vessel Permit System. This is available as the Vessel Permit Number in the Vessel Trip Report.

4. Enter the **Trip ID**:

The eVTR Trip ID is a 14-character string generated when the vessel owner or operator submits the report to GARFO.

5. Enter the **Trip Observed** for a trip.
 - **Y** = Observed (for NEFOP, ASM, or EM trips selected for review)
 - **N** = Not observed
6. Enter the **Observer Data Quality Level** for a trip.

Reserved for future use. Value = **NULL**.

Detail Report Task B: Supply the Quantity Discard for the Trip

The discard calculations for a trip differ, depending upon whether: (1) The vessel is enrolled in an ASM or EM program; and (2) the trip was observed (by NEFOP, ASM, or selected for EM review) or not. Refer to the following sections to learn how to supply the **Quantity Discard**.

Complete Task B by performing *one* of the following, depending upon whether the vessel is enrolled in an ASM or EM program, and the level of trip observation, for each record.

For ASM Vessels

- If a trip was *fully* observed:
 - Use the amount of discard observed by the observer. This value is found in column **Total Discard** in the Discard download for trips with an ASM or NEFOP observer.
- If the trip was *partially* observed:
 - NOAA Fisheries adds the sum of direct discard observations for the stock from observed hauls to the sum of the estimated stock discards for unobserved hauls. The estimated stock discards for unobserved hauls are based on the observed hauls.
 - To apply a partially-observed trip value:
 - Use the appropriate value found in the column **Total Discard** in the Discard download for trips with an ASM or NEFOP observer.
- If the trip was *not* observed:
 - For each stratum within a trip, compute the discards as follows:
 - Find the value found in column **Discard Rate** in the SIMM Discard Rate table. You will use this discard ratio value in the following step.
 - Compute the stratum-specific discard amount by using the following formula.

Discard Amount equals Discard Rate times the Kall amount.
 - For detailed information about computing discards, refer to the section [Major Steps to Calculate Unobserved Discards](#) in Appendix B.

NOTE: The discard rate changes throughout the fishing year based on a series of date ranges. This is because the discard rate is based on the number of observed trips that have occurred during the fishing year. As well as applying the current discard rate to each trip that occurred during the week, you should also apply the current discard rate to all trips that have already occurred in the fishing year.

- If the trip was observed, ***but observer data are missing:***
 - Use the method described in the previous bullet section (the trip was not observed). Update the value in the Quantity Discards column in your report when the observer data become available.

For EM Vessels

Keep in mind the following Quantity Discard information for EM trips.

NOTE: MREM is suspended for the current fishing year.

- If a trip was observed by NEFOP:
Use the method described above for ASM vessels.
- If a trip was *fully* observed using EM:
NOAA Fisheries will provide the discards for each stratum within a trip. Use the appropriate values found in the column **NMFS Dead Discard Quantity (ACE)** in the SIMM EM download. For EM-observed trips, the strata will be categorized as “EM” in the **NMFS Discard Sources** column of the download.
- If a trip was *partially* observed using EM:
As described above, NMFS will provide the discards for each stratum within a trip. Use the appropriate values found in the column **NMFS Dead Discard Quantity (ACE)** in the SIMM EM download. The strata will be categorized as either “EM” or “VTR Delta” in the **NMFS Discard Sources** column of the download, depending on whether the effort in a given strata was observed (“EM”) or not (“VTR Delta”).
- If a trip was *not* observed using EM:
NMFS will provide the discards for each stratum within a trip. Use the appropriate values found in the column **NMFS Dead Discard Quantity (ACE)** in the SIMM EM download. For unobserved EM trips, the strata will be categorized as “VTR Delta” in the **NMFS Discard Sources** column of the download.
- If a trip was observed using EM, but data are missing:
Use the VTR adjusted discards as described above in the section “If a trip was *not* observed using EM.” Update the values in the Quantity Discards column of your report when the data becomes available.

NOTE: The adjusted VTR values provided for unobserved EM trips or sub-trips may change throughout the fishing year as more data is added to the delta model. The delta model generates vessel- and species-specific adjustments to discards reported on the VTR based on EM data collected over the course of the fishing year. In addition to applying the adjusted VTR discard quantities to each trip that occurred during a given week, you should also check the VTR discard quantities for previous weeks to determine whether there have been changes to trips that have already occurred earlier in the fishing year.

Detail Report Task C: Supply the Next Set of Trip Information

Complete Task C as follows:

1. Enter the **Enforcement Issues** value for this trip. Supply one value:

- **Y** = Yes
- **N** = No

If you set the Enforcement Issues flag to **Y**, you must document for GARFO the relevant issue or issues in the Trip Issue report.

2. Supply one of the following as the **Landing Source** value:

- **ASU** (assumed)
- **DLR** (dealer)
- **VTR** (vessel)
- **VMS** (VMS catch report)

The **Landing Source** is the source of the data for the landed weight of the catch for this trip.

3. Supply one of the following as the **Area Source** value:

- **ASU** (assumed)
- **VTR** (vessel)
- **VMS** (VMS catch report)

The **Area Source** is the source of the data for the Stat Area fished for this trip.

4. Supply the **Date Sold** for this trip.

This is the date of the first sale of a sector trip's catch to a seafood dealer. In the following order of preference, take this value from *one* of the following:

- a. The Sold To date on the Dealer receipt (**Date Sold** field of the Dealer download file in SIMM).
- b. VTR date sold (**Date Sold** field of the Vessel Trip Report).
- c. Observer-reported landing date (**Date Landed** field of the Observer download file in SIMM). You can index into SIMM files using the VTR Serial Number.

Detail Report Task D: Supply the Landed Weight for the Trip

You must supply the value in the **Landed Weight** field of the total catch for each stratum during the reporting period.

NOTE: Since a vessel generates information about areas fished and gears used, and since the dealer has the best data available for weight by species, the best data set includes both VTR and dealer data.

What Kinds of Catch Are Included in Landed Weight?

Landed weight must include all kept fish, including:

- Fish sold to a seafood dealer
- Fish seized for violations
- Fish sold/used for bait
- Fish intended for future sale
- Sub-legal fish for research
- Legal-sized fish for research
- Legal-sized unmarketable fish (LUMF)
- Fish kept for home consumption

You must include all kept fish in each landed weight total.

How Do I Put Landed Weight into My Report?

For each species, you must determine the total dealer weight of fish caught by stratum (stock area, gear, mesh) as a portion of the total amount of that same species that was caught on the trip, according to the VTR.

Landed weight is available from the following sources:

- Dealer download file in SIMM
- Dealer weighout slip

The Dealer download file in SIMM contains both landed and live weight data. Refer to [Dealer Codes](#) for information about how to indicate all of the above categories as part of your landed weight values. Live weight is described in detail later in [Detail Report Task E: Enter the Live Weight for a Trip](#)

Example: Determining Landed Weight

Complete Task D using the following example as a model. Suppose you need to compute for Trip ID 00000000 the live weight of the following stratum:

- Stock Area = CODGBW (Cod, Georges Bank West)
- Gear Code = OHS (Otter trawl, haddock separator)
- Mesh = 1.8 inches

To do this:

1. Get all the cod values from the VTR or eVTR (this example uses a VTR).
The parts of the VTR that contain the numbers you need are shown in [Table 6](#).

Table 6: VTR Data for Landed Weight Example

Row	Trip ID	Gear Code	Mesh Size	Mesh Category (Derived)	Chart Area	Species Code	Stock ID (Derived)	Kept	Dealer Permit Number
1	00000000	OHS	1.8	SM	614	COD	CODGBW	800	11111
2	00000000	OHS	1.8	SM	614	COD	CODGBW	10	99998
3	00000000	OHS	1.8	SM	614	COD	CODGBW	20	2
4	00000000	OTF	6.5	LM	514	FLBB	FLWGMSS	15	11111
5	00000000	OHS	1.8	SM	514	COD	CODGMSS	700	11111
6	00000000	OHS	6.5	LM	614	COD	CODGBW	225	11111

Note the following three characteristics of the data in [Table 6](#):

- a. Rows 1, 2, and 3 contain the numbers for the cod stratum you want.
- b. Row 4 contains winter flounder data that are not relevant to this example.
- c. Rows 5 and 6 contain the remainder of the cod values for this trip.

All the cod values from the trip are represented on the VTR. Mesh Category is derived using the gear code and mesh size. Stock ID (the stock area) is derived from the Chart Area and the Species Code.

2. Find out how much cod in this stratum was caught on the trip.
The VTR data presented in [Table 6](#) include 830 pounds of fish that were caught in the stratum Stock ID CODGBW, Gear Code OHS, and Mesh Size 1.8. In this stratum:
 - a. 800 pounds of cod were sold to a dealer.
 - b. 10 pounds of cod were kept for home consumption (Dealer ID 99998 = home consumption).
 - c. 20 pounds of cod were kept for bait (Dealer ID 2 = bait).

NOTE: Refer to the section [Dealer Codes](#) for more information about entering landed weight for catch not for dealer sale such as bait and home consumption.

3. Find out how much cod not in this stratum was caught on the trip.
In this example, 700 and 225 pounds of cod were also caught in other stock areas or using other gear. The catch included 15 pounds of flounder, but since you are calculating landed weight for cod, do not use the flounder value for this calculation.

