



## A GUIDE FOR COMPLETING THE 2017 ANNUAL FISHERIES PRODUCTION SCHEDULE (AFPS)

### ➤ HOW TO COMPLETE THE SCHEDULE

<b>Provide an identification number</b>	On Page 1, give your operation’s provincial licence number, federal registration number, Marine Stewardship Council certification number, or other identification number.
<b>Complete one form for each operation or facility</b>	This enables us to assign the production to the nearest municipality, and accurately document the economic impacts of individual plants and regions.
<b>Report the final form, final weight, and final selling value</b>	For example, if sockeye was smoked - report the weight and total selling value of the smoked sockeye. (Do not report the landed weight or price paid for the fish).
<b>Round the units and dollar values to the nearest whole number</b>	Report unit totals as requested in the form. Values should be reported in Canadian dollars.
<b>The form requires separate reporting of sales by Wild and Cultured species categories</b>	<ul style="list-style-type: none"> <li>• PART 1- WILD PRODUCTION - report all wild (commercially captured) fish, shellfish and marine plants (including imported species value-added and marketed as a product of BC/Canada). Do not report sport caught.</li> <li>• PART 2 – CULTURED PRODUCTION - report all cultured fish, shellfish and marine plants sourced from aquaculture facilities (including imported species value-added and marketed as a product of BC/Canada). Report source farm company information.</li> </ul>
<b>What if we have a retail outlet?</b>	<p>If the retail outlet has a separate identification number, then all sales from the store should be included on a separate reporting form.</p> <p>If the retail outlet does not have a separate identification number, and product transferred from the plant to the store does not generate a sales invoice at the plant, then for the purpose of the AFPS, the sales from the storefront are considered wholesales. In these cases, the store’s retail sales should be included in the AFPS for the plant from which the product was transferred.</p>
<b>What do we mean by wholesale value?</b>	The total wholesale value can be derived from the gross sales based upon invoices thereby accounting for price fluctuations and reflecting a true average wholesale price for the year.
<b>No sales to report?</b>	Complete and submit pages 1 & 2 of the form. This will ensure that all operations have been accounted for in the census and that you have met the annual reporting requirements.
<b>Keep a copy of the form for your records</b>	<p>The copy will serve as a reference if we have any questions about the information on your schedule and it will also assist you when it is time to complete the next year's production schedule.</p> <p>Note: If you would like us to provide you with a copy of your completed original AFPS please send a written request along with the form and we will be happy to send you one.</p>

## ► INFORMATION TO INCLUDE

<b>All 2017 seafood sales marketed as a product of B.C.</b>	Report all fish caught in 2017. <b>IMPORTANT:</b> To avoid duplication <u>do not include</u> fish sold to a B.C. seafood processor or fish receiver.
<b>All B.C. fish sold directly to retail</b>	Report all fish sold to retail, even if it has not undergone further processing and/or is in the same form it was received (e.g. live, fresh-dressed, etc.)
<b>Product custom processed on your behalf</b>	The company that <u>owns</u> the product is responsible for providing the finished product and wholesale value information regardless of who did the processing.
<b>Products in inventory at year end in final form</b>	Any 2017 products held in inventory (e.g. frozen or canned) in final form should be valued at prevailing prices and included on the 2017 report.
<b>Imports to B.C. that were value-added here</b>	Imported fish from other parts of Canada or foreign nations should be included in the report only if the items were further processed and sold as a product of B.C.
<b>All B.C. seafood exported (sales to destinations or companies outside of B.C.)</b>	Report <u>all</u> round, intermediate and processed products sold to destinations outside of British Columbia (i.e. exported). As there will be no more "value-added" within the province, and as the fish will not be reported by any other company, it should be included to ensure all B.C. fish are accounted for in the census. Regardless of how little or how much processing the fish has undergone it is considered in its "final form" for the purposes of the AFPS reporting requirements.

