



Alaska Department of Fish & Game

Aquatic Farm Annual Report General Instructions

Any facility (farm, nursery, hatchery) that grows, farms, or cultivates aquatic farm product in captivity or under positive control is required to provide an annual report. The report details the activities of the facility for the previous year. The annual report is due to Alaska Department of Fish & Game (ADF&G) by **January 31**. To assist Department of Natural Resources (DNR) in carrying out their respective responsibilities, a copy of this report will be released to DNR.

Instructions

- Please fill out each section legibly and completely.
 - Sign your annual report, keep a copy for your records, and return the original to Alaska Department of Fish and Game, Division of Commercial Fisheries, Aquatic Farming, PO Box 115526, Juneau, AK 99811-5526.
 - Applications may be submitted electronically to the general aquatic farming email at dfg.dcf.aquaticfarming@alaska.gov.
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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: Comments and Explanation* for any reasons.
- Use the farm gate value for production data. 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.

Section II. Sales Details

- For each species sold, specify total dollar value for reporting year.
- For each species sold, specify total amount harvested/sold in number, dozens, pounds, or seeded line sold. Check box for corresponding unit descriptor.
- For each species not sold but in inventory, enter “zero” in corresponding value and amount column.

Section III. Inventory Details

- For **ALL** species permitted on the aquatic farm site, indicate beginning and ending estimated inventory for the reporting year. If there is no inventory, enter “zero” in corresponding columns.
- Check corresponding unit descriptor for inventory.
 - 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, number, or seeded line in feet.

Section IV: Seedstock Acquired

- Report **ALL** new seed acquired throughout the year by Date of Shipment. Include the month, day, and year (ex: 5/6/20xx). Each row represents a single Date of Shipment.



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- For natural set of permitted species, summarize all estimated acquisition in a single row and add “12/31/20xx” as Date of Shipment.
- For Seed Source Name, enter the full name of the hatchery or nursery and the location (ex: OceansAlaska Hatchery, Saxman). If from natural set of wild stock, add “Recruitment” under Seed Source Name.
- Provide the corresponding transport permit number to each date of shipment of new seed. You may have multiple shipments per transport number; use a new row for each shipment. If you don’t know the transport permit number, please email the general aquatic farming email to inquire. It must be filled in to be complete. Attach additional sheets if necessary.
- Report any mortality to newly acquired seed or farm stock as it occurs throughout the year. 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.
- In the bottom table, *Total Species Seedstock Acquired*, specify total seed acquired per species. This should be a summary of all shipments per species in previous table.

Section V: Comments and Explanation

- Provide an explanation why production goals for the year were not met. Factors contributing to production may include: weather damage, fouling, predation, growth and survival, recruitment, vandalism, conflicts with other user groups, farm equipment, seed 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.
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Special Reporting

Special reporting may be a requirement for your operations as part of your aquatic farm 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 are as follows:

- For shellfish hatcheries: Broodstock Acquisition Summary Log, Shellfish Spat Transport Permit Shipment Log, and Hatchery Production Summary Log Sheet
- For algal hatcheries: Broodstock Acquisition Log, Hatchery Production Log Sheet, and an Algal Seedstock Transport Shipment Log
- For remote setting: Shellfish Spat Transport Permit Shipment Log, and Hatchery Production Summary Log Sheet
- For nurseries: Shellfish Spat Transport Permit Shipment Log
- For farmers who plant clams on-bottom: Site-Specific Report

If you have any questions, please contact ADF&G at dfg.dcf.aquaticfarming@alaska.gov.