4. Calculate the portion of cod in this stratum against all cod caught on this trip.
 - a. **Add** the landed weight of the cod in the stratum Stock ID CODGBW, Gear Code OHS, and Mesh Size 1.8.
800 plus 10 plus 20 equals 830 pounds.
 - b. **Add** all the cod caught on the trip.
800 plus 10 plus 20 plus 700 plus 225 equals 1755 pounds.
 - c. **Divide** the stratum landed weight for cod by the total trip landed weight for cod.
830 divided by 1755 equals 0.47293447

0.47293447 is the Stratum Portion; in this case, that is the portion of cod from this stratum against all cod caught on this trip. Reserve this number for the next task, which is calculating the live weight for this stratum. This next task is described in the upcoming section [Detail Report Task E: Enter the Live Weight for a Trip](#).

NOTE: Catch from the same trip may be sold to multiple dealers, or there may be multiple sales from the same vessel to the same dealer. These actions result in duplicate records. You can obtain a document from GARFO that shows you how to deal with duplicate records. Ask your sector representative for more details.

Dealer Codes

To record landed weight for sale to the dealer, enter the NMFS Greater Atlantic Region permit number assigned to each dealer purchasing the catch. However, if any portion of the catch of a species is not sold to a Federally-permitted dealer, enter the appropriate dealer code listed in [Table 7](#).

Table 7: Dealer Codes

Dealer Code	Meaning
1	Seized for violations
2	Sold to another vessel for bait or retained for bait
4	Retained for future sale
5	Sold to a non-Federal dealer (non-Federally regulated species only)
6	Sub-legal catch landed for research
7	Legal catch landed for research (EFP trips only)
8	Landed, unmarketable fish (LUMF)
99998	Home Consumption

Detail Report Task E: Enter the Live Weight for a Trip

Your Detail Report must include, in the Live Weight field, the total catch for your sector during the reporting period when dealer data are available.

Note: Since a vessel generates information about areas fished and gears used, and the dealer has the best data available for weight by species, the best data set includes both VTR and dealer data.

Live weight is the landed or hail weight multiplied by a conversion factor specific to that species and disposition when known. (You will learn how the conversion factor is used later in this section.) The conversion factor compensates for the weight that fish lose from the time they are caught until the time they are weighed.

Notes about Providing Live Weight Values

Following is a list of notes about providing live weights on your report:

- Dealer data are sometimes unavailable because a dealer report has not yet been submitted, or because fish have not been sold to a dealer, as in the case of bait or home consumption. (Refer to the section [Dealer Codes](#) for a complete list of dealer codes for catch not sold to a Federal dealer.)
- Live weight can be computed from landed weight by multiplying the landed weight by the landed-weight-to-live-weight conversion factor. Each species has a conversion factor. [Table 9](#) shows an excerpt of the complete list of landed-to-live weight conversion factors. The full list is provided in the SIMM Downloads.
- When dealer data are not available, you may convert the landed weight to live weight. Making the conversion is optional. NMFS does not require that such conversions be made except in the case of home consumption of groundfish.
- All groundfish kept for home consumption (as reported on the VTR) is considered to be fillets or parts, and is therefore multiplied by 3, which is consistent with section §648.83(b)(1) in the Code of Federal Regulations (CFR). For example, the conversion factor for cod is 1.17 unless the fish are kept for home consumption. In that case, the conversion factor is 3:1.

Completing the Live Weight Example

Complete Task E as follows:

1. Get the live weight of the relevant species caught on the trip from the dealer data in the SIMM Downloads page.

[Table 8](#) continues with the landed weight example data from the previous section: 800 pounds, 700 pounds, and 225 pounds. These landed weights provide the live weight values, which are 936 pounds, 819 pounds, and 263 pounds.

Table 8: Dealer Data (for Live Weight Example)

VTR Serial Number	Market Category Code	Grade Code	Species Name	Landed Weight	Live Weight
00000000	LG	23	COD	800	936
00000000	MK	23	COD	700	819
00000000	MK	23	COD	225	263
00000000	LM	1	FLOUNDER WINTER	15	15

2. Get the cod conversion factor if necessary.

Table 9: Conversion Factors for Landed-to-Live Weight (Excerpt)

SPPCODE	SPPNAME	NESPP3 Code	Conversion Factor
CLSUB	"CLAM, SURF/BUSHEL"	769	5.24
COBIA	COBIA	057	1
COD	COD	081	1.17
CRB	"CRAB, BLUE"	700	1
CRBB	"CRAB, BLUE/BUSHEL"	700	1

3. Calculate the final live weight total for this stratum.
 - a. **Add** the Live Pounds of Cod Sold, as shown by the dealer data.
936 plus 819 plus 263 equals 2018 pounds.
 - b. **Convert** the Home Consumption number.
3 times 10 pounds equals 30 pounds.
 - c. **Convert** the Bait number.
20 pounds times 1.17 equals 23.4 pounds.
 - d. **Add** the Live Pounds of Cod Sold plus the Home Consumption plus the Bait to get the Live Weight Subtotal.
2018 plus 30 plus 23.4 equals 2071.4 pounds.
 - e. **Multiply** the Live Weight Subtotal by the cod portion that was calculated in the previous task section [Detail Report Task D: Supply the Landed Weight for the Trip](#).
2071.4 times 0.47293447 equals 979.6365, the final Live Weight for the stratum.
4. In the Sector Manager Detail Report, insert the final Live Weight into the **Live Weight** column, and into the row having the corresponding **Trip ID**, **Species ITIS**, **Stock ID**, and **Gear Code**.

Additional Notes on Live Weight Values

Keep the following notes in mind when you are determining live weight:

- When dealer data are not available, you must convert the landed weight of groundfish kept for home consumption to live weight. For other instances when dealer data are not available, NMFS no longer requires that you make such conversions.
- After obtaining the final live weight for the stratum, round up or down to the nearest whole pound. (Less than 0.5 pounds, round down; 0.5 pounds or above, round up.)
- In this example, the landed-to-live weight conversion rate for cod was used for the 20 pounds of bait for which the dealer had no record. However, the conversion factor for home consumption is 3, so the 10 pounds of cod for home consumption was multiplied by 3 instead of the landed-to-live weight conversion factor for cod.
- Whenever SIMM dealer data are not available, you can use the landed-to-live weight conversion factors for all fish except groundfish landed for home consumption. Find the complete list of factors in SIMM.
- If you do not have timely dealer data and you choose to use the landed-to-live weight conversion rate table, update the final Live Weight value as soon as the dealer data become available.
- There may be multiple grades and market codes for a single species in a catch. These grades and codes determine the proper conversion factor.

Special Considerations with Conversion Factors

There are several contingencies that you should be aware of in conversions. These include:

- Skate
There are two categories of species code on the VTR for skate. The code for skate wings ends in a “W” and the code for whole skate does not. Be sure to use the appropriate conversion factor.
- Monkfish
There are several categories of species code on the VTR for monkfish. The code for whole monkfish does not end in a **T**. Be sure to use the appropriate conversion factor.
 - For monkfish with a species code of MONK~~L~~ or MONK~~H~~, use a conversion factor of **0**.
- Legal-sized unmarketable fish (LUMF)
The conversion factor for LUMF is **1**.
- Home Consumption
For the purposes of accounting for all catch by sector vessels as consistent with section §648.83(b)(1)(v) in the Code of Federal Regulations (CFR), the weight of all fillets and parts of groundfish, other than whole-gutted or gilled fish, reported as at-home consumption shall be multiplied by a factor of **3**.

Detail Report Task F: Supply the Concluding Set of Trip Information

Complete Task F as follows:

1. Enter the **Species ITIS** for a trip.

In the following order of preference, take this value from the following sources:

- a. Species ITIS column in the Dealer download file in SIMM.
- b. Vessel Trip Report

2. Enter the **Gear Code** for a trip.

Enter the gear code from the Gear Code field in the Vessel Trip Report. Refer to the complete list of gear codes at the GARFO web site.

([Click on this link to access the gear codes list](#))

3. Enter the **Mesh Cat** for a trip.

Enter the mesh category from the Mesh field in the VTR.

NOTE: For all gear, a change in gear requires a new VTR. The gillnet averaging applies to gill net strings containing multiple mesh sizes.

Table 10: Mesh Categories

Gear Type	Mesh Cat	Mesh Characteristics
Gillnet gear	ELM	8 inches and greater
Gillnet gear	LM	4 to less than 8 inches
Trawl gear (OTF, OHS, OTR, OTT, OPB)	SM	Less than 4 inches
Trawl gear (OTF, OHS, OTR, OTT, OPB)	LM	Equal to or greater than 4 inches
Other	NA	Not applicable; consistent with discard rate strata

Special Note: A vessel can use the small-mesh exemption with most trawl gear (mobile gear) with approved modifications. Refer to the section [Strata and Exemptions](#).

4. Enter the **Stock ID** for a Trip by doing the following:
 - a. On the VTR, find and note the value in the **Chart Area** field. **Chart Area** is the statistical area (Stat Area).
 - b. Refer to the **Species-to-Stock Area Values** download file in SIMM.
 - c. In the **Stat Area** column, find the same value that was entered in the **Chart Area** field in the VTR.
 - d. Index the value in the **Stat Area** column to the corresponding value in the **Stock Area** column.
 - e. Enter the **Stock Area** value into the **Stock ID** record in the Detail Report.

