



GUIDE TO COMPLETING THE ONLINE VERSION OF THE 2024 ANNUAL FISHERIES PRODUCTION SCHEDULE (AFPS)

← NEW FOR 2024

Register for a Basic BCeID	<p>A Basic BCeID is required to access the AFPS. You can register here. You will need this account to access saved drafts or save a copy for your records.</p>
Product Information No Longer Required	<p>The quantity and wholesale value broken down by each product you produce is no longer required. We have provided an optional space to input text to help you track your progress as you go through your records.</p> <p>This text can be as detailed as individual product names or identifiers unique to your record storage (titles of individual files, months of the year, etc.). It is up to you.</p>
Pre-Processed Weight	<p>We ask for the quantity of the product <i>before</i> it was processed. This is the amount of seafood caught or purchased.</p> <p>If you do not track how much seafood you bring in, please fill out the Excel version of the AFPS, the link for which is in the request email. This Excel form remains unchanged from last year, asking for a breakdown by what was processed.</p>
“Describe Pre-Processing”	<p>Not all companies purchase whole seafood. Describing the form in which the seafood arrived at your facility will help us estimate the equivalent quantity of whole, unprocessed seafood.</p> <p>See Example 2 below.</p>
TIP: You may submit multiple entries for the same species	<p>If needed, you can enter multiple entries for the same species. See Example 1 below.</p>
TIP: Hover over the grey question mark for further information	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Are you submitting a 'NIL' report? ?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div> <div style="background-color: #333; color: white; padding: 5px; font-size: 0.8em; margin-top: 5px;"> <p>NIL reports are those with no values. Select 'Yes' if you did not sell any seafood to retail or export last year</p> </div>
Can't find the fish you're looking for?	<p>Try looking it up in the index at the bottom of this document.</p>

← HOW TO COMPLETE THE SCHEDULE

Provide an identification number	<p>In Contact Information, give your operation's provincial license, federal registration, health authority, or other identification number.</p>
Complete one form for each operation or facility	<p>This enables us to assign the production to the nearest municipality, and more accurately estimate the economic contribution of individual plants and regions.</p>

Report unprocessed quantity and final selling (wholesale) value	For example, if sockeye was smoked, report the unprocessed quantity of sockeye you purchased and total value of smoked sockeye you sold. Do not report the value you originally paid for the sockeye.
Round the units and dollar values to the nearest whole number	Report unit totals as requested in the form. Values should be in Canadian dollars.
The form requires separate reporting of wild vs cultured (farmed) species categories	<ul style="list-style-type: none"> • WILD PRODUCTION - report all wild (commercially captured) fish, invertebrates, algae & plants (including imported species that had value added and were marketed as a product of BC/Canada). Do not report sport-caught species. • CULTURED (FARMED) PRODUCTION - report all cultured fish, invertebrates, algae & plants sourced from aquaculture facilities (including imported species that had value added and were marketed as a product of BC/Canada).
What if we have a retail outlet?	<p>If the retail outlet has a separate identification number (defined above), all sales from the store should be included on a <u>separate reporting form</u>.</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 wholesale values. In these cases, the store’s retail sales should be included in the AFPS as the wholesale values for the plant from which the product was transferred.</p>
What do we mean by wholesale value?	The total wholesale value can be derived from gross sales for the whole year based upon invoices. This allows us to calculate an average whole price over the year that allows for price fluctuations.
No sales to report?	Complete and submit the nil report part of the Screening Questions. This will ensure that all operations have been accounted for in the survey and that you have met the annual reporting requirements.
Keep a copy of the form for your records	<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 next year's production schedule.</p> <p>Please refer to “View My Drafts/Submissions” on the first page of the online form.</p>

← INFORMATION TO INCLUDE

All 2024 seafood sales marketed as a product of BC	Report all seafood caught in 2024. IMPORTANT: To avoid duplication, <u>do not include</u> seafood sold to a BC seafood processor or fish receiver.
All BC seafood sold directly to retail	Report all seafood sold to retail, even if it has not undergone further processing and/or is in the same form in which it was received by you (live, fresh-dressed, etc.)
Product custom-processed on your behalf	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.
Products in inventory at year end in final form	Any 2024 products held in inventory (e.g. frozen or canned) in final form should be valued at prevailing prices and included on this 2024 report.

Imports to BC that were value-added here	Imported seafood from other parts of Canada or foreign countries should be included in the report only if the items were further processed in BC could therefore be sold as a product of BC.
All BC seafood exported (sales to destinations or companies outside of BC)	Report <u>all</u> round, intermediate and processed products sold to destinations outside of BC (i.e. exported). Since there will be no more "value-added" within the province, and the seafood will not be reported by another company, it should be included to ensure all BC seafood is accounted for. Regardless of how much processing the seafood has undergone, or may still require, exported seafood is considered to be in its "final form" for the purposes of AFPS reporting requirements of the AFPS reporting requirements.

← INFORMATION TO LEAVE OUT

Processed quantity and price paid for the seafood	This form collects only the unprocessed (received) quantities, and the value of what was sold after processing.
Seafood sold to British Columbia seafood processors or fish receivers	This seafood may not necessarily be in its final form and should not be reported on your schedule. Once the seafood is in its final form, the owner will report it. This procedure reduces the chance of double counting seafood that passes through more than one processing facility.
Establishments that custom process for others should not include this production on their schedule	If you wish, keep in your own records (not on the AFPS) all quantities of production done for major clients. We will contact the owners of these product directly to collect the relevant production statistics using the AFPS.
Products in inventory at year end NOT in final form	Any 2024 products not in their final form at year end should be reported next year on the 2024 schedule, after they have been processed into their final form.
Imports to BC in final form	Seafood received in finished form and imported only for labeling or direct sale should not be included.

