

## **Codes to be used on TLCERs**

### **Species Codes**

<b>Common name</b>	<b>Code</b>
<i>Albacore tuna</i>	ALB
<i>Bigeye tuna</i>	BIG
<i>Big-scale Pomfret</i>	BSP
<i>Black (seal) shark</i>	BSH
<i>Black marlin</i>	BKM
<i>Blue marlin</i>	BEM
<i>Blue shark</i>	BWS
<i>Broadbill swordfish</i>	SWO
<i>Bronze whaler shark</i>	BWH
<i>Butterfly tuna</i>	BTU
<i>Dolphinfish</i>	DOF
<i>Escolar</i>	LEP
<i>Mako shark</i>	MAK
<i>Moonfish</i>	MOO
<i>Northern bluefin tuna</i>	NTU
<i>Oilfish</i>	OFH
<i>Pacific bluefin tuna</i>	TOR
<i>Porbeagle Shark</i>	POS
<i>Rays' bream</i>	RBM
<i>Rudderfish</i>	RUD
<i>Sailfish</i>	SAI
<i>Sharks and dogfish not otherwise specified</i>	OSD
<i>School Shark</i>	SCH
<i>Shortbill spearfish</i>	SSF
<i>Skipjack Tuna</i>	SKJ
<i>Slender tuna</i>	STU
<i>Southern bluefin tuna</i>	STN
<i>Striped marlin</i>	STM
<i>Sunfish</i>	SUN
<i>Thresher shark</i>	THR
<i>Yellowfin tuna</i>	YFN

### **Processed State Codes**

<b>Principal landed state</b>	<b>Code</b>
<i>Dressed</i>	DRE
<i>Fillets: skin-off</i>	SKF
<i>Fillets: skin-on</i>	FIL
<i>Fins</i>	FIN
<i>Gilled and gutted, tail on</i>	GGO
<i>Gilled and gutted, tail off</i>	GGT
<i>Green (or whole)</i>	GRE
<i>Gutted</i>	GUT
<i>Headed and gutted</i>	HGU
<i>Headed, gutted and finned</i>	HGF
<i>Headed, gutted and tailed</i>	HGT
<i>Livers</i>	LIV

### **Additional landed state**

<b>Additional landed state</b>	<b>Code</b>
<i>Cheeks</i>	CHK
<i>Fish tails</i>	FIT
<i>Flaps</i>	FLP
<i>Heads</i>	HDS
<i>Livers by-product</i>	LIB
<i>Lugs or collars</i>	LUG
<i>Oil</i>	OIL
<i>Roe</i>	ROE
<i>Shark fins</i>	SHF
<i>Sounds or swim bladders</i>	SWB

## Tuna Longlining Catch Effort Return (TLCER) EXPLANATORY NOTES (January 2003)

1. You, the permit holder, must provide a completed TLCER if:
  - you target tuna by longlining; or if
  - someone else targets tuna by longlining on your behalf.

You may authorise someone (*for example the vessel's master*) to fill out a TLCER for you.

2. 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 TLCER for you.
3. The TLCER is only to report fishing targeting tuna species by longlining. 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 TLCER 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 TLCER 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 TLCERs. 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 TLCER form, you should contact FishServe or seek legal advice.
7. The TLCER and these notes use the words "permit holder". "Permit holder" means a person who currently holds a fishing permit issued under section 91 of the Fisheries Act 1996.
8. You must fill out a separate TLCER form for each vessel.
9. You must fill out a separate TLCER form each time you set a longline.

### Section 1: Target species code

#### 1. Target species

- 1.1 Write the three-letter species code (see Part 2 of Schedule 3 of the Regulations) of the main species you were trying to catch. *For example, if you were mainly trying to catch bigeye tuna then write "BIG" for bigeye tuna.*
- 1.2 The target species is the species that you were trying to catch. It may not be the species you caught most of.

### Section 2: Setting and hauling line

The start of a set is when the first float enters the water and the end of a set is when the last float enters the water.

The start of the haul is when the first float is taken back on board the vessel and the end of the haul is when the last float is taken back on board.

For each set, fill out the information described below.