You must enter all stocks per trip even if you did not fish in a particular area for the trip. For stocks not fished, enter a zero.
5. Compute the **Harvested ACE** for the trip.

To do this computation, add the values for **Live Weight** and the **Quantity Discard**, which was described earlier in the section [Detail Report Task B: Supply the Quantity Discard for the Trip](#). Then compute the Harvested ACE value for each stock ID, as described later in this guide in the section [Calculating Harvested ACE](#) in Appendix B.
6. Enter the **Date Last Changed** for a trip.

This is the date on which the trip data were last updated.
7. Enter the **Discard Rate** that applies for this trip, if applicable.

The discard rate is available from the **Discardrate** download file. Be sure to include 9 digits after the decimal point. Enter **0** if a discard rate was not applied to this trip.
8. Enter the **Sector K_{all}** for this trip.

Provide the Sector Kall value for the trip. Refer to [Appendix C: Calculating Trip Kall Values for the Detail Report](#) later in this guide to learn how to calculate the Kall value.

Part 2: Completing the Trip Issue Report

Use the Trip Issue report to provide information about sector trips for a given week that have had enforcement, data, or other types of issues. The sector must submit a Trip Issue report in order to fulfill the weekly reporting requirement, even if there were no issues during the week.

NOTE: Starting in FY 2019, the Trip Issue report is a form within a SIMM page that you fill out.

In the Quick Access Menu on the left side of the SIMM page, do the following:

1. Click **Uploads**.

The Uploads sub-menu appears.

2. Click **Trip Issue Reporting**.

See [Figure 1](#) below for an example of the Quick Access menu choice.

Figure 1: Accessing the Sector Weekly Trip Issue Reports Form Using the SIMM Quick Access Menu



SIMM opens the Sector Weekly Trip Issue Reports page, as seen in [Figure 2](#).

Figure 2: Sector Weekly Trip Issue Reports Form

Sector Weekly Trip Issue Reports										
ACTION	TRIP ISSUE ID	CASE ID	WEEK END DATE	VESSEL PERMIT NO	TRIP ID/VTR SERIAL #	EVENT DATE	ISSUE TYPE	FISHING YEAR	DATE ENTERED	DESCRIPTION
Submit Report	116		04/27/20	123456	9876543	05/02/20	Discrepancies	20		
Follow Up	118	118	27-APR-				No Issue	20	02-MAY-	
Follow Up	117	116	27-APR-	123456	9876543	03-MAY-	Discrepancies	20	02-MAY-	
Follow Up	116	116	27-APR-	123456	9876543	02-MAY-	Discrepancies	20	02-MAY-	

3. Use the Sector Weekly Trip Issue Reports page to perform the following tasks:

- [Creating a New Trip Issue Report](#)
- [Editing an Existing Trip Issue Report](#)
- [Downloading the Trip Issue History Report](#)

Refer to the sections immediately following for information about these tasks.

IMPORTANT: Do not use the Trip Issue form to report data errors; use the JIRA process instead.

Creating a New Trip Issue Report

To submit a new Trip Issue Report, do the following:

1. In the topmost line of the report (with the Submit Report button), verify the **Fishing Year**. The **Trip Issue ID** and **Case ID** fields will be supplied by SIMM.
2. If necessary, enter the **Week End Date** using the calendar buttons in the field box. The week ending date is the Saturday ending the last week included in the report.
3. Enter the correct number in the **Vessel Permit No** field, if applicable. This is the vessel permit number assigned by the Northeast Regional Office's Vessel Permit System. Find the Vessel Permit Number in the **Vessel Trip Report** download file in SIMM.
4. Enter the **Trip ID** (or the **VTR Serial #**) of the fishing trip in question, if applicable. The value should be *one* of the following:
 - a. 14-character eVTR Trip ID.
 - b. 8-character VTR Serial Number (in the upper-right corner of the VTR paper form)
5. Enter in the **Event Date** field the date on which the event in question occurred, using the calendar buttons in the field box.
6. Choose the appropriate category in the **Issue Type** dropdown menu. Categories include:
 - a. **No Issue** (there were no trip issues to report this week)
 - b. **Enforcement** (issue involves one or more law enforcement agencies — for example, a stop of a sector vessel by a USCG cutter)
 - c. **Discrepancies** (issue involves any discrepancies between reported and actual totals or trips)
 - d. **Monitoring** (issue involves ASM or NEFOP monitoring program)
 - e. **Other** (Something else that NMFS personnel should be aware of)
7. Provide details about the event or incident in the **Description** field. Try to keep the description to the length of a short paragraph – two or three sentences.
8. Click **Submit Report** to upload the report to NMFS.

Editing an Existing Trip Issue Report

1. Click the **Follow Up** button.
2. If necessary, select the desired fishing year in the **Fishing Year** pulldown menu.
3. Enter the **Week End Date** using the calendar buttons in the field box.
4. Make the changes you require.
5. Click **Submit Report** to upload the changes to NMFS.

Downloading the Trip Issue History Report

1. Click the **Download Trip Issue History** link in the upper-left corner of the form.
2. Select the fishing year in the pulldown, then the **Data From** and **Date To** values.
3. Click **Generate Report in Excel** or **Generate Report in CSV**.

Part 3: Completing the ACE Status Report

The ACE Status Report allows sector managers to report their ACE status calculations. Each report should be labeled according to the date on which the fishing week ends and the sector name. (You submit the ACE Status Report on a weekly basis unless you are near any ACE limits; if this is the case, you must submit an ACE Status Daily Report. Refer to the next section in this guide, [Submitting the ACE Status Daily Report](#), for details.)

NOTE: A sector every year may carry over unused ACE, up to 10% of its previous FY allocation. This is referred to as the *maximum carryover*. A sector may use a portion of the carryover (up to 1% of their current allocation) without the possibility of payback in the following year if the ACL is exceeded. This is referred to as the *de minimis carryover*.

Submitting the ACE Status Report

You submit the ACE Status Report on a weekly basis.

1. Enter the **Week Ending Date** that applies to this report.
2. Enter the **Sector Name** for this report.
3. Enter each **Stock ID**.
For each Stock ID, enter a row in the Sector Manager ACE Status Report. Fill this column with the corresponding Stock IDs. You must enter all stocks even if you did not fish in a particular area. For stocks not fished, enter a zero.
4. Enter the **Initial Allocated ACE** for each Stock ID.
This value is the total number of (live) pounds of this stock allocated to the sector for all renewed permits in the current fishing year.
5. Enter the **Maximum Carryover** for each Stock ID where applicable.
This value is the amount, in live pounds, of unused ACE (up to the full 10% for an allowable stock) that is carried over from the previous fishing year for all renewed permits.
6. Enter the **De Minimis Carryover** for each Stock ID where applicable.
This value is the amount, in live pounds, of the de minimis carryover for an allowable stock.
7. Enter the **In-Season ACE Adjustment** for each Stock ID where applicable.
This value is the adjusted amount, in live pounds, applied to the **Initial Allocated ACE** of a stock allocated to a sector in season for all renewed permits.
8. Enter the **Total ACE with Maximum Carryover** for each Stock ID.
This value is the total number of live pounds of this stock initially allocated to the sector including **Maximum Carryover** and **In-Season ACE Adjustment**.
9. Enter the **Total ACE with De Minimis Carryover** for each Stock ID.
This value is the total number of live pounds of this stock initially allocated to the sector including **De Minimis Carryover** and **In-Season ACE Adjustment**.
10. Enter the cumulative **Transfers In** for each Stock ID.
This value is the cumulative number of live pounds per stock transferred into the sector for the current fishing year.
11. Enter the cumulative **Transfers Out** for each Stock ID.

This value is the cumulative number of live pounds per stock transferred out of the sector for the current fishing year.

12. Enter the sum of the **Total Transfers** by Stock ID.

This value is the sum of the Transfers In and Transfers Out columns, in live pounds, per stock transferred by the sector for the current fishing year.

13. Enter the **Conversions In** for each Stock ID (if applicable).

This value is the cumulative number of live pounds of this stock converted into Western GB ACE from Eastern GB ACE for the current fishing year. For non-applicable stocks, supply a value of zero.

14. Enter the **Conversions Out** for the Stock ID (if applicable).

This value is the cumulative number of live pounds of stock converted from Eastern GB ACE into Western GB ACE for the current fishing year. For non-applicable stocks, supply a value of zero.

15. Enter the **Current ACE With Maximum Carryover** for each Stock ID.

This value equals the Total ACE plus or minus Total Transfers, including Maximum Carryover from the previous fishing year.

16. Enter the **Current ACE With De Minimis Carryover** for each Stock ID.

This value equals the Total ACE plus or minus Total Transfers, including De Minimis Carryover from the previous fishing year.

17. Enter the **Harvested ACE** for each Stock ID.

For each row (i.e. Stock ID) in the ACE Status Report, sum all the Harvested ACE values over all rows with corresponding Stock ID in the Detail Report table, over all Detail Reports since the start of the year. Enter that sum.

18. Enter the **Remaining ACE With Maximum Carryover** for each Stock ID.

This value is **Current ACE With Maximum Carryover** minus **Harvested ACE**.

