

Commercial Operator's Annual Report – Frequently Asked Questions & Instructions

Do I need to submit the Commercial Operator's Annual Report (COAR)?

Yes; if you received this letter you need to submit the Alaska Department of Fish and Game's COAR and/or Certification page by **April 1**. All Direct Marketers, Catcher Processors, Catcher Exporters, Buyer Exporters, Shore-based Processors, or Floating Processor permit holders are required by 5 AAC 39.30 and 50 CFR 679 to submit the Commercial Operator's Annual Report. Your COAR data is confidential. Failure to submit the COAR by the April 1 deadline can result in reporting to the troopers.

Please do not confuse the COAR with the information that is required by the Department of Revenue for taxes.

Do I need to submit a COAR if I did not use my processor code?

You only need to complete and submit the Certification page, marking the appropriate boxes. Write the appropriate license type in the License Type field: Buyer Exporter, Catcher Exporter, Catcher Processor, Direct Marketer, Floating Processor, or Shorebased Processor.

What is the COAR used for?

The COAR is used to determine ex-vessel values and the wholesale or retail value of seafood products. The fishing industry is critical to Alaska's economy and these data are used determine the value of Alaska's fisheries resources and products. The COAR data are used by the industry, economists, government agencies, and researchers.

Which forms do I use?

Everyone must complete the Certification page. There are six COAR forms: Buying, Production (products sold by you), Custom Production **for** You, Custom Production **by** You, Retro/Postseason Buying Adjustments, and Retro/Postseason Sales Adjustments. Complete only the forms that apply to your business activities.

I process, sell, and/or export only my own catch. Do I fill out a Buying form?

No; Direct Marketers, Catcher/Processors, or Catcher/Exporters do not fill out buying forms for their own harvest.

What choices do I have of report formats and delivery options?

You may submit the COAR on paper, by electronic form, in a spreadsheet, or via eLandings if you are an eLandings user. You may mail or email the paper forms; email the certification page and electric form; email the spreadsheets (do not print and mail); or file via eLandings. You can find the COAR certification page, forms, and spreadsheet format at www.adfg.alaska.gov/COAR.

What do I record on the Buying form?

The Buying form is used to record the species, COAR area of harvest, gear types, delivery codes, weights, and the amounts paid to fishermen for fish or shellfish **that you purchased using your processor code from a commercial permit holder**. The easiest way to complete the Buying form is to use the fish tickets that you issued with your processor code to add the number of pounds (weight at delivery) that you purchased and the amount paid by species, area of harvest, gear, and delivery condition. Do not include fish that you purchased from another licensed processor or your own harvest.

How do I know which codes to use?

Refer to the Codes for the Commercial Operator's Annual Report code sheet.

Why is there a column for Avg. Price/Lb.?

Suppose you purchased Chinook from two different fishermen in the same harvest area, using the same gear, and with the same delivery code but paid them different amounts per pound. In this case you add together the pounds and dollar amounts paid and calculate the price per pound (divide sum of dollar amounts by the sum of pounds), which results in one row of data with an average price per pound. Post-season adjustments; bonuses; credit received by fishermen for gas expenses and ice; delivery premiums; and other miscellaneous expenses is also calculated into the total amount paid.

What if I haven't calculated post-season adjustments or bonuses yet?

No problem – mark the box in the Avg. Price/Lb. column and send a completed **Retro/Postseason Buying Adjustments** form and Certification page when you have finalized the payments. You will be sent a reminder to complete this form.

What do I record on the Production form?

The Production form is used to record **all fish resource products sold by your processor code for which you retained ownership of and wrote fish tickets for, such as unprocessed (fresh, live, etc) and processed (frozen, filets, canned, etc) items**. Do not include fish retained for personal use, or custom processing done by your company or packaging done for you by another company. See the custom processing forms; **Custom Production done for You** or **Custom Production done by You** forms. Refer to the COAR code sheet to record the species name, species code, COAR area in which the processing occurred, process code (example, 2=Frozen), product code (example, 07= headed & gutted salmon), net weight in pounds of the final product, **your wholesale or retail value**, and average price per pound. Do not list individual price information when species, area, process, and products are the same; the Avg. Price/Lb. column is used for the average price calculated from the total value and total pounds. If multiple process codes apply to your product, record the process code that adds the most value. If you canned fish, record the species code, COAR area in which the processing occurred, the appropriate process code, cans size, number of cans per case, number of cases, and your wholesale or retail value.

For product that has not yet been sold, calculate the estimated value based on the average price received to date for that product. When the prices are finalized, file a **Retro/Postseason Production Adjustments** form and Certification page.

What do I record on the Custom Production done for You form?

The Custom Production done **for** You form is used to record the custom processing and/or canning that was done for you by another company or operation while you retained ownership of the product for wholesale or retail sale. Record the name of the company that did the custom production for you; the company's processor code; and the company's location. Record the name of the floating processor vessel, if appropriate. Refer to the COAR code sheet to record the species name, species code, COAR area in which the processing occurred, process code, delivery code, net weight in pounds, **your wholesale or retail value**, and average price per pound. Do not include product that was frozen for canning later.

What do I record on the Custom Production done by You form?

The Custom Production done **by** You form is used to record the custom processing and/or canning that was done by you for another company which wrote the fish ticket and retains ownership of the product. Record the names of the companies for which you performed processing or canning services; the companies' processor codes, if known; and the location of the company or vessel.

How do I get help with the COAR?

Please contact the Seafood Industry Coordinator at (907) 465-6131 or at dfg.seafood-coord@alaska.gov