



## A GUIDE FOR COMPLETING THE 2020 SEAFOOD PROCESSING EMPLOYMENT REPORT

### ► HOW TO COMPLETE THE EMPLOYMENT REPORT

<p><b>Who should complete the employment report?</b></p>	<p>All seafood processors/handlers that are involved in processing activities. For this report, processing is defined as the preparing, holding (either storing or transporting), packaging or distribution of seafood or aquatic plants.</p>
<p><b>How many forms should be completed?</b></p>	<p>Complete one form for each operation or facility. If you have more than one operation or facility, please <b>do not</b> combine all operations/facilities onto one form.</p> <p>This enables us to assign seafood production to the nearest municipality, and accurately document the economic impacts of individual plants and regions.</p>
<p><b>Section 1:</b></p>	
<p><b>Record the number of employees that were employed during the reporting year directly as a result of seafood processing/handling.</b></p>	<p>Please provide the number of employees on the last working day of each month or at the end of a specific processing activity (e.g. roe herring) that concluded mid-month.</p> <p>Employment counts should be divided into three employment categories (executive, processing, and maintenance). <b>Owner-operators</b> should include themselves in the employee count under this section.</p> <ul style="list-style-type: none"> <li>• In the <b>executive</b> category, include jobs that are related to sales, administration and supervising.</li> <li>• In the <b>processing</b> category, include jobs that are related to manufacturing or processing (see question 1 for definition of processing)</li> <li>• In the <b>maintenance</b> category, include all maintenance jobs that would not exist unless seafood processing/handling occurs. For example, janitorial and landscaping staff who are paid from seafood processing/handling revenue.</li> </ul> <p>If an employee was involved in more than one category in the same month, please estimate the portion of the person's time for each category (e.g. processing 0.5, maintenance 0.5).</p> <p>Each individual employee, however, should be recorded as one (1) employee count, as this report does not differentiate between part-time and full-time employees. For example, if an operation only has two employees (one full-time and one part-time), the correct employee count would be 2, not 1.5.</p> <p>The monthly totals for all three categories should be recorded in the total column.</p>
<p><b>Section 2:</b></p>	
<p><b>Determine if the operation is custom- or self-processing.</b></p>	<p>For this report, the term processing is very broad and includes the preparing, holding (either storing or transporting), packaging or distribution of seafood or aquatic plants.</p> <ul style="list-style-type: none"> <li>• Operations that only process/handle seafood for others and never take ownership of the product are considered <b>custom processors</b>.</li> <li>• Operations that take ownership of the product they process/handle are considered <b>self-processors</b>.</li> </ul>
<p><b>Record the percentage of custom- or self-processing in Section 2</b></p>	<p>If the operation only performs one type of processing/handling, put 100% under the processing/handling type that applies to the operation.</p> <p>If the operation performs both types of processing, a percentage must be recorded in both columns (e.g. 30% custom processing and 70% self-processing).</p>

<p><b>Provide the species group breakdown of the seafood products that were processed/handled.</b></p>	<p>If the operation only self-processes/handles, only complete the “breakdown of processing for self-jobs”.</p> <p>If the operations only custom processes/handles, only complete the “breakdown for custom processing jobs”.</p> <p>If the operation completes both processing/handling types, both the “breakdown for processing for self-jobs” and the “breakdown of custom processing” sections need to be completed.</p> <p>For both processing/handling types, the species total should equal 100%.</p> <p>If the operation handles one or more species that are not listed, please specify these species in the “other” category. Provide percentages for each unlisted species (e.g. 15% tuna and 5% mackerel).</p>
<p><b>Section 3</b></p>	<p>In Section 3, record the T4 amount paid in wages or salaries.</p> <p>If the operation is owner operated and no T4 wages were paid, please write “Owner Operated” in the T4 wage box. This provides us with a reason why no T4 wages were paid.</p>
<p><b>Determine the T4 wage amount paid for seafood processing/handling during the reporting year.</b></p>	<p>In Section 3, record the T4 amount paid in wages or salaries.</p> <p>If the operation is owner operated and no T4 wages were paid, please write “Owner Operated” in the T4 wage box. This provides us with a reason why no T4 wages were paid.</p>

*Examples of correctly completed forms from a previous (2016) employment survey follow.*

Example 1: Operation that does 100% self-processing/handling, and processes/handles seafood from 3 species groups/species, one of which (tuna) is specified in the Other category.