19. Enter the **Remaining ACE With De Minimis Carryover** for each Stock ID.

This value is **Current ACE With De Minimis Carryover** minus **Harvested ACE**.

20. Enter the **Percent Harvested ACE To Date With Maximum Carryover** for each Stock ID.

This value is **Harvested ACE** divided by **Current ACE With Maximum Carryover** expressed as a percentage.

21. Enter **Percent Harvested ACE To Date With De Minimis Carryover** for each Stock ID.

This value is **Harvested ACE** divided by **Current ACE With De Minimis Carryover** expressed as a percentage.

Submitting the ACE Status Daily Report

A sector must increase the reporting frequency for its ACE Status Report from weekly to daily when 90% of any of that sector's ACEs is reached. The Sector Manager, or a designated representative, must notify NMFS immediately by email or postal mail if the threshold that triggers daily reporting has been reached. During the period when a sector has reached or exceeded 90% of any of its ACEs, a daily ACE Status Report must be submitted only on a day when a member vessel lands, or when the sector engages in an ACE transfer of a stock that is exceeding the 90% threshold.

NOTE: A sector every year may carry over unused ACE, up to 10% of its previous FY allocation. This is referred to as the *maximum carryover*. A sector may use a portion of the carryover (up to 1% of their current allocation) without the possibility of payback in the following year if the ACL is exceeded. This is referred to as the *de minimis carryover*.

To complete the ACE Status Daily Report:

1. Enter the **Submission Date** that applies to this daily report.
2. Enter the **Sector Name** for this report.
3. Enter each **Stock ID**. `]+

For each Stock ID, enter a row in the Sector Manager ACE Status Report. Fill this column with the corresponding Stock IDs. You must enter all stocks even if you did not fish in a particular area. For stocks not fished, enter a zero.

4. Enter the **Initial Allocated ACE** for each Stock ID.

NOTE: This value is the total number of (live) pounds of this stock allocated to the sector for all renewed permits in the current fishing year.

5. Enter the **Maximum Carryover** for each Stock ID where applicable.
This value is the amount, in live pounds, of unused ACE (up to the full 10% for an allowable stock) that is carried over from the previous fishing year for all renewed permits.
6. Enter the **De Minimis Carryover** for each Stock ID where applicable.
This value is the amount, in live pounds, of the de minimis carryover for an allowable stock.
7. Enter the **In-Season ACE Adjustment** for each Stock ID where applicable.
This value is the adjusted amount, in live pounds, applied to the **Initial Allocated ACE** of a stock allocated to a sector in season for all renewed permits.
8. Enter the **Total ACE With Maximum Carryover** for each Stock ID.
This value is the total number of live pounds of this stock initially allocated to the sector including **Maximum Carryover** and **In-Season ACE Adjustment**.
9. Enter the **Total ACE With De Minimis Carryover** for each Stock ID.
This value is the total number of live pounds of this stock initially allocated to the sector including **De Minimis Carryover** and **In-Season ACE Adjustment**.

10. Enter the cumulative **Transfers In** for each Stock ID.
This value is the cumulative number of live pounds per stock transferred into the sector for the current fishing year.
11. Enter the cumulative **Transfers Out** for each Stock ID.
This value is the cumulative number of live pounds per stock transferred out of the sector for the current fishing year.
12. Enter the sum of the **Total Transfers** by Stock ID.
This value is the sum of the Transfers In and Transfers Out columns, in live pounds, per stock transferred by the sector for the current fishing year.
13. Enter the **Conversions In** for each Stock ID (if applicable).
This value is the cumulative number of live pounds of this stock converted into Western GB ACE from Eastern GB ACE for the current fishing year. For non-applicable stocks, supply a value of zero.
14. Enter the **Conversions Out** for the Stock ID (if applicable).
This value is the cumulative number of live pounds of stock converted from Eastern GB ACE into Western GB ACE for the current fishing year. For non-applicable stocks, supply a value of zero.
15. Enter the **Current ACE With Maximum Carryover** for each Stock ID.
This value equals the **Total ACE** plus or minus **Total Transfers**, including **Maximum Carryover** from the previous fishing year.
16. Enter the **Current ACE With De Minimis Carryover** for each Stock ID.
This value equals the **Total ACE** plus or minus **Total Transfers**, including **De Minimis Carryover** from the previous fishing year.
17. Enter the **Harvested ACE** for each Stock ID.
For each row (i.e. Stock ID) in the ACE Status Report, sum all the **Harvested ACE** values over all rows with corresponding Stock ID in the Detail Report table, over all Detail Reports since the start of the year. Enter that sum.
18. Enter the **Remaining ACE With Maximum Carryover** for each Stock ID.
This value is **Current ACE With Maximum Carryover** minus **Harvested ACE**.
19. Enter the **Remaining ACE With De Minimis Carryover** for each Stock ID.
This value is **Current ACE With De Minimis Carryover** minus **Harvested ACE**.
20. Enter the **Percent Harvested ACE To Date with Maximum Carryover** for each Stock ID.
This value is **Harvested ACE** divided by **Current ACE With Maximum Carryover** expressed as a percentage.
21. Enter the **Percent Harvested ACE to Date With De Minimis Carryover** for each Stock ID.
This value is **Harvested ACE** divided by **Current ACE With De Minimis Carryover** expressed as a percentage.

ACE Status Daily Report Guidelines

The following are guidelines for submitting ACE Status daily reports:

- Sector managers are required to submit an ACE Status daily report only for those stocks that have reached the 90% threshold.
- Once your sector has reached the threshold, you are required to submit an ACE Status daily report when either of the following conditions apply:
 - When any vessel in your sector returns to port following a sector trip in the affected stock area.
 - When the sector completes a trade including the affected stock.

You are not required to submit an ACE Status daily report if your sector has not fished in the affected stock area and has not completed trades involving the affected stock.

- If two sector trips in the affected stock area land on the same day, you would submit one ACE Status daily report that incorporates both trips. If the two sector trips land on different days, you would submit two separate daily reports, one each time a trip has landed.
- Prepare the daily ACE Status report as described in the section Sector Manager Daily ACE Status Report. The Detail Trip report, the Trip Issue report, and the full ACE Status report are to be completed and submitted on a weekly basis.
- Sector managers may stop submitting daily ACE Status reports for the 90% threshold when either of the following conditions apply:
 - You obtain sufficient ACE for the affected stock so that catch falls below the threshold.
 - Your updated data indicate that the affected stock landings have fallen below the 90% level.
- Sector managers are in charge of ensuring that ACEs for groundfish stocks are not exceeded.

Section III: Submitting the Sector Manager Report

Once your sector manager report has been compiled, you submit the report as follows:

1. Log in to SIMM with your valid SIMM login and password.
[Click here to access the SIMM login page](#)
2. Indicate to SIMM the proper sector, as appropriate.
3. Click **Uploads**.
4. Click **Weekly Reporting**, **Daily ACE Status Reporting**, or **SIMM Trip Issue Reporting**, as appropriate.

Sectors must submit their reports weekly. In addition, if cumulative catch for any of its allocated stocks reaches 90% of the sector's ACE for that stock, sector managers must prepare and submit a daily ACE Status report.

5. Choose the specific report to upload to GARFO.
6. Click **Submit Report**.

For more information about this process, refer to the *SIMM User Guide*.

NOTE: A lease-only sector should submit only the ACE Status Report for the weekly upload; this type of sector should not submit a Detail Report or a Trip Issue Report.

Troubleshooting Upload File Errors (Detail and ACE Reports)

Be aware of the following components to check when you are attempting to troubleshoot errors with the Sector Report upload process.

Upload File Format

Ensure that the upload file is in the correct format (that is, the file must be either a **.csv** or a **.xls** file). Within these files themselves, ensure that you render the values correctly.

Column Headings

Ensure that the column headings have both of the following characteristics:

- Are the column headings spelled correctly?
Check the spelling in the *Sector Report Guide Addendum*, located in the **Sector > Reporting** tab at the following link: [SFD Web page](#).
- Are the column headings in the correct order?
Incorrect ordering is more likely to occur at the beginning of fishing year, as GARFO typically enacts any structural changes to the tables at that time. Check the data column order in the *Sector Report Guide Addendum*, located in the **Sector > Reporting** tab at the following link: [SFD Web page](#).

Data Types

Ensure that the data match their data types. A date field must contain a date, a number field must contain a number, and so forth. (Some Sector Reports contain copy-and-paste data, which can lead to data errors.) Also ensure that data values do not violate data type limits (for example, that a value does not exceed the character length specified by the data type). Check the limits in in the *Sector Report Guide Addendum*, located in the **Sector > Reporting** tab at the following link: [SFD Web page](#).

Initial ACE Values

The ACE Status Report includes one stock per row. Ensure that the value in the **Initial Allocated ACE** field for each stock in the ACE Status Report exactly matches the relevant **Initial Allocated ACE** value that GARFO has. If the upload has failed, GARFO may have adjusted a stock or stocks during the current fishing year due to GARFO activating a fishing permit mid-year.

Stock ID

Ensure that you list correctly the values in the **Stock ID** field in the Sector report. Refer to the official list of Stock IDs in the *Northeast Multispecies Sector Year-end Report Guide*, located through the following link: [SFD Web page](#).

