

A GUIDE FOR COMPLETING THE 2008 ANNUAL FISHERIES PRODUCTION SCHEDULE (AFPS)

► HOW TO COMPLETE THE SCHEDULE

Complete one form for each operation or facility

This enables us to assign the production to the nearest municipality and to more accurately document the economic impacts of individual plants and to generate summary regional data.

Report the final form, final weight, and final selling value

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.)

What do we mean by wholesale value?

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.

Round the units and dollar values to the nearest whole number

In past years our office has checked all incoming information and done the rounding prior to entering the data onto the computer. Your cooperation will greatly reduce the amount of time needed for us to process each incoming report.

No sales to report?

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 set out under your licence.

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 the next year's production schedule.

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 provide one for you.

► INFORMATION TO INCLUDE

All 2008 seafood sales marketed as a product of B.C. (or Canada)

All fish caught in 2008 should be included. **IMPORTANT:** To avoid duplication do not include fish sold to a licensed B.C. processor, or licensed B.C. fish buyer, or licensed B.C. fish broker.

All B.C. fish sold directly to retail

All fish sold to retail must be included even if it has not undergone further processing and/or is in the same form it was received (e.g. 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 2008 products held in inventory in final form should be valued at prevailing prices and included on the 2008 report; this includes all canned salmon.

Imports to B.C. that were value-added here

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.

All B.C. seafood exported (sales to destinations or companies outside of B.C.)

Report all 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

Landed weights and price paid for the fish

This census collects only the selling weights and values.

Fish sold to licensed British Columbia fish processors, fish buyers and/or fish brokers

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.

Establishments that custom process for others should not include this production on their schedule.

You are encouraged to **document separately** 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.

Products in inventory at year end NOT in final form.

Any 2008 products not in their final form at year end should be reported next year, on the 2009 schedule - after they have been processed into their final form.

Imports to B.C. in final form.

Seafood received in finished form and imported only for labeling or direct sale should not be included.

► HOW TO REPORT ON FARMED FISH & UNLISTED SPECIES

Atlantic salmon

Report all Atlantic salmon under "Section 2 – Cultured Salmon and Other Finfish" regardless of whether it was harvested by the farm or by a fishing vessel.

Farmed fish

All farmed salmon and other farmed fish should be entered into "Section 2 - Cultured Salmon and Other Finfish". This includes farmed fish imported and value added in B.C. Remember to note the source of the farmed fish in the box provided.

Unlisted species

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.

► HOW TO REPORT ON PARTICULAR PRODUCT TYPES

Canned Salmon - Traditional

Record your canned wild salmon production on the separate form entitled British Columbia Annual Fisheries Production Schedule (continued) Canned Salmon 2008, not on the main schedule. Account for the total 48 lb. case equivalents canned in 2008 (including any in inventory) and provide totals for both the final wholesale value and the net selling value.

Note: Remember to include all salmon canned in the 2008 pack including all cases from 2008 still in inventory. Do not include sales from the 2007 pack as they were in final form at year end and should have been included on the 2007 schedule.

► HOW TO REPORT ON PARTICULAR PRODUCT TYPES (CONTINUED)

Canned Salmon – Skinless Boneless	Canned skinless boneless salmon should be recorded as either Custom Canned Pack or Own Canned Pack and not as Specialty Products.
Jerky & BBQ chunks etc.	All barbecued, cooked or hot smoked products should be recorded as Hot Smoked Salmon unless in packages. Packaged products should be reported as Specialty Smoked Salmon Products.
Non-traditional Canned Salmon Products	Salmon bones or canned pet food should be documented separately providing either 48 lb. case equivalents or simply the can size and number of cans sold. Also provide the wholesale and net values for these products.
Retort Pouches - Not Smoked	Include your wild salmon products in retort pouches under the Portion Pack/Specialty Products column on Page 4 in Section 1 - Wild Salmon. Include your farmed salmon products in retort pouches under the Portion Pack Products column on Page 8 in Section 2 – Cultured Salmon and Other Finfish. Include the number, size and type of packaging in the description area.
Retort Pouches - Smoked	If the retort pouches contain wild smoked salmon products they should be included in the Specialty Smoked column on Page 5 in Section 1 – Wild Salmon. If the retort pouches contain farmed smoked salmon they should be included in the Portion Pack Products column on Page 8 in Section 2 – Cultured Salmon and Other Finfish. Include the number, size and type of packaging and indicate “smoked” in the description area.
Live Products	As the wholesale prices for Live products of most species differ greatly from a Fresh Round products please document these product types separately whenever possible.
Surimi / Paste / Balls / Pâté (Combined Products)	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.).
Unlisted Product Forms	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.

► DEFINITIONS

Cold Smoked Salmon	All products both brined and cold smoked before sale.
Custom Canned Pack	Your wild salmon canned at another facility. Note: Any smoked or value added canned salmon (for example salmon pâté or butter) should be included in the Specialty Canned section.
Dressed	The viscera (guts) have been removed.
Hot Smoked Salmon	All barbecued, cooked or hot smoked products should be recorded under this category; also includes products such as salmon jerky and “Indian candy”.
Net Selling Value	The final selling price after promotions, case allowances, cash discounts and other trade discounts that apply.

Own Canned Pack	Your wild salmon canned at this facility. Note: Any smoked or value added wild canned salmon (for example salmon pâté or butter, bones, or boneless-skinless) should be included in the Specialty Canned column.
Portion Pack / Specialty Products (not in tins)	Specially 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 specialty smoked category instead.
Round	The total fish as it is harvested with head on and viscera intact.
Salmon Bait	Includes all salmon products (other than roe) sold for bait or other non- human consumption purposes.
Salmon Caviar (Ikura)	Lightly salted single (granular) eggs.
Salmon Roe	All other egg products for human consumption.
Salmon Roe for Bait	All egg products sold for bait or other non-human consumption purposes.
Salted or Mild Cured Salmon	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.
Specialty Canned Pack	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. Note: specially processed salmon such as skinless-boneless, bones etc. should be noted separately and included in this category as well.
Specialty Smoked Salmon Products (not in tins)	Specially packed 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. Any of these types of products in tins should be included under the specialty canned category.
Suchiko (Sujiko)	Salted salmon ovary or salmon roe in the skein.
Wholesale Value	Gross sales based upon invoices.

► ABBREVIATIONS

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

► MEASUREMENTS

ton	1 ton equals 2,000 pounds
tonne	1 tonne equals 2,204.6 pounds