

Codes to be used on Trawl, Catch, Effort and Processing Returns

Gear Codes

To establish the gear code, choose one of the following to best describe the gear used.

Bottom trawl	=	BT
Mid-water trawl	=	MW
Bottom trawl (Pair)	=	BPT
Mid-water trawl (Pair)	=	MPT

Then add the distance of the wingspread (in metres) to obtain the gear code to be entered

Example:			
BT	+	30	= BT30
Bottom trawl		Spread of wings (m)	= Gear code

Species Codes

Common name	Code
Albacore tuna	ALB
Alfonsino & Long-finned beryx	BYX
Anchovy	ANC
Arrow squid	SQU
Banded bellowsfish	BBE
Banded wrasse	BPF
Barracouta	BAR
Basking shark	BSK
Bigeye tuna	BIG
Black (seal) shark	BSH
Black cod	BCD
Black marlin	BKM
Blue (english) mackerel	EMA
Blue cod	BCO
Blue maomao	BMA
Blue marlin	BEM
Blue moki	MOK
Blue shark	BWS
Bluenose	BNS
Broad squid	BSQ
Broadbill swordfish	SWO
Broadsnouted sevengill shark	SEV
Bronze whaler shark	BWH
Brown stargazer	BRZ
Butterfish (Greenbone)	BUT
Butterfly tuna	BTU
Cancer crab	CAC
Cardinal fish	CDL
Bigeye cardinalfish	EPL
Robust cardinalfish	EPR
White cardinalfish	EPD
Carpet shark	CAR
Common (blue) warehou	WAR
Conger eel	CON
Copper moki	CMO

Dark ghost shark	GSH
Dealfish	DEA
Deepsea flathead	FHD
Elephant fish	ELE
Emperor	EMP
Flatfish:	
*Black flounder	BFL
*Brill	BRI
*Greenback flounder	GFL
*Lemon sole	LSO
*N.Z. sole	ESO
*Sand flounder	SFL
*Turbot	TUR
*Yellow-belly flounder	YBF

Flying fish	FLY
Frostfish	FRO
Garfish	GAR
Gemfish (Southern kingfish)	SKI
Giant stargazer	STA
Grey mullet	GMU
Groper:	
*Bass	BAS
*Hapuku	HAP

Hagfish	HAG
Hake	HAK
Hammerhead shark	HHS
Hoki	HOK
Jack mackerel	JMA
Japanese (spotted) gurnard	JGU
Javelin fish	JAV
John dory	JDO
Kahawai	KAH
Kelpfish	KEL
King fish (Yellow tail)	KIN
Koheru	KOH
Leatherjacket	LEA
Ling	LIN
Lookdown dory	LDO
Mako shark	MAK
Marblefish	GTR
Mirror dory	MDO
Moonfish	MOO
Moray eel	MOR
Munida gregaria	MUN
Northern bastard cod	BRC
Northern spiny dogfish	NSD
Oarfish	OAR
Octopus	OCT
Oilfish	OFH
Orange perch	OPE
Orange roughy	ORH
Oreo dories:	
*Black oreo	BOE
*Smooth oreo	SSO
*Spiky oreo	SOR
Pacific bluefin tuna	TOR
Paddle crab	PAD
Pale ghost shark	GSP
Parore	PAR
Pigfish	PIG
Pilchard	PIL
Pink maomao	PMA
Porae	POR