Section IV: Appendixes

This section provides useful reference material for your sector reporting operations, including:

- [Appendix A: Sources for the Sector Manager Detail Report](#)
- [Appendix B: Unobserved Discards and Harvested ACE](#)
- [Appendix C: Calculating Trip Kall Values for the Detail Report](#)

Appendix A: Sources for the Sector Manager Detail Report

[Table 11](#) below provides a list of data sources for the Sector Manager Detail Report.

How to Use the Data Sources Matrix

The first column, **Column Name**, in [Table 11](#) lists in order the column headings in your Sector Detail Report: **Week Ending Date**, **Sector Name**, **Vessel Permit No**, and so forth. The other columns in [Table 11](#) show you the sources where you can get the data to complete each record (row) of your report.

Each row of your report will contain a record of each stratum (species, area, gear). For Stratum X, for example, [Table 11](#) shows you that you can find the **Date Sold** information for that catch in the dealer report, the VTR, the SIMM VTR download file, or the SIMM Observer download file.

For instructions on completing the Sector Manager Report, start with the section [Part 1: Completing the Detail Report](#) in this guide.

Table 11: Data Sources for the Detail Report

Column Name	SIMM VTR Download	SIMM Dealer Download	Sector Manager	Other
Week Ending Date	Not Applicable	Not Applicable	Supplies date that is derived from Date Landed data	Not Applicable
Sector Name	Not Applicable	Not Applicable	Supplies name as displayed in SIMM	Not Applicable
Vessel Permit No	Vessel Permit Number	Vessel Permit Number	Not Applicable	SIMM Observer; VMS Catch Report
Trip ID	Trip ID	Not Applicable	Not Applicable	VTR, eVTR, AMS; VMS Catch
Trip Observed	Not Applicable	Not Applicable	Not Applicable	SIMM Observer, Trips with Observers; EM Discard downloads
Observer Data Quality Level	Reserved for future use. Value = NULL.	NULL	NULL	NULL
Enforcement Issues	Not Applicable	Not Applicable	Sets flag in Trip Issue Report based on information from sector.	Not Applicable
Landing Source	Not Applicable	Not Applicable	Supplies one of the following: <ul style="list-style-type: none"> ASU (assumed) DLR (dealer) VTR VMS 	Not Applicable

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Column Name	SIMM VTR Download	SIMM Dealer Download	Sector Manager	Other
Area Source	Not Applicable	Not Applicable	Supplies one of the following: <ul style="list-style-type: none"> ASU(assumed) VTR VMS 	Not Applicable
Date Sold	Date Sold	Date Sold	Not Applicable	Date Landed in the SIMM Observer file (from observer on board)
Species ITIS	Species ITIS	Species ITIS	Not Applicable	SIMM Observer; VMS Catch (Species Kept)
Gear Code	Gear Code	Not Applicable	Not Applicable	Not Applicable
Mesh Cat	Mesh Category	Not Applicable	Not Applicable	SIMM Observer
Stock ID	Area (Statistical Area)	Not Applicable	Performs computation – see procedure in this document.	SIMM Observer; VMS Catch (Stat Area)
Landed Weight	Quantity Kept	Landed Weight	Not Applicable	VMS Catch (Pounds Kept)
Live Weight	Not Applicable	Live Weight	Applies landed-to-live conversion factor.	NMFS conversion factor
Quantity Discard	Quantity Discard	Not Applicable	For ASM vessels: Provides the discards for 100% observed trips or applies the discard rate process for partially observed and unobserved trips. For EM vessels: provides the discards for NEFOP observed, EM observed, or EM unobserved trips.	SIMM Observer; SIMM Discard; SIMM Discardrate; EM Discard downloads
Harvested ACE	Not Applicable	Not Applicable	Sums landed/kept totals and discard totals with certain exclusions.	Not Applicable
Date Last Changed	Not Applicable	Not Applicable	Supplies most recent date this report was changed.	Not Applicable
Discard Rate	Discardrate	Not Applicable	Supplies the discard rate that applies to this trip. Include 9 digits after the decimal point. Discard rate is 0 if not applicable.	Not Applicable
Sector Kall	Not Applicable	Not Applicable	Sums the total of <u>all</u> kept fish, excluding discards, in live pounds for the <u>entire</u> trip.	Not Applicable

Appendix B: Unobserved Discards and Harvested ACE for Vessels Enrolled in the At-Sea Monitoring Program

You need reliable information about the total groundfish catch, landings, and discards in order to make sure that your sector stays within its ACE. This appendix shows you how to calculate discards for unobserved trips taken by vessels enrolled in an ASM program, and how to calculate your sector's harvested ACE.

Example Trip for Estimating Discards

To estimate discards, use the discard method presented here. This section uses a fishing trip example to show you how to do this. The example is simple in order to present the basic logic. In the following example, an unobserved fishing trip has returned the following data:

- Species caught: haddock, cod, yellowtail, and skate
- Statistical areas fished: 522 and 521 (Georges Bank, including Georges Bank West)
- Gear used: otter trawl, bottom, fish (OTF)
- Mesh category: Large mesh (LM)

IMPORTANT: Remember that all allocated groundfish species in a stock area are discard species. This means you must calculate discards for *all allocated groundfish species in each stock area fished*. You will see this later in the example.

Major Steps to Calculate Unobserved Discards

To calculate the discards from an unobserved trip, perform the following steps in order:

1. [Identify the Strata from the Trip](#)
2. [Calculate the Stratum Portions](#)
3. [Apply the Stratum Portions to the Dealer Data](#)
4. [Calculate the Kall for Each Stratum](#)
5. [Calculate the Discards for Each Stratum](#)

Refer to the next section for a detailed example of computing discards using these steps

Identify the Strata from the Trip

Remember that a stratum comprises several key items of information from the trip:

- Stat Area (obtained from the **Chart Area** from the VTR)
- Gear
- Mesh
- Exemption (if applicable)

If *any* of these items changes on a trip, that change creates a new stratum, and the vessel owner/operator must complete a new VTR. Also, be aware that different species may generate different sets of strata. The strata may change for each discard species, so you must repeat this process for each discard species. For example, a flounder species can differ in its stock identification, depending on the stock areas in which they are caught.

VTR Data for the Example

For this example, the VTR data for this trip is shown in [Table 12 and Table 13](#). There are two strata, so there are two VTRs. (If there is more than one stratum, be sure to record the Kept weight for each stratum.) Pounds are in round numbers for easier reference. Assume for this example that Kept weight for the strata is 800 and 1300 pounds, respectively.

Table 12: VTR Data (First Stratum)

VTR Serial Number	Stat Area (Chart Area)	Gear	Mesh Category	Species	Kept Weight
11111111	522	OTF	LM	Cod	100
11111111	522	OTF	LM	Haddock	500
11111111	522	OTF	LM	Yellowtail	200

Table 13: VTR Data (Second Stratum)

VTR Serial Number	Stat Area (Chart Area)	Gear	Mesh Category	Species	Kept Weight
11111112	521	OTF	LM	Skate	400
11111112	521	OTF	LM	Haddock	800
11111112	521	OTF	LM	Yellowtail	100

Allocated Groundfish Discard Species

See [Table 14](#) for the allocated groundfish discard species for the Stat Areas recorded for this trip. Note that the Stock IDs for yellowtail flounder and winter flounder differ per stat (chart) area.

Table 14: Allocated Groundfish Discard Species

Species	Stock ID for Stat Area 522	Stock ID for Stat Area 521
Cod	CODGBW (Georges Bank West)	CODGBW (Georges Bank West)
Haddock	HADGBW (Georges Bank West)	HADGBW (Georges Bank West)
Pollock	POKGMASS	POKGMASS
Witch Flounder	WITGMMA	WITGMMA
Yellowtail Flounder	YELGB	YELCCGM
Plaice	PLAGMMA	PLAGMMA
Halibut	HALGMMA	HALGMMA
Winter Flounder	FLWGB	FLWSNEMA
Redfish	REDGMGBSS	REDGMGBSS

Calculate the Stratum Portions

For each species that was caught on the trip, you need to find out the percentage of that species that was caught in each stratum. This percentage is called the **portion**.

Calculate the stratum portion as follows:

The Kept weight from the VTR for this K_{all} species caught in this stratum
Divided by

The Kept weight from the VTR for this K_{all} species for the entire trip.

This results in the portions shown in [Table 15](#) and [Table 16](#) immediately following.

Table 15: Aggregated Kall Species from the VTR

Species	Pounds for Stat Area 522	Pounds for Stat Area 521	Total Pounds
Cod	100	0	100
Haddock	500	800	1300
Yellowtail	200	100	300
Skate	0	400	400

Table 16: Calculating the Stratum Portions

Species	Stat Area by VTR	Stock ID	Stratum Portion
Cod	522	CODGBW	$100/100=1.00$
Cod	521	CODGBW	$0/100=0.00$
Haddock	522	HADGBW	$500/1300=0.38$
Haddock	521	HADGBW	$800/1300=0.62$
Yellowtail	522	YELGB	$200/300=0.67$
Yellowtail	521	YELCCGM	$100/300=0.33$
Skate	522	NA	$0/400=0.00$
Skate	521	NA	$400/400=1.00$

NOTE: The apportionment values for cod and haddock are irrelevant because the stock is consistent across the two stat areas fished.