SEAFOOD PROCESSING EMPLOYMENT SURVEY

Reporting Year 2016

Contact Name	John Doe	Company Name	Doe, John DBA Seafood Ltd.
Plant Name	Doe, John DBA Seafood Ltd.	Plant Address	1234 South Highway, Richmond
Licence #	2016-000000	Email	John.Doe@Seafood.com
		Phone	(XXX)-XXX-XXXX

► SECTION 1

MONTH	EMPLOYMENT CATEGORY			TOTAL (Number of Employees)
	Executive, Administrative and Sales (Number of Employees)	Processing and Manufacturing Operations (Number of Employees)	Maintenance and Other Related Workers <sup>1</sup> (Number of Employees)	
January				0
February	1	1	1	3
March	2	3	1	6
April	2	4	1	7
May	1	3	1	5
June	2	3	1	6
July	2	3	1	6
August	2	3	1	6
September	2	3	1	6
October	2	3	1	6
November	2	4	1	7
December				0
<b>TOTAL</b>	<b>18</b>	<b>30</b>	<b>10</b>	<b>58</b>

1. Include workers engaged in construction and production of machinery and equipment for own use.

► SECTION 2 Share of total employment

Processing For Self	Custom Processing	TOTAL
100		100

← Must equal 100%

>Breakdown of Processing for Self Jobs

SALMON		HERRING	HALIBUT	GROUND-FISH	SHELLFISH		OTHER(specify)	TOTAL
Wild	Farmed				Wild	Farmed	Tuna	
50			40				10	100

Must equal 100% or 0%

>Breakdown of Custom Processing Jobs

SALMON		HERRING	HALIBUT	GROUND-FISH	SHELLFISH		OTHER(specify)	TOTAL
Wild	Farmed				Wild	Farmed		

Must equal 100% or 0%

► SECTION 3 Total T4 wages and salaries

\$ 87,000
-----------

Information requested on this form is collected and may be disclosed under the authority of Section 46 of the Fish and Seafood Act. If you have questions about the collection and use of this information, please contact the Ministry of Agriculture.

Example 2: Operation that does 100% custom processing/handling, and processes seafood from 1 species group.



SEAFOOD PROCESSING EMPLOYMENT SURVEY

Reporting Year 2016

Contact Name	John Doe	Company Name	Doe, John DBA Seafood Ltd.		
Plant Name	Doe, John DBA Seafood Ltd.	Plant Address	1234 South Highway, Richmond		
Licence #	2016-000000	Email	John.Doe@Seafood.com	Phone	(XXX)-XXX-XXXX

► SECTION 1

MONTH	EMPLOYMENT CATEGORY			TOTAL (Number of Employees)
	Executive, Administrative and Sales (Number of Employees)	Processing and Manufacturing Operations (Number of Employees)	Maintenance and Other Related Workers <sup>1</sup> (Number of Employees)	
January				0
February	1	1	1	3
March	2	3	1	6
April	2	4	1	7
May	1	3	1	5
June	2	3	1	6
July	2	3	1	6
August	2	3	1	6
September	2	3	1	6
October	2	3	1	6
November	2	4	1	7
December				0
<b>TOTAL</b>	<b>18</b>	<b>30</b>	<b>10</b>	<b>58</b>

1. Include workers engaged in construction and production of machinery and equipment for own use.

► SECTION 2 Share of total employment

Processing For Self	Custom Processing	TOTAL
	100	100

← Must equal 100%

>Breakdown of Processing for Self Jobs

SALMON		HERRING	HALIBUT	GROUND-FISH	SHELLFISH		OTHER(specify)	TOTAL
Wild	Farmed				Wild	Farmed		

Must equal 100% or 0%

>Breakdown of Custom Processing Jobs

SALMON		HERRING	HALIBUT	GROUND-FISH	SHELLFISH		OTHER(specify)	TOTAL
Wild	Farmed				Wild	Farmed		
					100			100

Must equal 100% or 0%

► SECTION 3 Total T4 wages and salaries

\$ 87,000
-----------

Information requested on this form is collected and may be disclosed under the authority of Section 46 of the Fish and Seafood Act. If you have questions about the collection and use of this information, please contact the Ministry of Agriculture.