Porbeagle shark	POS
Prawn killer	PRK
Prickly shark	ECO
Quinnat salmon	SAM
Rattails	RAT
Rays bream	RBM
Red cod	RCO
Red (golden) snapper	RSN
Red gurnard	GUR
Red moki	RMO
Red scorpion fish	RRC
Redbait	RBT
Ribaldo	RIB
Ribbonfish	AGR
Rig (spotted dogfish)	SPO
Rock cod	ROC
Rough skate	RSK
Ruby fish	RBY
Rudderfish	RUD
Sailfish	SAI
Scaly gurnard	SCG
Scampi	SCI
Scarlet wrasse	SPF
School shark	SCH
Sea perch	SPE
Sharks and dogfish not otherwise specified	OSD
Shortbill spearfish	SSF
Short-tailed black ray	BRA
Shovelnose spiny dogfish	SND
Silver dory	SDO
Silver warehou	SWA
Silverside	SSI
Skate	SKA
Skipjack tuna	SKJ
Slender smooth-hound	SSH
Slender tuna	STU
Slickhead	SLK
Smooth skate	SSK
Snapper	SNA
Southern blue whiting	SBW
Southern bluefin tuna	STN
Southern boarfish	SBO
Sowfish	BOA
Spiny dogfish	SPD
Splendid perch	SPP
Spotted stargazer	SPZ
Sprats	SPR
Starfish	SFI
Striped marlin	STM
Sunfish	SUN
Swollenhead conger	SCO
Tarakihi	TAR
Thresher shark	THR
Trevally	TRE
Trumpeter	TRU
Violet cod	VCO
Wahoo	WAH
Warty squid	WSQ
Whiptail Ray	WRA
White warehou	WWA

Witch	WIT
Wrasses	WSE
Yellow-eyed mullet	YEM
Yellowfin tuna	YFN

* Note: The Species Code letters for these fish differ from the letters of the Fishstock Codes to be entered on Catch Landing Returns

Processed State Codes

Principal Processed State	Code
Green (or whole)	GRE
Gutted	GUT
Headed and gutted	HGU
Dressed	DRE
Filletts: skin-on	FIL
Filletts: skin-off	SKF
Filletts: skin-off untrimmed	USK
Filletts: skin-on untrimmed	UTF
Filletts: skin-off trimmed	TSK
Filletts: skin-on trimmed	TRF
Surimi	SUR
Dressed-straight cut (Stargazer)	DSC
Dressed-V cut (Stargazer)	DVC
Fish Meal	MEA
Tailed (Scampi)	SCT
Tailed (Rock Lobster)	RLT
Tentacles	TEN
Fins	FIN
Livers	LIV
De-fat filletts	DFT
Minced, skin-off filletts	MKF
Minced, headed and gutted	MGU
Headed, gutted and finned	HGF
Headed, gutted and tailed	HGT
Shucked and shelled	SHU
Discarded	DIS
Accidental Loss	ACC
Additional Processed State	Code
Roe	ROE
Heads	HDS
Heads and tentacles	HET
Fish tails	FIT
Shark fins	SHF
Minced by-product, skin-off filletts	MBS
Minced by-product, headed and gutted	MBH
Fish meal by-product	MEB
Flaps	FLP
Beak and mouth	BEA
Livers by-product	LIB
Cheeks	CHK
Lugs or collars	LUG
Sounds or swim bladders	SWB
Squid wings	WIN
Oil	OIL
Tentacles by-product	TNB
Gut by-product	GBP



Trawl, Catch, Effort and Processing Return

To be completed on each day at sea

Date	Vessel's registration number (your vessel)	Vessel name (your vessel)
20/11/02	69054	Viking King
	Vessel registration number of other vessel (if pair fishing)	

Position at midday (noon)			Water temperature at shot 1		Page	1
Latitude	Longitude	E/W	Surface	Bottom	of	1
40 - 12 S	173 - 21 E	E	14.6°	14.4°		

Shot	Time	Latitude			Longitude			Gear code Headline height	Depth groundrope Depth bottom	Trawling speed	Target species	Estimated catch by species in order of quantity							
		Deg	Min	S	Deg	Min	E/W					Quantity	Species code Quantity (kg)	Species code Quantity (kg)	Species code Quantity (kg)	Species code Quantity (kg)	Species code Quantity (kg)		
1	START	0800	40	08	S	173	27	E	BT 35	95	5.0	JMA	Total (kg)	JMA	BAR				
	END	1140	40	11	S	173	20	E	7	95			5000	4000	1000				
2	START	1220	40	14	S	173	17	E	BT 35	85	4.8	JMA	Total (kg)	JMA	BAR	FRO	TAR		
	END	1650	40	20	S	173	36	E	7	85			7000	4500	2000	300	200		
3	START	2205	40	26	S	174	05	E	MW 40	99	5.2	JMA	Total (kg)	JMA	SPD				
	END	2340	40	25	S	174	02	E	40	130			15150	15000	150				
4	START				S								Total (kg)						
	END				S														
5	START				S								Total (kg)						
	END				S														
6	START				S								Total (kg)						
	END				S														