Apply the Stratum Portions to the Dealer Data

To get the apportioned live weight for each stratum, multiply the **Stratum Portion** from [Table 16](#) by the **Total Live Weight**. The **Total Live Weight** value for each stratum equals the sum of the following two values:

- **Live Weight Dealer**
The species weight sold to and recorded by the dealer.
- **Live Weight Non-Dealer**
The species weight landed but not sold to the dealer and then converted to live weight (such as bait and home consumption). In this example, all fish landed have been sold to a dealer, so this value equals zero.

Refer to [Table 17](#) and [Table 18](#) to see how the live weights are apportioned.

NOTE: If you do not have the dealer **Live Weight** values yet, get the **Kept** weight values in the VTR and convert them to live weight by using the SIMM download file **Landed-to-Live Conversion Factors**.

Table 17: Total Live Weight

Species	Live Weight Dealer	Live Weight Non-Dealer	Total Live Weight
Cod	126	0	126
Haddock	1308	0	1308
Yellowtail	319	0	319
Skate	899	0	899
Total K_{all}	2652	0	2652

Table 18: Applying Stratum Portions to Dealer Data

Species	Stat Area (by VTR)	Stock ID	Stratum Portion (from Table 19)	Total Live Weight by Species	Apportioned Weight
Cod	522	CODGBW	1.00	126	126
Cod	521	CODGBW	0.00	126	0
Haddock	522	HADGBW	0.38	1308	497
Haddock	521	HADGBW	0.62	1308	811
Yellowtail	522	YELGB	0.67	319	214
Yellowtail	521	YELCCGM	0.33	319	105
Skate	522	NA	0.00	899	0
Skate	521	NA	1.00	899	899

Calculate the K_{all} for Each Stratum

Sum the apportioned live weights within each stratum in order to get the K_{all} value for each stratum. Refer to [Table 19](#) and [Table 20](#) immediately following to see the K_{all} values for this example.

Table 19: Calculating the K_{all} for Stratum 522

Species	Stat Area (by VTR)	Stock ID	Stratum Portion (from Table 19)	Total Live Weight by Species	Apportioned Weight
Cod	522	CODGBW	1.00	126	126
Haddock	522	HADGBW	0.38	1308	497
Yellowtail	522	YELGB	0.67	319	214
Skate	522	NA	0.00	899	0
TOTAL K_{all}	NA	NA	NA	NA	837

Table 20: Calculating the K_{all} for Stratum 521

Species	Stat Area (by VTR)	Stock ID	Stratum Portion (from Table 19)	Total Live Weight by Species	Apportioned Weight
Cod	521	CODGBW	0.00	126	0
Haddock	521	HADGBW	0.62	1308	811
Yellowtail	521	YELCCGM	0.33	319	105
Skate	521	NA	1.00	899	899
TOTAL K_{all}	NA	NA	NA	NA	1815

Calculate the Discards for Each Stratum

Multiply each K_{all} in each stratum by the discard rates you obtain from the SIMM DISCARDRATE download file. Refer to [Table 21](#) and [Table 22](#) immediately following to see the results. Use the following formula to calculate the discards for a stratum:

$$\text{Stratum Discards} = \text{Stratum Discard Rate} \times \text{Stratum } K_{all}$$

Table 21: Calculating Discards for Stratum 522

Stock ID	Stratum K_{all}	Discard Rate	Unobserved Discard Pounds
CODGBW	836.77	0.001105	0.9248
HADGBW	836.77	0.003936	3.2941
POKGMASS	836.77	0.005039	4.2176
WITGMMA	836.77	0.008870	7.4245
YELGB	836.77	0.014005	11.7219
PLAGMMA	836.77	0.000067	0.0557
HKWGMMA	836.77	0.007936	6.6424
FLWGB	836.77	0.004755	3.9798
REDGMGBSS	836.77	0.001391	1.1642

Table 22: Calculating Discards for Stratum 521

Stock ID	Stratum K_{all}	Discard Rate	Unobserved Discard Pounds
CODGBW	1815.23	0.001105	2.0054
HADGBW	1815.23	0.003936	7.1432
POKGMASS	1815.23	0.005039	9.1457
WITGMMA	1815.23	0.008870	16.0996
YELCCGM	1815.23	0.004044	7.3390
PLAGMMA	1815.23	0.000067	0.1209
HKWGMMA	1815.23	0.007936	14.4037
FLWSNEMA	1815.23	0.002244	4.0725
REDGMGBSS	1815.23	0.001391	2.5245

Use these values to supply the discard data for each stratum in your Sector Detail report.

NOTE: GARFO treats Electronic Monitoring (EM) trips as separate strata. EM discard rates have a flag labeled **EFP_EM1**, **EFP_EM2**, or **EFP_EM3** in the **Other Strata** column in the DISCARDRATE download file.

Additional Information about Skates

Skate species are sometimes difficult to distinguish, leading to mismatches between VTR and dealer species identification. Skates appear in the present context as a K_{all} -species. Due to frequent misidentification, convert skate species codes to a uniform code such as:

VTR code = SKATE *or* NESPP3 code = 365

Do this prior to matching the VTR to a dealer species. You can do this without any loss of accuracy in the discard calculation.

Calculating Harvested ACE

When you have the discard values, you can calculate the Harvested ACE values for your Sector Detail report. (Note that the Harvested ACE process holds for observed and unobserved discards, but in this continuing example you are using unobserved discards.)

Combine Live Weight and Discards for Harvested ACE Values

To calculate Harvested ACE values, sum the Discard Value with the Live Weight Value for each stock in each stratum. [Table 23](#) and [Table 24](#) immediately following show the Harvested ACE values for the two strata from this example trip.

Table 23: Harvested ACE Values for Stratum 522

Stock ID	Live Weight	Unobserved Discards	Total ACE Harvested
CODGBW	126	0.9248	127
HADGBW	497	3.2941	500
POKGMASS	0	4.2176	4
WITGMMA	0	7.4245	7
YELGB	214	11.7219	226
PLAGMMA	0	0.0557	0
HKWGMMA	0	6.6424	7
FLWGB	0	3.9798	4
REDGMGBSS	0	1.1642	1

Table 24: Harvested ACE Values for Stratum 521

Stock ID	Live Weight	Unobserved Discards	Total ACE Harvested
CODGBW	0	2.0054	2
HADGBW	811	7.1432	818
POKGMASS	0	9.1457	9
WITGMMA	0	16.0996	16
YELCCGM	105	7.3390	112
PLAGMMA	0	0.1209	0
HKWGMMA	0	14.4037	14
FLWSNEMA	0	4.0725	4
REDGMGBSS	0	2.5245	3

Consolidate Harvested ACE by Stock ID

Finally, consolidate the Total Harvested ACE values per Stock ID for an individual vessel for the trip. This helps keep track of ACE totals for sector vessels during the fishing year. [Table 25](#) immediately following shows the results of adding the Total Harvested ACE values for each stratum per Stock ID that resulted from this example trip.

Table 25: Harvested ACE by Stock ID

Stock ID	Total ACE Harvested for Stratum 522	Total ACE Harvested for Stratum 521	Total ACE Harvested by Stock ID
CODGBW	127	2	129
HADGBW	500	818	1318
POKGMAS	4	9	13
WITGMMA	7	16	24
YELGB	226	0	226
YELCCGM	0	112	112
PLAGMMA	0	0	0
HKWGMMA	7	14	21
FLWGB	4	0	4
FLWSNEMA	0	4	4
REDGMGBSS	1	3	4

Appendix C: Calculating Trip K_{all} Values for the Detail Report

This document provides an example of calculating the value for the **Sector Kall** field in the Detail report. The example includes several factors to account for in the **Sector Kall** value for the trip, including missing dealer data, allocated and non-allocated species, and home consumption and bait poundage.

NOTE: In the tables used to illustrate the report contents, only relevant report columns are shown for the purposes of layout in this guide.

Read the sections below in sequence to learn how to arrive at the Sector Kall value.

- [Determine the Data That You Have and Don't Have](#)
- [Provide the Landed Weight for the Trip](#)
- [Get the Conversion Factors You Need](#)
- [Compute the Live Weight for the Stocks Unreported by the Dealer](#)
- [Compute the Final Live Weight for Each Stratum](#)
- [Supply Harvested ACE Total for the Trip](#)
- [Add Totals to Obtain Sector Kall for the Trip](#)

NOTE: In order to simplify this example, assume that this trip was fully observed and that the discard values are from the Observer report in SIMM.

Determine the Data That You Have and Don't Have

To get the trip values you require for your Detail Report:

1. Compare the VTR information for a trip with the available Dealer information about that trip.

One way to do this is to sort the Dealer download first by **Vessel Permit No**, then by **Date Sold**. At that point, you can crosscheck the results against the VTR itself or against the VTR download file. Assume for this example that the values in **Date Sold** are the same day for both the vessel and the dealer. Refer to [Table 26](#) in order to review the Dealer data.

NOTE: Two of the species, cod and haddock, are allocated groundfish stocks but the other three species (halibut, cusk, and skate) are not, and therefore do not count against discards and harvested ACE.