**Example 3: Operation that does both custom and self-processing/handling, and processes/handles seafood from 4 species groups/species, one of which (tuna) is specified in the Other category.**



**SEAFOOD PROCESSING EMPLOYMENT SURVEY**

Reporting Year 2016

Contact Name	John Doe	Company Name	Doe, John DBA Seafood Ltd.		
Plant Name	Doe, John DBA Seafood Ltd.		Plant Address	1234 South Highway, Richmond	
Licence #	2016-000000	Email	John.Doe@Seafood.com	Phone	(XXX)-XXX-XXXX

► **SECTION 1**

MONTH	EMPLOYMENT CATEGORY			TOTAL (Number of Employees)
	Executive, Administrative and Sales (Number of Employees)	Processing and Manufacturing Operations (Number of Employees)	Maintenance and Other Related Workers <sup>1</sup> (Number of Employees)	
January				0
February	1	1	1	3
March	2	3	1	6
April	2	4	1	7
May	1	3	1	5
June	2	3	1	6
July	2	3	1	6
August	2	3	1	6
September	2	3	1	6
October	2	3	1	6
November	2	4	1	7
December				0
<b>TOTAL</b>	<b>18</b>	<b>30</b>	<b>10</b>	<b>58</b>

1. Include workers engaged in construction and production of machinery and equipment for own use.

► **SECTION 2** Share of total employment

Processing For Self	Custom Processing	TOTAL
70	30	100

← Must equal 100%

>Breakdown of Processing for Self Jobs

SALMON		HERRING	HALIBUT	GROUND-FISH	SHELLFISH		OTHER(specify)	TOTAL
Wild	Farmed				Wild	Farmed	Tuna	
50			40				10	100

Must equal 100% or 0%

>Breakdown of Custom Processing Jobs

SALMON		HERRING	HALIBUT	GROUND-FISH	SHELLFISH		OTHER(specify)	TOTAL
Wild	Farmed				Wild	Farmed		
					100			100

Must equal 100% or 0%

► **SECTION 3** Total T4 wages and salaries

\$ 87,000
-----------

Information requested on this form is collected and may be disclosed under the authority of Section 46 of the Fish and Seafood Act. If you have questions about the collection and use of this information, please contact the Ministry of Agriculture.

Example 4: Operation that is owner-operated, and custom processes/handles seafood from 1 species group.



SEAFOOD PROCESSING EMPLOYMENT SURVEY

Reporting Year 2016

Contact Name	John Doe	Company Name	Doe, John DBA Seafood Ltd.
Plant Name	Doe, John DBA Seafood Ltd.	Plant Address	1234 South Highway, Richmond
Licence #	2016-000000	Email	John.Doe@Seafood.com
		Phone	(XXX)-XXX-XXXX

► SECTION 1

MONTH	EMPLOYMENT CATEGORY			TOTAL (Number of Employees)
	Executive, Administrative and Sales (Number of Employees)	Processing and Manufacturing Operations (Number of Employees)	Maintenance and Other Related Workers <sup>1</sup> (Number of Employees)	
January				0
February	1			1
March	1			1
April	1			1
May	1			1
June	1			1
July	1			1
August	1			1
September	1			1
October	1			1
November	1			1
December				0
<b>TOTAL</b>	<b>10</b>			<b>10</b>

1. Include workers engaged in construction and production of machinery and equipment for own use.

► SECTION 2 Share of total employment

Processing For Self	Custom Processing	TOTAL
	100	100

← Must equal 100%

>Breakdown of Processing for Self Jobs

SALMON		HERRING	HALIBUT	GROUND-FISH	SHELLFISH		OTHER(specify)	TOTAL
Wild	Farmed				Wild	Farmed		

Must equal 100% or 0%

>Breakdown of Custom Processing Jobs

SALMON		HERRING	HALIBUT	GROUND-FISH	SHELLFISH		OTHER(specify)	TOTAL
Wild	Farmed				Wild	Farmed		
					100			100

Must equal 100% or 0%

► SECTION 3 Total T4 wages and salaries

\$	Owner Operated
----	----------------

Information requested on this form is collected and may be disclosed under the authority of Section 46 of the Fish and Seafood Act. If you have questions about the collection and use of this information, please contact the Ministry of Agriculture.