Daily Processing Summary

Species	Processed state	Number of processed units	Unit weight (kg)	Processed catch weight (kg)	Conversion factor	Calculated weight before processing (kg)	Species	Processed state	Number of processed units	Unit weight (kg)	Processed catch weight (kg)	Conversion factor	Calculated weight before processing (kg)
JMA	HGU	266	21.5	5719	1.5	8579	SPD	DIS	N/A	N/A	N/A	N/A	150
FRO	DRE	12	21.5	258	1.8	464							
BAR	DRE	90	21.5	1935	1.55	2999							
BAR	DRE	5	20.0	100	1.55	155							
TAR	SKF	5	21.5	107.5	2.8	301							
I declare that the information I have given on this return is correct and complete, and that I have read and understood the explanatory notes supplied with this return.													

Product from offal only		Activity comment (Transshipping, steaming etc)	Permit holder's name	Permit holder's client number	Signature of master	Date signed
Meal (kg)	Oil (litres)					
150			John Citizen	8459894	J Bloggs.	21/11/02

TRAWL, CATCH, EFFORT AND PROCESSING RETURN (TCEPR) EXPLANATORY NOTES (August 2002)

1. You, the permit holder, must provide a completed TCEPR if you take fish (or have someone take fish for you) when:
 - trawling from a vessel over 28 metres in length, or
 - the Ministry of Fisheries has told you that a TCEPR is needed for that vessel.There may also be other times (*for example, if you trawl but do not catch anything*) when you must complete a TCEPR.
2. You may authorise someone (*for example, the vessel's master*) to fill out a TCEPR for you. These explanatory notes often use the words "you" and "your". From this point on, the words "you" and "your" mean you, the permit holder, or any person authorised by you to fill out a TCEPR for you.
3. The TCEPR is only for reporting fishing using trawling methods. Use an appropriate form for reporting fishing using other methods. *For example, use a CELR for reporting trolling.*
4. **It is against the law to fail to complete a TCEPR in accordance with the Fisheries (Reporting) Regulations 2001.** It is also against the law to provide false or misleading information. The penalties for failing to fill out and provide an accurate TCEPR form to the Ministry of Fisheries are set out in the Fisheries Act 1996 and the Fisheries (Reporting) Regulations 2001. These include fines of up to \$250,000.
5. These explanatory notes have been written to explain and elaborate on the Fisheries (Reporting) Regulations 2001 and to help you to fill out TCEPRs. The explanatory notes do not include all of the requirements of those Regulations. It is also possible that the Fisheries (Reporting) Regulations 2001 may have changed since these notes were printed. **Therefore it is very important that you read and understand the Regulations.**
6. Contact FishServe to find out how to get a copy of the current Regulations. If after reading the explanatory notes and the Regulations you need further information or are unclear on how to fill out the TCEPR form, you should contact FishServe or seek legal advice.
7. The TCEPR form and these notes use the words "permit holder". "Permit holder" means a person who currently holds a permit issued under Section 91 of the Fisheries Act 1996.
8. The TCEPR form and these notes use the word "day". "Day" means a calendar day (starting at midnight and ending at the following midnight).
9. You must fill out a TCEPR form on each day, or part day, of a fishing trip. A trip begins when a vessel leaves the place where it was berthed or launched (or when it enters the EEZ). A trip ends when a vessel returns to a landing place and fish is removed (or when it leaves the EEZ). *For example, if you left port on one day and landed fish on the next, you must fill out two TCEPRs – one for each day.*
10. If you did not fish on a day within a trip, you still need to fill out a TCEPR form for that day. Leave the shot and daily processing sections blank. Describe the non-fishing activity (*for example, steaming*) under the heading 'Activity comment'.
11. When the vessel is not on a fishing trip you do not need to fill out a TCEPR.
12. You must fill out a separate TCEPR form for each vessel.

