# GUIDE TO COMPLETING THE ONLINE VERSION OF THE 2025 ANNUAL FISHERIES PRODUCTION SCHEDULE (AFPS)

## ←NEW FOR 2025

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| **Register for a Basic BCeID or use your EXISTING Business BCeID** | 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.<br><br>Alternatively, you can login with your **existing** business BCeID. Please **do not** register for a **new** business BCeID for the AFPS as the process takes several weeks and can delay your submission. |
| **Product Information No Longer Required** | 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.<br><br>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. |
| **Pre-Processed Weight** | We ask for the quantity of the product *before* it was processed. This is the amount of seafood caught or purchased.<br><br>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. |
| **"Describe Pre-Processing"** | 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.<br><br>See Example 2 below. |
| **TIP: You may submit multiple entries for the same species** | If needed, you can enter multiple entries for the same species. See Example 1 below. |
| **TIP: Hover over the grey question mark for further information** | |
| **Can't find the fish you're looking for?** | Try looking it up in the index at the bottom of this document. |

## ←HOW TO COMPLETE THE SCHEDULE

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| **Provide an identification number** | In Contact Information, give your operation's provincial license, federal registration, health authority, or other identification number. |

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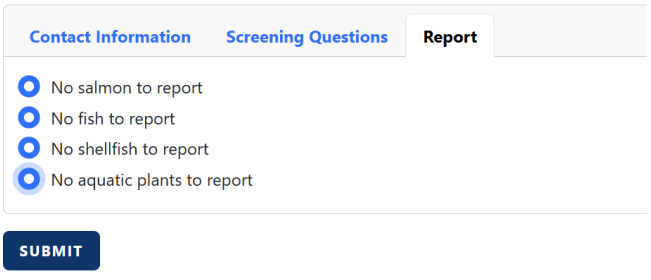
| **Complete one form for each operation or facility** | This enables us to assign the production to the nearest municipality, and more accurately estimate the economic contribution of individual plants and regions. |
| **Report unprocessed quantity and final selling (wholesale) value** | For example, 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** | • 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.<br>• 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?** | If the retail outlet has a separate identification number (defined above), all sales from the store should be included on a separate reporting form.<br>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. |
| **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.<br>  |
| **Keep a copy of the form for your records** | 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.<br>Please refer to "View My Drafts/Submissions" on the first page of the online form. |

## ←INFORMATION TO INCLUDE

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| **All 2025 seafood sales marketed as a product of BC** | Report all seafood caught in 2025. **IMPORTANT**: To avoid duplication, do not include 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 owns 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 2025 products held in inventory (e.g. frozen or canned) in final form should be valued at prevailing prices and included on this 2025 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 all 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

