



Alaska Department of Fish & Game

Aquatic Farm and Hatchery Annual Report Instructions

Any person or organization with an Aquatic Farm Operation Permit (AFOP) or Aquatic Farm Hatchery permit is required to provide an annual report as per regulation 5 AAC 41.270 (e). The report details the activities of the operation for the previous year. The annual report is due to Alaska Department of Fish & Game (ADF&G) by **January 31**. A copy of this report will be released to Alaska Department of Natural Resources (ADNR).

Instructions

- Please fill out each section legibly and completely.
- Sign your annual report and keep a copy for your records.
- Submit the completed annual report by:
 1. **Email** to dfg.dcf.aquaticfarming@alaska.gov (**preferred**);
 2. **Mail** to Permit Coordinator, Alaska Department of Fish and Game, Aquaculture Section, PO Box 115526, Juneau, AK 99811-5526;
 3. Or **Fax** to (907) 465-4168. If sending by fax, please verify that it has been received by contacting the Permit Coordinator by email or phone (907) 465-4724.

Section I. Total Sales

- Provide total sales for all species sold in reporting year.
- If no sales occurred, check appropriate box and provide a detailed explanation in *Section V: Additional Comments*.
- Use the farm gate value for sales to market. Farm gate value is defined as the unprocessed value excluding the cost of packaging or transport of the product to its first point of sale.
- Total sales should sum farm gate sales to market and sales to intermediate locations.

Section II. Sales or Transfers Off Site Details

- This section should detail all sales or transfers from the farmsite to market, to other farms, donations, or any subtraction from the site during the calendar year.
- For each species specify:
 - total dollar value for reporting year,
 - total number harvested/sold. Be sure to select the appropriate units.
 - **NEW THIS YEAR**: Please indicate if sales or transfer is to market or to another farmsite. If both occurred, please separate into two rows.
 - Example: If 10 dozen Pacific oysters were sold to market for \$300 and 5,000 juvenile oysters were transferred off site to another farm for \$0, it should look like this.

II. SALES or TRANSFERS OFF SITE DETAILS (All <u>subtractions</u> from site in calendar year 2021)				
Species (select all that apply)	Destination (select one per row)	Total Sales (\$)	Number of Units	Unit Type (select one per row)
SHELLFISH / INVERTEBRATES				
<input checked="" type="checkbox"/> Pacific oyster (<i>Magallana gigas</i>)	<input checked="" type="checkbox"/> Public/Market <input type="checkbox"/> Another Farm	\$300	10	<input type="checkbox"/> Number <input checked="" type="checkbox"/> Dozens <input type="checkbox"/> Pounds
<input checked="" type="checkbox"/> Pacific oyster (<i>Magallana gigas</i>)	<input type="checkbox"/> Public/Market <input checked="" type="checkbox"/> Another Farm	0	5,000	<input checked="" type="checkbox"/> Number <input type="checkbox"/> Dozens <input type="checkbox"/> Pounds

- Each row should be a total sum for that destination type.



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- For donations, list number of units and indicate sales value as \$0.
- For all other permitted species in inventory but not sold, enter “zero” in corresponding value and amount column.

Section III: Total Stock Acquired

- This section should detail all additions the farm or hatchery during the calendar year.
- a. Transports, wildstock and natural set acquisition**
 - Report **ALL** new seed or wildstock acquired for **direct transfer to the site**. **This does NOT include aquatic plant broodstock acquisition by a farmer for transfer to a hatchery**. The hatchery is the responsible entity to report broodstock acquisition.
 - Hatcheries may use this section to report all broodstock acquisitions or use the separate Broodstock Acquisition Summary Log available online. (<http://www.adfg.alaska.gov/index.cfm?adfg=fishingaquaticfarming.forms>)
 - For *Seed Source Name*, enter the full name of the hatchery or aquatic farm and the location (ex: OceansAlaska Hatchery/ Saxman Seaport).
 - Report acquisitions throughout the year by *Date of Acquisition*. Include the month, day, and year. Each row represents a single Date of Acquisition.
 - Provide the corresponding transport or acquisition permit number to each date of acquisition. You may have multiple shipments per transport number. The sum of the shipments should not exceed the total amount permitted. If you don't know the transport permit number, please contact the Permit Coordinator to inquire. Attach additional sheets if necessary.
 - Report any mortality to newly acquired stock. If a significant loss of seedstock occurred, please provide an explanation and indicate if you contacted the department pathology lab within 48 hours of the mortality incident.
 - For natural set of permitted species, summarize all estimated acquisition in a single row and add “12/31/21” as Date of Acquisition. Use “Natural Set” under Seed Source Name.
- b. Total Stock Acquired**
 - Provide a sum of total stock (farms) or broodstock (hatcheries) acquired per species. This should be a summary of all acquisitions per species in Part a. of the section.

Section IV. Inventory Details

- For **ALL** species permitted by your aquatic farm or hatchery operation permit, indicate beginning and ending estimated inventory for the reporting year. If there is no inventory, enter “zero” in corresponding columns.
- For a list of your permitted species, contact the Permit Coordinator.
- Select one unit type per species.
 - For oysters and whole scallops, report inventory in either number of animals or dozens.
 - For clams, mussels, shucked scallops, sea cucumber, report in number of pounds.
 - For aquatic plants, report number in pounds or feet of seeded line.



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Section V: Additional Comments

- Provide an explanation why production goals for the year were not met. Factors contributing to production may include: weather damage, fouling, predation, wildlife interactions, growth and survival, recruitment, vandalism, conflicts with other user groups, farm equipment, seed or broodstock acquisitions, inability to harvest, paralytic shellfish toxin levels too high, water quality issues, health, etc.
 - Any explanations for excess mortality throughout the year on site or from transports may be explained in this section.
 - Changes or installation of gear, predator exclusion devices, or equipment can also be detailed here.
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Special Reporting

Special reporting may be a requirement as part of your aquatic farm or hatchery operation permit. Check your permit to see if you have any additional reporting requirements that need to be submitted along with the annual report. Examples of special reports may include, but are not limited to:

- Hatcheries:
 - Broodstock Acquisition Summary Log – This is an alternate Excel form to use if this works better for you instead of Section III a. table. Submission of both are not required.
 - Production Summary Log – How much the facility produced during the year.
 - Hatchery Shipment Log – How much was distributed by the facility during the year.

If you have any questions, please contact the Permit Coordinator at dfg.dcf.aquaticfarming@alaska.gov.