



**NOAA FISHERIES**

# Sector Report Guide Addendum



**FISHING YEAR 2017**

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**NOAA FISHERIES**  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

**| Greater Atlantic Region**



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## Introduction

This addendum documents the formatting specifications that a sector manager must use in producing the Sector Manager Report.

NOAA's National Marine Fisheries Service (NMFS) has developed standards for the sector manager report, which is listed as a requirement for sectors in Amendment 16 to the Northeast (NE) Multispecies Fishery Management Plan (FMP). It is the responsibility of individual sectors to submit weekly reports to NMFS stating the remaining balance of Allocated Catch Entitlement (ACE) for each sector based upon regulated species landings and discards of vessels participating in that sector and any compliance or enforcement concerns.

## Sector Report Content

The Sector Report comprises three separate reports. The sector manager uploads these reports to NMFS. These reports are:

- [Detail Report](#)  
Provides NMFS with information about each fishing trip down to the stock area.
- [Trip Issue Report](#)  
Provides NMFS with information about any enforcement or reporting compliance issues that arose during the fishing week.
- One of the following:
  - [ACE Status Report](#)  
Provides the means for sector managers to report their ACE status calculations. This allows NMFS to cross-check totals, as stipulated in Amendment 16.
  - [Daily ACE Status Report](#)  
Provides the means for sector managers to report their ACE status calculations on a daily basis if a "trigger point" (threshold) has been reached in the current fishing year.

The field definitions for these reports are documented in the following sections.

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**Note:** See the section [Timeline](#) for the timing requirements of the Sector Manager Report.

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## Detail Report

The Detail Report provides information down to the stratum level about each sector trip for a given week, based on the best available data at the time of the report submission.

- Report Columns: See [Table 1](#) for information on the Detail Report columns.
- Report Rows: Each row of your Detail Report should list trip data *per stratum*.

**Table 1: Detail Report Fields**

Column Order	Column Heading	Description	Data Type	Data Column Length
1	Week Ending Date	The Saturday ending the last week included in the report. This date should be the same in all rows of the report.	DATE	N/A
2	Sector Name	GARFO sector name as listed on SIMM.	TEXT	70
3	Vessel Permit No	Vessel permit number assigned by GARFO's Vessel Permit System (VPS).	NUMERIC	N/A
4	Trip ID	eVTR Trip ID or paper VTR serial number.	TEXT	14
5	Trip Observed	Flag indicating if trip was observed or not observed. <ul style="list-style-type: none"> <li>• Y = observed</li> <li>• N = not observed</li> </ul>	TEXT	1
6	Observer Data Quality Level	Reserved for future use. Value = NULL.	TEXT	3
7	Enforcement issues	Flag indicating if trip had any enforcement issues. <ul style="list-style-type: none"> <li>• Y = Yes</li> <li>• N = No</li> </ul> <b>If "Y", must be documented in Trip Issue Report.</b>	TEXT	1
8	Landing Source	Code for source of landing data (landed weight of catch). Values: <ul style="list-style-type: none"> <li>• ASU = assumed</li> <li>• DLR = dealer</li> <li>• VTR = vessel</li> <li>• VMS = catch report</li> </ul>	TEXT	3

## Sector Report Guide Addendum: SIMM Upload File Specifications

Column Order	Column Heading	Description	Data Type	Data Column Length
9	Area Source	Code for source of area data (stock area fished and gear used). Values: <ul style="list-style-type: none"> <li>ASU = assumed</li> <li>DLR = dealer</li> <li>VTR = vessel</li> <li>VMS = catch report</li> </ul>	TEXT	3
10	Date Sold	The date of first sale of a sector trip's catch to a seafood dealer. Subsequent sales will be rolled up to this date to form a complete trip. <b>Date Sold</b> may originate from one of three sources but should be prioritized from: <ul style="list-style-type: none"> <li>Dealer receipt / sold to date</li> <li>VTR date sold</li> <li>Observer reported landings</li> </ul>	DATE	N/A
11	Species ITIS	The 6-digit Integrated Taxonomic Information System (ITIS) serial number for a species. ITIS codes are unique identifiers representing information for a species.	TEXT	11
12	Gear Code	The 3-character standard gear code from the VTR form.	TEXT	3
13	Mesh Cat	Gillnet gear: <ul style="list-style-type: none"> <li><b>ELM</b> = Extra Large Mesh (8 inches or greater)</li> <li><b>LM</b> = Large Mesh (6 to less than 8 inches)</li> </ul> Trawl gear (OTF, OHS, OTR, OTT): <ul style="list-style-type: none"> <li><b>SM</b> = Small Mesh (less than 3.99 inches)</li> <li><b>MM</b> = Medium Mesh (3.99 inches to 5.74 inches)</li> <li><b>LM</b> = Large Mesh (equal or greater than 5.75 inches)</li> </ul> All other mesh are <b>NA</b> . Consistent with discard rate strata.	TEXT	6
14	Stock ID	An abbreviation for the Stock Area that incorporates both the species name and the area that species is assigned to. Includes Georges Bank East & West.	TEXT	15
15	Landed Weight	Landed weight (in pounds) of stock landed. The total weight should match dealer reported landings.	NUMERIC	N/A
16	Live Weight	Live weight (in pounds) of stock landed.	NUMERIC	N/A
17	Quantity Discard	Observed or calculated live pounds of species discarded.	NUMERIC	N/A