Table 26: Selected Trip Data from Dealer Download

Dealer Permit Number	VTR Serial Number	Date Sold	Species	Landed Weight	Live Weight
BBBB	00000000	6/3/2023	HADD	212	242
BBBB	99999999	6/3/2023	HADD	455	519
BBBB	00000000	6/3/2023	HAL	112	129
BBBB	00000000	6/3/2023	CUSK	37	42

Refer to [Table 27](#) following in order to review the VTR data for use in this example.

Table 27: Selected Trip Data from VTR Download (Plus Stock and Stratum Info)

Dealer Permit Number	VTR Serial Number	Date Sold	Gear	Mesh Size	Chart Area	Species	Stock ID (Derived)	Kept Pounds	Discard Pounds
AAAA	11111111	6/3/2023	OTF	6.5	512	COD	CODGMSS	825	0
BBBB	00000000	6/3/2023	OTF	6.5	511	HADD	HADDGM	210	10
BBBB	99999999	6/3/2023	OHS	6.5	511	HADD	HADDGM	450	15
BBBB	00000000	6/3/2023	OTF	6.5	511	HAL	HALGMMA	110	0
BBBB	00000000	6/3/2023	OTF	6.5	511	CUSK	N A	40	0
2	00000000	6/3/2023	OTF	6.5	511	SKA	N A	24	0
99998	99999999	6/3/2023	OHS	6.5	511	HADD	HADDGM	20	0

NOTE: Dealer Permit No. **99998** = home consumption, and Dealer Permit No. **2** = bait. Refer to [Dealer Codes](#) for a complete list of codes to use if catch is not to be sold to a Federal dealer.

2. Determine the disposition of the information for the trip.

Comparing the Dealer and VTR information, you determine the following:

- a. The catch from the trip was sold to two dealers, AAAA and BBBB. Dealer AAAA has not provided a Dealer report yet. Therefore, for the weight values required on your Sector report, you must do the following:
 - Use the **Kept** pounds from the VTR until the **Landed Weight** and **Live Weight** values on the Dealer report become available to you.
 - Perform the landed-to-live pounds' conversion for the VTR weight values until Dealer AAAA provides the poundage data.
- b. The VTR indicates that a non-allocated groundfish species, halibut, is part of the catch.
- c. The VTR indicates that a non-groundfish species, cusk, is part of the catch.
- d. The VTR indicates that bait and home consumption, neither of which a dealer is required to report, is part of the catch.

Provide the Landed Weight for the Trip

Remember that landed weight must include all kept fish, including:

- Fish sold to a seafood dealer
- Fish seized for violations
- Fish sold/used for bait
- Fish intended for future sale
- Sub-legal fish for research
- Legal-sized fish for research
- Legal-sized unmarketable fish (LUMF)
- Fish kept for home consumption

[Table 28](#) shows the landed weights for this trip.

Table 28: Landed Weights for the Example Trip

Stock	Pounds Kept in the Stratum
CODGMSS	825
HADDGM (OTF)	212
HADDGM (OHS)	475 (that is, 455 pounds caught plus 20 pounds of home consumption)
HALIBUT	112
CUSK	37
SKATE	24

Get the Conversion Factors You Need

Remember that you need to supply the landed-to-live weight conversion factors for the weight of the catch as listed on the VTR. When the Dealer data become available at a future time, swap out the VTR weight data for the Dealer data. (NMFS has already computed the live weight for the other species.) [Table 29](#) shows the conversion factor for Atlantic cod.

Table 29: Landed-to-Live Conversion Factors for Unreported Species in this Example

SPPCODE	SPPNAME	NESPP3	Conversion Factor
COD	COD	81	1.169

Compute the Live Weight for the Stocks Unreported by the Dealer

To get the final numbers for the live (kept) weight for catch unreported by the dealer:

- Convert the VTR pounds from landed weight to live weight using the appropriate conversion factors in SIMM. Remember to round the number to the nearest whole number.

[Table 30](#) shows the live weights for the trip.

Table 30: Live Weights for the Trip

SPPCODE	VTR Quantity Kept Multiplied by Conversion Factor	Live Weight	Rounded Weight	Comments
COD	825 times 1.169	964.425	964	Conversion factor standard
SKATW	24 times 2.27	54.48	54	Conversion factor for skate wings
HADD	20 times 3	60	60	Conversion factor of 3 for stocks designated by the vessel as home consumption

Compute the Final Live Weight for Each Stratum

In the Detail Report, do the following:

4. Include the **Live Weight** totals you factored from the VTR weights with your other data. Remember that you will have to update those values once the unreported dealer numbers arrive. Refer to [Table 31](#) for the final live weights for this example.

Table 31: Final Live Weights

Stock	Live Weight	Additional Weight	Final Live Weight	Comments
CODGMSS	964	Not Applicable	964	Computed live weight from VTR
HADDGM (OTF)	242	Not applicable	242	Live Weight from Dealer report
HADDGM(OHS)	519	Multiply 20 pounds times conversion factor of 3. Total is 60 pounds for home consumption	579	Live Weight from Dealer report plus home consumption
HALIBUT	129	Not applicable	129	Live Weight from Dealer report
CUSK	42	Not applicable	42	Live Weight from Dealer report
SKATE	54	Not applicable	54	Bait

Supply Harvested ACE Total for the Trip

In the Detail Report, do the following:

5. Add **Live Weight** and **Quantity Discard** for each stratum. Put the sum of the two values as the value in **Harvested ACE**. There is no ACE value for halibut, cusk, or skates as non-allocated species, and there are no discard values required for anything other than the 16 allocated groundfish stocks. Refer to [Table 32](#) for the harvested ACE values.

Table 32: Supplying the Harvested ACE

Trip ID	Gear	Mesh Size	Stock ID	Final Live Weight	Discard	Harvested ACE
ZZZZZZ	OTF	6.5	CODGMSS	964	0	964
ZZZZZZ	OTF	6.5	HADDGM	242	10	252
ZZZZZZ	OHS	6.5	HADDGM	579	15	594
ZZZZZZ	OTF	6.5	HALGMMMA	129	0	0
ZZZZZZ	OTF	6.5	CUSK	42	0	0
ZZZZZZ	OTF	6.5	SKATW	54	0	0

Add Totals to Obtain Sector K_{all} for the Trip

After you have completed the preliminary work in the previous sections:

Total the **Live Weight** values (which reflect the **Kept** weight) for the entire trip to get the **Sector Kall** value from the trip, as in [Table 33](#).

Table 33: Sector Kall Value for the Trip

Trip ID	Stock	Kept
ZZZZZZ	CODGMSS	964
ZZZZZZ	HADDGM	242
ZZZZZZ	HADDGM	579
ZZZZZZ	HALGMMMA	129
ZZZZZZ	CUSK	42
ZZZZZZ	SKATW	54

The **Sector Kall** value, based on the sum of the values in the **Kept** field, equals 2010 pounds.

In your Detail Report, insert the **Sector Kall** value for the trip into each stratum. Notice that you need to include the **Sector Kall** value for the entire trip in each row, as in [Table 34](#).

Table 34: Adding the Sector Kall Value to the Detail Report

Trip ID	Gear	Mesh Size	Stock ID	Live Weight	Discard	Harvested ACE	Sector Kall
ZZZZZZ	OTF	6.5	CODGMSS	964	0	964	2010
ZZZZZZ	OTF	6.5	HADDGM	242	10	252	2010
ZZZZZZ	OHS	6.5	HADDGM	579	15	594	2010
ZZZZZZ	OTF	6.5	HALGMMMA	129	0	0	2010
ZZZZZZ	OTF	6.5	CUSK	42	0	0	2010
ZZZZZZ	OTF	6.5	SKATW	54	0	0	2010

Appendix D: Catch Accounting for the Audit Model Electronic Monitoring Program

This appendix describes the catch accounting methodology for sector vessels enrolled in the audit model EM program.

NOTE: Be aware that this methodology may be subject to change in future fishing years based on new data collected under the program.

- [Error! Reference source not found.](#)
- [What is the Delta Model?](#)
- [Applying Discards to an EM Trip](#)
- [Performance Standards](#)
- [Questions and Answers](#)

What Does the Audit Model EM Program Do?

The audit model EM program:

1. Collects EM information to meet sector monitoring requirements.
The program (provided by a third-party service provider via the EM Detail File) monitors area fished.
2. Improves accounting of discarded groundfish catch.
The program verifies estimates of groundfish discards reported by the vessel on its eVTR. The vessel's self-reported discard estimates, as adjusted based on that vessel's past performance in the program (that is, reporting accuracy), are used for the purposes of catch accounting.

Trip Auditing

Trip accounting differs depending upon whether NOAA Fisheries selects the trip for an audit or not.

- If NOAA Fisheries does **not** select the trip for an audit:
Estimates of groundfish discards reported by the vessel on its eVTR serve as the basis for catch accounting on the trip. The discard estimates will be adjusted by a **delta factor** in order to determine the total ACE charged to the sector that accounts for discards.
- If NOAA Fisheries **does** select the trip for an audit:
The trip is charged ACE; the charge is based upon the discards reported in the EM Detail File.

NOTE: NEFOP data continues to be used to account for groundfish discards on NEFOP-observed trips taken by vessels in the audit model EM program.

What is the Delta Model?