Section 1 – Vessel and date details

1. You must only record one day's fishing on a TCEPR form. If you run out of space to record that day's fishing, use an extra TCEPR form and write the number of pages used in the 'Page of' box (see point 9 below).
2. **Date:** Write the date for the form as day/month/year. *For example, for fishing that occurred on the 18th of August 2002 write "18/08/02".*
3. **Vessel registration number (your vessel):** Write the vessel's registration number. For a N.Z. fishing vessel this is the registration number on its certificate of registration. For a foreign fishing vessel this is the vessel's international call sign.
4. **Vessel registration number of other vessel (if pair fishing):** If you fished with another vessel using a pair fishing method (*for example, bottom pair trawl*) then write the vessel registration number of the other vessel in the pair. Otherwise, leave this blank.
5. **Vessel name (your vessel):** Write the vessel's name as recorded on its certificate of registration or license.
6. **Position at Midday (noon):** Write the latitude and longitude of the vessel at midday in NZST (or NZDT if daylight saving applies) in degrees and minutes.
7. **Water temperature at shot 1 Surface:** At the start of the first shot, write the water temperature at the surface of the ocean in degrees Celsius (°C).
8. **Water temperature at shot 1 Bottom:** At the start of the first shot, write the water temperature at the net in degrees Celsius (°C).
9. **Page of:** If you use more than one page to complete your return for one day, show the page number and the total number of pages. *For example, if 3 pages are used, the first page should read Page 1 of 3, the second page should read Page 2 of 3, the third page should read Page 3 of 3.*

Section 2 – Shot details

1. Fill out the shot information for each shot on the day. If you run out of space on the form to record that day's fishing, use an extra TCEPR form.
2. What is a shot?
A shot is a particular part of a fishing operation. The start and end time of a shot are not the same as when fishing (including trawling) begins and ends.
 - The start of a shot is:
 - when the trawl net first reaches the depth and position at which you intended to catch fish
 - or,
 - when fish are caught, whichever happens first.
 - The end of a shot is:
 - when the trawl net leaves the depth and position at which you intended to catch fish
 - or,
 - when fish are last caught, whichever happens last.
 - A note about filling out the CLR – if the end of the shot is in a different QMA than the start of the shot, you will need to estimate how much of the fish was caught in each QMA. This will help you report the fish accurately by FishStock on the CLR.
3. **Time**
 - In the top half of the box beside the word "START" write the time in NZST (or NZDT if daylight saving applies) when the shot started. Write a time between 00:00 and 23:59. *For example, if the net reached fishing depth at two o'clock in the afternoon write 14:00.*
 - In the bottom half of the box beside the word "END" write the time in NZST (or NZDT if daylight saving applies) when the shot ended. Write this on the same form as the start time even if the shot ends on the following day (i.e. after midnight).
4. **Latitude**
 - In the top half of the box write the latitude of the vessel when the shot started. Write the degrees and minutes in the two parts of the box. *For example, for 41 degrees 33.9 minutes write 41 and 33.9 in the two parts of the box.*
 - In the bottom half of the box write the latitude of the vessel when the shot ended. Write the degrees and minutes in the two parts of the box.
5. **Longitude**
 - In the top half of the box write the longitude of the vessel when the shot started. Write the degrees and the minutes and whether the position was East (E) or West (W) in the three parts of the box. *For example, for 175 degrees 30.9 minutes West write 175, 30.9 and W in the three parts of the box.*
 - In the bottom half of the box write the longitude of the vessel when the shot ended. Write the degrees and the minutes and whether the position was East (E) or West (W) in the three parts of the box.

6. Gear code/Headline height

Note: the "Gear Code" is the gear type and the wingspread written together.