Sector Report Guide Addendum: SIMM Upload File Specifications

Column Order	Column Heading	Description	Data Type	Data Column Length
18	Harvested ACE	The cumulative number of live pounds of catch per stock caught on sector trips in current fishing year.	NUMERIC	N/A
19	Date Last Changed	Date last updated (NULL if new record).	DATE	N/A
20	DSM	Flag indicating if trip was observed by dockside monitor. NOT USED AT THIS TIME. <ul style="list-style-type: none"> <li>• Y = Yes</li> <li>• N = No</li> </ul>	TEXT	1
21	Discard Rate	The discard rate that applies for this trip. Provided to estimate discards on unobserved trips. Include 5 digits after the decimal point.	NUMERIC	N/A
22	Sector Kall	Total of <u>all</u> kept fish, excluding discards, in live pounds for the <u>entire</u> trip.	NUMERIC	N/A

## Trip Issue Report

The Trip Issue Report allows sectors to briefly describe to NMFS any enforcement or reporting compliance issues, violations of sector operations and regulations, and general problems with monitoring or sector operations during the reporting period. Submit *one* Trip Issue Report per reporting period. If there are no issues to report, set the Enforcement Flag in the Sector Detail Report to **N**, and set the values in the Trip Issue Report to be **NULL**.

- Sectors must continue to use the online issue tracking system named JIRA (maintained by the Analysis and Program Services Division (APSD) in order to report and track data quality issues
- Enforcement issues to report in the Trip Issue Report include, but are not limited to:
- Monitoring refusals and a description of each occurrence
- Violations of sector operations plans (exclusive of defined administrative provisions)
- Violations of regulations
- Discrepancies between observed offload fish weights and dealer-reported weights
- Non-compliance with operational standards by vessels or dealers
- General problems with sector operations during the reporting period

Limit the issues you identify to the sector. Do not repeat issues raised by at-sea monitors, observers, or monitoring providers; these types of issues are reported through a separate mechanism. For complete information about reporting trip issues, see the Sector Incident Report Guide at: <http://www.greateratlantic.fisheries.noaa.gov/sustainable/species/multispecies/>.

[Table 2](#) documents the Trip Issue Report field definitions.

**Table 2: Trip Issue Report Fields**

Column Order	Column Heading	Description	Data Type	Data Column Length
1	Week Ending Date	Saturday ending the last week included in the report. This date should be the same in all rows of the report.	DATE	N/A
2	Sector Name	GARFO sector name as listed on SIMM.	TEXT	70
3	Vessel Permit No	Vessel permit number assigned by the Greater Atlantic Regional Fishing Office's Vessel Permit System (VPS).	NUMERIC	N/A
4	Trip ID	eVTR Trip ID or paper VTR serial number.	NUMERIC	14
5	Enforcement Issues	Sector manager notes any enforcement issues that have arisen during the week. Information would include the nature of the enforcement issue.	TEXT	2500
6	Discrepancies	Any discrepancies between reported and actual totals or trips. For example, a discrepancy noted a monitor between dealers and offloads.	TEXT	2500
7	Other Issues	Any other issues that NMFS personnel should be aware of in assessing sector operations.	TEXT	2500



## ACE Status Report

The ACE Status Report provides the means for sector managers to report their ACE status calculations. This allows NMFS to cross-check totals, as stipulated in Amendment 16. See [Table 3](#). The ACE Status Report includes one row per stock (columns identified below). Unless otherwise noted, values are for the current fishing year.