There needs to be a way to correct a vessel's over-reporting or under-reporting of its own discard estimates. To do this, NOAA Fisheries uses the **delta model**. The delta model adjusts the vessel's inaccurate discard estimate by employing estimates specific to that vessel and to the species caught. The delta model does this by comparing the discard estimates on the VTR to the EM Detail File on trips selected for audit.

A trip selected for audit must meet the following minimum standards in order to be included in the calculations contributing to a vessel's delta model estimations:

1. Less than 10 percent of processed discards must have been unidentifiable.

The third-party service provider must be able to identify 90 percent or more of the processed discards *to species* in order for the sub-trip to be valid for catch accounting.

If this performance standard is not met, the data from the haul will be considered invalid and will not be used due to poor data quality. Reasons for poor quality data may include improper catch handling (for example, impeding camera view during measuring) or problems with the video (for example, video gaps).

2. Sub-trip must have been fully observed.

In order to be included in a vessel's delta model estimation, a trip or sub-trip (defined as data grouped by gear category and statistical area) must be fully (that is, 100 percent) observed as defined in the video reviewer guidance.

3. EM and eVTR units of effort must be equivalent for comparison.

The number of sub-trips and/or hauls reported on the eVTR and EM Detail File must match in DocID, Gear category, and Stat Area.

Applying Discards to an EM Trip

[Table 35](#) shows the required data elements from the eVTR for discards reporting in the EM Detail file.

Table 35: Required Data Elements

Vessel Trip Report	EM Detail File
Statistical area	Statistical area
Gear type and mesh size	Gear category (for example, trawl)
Estimated weight of groundfish discards (live wt.)	Calculated weight of groundfish discards (live weight)
Data collected at the trip/sub-trip level	Data collected at the haul-level

The discard data provided in the EM Detail File is aggregated at the trip or sub-trip level and compared to the estimated groundfish discards reported on the eVTR in order to complete the audit and build the vessel's **delta model** adjustments.

Data Available for Download on SIMM

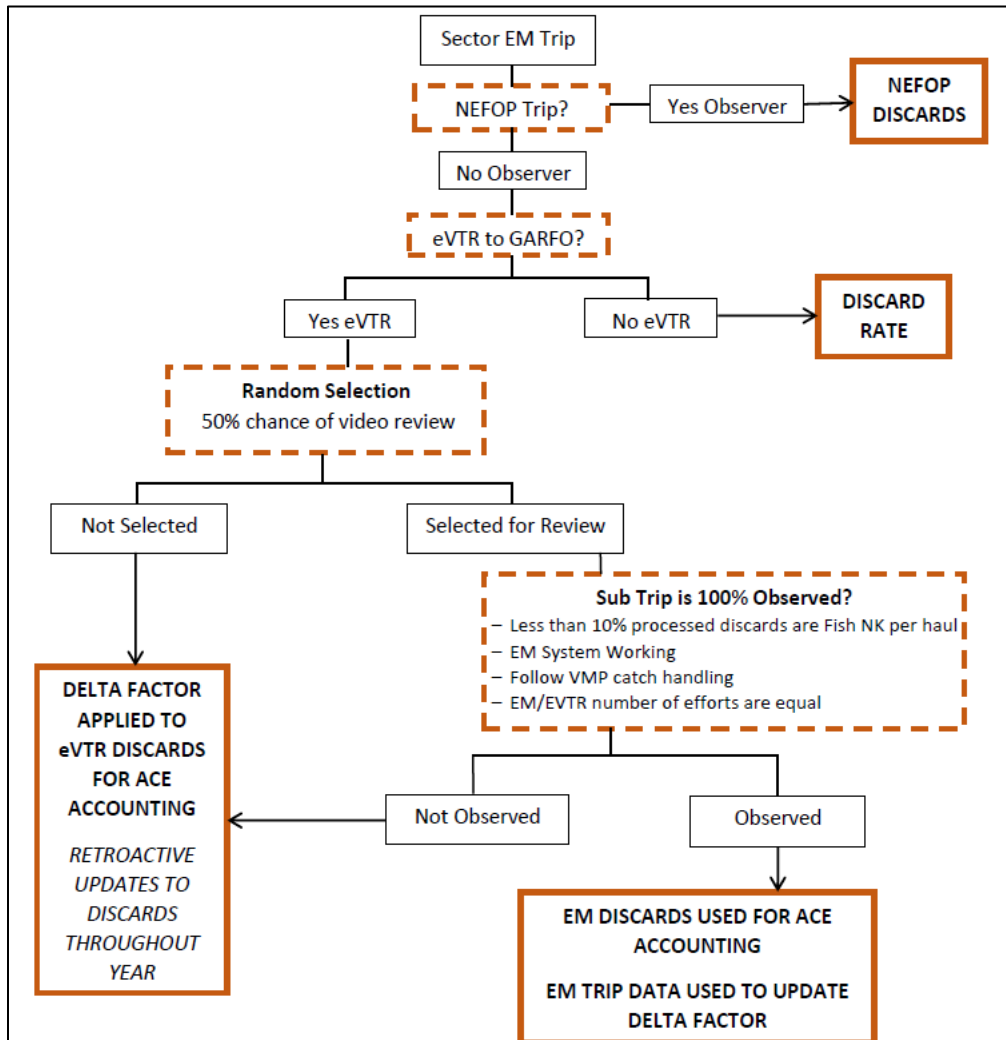
NOAA Fisheries includes the following information in the download. However, be aware that the information may change as NOAA Fisheries refines the program.

- Sector ID and name
- Vessel name, MRI, permit number, and hull number
- VTR serial number, date sail and date land, statistical area, gear code, mesh category, and mesh size
- VTR species code, species name, stock area, NESPP3 code, NESPP4 code, species ITIS
- Quantity discarded for groundfish stocks, as reported on the VTR
- Data source (EM/VTR)
- Quantity discarded for groundfish stocks, as determined by NOAA Fisheries (that is, EM Detail File for trips selected for audit only; VTR discards as adjusted by vessel-specific **delta factors** for unselected trips only)
- Quantity of ACE discards for groundfish stocks as determined by NOAA Fisheries and adjusted to account for species- and gear-specific discard mortality ratios

NOTE: The assigned discard source may vary between sub-trips if a sub-trip is not fully observed.

Discard Data Flow for Vessels in an Audit Model Electronic Monitoring Program

Figure 3: Discard Data Flow for EM Program



Performance Standards

NOAA Fisheries builds vessel- and species-specific **delta model** adjustments by comparing groundfish discard data reported on the vessel's eVTR to the EM Detail File for audited trips. In order to be used in the **delta model**, the trip must meet the minimum standards described above. Trips that do not meet these standards may be indicative of performance issues (for example, system hardware issues, catch handling issues). The **delta model** requires sufficient data to meet precision and accuracy standards to inform catch accounting. Vessels that meet these standards may be audited at reduced rates in future years, whereas vessels that do not meet these standards may be audited at increased rates. Vessels with especially poor performance that prevents adequate monitoring via EM may be assigned assumed discard rates.

Questions and Answers

Q: How do I know whether a given trip passed or failed the audit?

A: Under this approach, trips are not categorized as “passing” or “failing” the audit based on the accuracy of the vessel’s self-reported discards. Discard data reported by the third-party service provider in the EM Detail File forms the basis for discard catch accounting on audited trips (i.e., discards are “EM-observed”) and discard data reported on the eVTR, as adjusted by vessel- and species-specific **delta model** estimates, forms the basis for discard catch accounting on unaudited trips. NEFOP data will still be used to account for groundfish discards on NEFOP-observed trips taken by vessels in the audit model EM program. Trips selected for audit must meet minimum standards to be used in the **delta model** estimation.

Q: Why is the **delta model** *not* stratifying on stock, gear type, or mesh size?

A: The **delta model** is quantifying the captain’s ability to accurately estimate the weight of discarded groundfish catch by species. A captain’s estimate of the weight for discards of a given species is independent of stock, gear type, and mesh size. For example, we would expect a captain to estimate a similar weight for a discarded haddock regardless of whether it is caught with extra-large mesh gillnet gear or large mesh otter trawl gear. Crucially, the expected variance scales by weight, acknowledging that absolute error will be relative to the volume of discarded catch.

Q: Why don’t these discard calculations incorporate the trip/sub-trip Kall?

A: The **delta model** relies on the captain’s self-reported discard estimates for a trip as adjusted based on past performance (i.e., over- or under-reporting of discard estimates). This method focuses on the accuracy of the captain’s self-reports over time and recognizes that catch of discards may vary from trip to trip independent of the Kall.

Q: Do changes in **delta model** adjustments apply retroactively to previous trips?

A: Yes, **delta model** estimates are modified as additional trips are audited and incorporated into the model. When new data is added to the model, the previous **delta model** adjustments are updated accordingly. This may result in adjustments to the calculated quantity of ACE discards over time as participating vessels hone their discard estimation skills.

Q: What should I use at the start of the year before the delta factors have been built?

A: At the start of the year, EM vessels will have an adjustment factor of 1 for each species. The **delta model** adjustments will be updated as additional data are incorporated into the model. In future years, EM vessels may be assigned **delta model** adjustments at the start of the year based on data from previous years.

Q: How do I account for discards if the captain has not submitted the eVTR yet?

A: The eVTR is necessary to determine whether a trip will be selected for audit and to calculate discards for a trip. We may use discard rates to impute discards for a given trip until we receive the eVTR.