#### 1. At the start of the set

- 1.1 **Date:** Write the date as day/month/year. *For example, if the first float of your set entered the water on the 18<sup>th</sup> of August 2002, write "18/08/02".*
- 1.2 **Time:** Write the time in NZST (or NZDT if daylight saving applies) using the 24 hour clock. Write a time between 00:00 and 23:59. *For example, for nine o'clock in the evening write "21:00".*
- 1.3 **Latitude:** Write the latitude of the vessel in degrees and minutes. *For example, for 41 degrees 34 minutes write "41" and "34" in the two parts of the box.*
- 1.4 **Longitude:** Write the longitude of the vessel in degrees and minutes and whether the position was East (E) or West (W). *For example, for 175 degrees 30 minutes West write "175", "30" and "W" in the three parts of the box.*
- 1.5 **Wind speed:** Write the wind speed in knots. If there was no wind, write "0" (zero).
- 1.6 **Direction of wind:** Write the direction of the wind. Use the code which best describes the wind direction. *For example, for wind blowing from the north write "N"; for wind blowing from the south, southwest write "SSW". If there was no wind, leave this blank.*
- 1.7 **Sea surface temperature:** Write the water temperature at the surface of the ocean in degrees Celsius (°C).

#### 2. At the end of the set

- 2.1 **Time:** Write the time in NZST (or NZDT if daylight saving applies) using the 24 hour clock. Write a time between 00:00 and 23:59. *For example, if the last float of your set entered the water at ten o'clock in the evening, write "22:00".*
- 2.2 **Latitude:** Write the latitude of the vessel in degrees and minutes. *For example, for 41 degrees 34 minutes write "41" and "34" in the two parts of the box.*
- 2.3 **Longitude:** Write the longitude of the vessel in degrees and minutes and whether the position was East (E) or West (W). *For example, for 175 degrees 30 minutes West write "175", "30" and "W" in the three parts of the box.*

#### 3. At the start of the haul

- 3.1 **Time:** Write the time in NZST (or NZDT if daylight saving applies) using the 24 hour clock. Write a time between 00:00 and 23:59. *For example, if the first float was taken back on board at two o'clock in the afternoon, write "14:00".*

#### 4. At the end of the haul

- 4.1 **Date:** Write the date as day/month/year. *For example, if the last float was taken back on board on the 19<sup>th</sup> of August 2002, write "19/08/02".*
- 4.2 **Time:** Write the time in NZST (or NZDT if daylight saving applies) using the 24 hour clock. Write a time between 00:00 and 23:59. *For example, for two o'clock in the afternoon write "14:00".*
- 4.3 **Wind speed:** Write the wind speed in knots. If there was no wind, write "0" (zero).

4.4 **Direction of wind:** Write the direction of the wind. Use the code which best describes the wind direction. *For example, for wind blowing from the north write "N"; for wind blowing from the south, southwest write "SSW". If there was no wind, leave this blank.*

4.5 **Sea surface temperature:** Write the water temperature at the surface of the ocean in degrees Celsius (°C).

### Section 3: Gear

1. **Length of line:** Write the total length of line used during the set. The length of line is the amount of line in nautical miles (n.miles), between the first float and the last float set. (It is NOT the distance travelled during setting.) *For example, if the vessel travelled 10 n.miles but because of slack in the line 14 n.miles of line were used, you would write "14" (n.miles).*
2. **Number of hooks:** Write the total number of hooks attached to the line used.
3. **Number of floats:** Write the total number of floats attached to the line used.
4. **Number of light sticks:** A light stick is any small light producing device attached to the line and powered chemically or by a battery. Write the total number of light sticks attached to the line used. Write 0 (zero) if you did not use any light sticks.
5. **Line shooter? (Y/N):** A line shooter is any mechanical device used to unwind the longline into the water, at a constant speed. If you used a line shooter during setting write "Y" (Yes); if you did not use a line shooter during setting write "N" (No).
6. **Percentage of bait:** Estimate the percentage of each type of bait used. Write your estimates in the boxes that best describe the types of bait you used. Your estimates should add up to 100%. *For example, if you used jack mackerel on approximately half of your hooks and squid on the other half, you would write 50 (%) in the box labelled fish and 50 (%) in the box labelled squid.*

### Section 4: Catch kept

1. Fill out a new line for all species of fish caught and kept on board and all processed states.
2. **Species code:** Write the three-letter species code of the fish (see Part 2 of Schedule 3 of the Regulations). Make sure you record all species caught and kept.
3. **Processed state**
  - 3.1 Write the processed state code (these are the same as landed state codes) that best describes the state of the fish after processing. *For example, for gilled and gutted tail-off write "GGT".*
    - When a fish is landed in two or more states, the **principal landed state** is the landed state that has the greatest weight after processing and the **additional landed states** are the other landed states.
    - Landed state codes are listed in Part 3 (principal landed states) and Part 4 (additional landed states) of Schedule 3 of the Regulations, or in certificates issued under section 188(2) of the Fisheries Act 1996. Definitions of the states are in the Regulations, the current Fisheries (Conversion Factor) Notice, or in certificates issued under section 188(2) of the Fisheries Act 1996.