**Table 3: ACE Status Report Fields**

Column Order	Column Heading	Description	Data Type	Data Column Length
1	Week Ending Date	Saturday ending the last week included in the report. This date should be the same in all rows of the report.	DATE	N/A
2	Sector Name	GARFO sector name as listed on SIMM.	TEXT	70
3	Stock ID	Abbreviation for the Stock Area that incorporates both the species name and the area that species is assigned to. Includes Georges Bank East & West.	TEXT	15
4	Initial Allocated ACE	The total number of (live) pounds of this stock allocated to the sector for all renewed permits in the current fishing year.	NUMERIC	N/A
5	Maximum Carryover	The amount, in live pounds, of unused ACE (up to the full 10% for an allowable stock) that is carried over from the previous fishing year for all renewed permits.	NUMERIC	N/A
6	De Minimis Carryover	The amount, in live pounds, of the <i>de minimis</i> carryover for an allowable stock	NUMERIC	N/A
7	In-Season ACE Adjustment	The adjusted amount (increase or decrease), in live pounds, applied to the Initial Allocated ACE of a stock allocated to a sector in season for all renewed permits.	NUMERIC	N/A
8	Total ACE With Maximum Carryover	The total number of live pounds of this stock initially allocated to the sector including the maximum carryover and In-Season ACE adjustment.	NUMERIC	N/A
9	Total ACE With De Minimis Carryover	The total number of live pounds of this stock initially allocated to the sector including the de minimis carryover and the In-Season ACE adjustment.	NUMERIC	N/A

## Sector Report Guide Addendum: SIMM Upload File Specifications

Column Order	Column Heading	Description	Data Type	Data Column Length
10	Transfers In	The cumulative number of live pounds per stock transferred into the sector for the current fishing year.	NUMERIC	N/A
11	Transfers Out	The cumulative number of live pounds per stock transferred out of the sector for the current fishing year.	NUMERIC	N/A
12	Total Transfers	The sum, in live pounds, of the Transfers In and Transfers Out columns per stock transferred by the sector for the current fishing year.	NUMERIC	N/A
13	Conversions In	The cumulative number of live pounds of stock converted into Western GB ACE from Eastern GB ACE for the current fishing year.	NUMERIC	N/A
14	Conversions Out	The cumulative number of live pounds of stock converted from Eastern GB ACE into Western GB ACE for the current fishing year.	NUMERIC	N/A
15	Current ACE With Maximum Carryover	Total ACE, plus or minus Total Transfers, plus the values of Conversions In and Conversions Out, including the maximum carryover from the previous fishing year.	NUMERIC	N/A
16	Current ACE With De Minimis Carryover	Total ACE plus or minus Total Transfers, plus the values of Conversions In and Conversions Out, including the <i>de minimis</i> carryover from the previous fishing year.	NUMERIC	N/A
17	Harvested ACE	The cumulative number of live pounds of catch per stock caught on sector trips in current fishing year.	NUMERIC	N/A
18	Remaining ACE With Maximum Carryover	Current ACE With Maximum Carryover minus Harvested ACE.	NUMERIC	N/A
19	Remaining ACE With De Minimis Carryover	Current ACE With De Minimis Carryover minus Harvested ACE.	NUMERIC	N/A

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Column Order	Column Heading	Description	Data Type	Data Column Length
20	Percent Harvested ACE To Date With Maximum Carryover	Harvested ACE divided by Current ACE With Maximum Carryover, expressed as a percentage.	NUMERIC	N/A
21	Percent Harvested ACE To Date With De Minimis Carryover	Harvested ACE divided by Current ACE With De Minimis Carryover, expressed as a percentage.	NUMERIC	N/A

## Daily ACE Status Report

The Daily ACE Status Report allows sector managers to report ACE status calculations daily when cumulative catch for any of the sector's allocated species reaches 90% of the ACE. Once this threshold is reached, managers must submit daily reports for a stock when:

- A sector vessel returns to port after a sector trip that landed fish above that stock's threshold.
- A sector member completes a trade including the affected stock.

The Daily ACE Status report includes one row per stock (see [Table 4](#) for columns). Unless otherwise noted, values are for the current fishing year.

