

## 1. GENERAL PROCESSING AND CODING INSTRUCTIONS

Mandatory data fields require data and a code. In some cases, a code for missing data is used. Mandatory fields are listed in the Data Entry Manual. Slips are encoded using DFO codes when entering slips into DFO databases.

Use red pen only when coding slips. RDU will use green pen when correcting errors on slips that have been entered into the computer. Any writing regarding problems will be printed on the back of the slip in pencil. These are legal documents that are used in court and must not be defaced. Coding must be neat and striking out of unwanted information must be done with one line only so that the information is still legible.

The information recorded on the slips must be inspected to ensure validity and completeness. Unreasonable information must be amended and missing information researched and provided. . Slips rejected by the data entry program edit checks must be researched and corrected.

### 1.1. Sales Slip Number

A number must be on each slip. Generally, this is an eight digit number consisting of the printing year (first two digits) followed by the six digit slip number. Slips without a pre-printed unique eight digit number or illegible pre-printed numbers must have a unique six digit number stamped. The beginning stamp number will be assigned by RDU. If a company changes the first two digits to the year of the catch, the number must be changed back.

Slips received from American companies will retain the number already printed on the slip. These slips will be prefixed with the following 4 digit numbers:

US State	Prefix
California	5200
Oregon	5100
Washington	5000
Alaska	4000

## 1.2. Fishery Type

The landing status indicates what type of fishery the catch was taken from. The majority of the slips will be from the commercial fishery and the default value is code 01 for commercial fishing. Look for indications on the slip that the fish were not harvested in the commercial fishery e.g. aboriginal fishing, experimental fishing.

## 1.3. Document Status

This code indicates that there is something unusual about the slip itself e.g. created from logbooks, late, landing was seized. Slips created from logbooks will have this coded pre-printed on them. The default value will be 0.

## 1.4. Currency Code

This code indicates what country the payment to the fisherman originates from. The majority of the slips will originate from Canada and the default code will be CAN.

## 1.5. Company Code (or Buyer Code)

This code indicates the company that first takes possession of the fish. Place the company code directly under the Sales Slip number, or beside company name if there is a shortage of space and far enough from the area code not to be confused with one another by data entry personnel. Most Sales Slips have the company name and code pre-printed on the slip, but sometimes a company will use another company's slip and cross off the name. In this instance, the company number must be changed to reflect the name of the company now written on the slip. For companies not on the Company Code list, the Regional Data Unit (RDU) will provide a new company number.

## 1.6. Plant Code (or Station code)

This code indicates the company plant or landing station where the fish are landed. The plant code is usually company code following by a 01 since most companies have a single plant. The exception is unknown plants and companies that have more than one plant.

### 1.7. Area of Catch

This indicates the area where the fish were caught. Slips missing areas or with incorrectly reported areas are to be resolved by the contractor's fisheries expert. The area of catch may be limited to a statistical or management area or may have additional detail in the form of a subarea. Subarea is optional and need not be investigated but should be entered if available,

Herring slips must have a code indicating the herring fishing location.

### 1.8. Days Fished

This refers to the number of fishing days. When the number of days fished spans multiple months and conflicts with open and closed periods, this slip must be split with the days fished and catch divided according to openings. Slips reporting incidentally caught fish (i.e. fish caught while targeting on other species) must have the days set to 0.

### 1.9. Landing Date

This refers to the date fish were landed. Circle the day in red ink. Inaccuracies such as the wrong month or year or transposed days and months must be amended. The openings and closures edit check performed by the data entry program will reject slips dated during closures (periods when fishing is not allowed). These must be resolved by the contractor.

### 1.10. Gear Code

This code indicates the fishing gear used in catching the fish. The data entry program will only accept certain species and gear combinations specified by DFO. Slips that have mixed areas or gears are to be resolved by the contractor's fisheries expert.

### 1.11. CFV (VRN) or Licence Number

This refers to a number issued to each vessel licensed to fish commercially. Slips for fishing involving a vessel should have a 5 digit CFV or VRN number written on the slip beginning with a 2 or 3. This applies to the majority of the fisheries unless specified below.

For commercial clam, herring spawn on kelp, smelts, gooseneck barnacles, and savoury or varnish clams, a tab licence number ranging from 0001 to 9999 is used. This number will be keyed using the prefix-root-suffix as described in the Data Entry manual.

Slips for Stikine, Taku, Yukon will have a special licence number for each fisherman issued by the DFO Yukon office. A list of these numbers will be available for coding.