## ► INFORMATION TO LEAVE OUT

<b>Landed weights and price paid for the fish</b>	This census collects only the selling weights and values.
<b>Fish sold to British Columbia seafood processors or fish receivers.</b>	These fish may not necessarily be in their final form and should not be reported on your schedule. Once these fish are in their final product form the owner at that time will be reporting these fish. This procedure reduces the chance of double counting fish that pass through more than one processing facility.
<b>Establishments that custom process for others should not include this production on their schedule.</b>	You are encouraged to <b>document separately</b> all significant quantities of production done for major clients so that we may contact the owners of the product directly to collect the relevant production statistics.
<b>Products in inventory at year end NOT in final form.</b>	Any 2017 products not in their final form at year end should be reported next year, on the 2017 schedule - after they have been processed into their final form.
<b>Imports to B.C. in final form.</b>	Seafood received in finished form and imported only for labeling or direct sale should not be included.

## ► HOW TO REPORT ON PARTICULAR PRODUCT TYPES

<b>Canned Salmon - Traditional</b>	Record your canned wild salmon production on the main schedule. Account for the total 48 lb. case equivalents canned in 2017 (including any in inventory) and provide the total wholesale value. Also remember to provide the name(s) of the plant(s) where you had your salmon canned. <b>Note:</b> Remember to include all salmon canned in the 2017 pack including all cases from 2017 still in inventory. Do not include sales from the 2016 pack as they were in final form at year end and should have been included on the 2016 schedule.
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<b>Canned Salmon – Skinless Boneless</b>	Page 6: Canned skinless boneless salmon should be recorded as either Custom Canned Pack or Own Canned Pack and not as Specialty Products.
<b>Canned Salmon Products</b>	Page 6: Report salmon bones or canned pet food separately providing either 48 lb. case equivalents or simply the can size and number of cans sold. Also report the wholesale values for these products.
<b>Jerky &amp; BBQ Chunks etc.</b>	Page 5: report all barbecued, cooked or hot smoked products as Hot Smoked Salmon unless in packages. Packaged products should be reported as Smoked Packaged Products.
<b>Retort Pouches - Not Smoked</b>	Page 4: report your Wild Salmon products in retort pouches under Portion Pack/Specialty Products. Page 13: report Cultured Marine Finfish products in retort pouches under Portion Pack Specialty Products. Page 14: report Cultured Freshwater Finfish products in retort pouches under Portion Pack Specialty Products. Report the number, size and type of package in the description area.
<b>Retort Pouches - Smoked</b>	Page 5: report your smoked Wild Salmon products in the retort pouches under Smoked Packaged Products. Page 13: report your smoked Cultured Marine Finfish in retort pouches under the Portion Pack Specialty Products. Page 14: report your smoked Cultured Freshwater Finfish in retort pouches under Portion Pack Specialty Products. Report the number, size and type of package and indicate “smoked” in the description area.
<b>Live Products</b>	As the wholesale prices for Live products of most species differ greatly from Fresh Round products please report these product types separately whenever possible.
<b>Surimi / Paste / Balls / Pâté (Combined Products)</b>	These products are fish mixed with other ingredients. Include these products on the schedule under the relevant species of fish whenever possible. If they are packaged please include the number and size of package and type of packaging (i.e. cans, retort pouches etc.).
<b>Unlisted Product Forms</b>	Any product forms not listed on the schedule should be specified and noted in the "other" product form space for the relevant species. Please document the product weights and values for each different product form separately. You may wish to attach additional notes or documentation, if you do, please ensure your name or company is noted on each additional page.