3.2 If a species is kept in more than one processed state, fill out a separate line for each species and state combination. *For example, if you kept some bigeye tuna green and processed the rest to a state of gilled and gutted tail-off, you would fill out one line for bigeye green, and another line for bigeye gilled and gutted tail-off.*

3.3 If you process one fish into two or more different states, you will need to fill out one line for the principal landed state and another line for each additional landed state.

- For additional landed states, you should fill out the boxes for species code, processed state and processed weight. Write N/A for the number of fish.
- *For example, if you catch 10 mako sharks, process all 10 to dressed and in addition take the fins from 4 of them, you would need to fill out 2 lines of data. One line would be for "MAK DRE" and the number of fish would be 10, and the other line would be for "MAK SHF" and the number of fish would be N/A.*

4. **Processed weight:** Write the total weight in kilograms of fish product after processing. You should calculate the weight of fish using the best method available. *For example, if you have weighing equipment on board your vessel you should weigh the fish and if you don't, you should provide your best estimate of the weight.*

A note about weights: do not record fractions of a kilogram on a TLCER form. You must round weights down to the next lower whole kilogram. *For example, record 17.6kg as "17". Record weights of less than 1kg as "0".*

5. **Number of fish:** Write the total number of fish of each species and processed state combination.

- *For example, if you catch and keep 15 bigeye, process 10 to gilled and gutted tail-off and leave 5 green, you would fill out 2 lines of data. One line would be for "BIG GGT" and the number of fish would be 10, and the other line would be for "BIG GRE" and the number of fish would be 5.*
- For additional landed states, write N/A for the number of fish.

6. If there is not enough room to record all of your catch for a single set on one TLCER form, then you must use extra TLCER forms to record catch. You need to repeat the same information for sections 1, 2, 3 and 6 again on the extra form.

### Section 5: Catch discarded or released

1. Fill out a new line for all species of fish caught and either discarded, released or accidentally lost.

- You must record all species even if you return them to the water alive. But do not include fish that are below the minimum legal size and are returned alive to the sea.
- Do not report bycatch of seabirds or marine mammals on your TLCER form. They should be reported on a Non-fish Incidental Catch Reporting Form. Books of these forms are available from FishServe.

2. **Species code:** Write the three-letter species code of the species you have discarded, released or accidentally lost (See Part 2 of Schedule 3 of the Regulations).

3. **Greenweight:** Write the best available estimate of the total 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.
6. You must send your completed TLCER forms to FishServe. Their postal address is:
 

PO Box 297  
Wellington  
New Zealand

A note about weights: do not record fractions of a kilogram on a TLCER form. You must round weights down to the next lower whole kilogram. For example, record 17.6kg as "17". Record weights of less than 1kg as "0".

4. **Number of fish:** Write the total number of fish of each species discarded or released.
5. If there is not enough room to record all of your catch for a single set on one TLCER form, then you must use extra TLCER forms to record catch. Repeat the same information for sections 1, 2, 3 and 6 again on the extra form.
7. You must make sure that your TLCER forms arrive at FishServe no later than 15 days after the last day of the calendar month in which your fishing trip ended. For example, the TLCER forms that you fill out to record a fishing trip that you did in July 2002, must get to FishServe by the 15<sup>th</sup> of August 2002. If the forms are late you may have to pay a late fee.
8. If you are unsure about how to fill out a TLCER you should consult FishServe (0800 788 228) or seek legal advice.

#### Section 6: Permit holder and vessel details

1. **Name of fisher:** Write the first letter of the fisher's first name, followed by the first four letters of the fisher's last name (surname). In this case, the fisher is the person in charge of the fishing operation during line setting. For example, John Smith would write "J.SMIT".
2. **Name of permit holder:** Write the name of the permit holder.
3. **Client number of permit holder:** Write the client number given to the permit holder by the Ministry of Fisheries or FishServe.
4. **Name of vessel:** Write the name of the vessel as recorded on its certificate of registration or license.
5. **Registration number of 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.
6. **Signature of permit holder or authorised person:** 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 TLCER.
7. **Date signed:** The person who signed this TLCER must write the date that they signed it here. Write the date as day/month/year.

#### Notes about the collection of TLCER information

1. Information on TLCER 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.