

January 12, 2009

File: 68800-30/08/P

TO ALL B.C. LICENSED FISH PROCESSORS:

Re: 2008 Annual Reports for All Licensed Fish Processors

1. **List of Custom Processing Clients (or Declaration) – due now**
2. **Processor Employment Survey – due February 16, 2009**
3. **Annual Fisheries Production Schedule (AFPS) – due February 16, 2009**

"In 1983 British Columbia processors offered 272 different seafood products. By 2007, the number of species-product types reported by industry reached 472."

Source: 2007 British Columbia Seafood Industry Year in Review

We were able to generate this information by surveying B.C. seafood sellers. Most of the seafood value is generated by B.C. fish processors - like you - as well as licensed buyers and brokers.

Each year the Ministry of Environment conducts a census of the seafood industry. For fish processors the information is collected under authority of Section 20(1) of the Fisheries Act, using the AFPS.

Your contribution to the census is a requirement of your fish processing licence and ensures that we are collecting complete information on the British Columbia seafood industry.

1. The 2008 Custom Client List or Declaration is due now.

A request for a list of custom processing clients was sent to processors on December 12, 2008. If you have not already - please fax or email as soon as possible ONE of the following:

- 2008 Custom Client List
 - For each client provide: company name and contact person, a complete mailing address, and a phone number
 - Sport caught fish clients should not be included.
- 2008 Declaration - If you wish to complete and submit the form **electronically** please go to: <http://www.env.gov.bc.ca/omfd/fishstats/forms/afps.html>

2. Processor Employment Survey – due February 16, 2009

- Please refer to the enclosed Employment Survey package for details and reporting forms.

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3. The 2008 Annual Fisheries Production Schedule (AFPS) - due February 16, 2009.

Quick List for Completing the AFPS:

- For operations reporting B.C. seafood sales remember to:
 - Report all seafood sold in 2008 as a product of B.C. - to retail or exported;
 - Include all seafood in inventory in its final form and value at prevailing prices; and
 - Sign and return the completed report.

- For operations with no sales to report remember to:
 - Complete pages 1 & 2 of the AFPS form; and
 - Sign and return the completed report.



Remember the report must be signed and returned - even if it is "NIL" - to satisfy your reporting requirements.

Detailed instructions for completing the schedule and a self-addressed postage-paid envelope have been provided for your convenience. If you wish to complete and submit the form **electronically** please go to: <http://www.env.gov.bc.ca/omfd/fishstats/forms/afps.html>

Be assured that **data from individual forms and companies will be protected** within the provisions of the *Freedom of Information and Protection of Privacy Act*. The information they contain is held in complete confidence and is only published in aggregate form (combined data from three or more companies).

The data we collect on the Annual Fisheries Production Schedules is used extensively to highlight the importance of the B.C. seafood sector and its products. One example is the British Columbia Seafood Industry Year in Review series (2007 issue enclosed); another example is the B.C. Seafood Statistics website. The Year in Review series as well as statistical tables and information from 2007 (and earlier) can be found at: <http://www.env.gov.bc.ca/omfd/fishstats>

Thank you in advance for your participation. We appreciate your timely cooperation with our reporting schedule and are always available to assist should you have questions or concerns.

Yours truly,

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Enclosures

All statistical reporting forms, letters to industry and the AFPS guide may be accessed at: <http://www.env.gov.bc.ca/omfd/fishstats/forms>. There are both excel and PDF versions of the forms available for viewing, printing &/or downloading.

Publications and reports may be viewed at: <http://www.env.gov.bc.ca/omfd/reports>