#### 1.12. Delivered to: Plant, Packer or Collector

This refers to where the fish were off-loaded; either to a shore-based plant or a packing vessel (packer). CFV numbers for packer boats are keyed into the system. The name and CFV number of the packing boats should be written by the companies' tallyman under the "Delivered to: or Plant, Packer or Collector" section on the Sales Slip. The CFV numbers for the packer boats are in the 90000, 20000 or 30000 ranges. A permit or decal number ranging from D001 to D200 might also be used and are keyed as follows: replace the "D" with "00" (e.g. for D200 key 00200) All vessels with licences A, B, N, C, G, K, L, S, T and D can pack. If the packer boat CFV number is missing, and cannot be determined from licensing sources, the field can be left blank. If shored-based plant information is recorded written in this space, refer to the section on plant codes.

#### 1.13. Species Code

This code is used to indicate the species of fish caught. The species code has to be written on the slips when a synonym is used.

#### 1.14. Grade Category

This code indicates the quality of the fish. The default value is 1. The value of 1 is used to indicate red Chinook. White chinook are coded with grade code 3. Any fish indicated as No 2 quality must be coded with grade code 2.

#### 1.15. Size Category

Commencing with the 2003 calendar year, any size categories indicated on the slip must be coded and entered.

#### 1.16. Landed Form (or product type)

This refers to the landed form or product of the fish. The contractor must ensure that the landed form is appropriate for the species indicated.

#### 1.17. Catch Utilization or Disposition

Generally, fish are landed for use as human food. Look for indications on the Sales Slip that the fish were not disposed of in the normal manner (e.g. bait, animal feed, reduction) and code accordingly.

#### 1.18. Pieces

"Pieces" is the number of fish caught. All salmon slips should report pieces except for slips from Taku and Stikine. Check that the numbers in the pieces column don't indicate other units such as totes or cages. This is common for dive fisheries. Cross out numbers in the pieces column if they indicate another unit.

The contractor must inspect slips with both pieces and weight reported to ensure these two numbers are not reversed. Jack salmon (species 12) are entered as pieces only.

#### 1.19. Weight

This is the landed weight of the fish. The average weight of salmon must conform to valid weight ranges for each species code.

#### 1.20. Price

This is the price per pound paid for the fish. The contractor must ensure that the price reported on the slip is not an adjustment (i.e. additional money paid to the fisherman). If there is a large group of slips for one company that do not have the price indicated, check the unit price for a sample of the slips. If the unit price looks reasonable, it isn't necessary to write the price on each slip. The slips can be 'batched' and the unit price indicated on the top slip. If the price is not reasonable, the price should be investigated. The data entry program will accept a slip without a price.

## 2. Split Slips

Slips reporting more than one area, gear, month or for certain gear/species combinations are 'split' into more than one slip.

The original slip is photocopied enough times for the number of splits needed. The proportions of catch and days fished that make up each split are determined by a fisheries expert in the case of salmon slips with more than one area. The original slip is amended to reflect the area with the most catch. The areas will be changed to a single area and the

catch is amended according to the proportion of catch in this area. The remainder of the catch is allocated to the 'splits' in the indicated proportions.

The contractor splits multiple areas occasionally only. The system will do split allocation automatically.

Splits are necessary if fishing spans more than one month. Splits are also necessary if the all of the species on the slip cannot legally be caught on the reported gear.

The splits and amended original are checked carefully. The contractor must ensure that the total catch for each species for the resulting slips must agree with the weight on the original unsplit slip.

All original slips retains the original slip number. The original slip is given the page number 1 and splits are numbered from 2 on as needed. The original and splits are clipped together until they are entered and verified.

### 3. Longline

Halibut slips sometimes have the area recorded as "2B". This is an International Pacific Halibut Commission designation for the entire British Columbia coast. The correct statistical area will have to be determined.

Cod species will be assumed to be head-off if dressed unless specified as head-on on the slip. Grey cod is always assumed to be landed in round weight (form code 1) unless otherwise specified. Blackcod (sablefish) and lingcod are always assumed to be landed as fresh, dressed, head-off (form code 3) unless otherwise specified. Rockfish and red snapper are always assumed to be landed in round weight (form code 1) unless otherwise specified.

### 4. Aboriginal Commercial Sales Slips

Some bands are allowed to sell their catch to commercial buyers, resulting in Sales Slips from these fisheries. Generally these are for salmon or clam fisheries and should be a darker yellow or gold colour. If you encounter an unfamiliar band, check with the RDU to determine the validity of this slip.

Generally, these slips have the same data as other slips. Natives participating in these fisheries do not use CFV numbers but are issued permits by the band under a band

communal license. Salmon pieces must be filled in by the contractor if missing from the slips. The salmon are assumed to be landed in round weight unless otherwise indicated.

If a first nations group or the words 'joint venture' are written on a fish slip for depurated clams , code as fishery type 'aboriginal depurated' (29). Fishery (29) is also called a 'joint venture' fishery".