- In the top half of the box write the gear code that best describes the gear used for the shot:
 - Choose the gear type from the list of gear types, (see "Gear Codes" in Part 7 of Schedule 3 of the Regulations). *For example, write BT for bottom trawl.*
 - Next to the gear type, write the wingspread in metres. The wingspread is the distance between the wings of the net (as measured by spread sensors, if available, or taken from net plans). *For example, for a net with a 30m wingspread, write 30.*
 - *For example, if you used a bottom trawl net that has a 30m wingspread then the gear code would be BT30.*
 - If the vessel towed several nets at the same time, then write the wingspread as the total for all the nets. *For example, if the vessel towed 3 bottom trawl nets at the same time with a wingspread of 10m each, the gear code would be "BT30".*
- In the bottom half of the box write the headline height (the distance in metres from the groundrope to the headline) that the net had for most of the shot. Measure the headline height from a net monitor, if available, or estimate it from net plans.

7. Depth groundrope/Depth bottom

- In the top half of the box write the depth (in metres) from the surface of the sea to the groundrope of the net at the start of the shot.
- In the bottom half of the box write the depth (in metres) of the sea at the groundrope at the start of the shot.

8. Trawling speed: Write the average speed of the vessel during the shot, in knots.

9. Target species: Write the species code of the main species you were trying to catch. *For example, if you were mainly trying to catch hoki then write "HOK".* The codes are in Part 2 of Schedule 3 of the Regulations. The target species is the species that you were trying to catch. It may not be the species you caught most of.

10. Quantity/Total (kg): Write the catch total in the box directly underneath the word **Total (kg)**. This is the total weight of everything you caught in this tow, not just the top five species. If you were pair trawling you should write only the weight of fish taken aboard your vessel.

11. Species code/Quantity (kg): These boxes are for recording the five species that you caught most of. List the species in order of weight caught (heaviest first).

- In the top half of the box write the Species Code (see "Species Codes" in Part 2 of Schedule 3 of the Regulations).
- In the bottom half of the box write your estimate of the quantity of the species that you caught. Write your estimate of the catch in kilograms.
 - Remember to fill out a column for the target species if it was one of the five species you caught most of.
 - Do not include fish that are below the minimum legal size and are returned alive to the sea.
 - Do not include seabirds or marine mammals – they should be reported on a Non-

fish Incidental Catch Reporting Form. Books of these forms are available from FishServe.

- If you were pair trawling, you should only write the weight of fish taken aboard your vessel.

For example, if you took 100kg of hoki (your target species), 20kg of ling, 20kg of hake, 10kg of javelin fish, 50kg of different kinds of rattails and 5kg of silver warehou you should write:

Quantity	Species Code	Species Code	Species Code	Species Code	Species Code
	Quantity (kg)	Quantity (kg)	Quantity (kg)	Quantity (kg)	Quantity (kg)
Total (kg)	HOK	RAT	LIN	HAK	JAV
205	100	50	20	20	10

Notice that the total weight is more than the sum of the five species listed, because it includes the 5kg of silver warehou (which was not in the first five species in order of weight so is not reported here).

Three common mistakes are:

- not reporting the catch of the target species when it was one of the first five species in order of weight
- reporting the catch of the target species even when it was not one of the first five species in order of weight
- reporting more than five species.

Section 3 – Daily Processing Summary

1. Fill out this section for the fish taken on the date written at the top of the form, whether or not it was processed on that day. Do not forget to include green fish and discarded fish but do not include fish below the minimum legal size that is returned alive to the sea.
2. In this section write actual weights for fish that was kept on board and write estimated weights for fish that was returned to or abandoned in the sea.
3. **Species:** Write the three letter species code of the fish (the codes are in Part 2 of Schedule 3 of the Regulations). For example, for hoki write "HOK".
4. **Processed state:** Write the processed state code that best describes the state of the fish after processing. For example, write "HGU" for headed and gutted.
5. Processed state codes are the same as landed state codes. Landed state codes are listed in Parts 3 and 4 of Schedule 3 of the Regulations, or in certificates issued under section 188(2) of the Fisheries Act 1996. An explanation of each state is in the Regulations, the current Fisheries (Conversion Factor) Notice, or in certificates issued under section 188(2) of the Fisheries Act 1996 (vessel specific conversion factor certificates).
 - For fish abandoned or returned to the sea (for example, non-ITQ species), write "DIS".
 - For fish taken but not processed, write "GRE".