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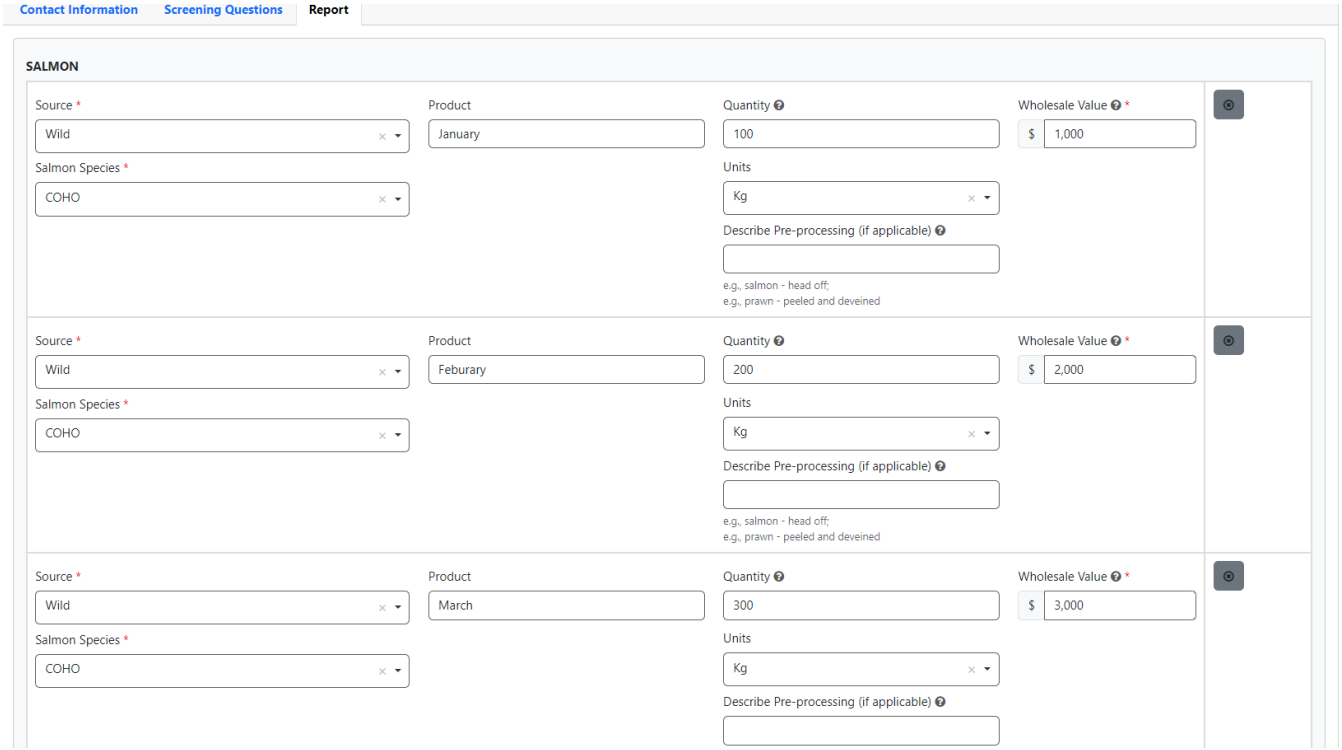
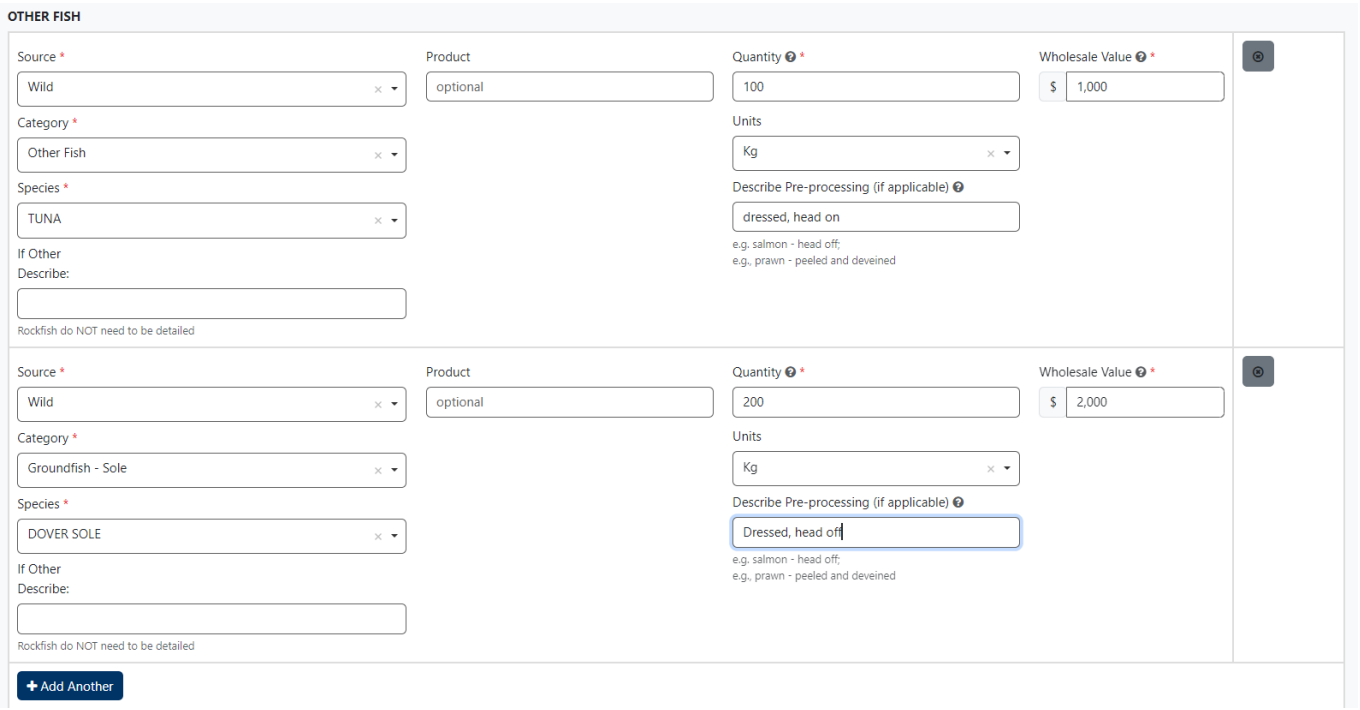
| **Processed quantity and price paid for the seafood** | This form collects only the unprocessed (received) quantities, and the value of what was sold after processing. |
| **Seafood sold to British Columbia seafood processors or fish receivers** | This seafood may not necessarily be in its final form 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 2025 products not in their final form at year end should be reported next year on the 2025 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




### Example 2: Pre-Processing



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

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| **Rex Sole** | Fish → Sole |
| **Rock Sole** | Fish → Sole |
| **Rougheye** | Fish → Rockfish → Rougheye |
| **Sablefish** | Fish → Groundfish |
| **Sardines** | Fish → Herring/Other Fish → Pilchard/Sardines |
| **Sea Cucumber** | Shellfish & Aquatic Animals → Other Invertebrates |
| **Red Sea Urchin** | Shellfish & Aquatic Animals → Other Invertebrates |
| **Shortspine** | Fish → Rockfish → Shortspine/ Thornyhead/ Idiot |
| **Skates** | Fish → Groundfish |
| **Smelt** | Fish → Other Fish |
| **Squid** | Shellfish & Aquatic Animals → Other Invertebrates |
| **Sturgeon** | Fish → Freshwater Finfish |
| **Thornyhead** | Fish → Rockfish → Shortspine/ Thornyhead/ Idiot |
| **Tuna** | Fish → Herring/Other Fish |
| **Yelloweye Rockfish** | Fish → Rockfish |
| **Yellowtail** | Fish → Rockfish |
| **Zooplankton** | Aquatic Plants → Other |