**Table 4: Daily ACE Status Report Fields**

Column Order	Column Heading	Description	Data Type	Data Column Length
1	Submission Date	Date the daily report is being submitted.	DATE	N/A
2	Sector Name	GARFO sector name as listed on SIMM.	TEXT	70
3	Stock ID	Abbreviation for the Stock Area that incorporates both the species name and the area that species is assigned to. Includes Georges Bank East & West.	TEXT	15
4	Initial Allocated ACE	Total number of (live) pounds of this stock allocated to the sector for all renewed permits in the current fishing year.	NUMERIC	N/A
5	Maximum Carryover	The amount, in live pounds, of unused ACE (up to the full 10% for an allowable stock) that is carried over from the previous fishing year for all renewed permits.	NUMERIC	N/A
6	De Minimis Carryover	Amount, in live pounds, of the <i>de minimis</i> carryover for an allowable stock	NUMERIC	N/A
7	In-Season ACE Adjustment	The adjusted amount (increase or decrease), in live pounds, applied to the Initial Allocated ACE of a stock allocated to a sector in season for all renewed permits.	NUMERIC	N/A

## Sector Report Guide Addendum: SIMM Upload File Specifications

Column Order	Column Heading	Description	Data Type	Data Column Length
8	Total ACE With Maximum Carryover	The total number of live pounds of this stock initially allocated to the sector including the maximum carryover and In-Season ACE adjustment.	NUMERIC	N/A
9	Total ACE With De Minimis Carryover	The total number of live pounds of this stock initially allocated to the sector including the de minimis carryover and the In-Season ACE adjustment.	NUMERIC	N/A
10	Transfers In	The cumulative number of live pounds per stock transferred into the sector for the current fishing year.	NUMERIC	N/A
11	Transfers Out	The cumulative number of live pounds per stock transferred out of the sector for the current fishing year.	NUMERIC	N/A
12	Total Transfers	The sum, in live pounds, of the Transfers In and Transfers Out columns per stock transferred by the sector for the current fishing year.	NUMERIC	N/A
13	Conversions In	The cumulative number of live pounds of stock converted into Western GB ACE from Eastern GB ACE for the current fishing year.	NUMERIC	N/A
14	Conversions Out	The cumulative number of live pounds of stock converted from Eastern GB ACE into Western GB ACE for the current fishing year.	NUMERIC	N/A
15	Current ACE With Maximum Carryover	Total ACE, plus or minus Total Transfers, plus the values of Conversions In and Conversions Out, including the maximum carryover from the previous fishing year.	NUMERIC	N/A
16	Current ACE With De Minimis Carryover	Total ACE plus or minus Total Transfers, plus the values of Conversions In and Conversions Out, including the <i>de minimis</i> carryover from the previous fishing year.	NUMERIC	N/A
17	Harvested ACE	The cumulative number of live pounds of catch per stock caught on sector trips in current fishing year.	NUMERIC	N/A
18	Remaining ACE With Maximum Carryover	Current ACE With Maximum Carryover minus Harvested ACE.	NUMERIC	N/A

Sector Report Guide Addendum: SIMM Upload File Specifications

Column Order	Column Heading	Description	Data Type	Data Column Length
19	Remaining ACE With De Minimis Carryover	Current ACE With De Minimis Carryover minus Harvested ACE.	NUMERIC	N/A
20	Percent Harvested ACE To Date With Maximum Carryover	Harvested ACE divided by Current ACE With Maximum Carryover, expressed as a percentage.	NUMERIC	N/A
21	Percent Harvested ACE To Date With De Minimis Carryover	Harvested ACE divided by Current ACE With De Minimis Carryover, expressed as a percentage.	NUMERIC	N/A

## Organizing and Submitting the Sector Manager Report

This section describes the valid file formats, data feeds, and submittal process of the Sector Manager Report.

### Valid File Formats

The valid file formats for the Trip Issue, Detail, and ACE Status reports that make up the Sector Manager Report are the following:

- Microsoft® Excel (.xls)
- Comma Separated Values (.csv)

### Data Sources

The data inputs you need are provided by SIMM, which is the software interface between the sector manager and NMFS that allows the interchange of data between the two. SIMM, among its various functions, allows you to download the following sets of data that help you preparing your sector report. See [Table 5](#) immediately following:

**Table 5: SIMM Download Files**

Download Files - 1	Download Files -2
Sector Roster	Discards
AMS Compliance	Discardrate
DAS Balance Report	VMS Catch Reports
Trips with Observers	Harbor Porpoise
Observer	Landed-to-Live Weight Conversion Factors
Vessel Trip Report	Catch Disposition Codes
VTR Sendback	Species to Stock Area Values
Dealer	Trip Hails

You can select data by date range from the download files whose purpose includes date-driven data. You can access SIMM, and the SIMM User Guide, by clicking this link: [Login page to access SIMM](#).

## Timeline

The following schedule applies for submitting sector reports to NMFS. More frequent reporting cycles will be required as the sector approaches its ACE. Table 5 shows the milestones in the Sector report timeline.