← EXAMPLES

Example 1: Multiple Entries for same Species

Contact Information Screening Questions Report

SALMON

Source *	Product	Quantity ?	Wholesale Value ? *
Wild x	January	100	\$ 1,000
Salmon Species *		Units	
COHO x		Kg x	
		Describe Pre-processing (if applicable) ?	
		<small>e.g., salmon - head off; e.g., prawn - peeled and deveined</small>	

Source *	Product	Quantity ?	Wholesale Value ? *
Wild x	February	200	\$ 2,000
Salmon Species *		Units	
COHO x		Kg x	
		Describe Pre-processing (if applicable) ?	
		<small>e.g., salmon - head off; e.g., prawn - peeled and deveined</small>	

Source *	Product	Quantity ?	Wholesale Value ? *
Wild x	March	300	\$ 3,000
Salmon Species *		Units	
COHO x		Kg x	
		Describe Pre-processing (if applicable) ?	
		<small>e.g., salmon - head off; e.g., prawn - peeled and deveined</small>	

Example 2: Pre-Processing

OTHER FISH

Source *	Product	Quantity ? *	Wholesale Value ? *
Wild x	optional	100	\$ 1,000
Category *		Units	
Other Fish x		Kg x	
Species *		Describe Pre-processing (if applicable) ?	
TUNA x		dressed, head on	
If Other Describe:		<small>e.g., salmon - head off; e.g., prawn - peeled and deveined</small>	
<small>Rockfish do NOT need to be detailed</small>			

Source *	Product	Quantity ? *	Wholesale Value ? *
Wild x	optional	200	\$ 2,000
Category *		Units	
Groundfish - Sole x		Kg x	
Species *		Describe Pre-processing (if applicable) ?	
DOVER SOLE x		Dressed, head off	
If Other Describe:		<small>e.g., salmon - head off; e.g., prawn - peeled and deveined</small>	
<small>Rockfish do NOT need to be detailed</small>			

+ Add Another

← INDEX

Species	Location
Abalone	Shellfish & Invertebrates → Other
Arctic Char	Other Fish → Freshwater Finfish
Arrowtooth Flounder	Other Fish → Groundfish – Other
Bandit	Other Fish → Groundfish – Rockfish → Red-banded/ Bandit
Black Cod	Other Fish → Groundfish – Other → Sablefish/Black cod
Carp	Other Fish → Freshwater Finfish
Dover Sole	Other Fish → Groundfish – Sole
English Sole	Other Fish → Groundfish – Sole
Eulachons	Other Fish → Other Fish
Gooseneck Barnacles	Shellfish & Invertebrates → Crustaceans
Green Sea Urchin	Shellfish & Invertebrates → Other
Greenies	Other Fish → Groundfish – Rockfish → Yellowtail/ Greenies
Hake	Other Fish → Groundfish – Other
Halibut	Other Fish → Groundfish – Other
Idiot	Other Fish → Groundfish – Rockfish → Shortspine/ Thornyhead/ Idiot
Lemon Sole	Other Fish → Groundfish – Sole
Lingcod	Other Fish → Groundfish – Other
Mackerel	Other Fish → Other Fish
Octopus	Shellfish & Invertebrates → Other
Pacific (Grey) Cod	Other Fish → Groundfish – Other
Pacific Ocean Perch	Other Fish → Groundfish – Rockfish → Pacific Rockfish/ Pacific ocean Perch
Pacific Rockfish	Other Fish → Groundfish – Rockfish → Pacific Rockfish/ Pacific ocean Perch
Petrale Sole	Other Fish → Groundfish – Sole
Pilchard	Other Fish → Other Fish
Pollock	Other Fish → Groundfish – Other
Rainbow Trout	Other Fish → Freshwater Finfish
Red Sea Urchin	Shellfish & Invertebrates → Other
Red Snapper	Other Fish → Groundfish – Rockfish → Yelloweye Rockfish / Red Snapper
Red-Banded	Other Fish → Groundfish – Rockfish → Red-banded/ Bandit

Rex Sole	Other Fish → Groundfish – Sole
Rock Sole	Other Fish → Groundfish – Sole
Rougheye	Other Fish → Groundfish – Rockfish → Rougheye
Sablefish	Other Fish → Groundfish – Other
Sardines	Other Fish → Other Fish
Sea Cucumber	Shellfish & Invertebrates → Other
Sea Urchin	Shellfish & Invertebrates → Other → Red OR Green Sea Urchin (please specify)
Shortspine	Other Fish → Groundfish – Rockfish → Shortspine/ Thornyhead/ Idiot
Skates	Other Fish → Groundfish – Other
Smelt	Other Fish → Other Fish
Squid	Shellfish & Invertebrates → Other
Sturgeon	Other Fish → Freshwater Finfish
Thornyhead	Other Fish → Groundfish – Rockfish → Shortspine/ Thornyhead/ Idiot
Tuna	Other Fish → Other Fish
Yelloweye Rockfish	Other Fish → Groundfish – Rockfish
Yellowtail	Other Fish → Groundfish – Rockfish → Yellowtail/ Greenies
Zooplankton	Shellfish & Invertebrates → Other