6. **Number of processed units:** Write the number of units of a particular unit weight. For example, for 10 cartons write 10. Write N/A for fish abandoned or returned to the sea.
7. **Unit weight (kg):** Write the weight of fish in kilograms in each unit. For example, for a 40kg carton, write 40. Write N/A for fish abandoned or returned to the sea.
8. **Processed catch weight (kg):** Write the total weight in kilograms of all the units. The processed catch weight is the number of processed units times the unit weight. For example, if there were 10 cartons of 40kg then the processed catch weight would be 400. Write N/A for fish abandoned or returned to the sea.
9. **Conversion factor:** The conversion factor is used to calculate how much fish you had before it was processed. Write the appropriate conversion factor for this species and state. Conversion factors are written in the current Fisheries (Conversion Factor) Notice, or in a certificate issued under section 188(2) of the Fisheries Act 1996.
 - Write the conversion factor only for fish that are processed on the vessel to a principal landed state (listed in Part 3 of Schedule 3 of the Regulations).
 - For fish in an additional landed state (listed in Part 4 of Schedule 3 of the Regulations) write N/A.
 - For fish abandoned or returned to the sea write N/A.
 - For fish taken but not processed on the vessel write N/A.
10. **Calculated weight before processing (kg)**
 - For fish in a principal landed state that is being kept (including fish with state code GRE), write the calculated greenweight of the fish in kilograms. The calculated greenweight is the processed catch weight, times the conversion factor. For example, suppose there were 10 cartons each of 40kg in a state that had a conversion factor of 3. Then the calculated weight would be 1200kg (400kg x 3).
 - For fish in a principal landed state that is being returned to or abandoned in the sea, write the best available estimate of the greenweight in kilograms.
 - For example, if about 50kg of a non-ITQ species is discarded, write 50.
 - If a Fishery Officer or Observer authorised the return or abandonment of an ITQ species, then write the greenweight advised by the Fishery Officer or Observer.
 - For fish in an additional landed state, write N/A.
11. **Meal (kg):** If any fish meal was produced from offal (parts of fish removed during processing) write the weight of fish meal in kilograms.
12. **Oil (litres):** If any fish oil was produced from offal (parts of fish removed during processing) write the number of litres of fish oil.

Section 4 – Permit holder details and signature

1. **Activity comment (Transshipping, steaming etc):** Use this column only if you did not fish on this day. Describe your non-fishing activity (*for example, steaming*).
2. **Permit holder's name:** Write the name of the permit holder.
3. **Permit holder's client number:** Write the client number given to the permit holder by the Ministry of Fisheries or FishServe.
4. **Signature:** The permit holder, or a person authorised by the permit holder, must sign the form. *For example, the permit holder may authorise the master of the vessel to fill out and sign the TCEPR.*
5. **Date signed:** The person who signed this TCEPR form must write the date that they signed it here. Write the day as day/month/year.

TRAWL, CATCH, EFFORT AND PROCESSING RETURN

Notes about the collection of TCEPR information

1. Information on TCEPR forms is being collected for reasons relating to:
 - 1.1 the conservation and management of fisheries and fisheries resources; and
 - 1.2 the administration and enforcement of the Fisheries Act 1996 and the regulations made under this Act.
2. The agency that will collect and hold this information is called FishServe (see address below).
3. This information is then sent to the Ministry of Fisheries.
4. Some personal information is being collected.
5. Under Principles 6 and 7 of the Privacy Act 1993 you have the right to access and correct any personal information that has been provided.

You must send your completed TCEPR forms to FishServe. Their postal address is:

**PO Box 297
Wellington
New Zealand**

You must make sure that your TCEPR forms arrive at FishServe no later than 15 days after the last day of the fishing trip. *For example, the TCEPR forms that you fill out during a trip that ended on the 10th of August must get to FishServe by the 25th of August.* If the forms are late, you may have to pay a late fee.

If you are unsure about how to fill out a TCEPR you should consult FishServe (0800 788 228) or seek legal advice.