**Table 6: Sector Report Timeline**

Time Period / Deadline	Action
Tuesday 17:00:00	NMFS runs Raw Trip Level (RTL) reports.
Tuesday 23:59:59	Dealers have submitted their reports to NMFS for the previous reporting week.
Tuesday 23:59:59	Groundfish vessels have submitted their VTRs to NMFS for the previous reporting week.
Wednesday 12:00:00	Sector Managers can download the latest data from SIMM, including Dealer Reports, Discard Rates, and Observer / ASM data.
Thursday 23:59:59	NMFS runs Data Matching Imputation System (DMIS).
By COB Friday	NMFS runs and sends Sector Comparison Reports.
Monday 07:00:00	Sector managers have uploaded Sector Manager Report to SIMM for the previous fishing week by this time.

Sectors submit their reports weekly unless the following condition occurs:

- Cumulative catch for any of its allocated stocks reaches 90% of the ACE.

If this condition is met, sector managers must prepare and submit their reports daily.



## Calculation Tools

This section documents the arithmetic and statistical tools that will be used to ensure the integrity of the data that are processed for the Sector Manager Report and the NMFS sector report.

### Conversion Standards

This section documents the procedures for Unit Conversion, Rounding, and Decimal Places in the compilation of sector data at the Greater Atlantic Fisheries Regional Office (GARFO) of the National Marine Fisheries Service (NMFS). To maintain accuracy and consistency in sector data calculations, the Analysis & Program Services Division (APSD) of GARFO has established the following statements and procedures for determining the number of decimal places used in, and the rounding of, sector data results.

- When necessary, the factor used to convert from metric tons to pounds is:
  - One metric ton = 2204.62262 pounds
  - One pound = 0.00045359237 metric tons

This is the standard conversion factor issued by the National Institute of Standards and Technology (NIST), and is used by the Northeast Fisheries Science Center (NEFSC) for converting pounds to metric tons for stock assessments, and by APSD to maintain consistency with NEFSC data calculations.

- Data is initially extracted from NMFS databases, where landings in live pounds are stored as whole pounds without decimal places.
- The calculation of the Potential Sector Contribution (PSC) uses the data in live pounds without predetermining decimal places. Display of PSC data will be in percentage with seven decimal places (nine decimal places if using the PSC in the form of a proportion). Note that 0.005% is 0.00005 when expressed as a proportion.
- To determine the number of decimal places for the PSC output, one pound was divided by the quota (in pounds) of the largest stock (e.g., Georges Bank haddock for groundfish sectors in FY2010). The result as a proportion was nine significant digits, which will be the number of decimal places used for PSC values for all stocks.

The rationale behind this approach is that dividing one pound by the largest stock to determine the PSC decimal places will ensure that all stocks will have PSCs values that distinguish between zero and extreme low values that are greater than zero.
- The Annual Catch Limit (ACL) is converted to pounds for ACE calculation. The ACL is used to calculate the sector ACE for a stock by multiplying the stock's ACL by the sum of the PSCs for all vessels in a sector for that stock.
- The ACL and ACE are presented in live pounds and rounded to the nearest whole pound without decimal places. Values  $\geq 0.5$  are rounded up, and values  $< 0.5$  are rounded down.

## Stock Apportionment

Under Amendment 16, sector managers have no authority to require seafood dealers to submit their reports weekly. Non-compliance on the part of dealers will require sector managers (and NMFS) to monitor ACE despite missing information. In the absence of dealer data, use the best available information, including VTRs and catch reports.

## Discard Estimation Methodology

Discard calculations follow two different methods, one for observed trips and one for unobserved trips. You can find more information about discard estimation in the *SIMM User Guide*.

## Regulatory Basis for the Sector Report

The New England Fishery Management Council (NEFMC) develops Fisheries Management Plans (FMPs) that meet the requirements of the Magnuson-Stevens Fishery Conservation and Management Act (Magnuson-Stevens Act) and other legislative mandates. The Northeast Multispecies FMP specifies management measures for Northeast multispecies (groundfish) and their associated stocks off the New England and Mid-Atlantic coasts. Amendment 16 to the Northeast Multispecies (NE) FMP specified, in part, revisions to management measures, including significant revisions to the sector management measures.

See the Final Rule for Amendment 16 published in the Federal Register for a complete description of Amendment 16:

<http://www.nero.noaa.gov/nero/regs/frdoc/10/10MultiAmend16FR.pdf>

Specifically, Part 648.87 (b) (1) (vi) (B) of the above document lists information that must be included in the Sector Manager Report.