## ► HOW TO REPORT ON CULTURED FISH, WILD OYSTERS & UNLISTED SPECIES

<b>Atlantic Salmon</b>	Page 13: report all Atlantic salmon, under Cultured Marine Finfish regardless of whether it was harvested by the farm or by a fishing vessel. Report source farm company information.
<b>Cultured Fish</b>	Page 13: report all cultured salmon and other cultured fish under Cultured Marine Finfish. Page 14: report all cultured freshwater finfish and other cultured fish under Cultured Freshwater Finfish. This includes cultured fish imported and value-added in B.C. Report the source of the farmed fish in the box provided.
<b>Wild Oysters</b>	Page 15: report all oysters (cultured and wild) under the “Oysters” heading.
<b>Unlisted Species</b>	Any species not listed on the schedule should be specified and included in the “Other Marine”, “Other Freshwater”, “Other Groundfish”, “Other Shellfish” or “Other Fish” categories as applicable.

## ► DEFINITIONS

<b>Cold Smoked Salmon</b>	All products both brined and cold smoked before sale.
<b>Custom Canned Pack</b>	Your wild salmon canned at another facility. Note: Any smoked or value-added canned salmon (for example salmon pâté) should be included in the Specialty Canned section.

<b>Dressed</b>	The viscera (guts) have been removed.
<b>Hot Smoked Salmon</b>	All barbecued, cooked or hot smoked products should be recorded under this category; also includes products such as salmon jerky and “Indian candy”.
<b>Floating Kelp</b>	Kelp species belonging to <i>Macrocystis</i> or <i>Nereocystis</i> .
<b>Own Canned Pack</b>	Your wild salmon canned at this facility. Note: Any smoked or value-added wild canned salmon (for example salmon pâté, butter or bones,) should be included in the Specialty Canned column.
<b>Phytoplankton</b>	Diatoms, dinoflagellates, other microalgae, etc. that make up the plankton.
<b>Portion Pack / Specialty Products (not in tins)</b>	Packaged salmon products such as individual portion and food service portion packs, retort pouches, and a variety of other packaging technologies. Please note that any of these products that have been smoked prior to packaging should be included in the Smoked Packaged Products category.
<b>Round</b>	The total fish as it is harvested with head on and viscera intact.
<b>Sea Asparagus</b>	Also known as “sea beans” (scientific name is <i>Salicornia</i> spp.)
<b>Salmon Bait</b>	Includes all salmon products (other than roe) sold for bait or other non- human consumption purposes.
<b>Salmon Caviar (Ikura)</b>	Lightly salted single (granular) eggs.
<b>Salmon Roe</b>	All other egg products for human consumption.
<b>Salmon Roe for Bait</b>	All egg products sold for bait or other non-human consumption purposes.
<b>Salted or Mild Cured Salmon</b>	After brining or dry salting. If a product is cured by another method, please report this under the appropriate category (hot, cold or specialty smoked) and specify the type of product.
<b>Specialty Canned Pack</b>	All your value-added wild canned salmon canned at this plant or another plant on your behalf in tins. This includes salmon pâté, salmon butter, smoked salmon, etc.
<b>Smoked Salmon Packaged Products (not in tins)</b>	Smoked salmon products or products that are derived from smoked salmon and packaged in a form other than in tins. Include smoked salmon pâté and butter as well as "other" products in this category - these types of products in tins should be included under the specialty canned category.
<b>Suchiko (Sujiko)</b>	Salted salmon ovary or salmon roe in the skin.
<b>Wholesale Value</b>	Gross sales based upon invoices.
<b>Zooplankton</b>	Krill, mysids and other animals that make up the plankton.

#### ➤ ABBREVIATIONS

<b>doz.</b>	dozen(s)
<b>f.a.s.</b>	frozen at sea
<b>gal.</b>	gallon(s)
<b>h &amp; g</b>	“headed & gutted” (same as dressed head off)
<b>IQF</b>	individually quick frozen
<b>lb</b>	pound(s)
<b>nes</b>	not elsewhere specified
<b>oz.</b>	ounce(s)
<b>rnd.</b>	round

#### ➤ MEASUREMENTS

<b>ton</b>	1 ton equals 2,000 pounds
<b>tonne</b>	1 tonne equals 2,204.6 pounds