



eLogbook Backup/Transcription Logbook for Saltwater Charter Operators

State of Alaska Department of Fish & Game
Division of Sport Fish

ATTENTION:

*****DO NOT MAIL THESE PAGES TO ADF&G*****

All saltwater charter activity must be submitted using the ADF&G eLogbook,
this book is strictly for backup or transcription
(see page iii for transcription instructions).

This does not contain your annual ADF&G vessel registration.
Vessels must still be registered in person at an ADF&G area office or using
your eLogbook Review Application.

CONTACT US:

General Inquires:
Ben Jevons
email: ben.jevons@alaska.gov
Tel: 907-267-2299

Technical Support:
Kayla Buster
email: kayla.buster@alaska.gov
Tel: 907-267-2337

Business Name: _____

Vessel Name(s)/AK#(s): _____

ADF&G Representative: Please provide one book per vessel upon successful
registration of the business's saltwater charter vessel(s).

Inspection:

*When in use, this logbook must be presented for inspection, upon request, to any representative of
the Department of Fish and Game, Fish and Game peace officer, or law enforcement
representative of the State, NOAA, or USCG.*



Frequently Asked Questions

Do I have to upload daily?

No, all saltwater charter data must be uploaded to ADF&G **within two weeks (14 days)** of the date the trip took place. Trips must be completed and certified daily, either directly into the eLogbook or transcribed from the paper backup by midnight of the day the trip took place. If entering directly into the eLogbook or paper backup pages, reports must be filled out completely and certified before offloading fish or clients (if no fish were caught). We have replaced the previous **submittal schedule** now that pages do not have to be mailed.

What happens if my device stops working?

Use this paper backup and enter it into your eLogbook after completion of the trip. Notify ADF&G if there is concern of data loss.

Can I copy from this book to my eLogbook?

Yes, you still must enter this data into the eLogbook. Please ensure the data are transcribed correctly and accurately. Changes between the original document and the eLogbook must be noted in the original document.

How do we certify halibut in the eLogbook?

Per federal regulation, halibut retained in IPHC area 2C or 3A must be certified (by initialing) prior to the end of the trip. Angler certifications can be completed in the angler details section. Ensure the angler reviews the certification note and enters their initials.

How do anglers certify halibut if we are transcribing?

Per NOAA OLE's guidance: Please have anglers certify the paper page and use the guide's initials in the eLogbook. Do not use the angler's initials when transcribing into the eLogbook. Retain this page for 2 years for proof of halibut certification if transcribing.

What is an ADF&G vessel registration?

Since moving to eLogbooks, we have noticed this question being asked a lot. Paper logbooks historically contained your ADF&G vessel registration form. Now that those paper books are gone, we needed to ensure your vessels were still registered annually. As such, we replaced the page from the paper logbook with a registration form. When you register your vessel you should receive a copy of the temporary registration, as well as your year stickers. ADF&G will email you the processed form. **This is distinct from your DMV registration.**

Why are we collecting crabbing data?

At the request of ADF&G management and research staff, we have added crab data collection. Please ensure that the anglers deploy and retrieve the gear, and that the name of the angler is on the buoy. You may not set and retrieve pots for them, nor can you pull your own pots when chartering a trip and provide this harvest to the angler. For further details on your area's rules and regulations, please contact your local ADF&G sport fish office.

Do I have to complete an eLogbook if I am only fishing for non-required (optional) species?

No. If you are fishing only for non-required (optional) species such as Pacific cod, squid, shrimp, etc. You do not need to submit an eLogbook report. You must follow all applicable charter business and guide registration requirements, including registering your business, guide, and vessel with ADF&G).

ALASKA SALTWATER CHARTER BUSINESS & GUIDES: RULES AND INSTRUCTIONS

You may use the temporary/transcription pages in this document to record trip activity while operating, however trips must be entered into the eLogbook by midnight on the end of the trip date or, for multi day trips, my midnight of the date of offload. Trips must be uploaded to ADF&G within two weeks of the trip date.

This document contains instructions on registration and reporting requirements for businesses and guides engaged in saltwater charter activity in Alaska.

THESE INSTRUCTIONS AND PROCEDURES ARE SUBJECT TO CHANGE, PLEASE REVIEW ANNUALLY WHEN REGISTERING FOR THE SEASON

These instructions can also be found in the eLogbook help menu.

Per press release #25-3785 all saltwater charter activity in Alaska must be reported using the ADF&G eLogbook.

Per 5 AAC 75.076 A sport fishing guide operating in salt water shall complete a logbook in the manner and at the location specified in the logbook.

For assistance, please contact the Guide Registration and Logbook Programs:

Registrations:
Tel: (907) 267-2369, or (907) 267-2299
email: dfg.dsf.guides@alaska.gov

eLogbooks and Tech Support:
Tel: (907)267-2337, or (907) 267-2299
email: dfg.dsf.logbooks@alaska.gov

RECENT CHANGES

VESSEL REGISTRATION UPDATES

We have significantly updated the vessel registration process:

- Vessels can now be registered in person and ADF&G area offices, or online using the ADF&G eLogbook Review App.
- All registered vessels will be issued a temporary vessel registration that allows you to operate while your registration application details are sent for processing.
- Once your materials are reviewed your final registration form will be emailed to you. This form replaces your temporary form and should be carried on all vessels listed.
- Decals and year stickers can be obtained by mail or picked up in an ADF&G area office when applying in person.

DATA COLLECTION

We are collecting new data:

- Recreational quota entity (RQE) validation (see Federal Regulations on page v).
- Shellfish (crab) trips (see page viii for further details).

INSTRUCTIONS FOR COMPLETING SALTWATER CHARTER TRIP ENTRIES

PAPER LOGBOOKS AND eLOGBOOK TRANSITION

Beginning in 2021, any sport fish guide business operating in Southeast Alaska Saltwater was required to use eLogbook to report their sport fish guiding activity. Beginning in 2025, eLogbook reporting for all businesses operating in Alaskan Saltwater was implemented statewide. For details on the regulations, statutes, and justification for the transition, please contact the Guide Registration and Logbook Programs for further details: dfg.dsf.guides@alaska.gov

eLOGBOOK ISSUES AND TECHNICAL SUPPORT

If you encounter issues with the device you are using your eLogbook on, or are having technical issues with the eLogbook itself, please use the eLogbook backup/transcription logbook pages while operating and contact ADF&G by the next business day. If you are operating during regular business hours and are unable to call, please send an email and we will get in touch with you as soon as possible.

PLEASE DO NOT MAIL BACKUP PAGES IN.

ALL ENTRIES MUST BE TRANSCRIBED TO THE eLOGBOOK ONCE THE ISSUES ARE RESOLVED.

For troubleshooting tips and informational FAQs see:

Videos: <https://www.adfg.alaska.gov/index.cfm?adfg=SFGuidesLicense.eLogbook>
FAQs: <https://www.adfg.alaska.gov/index.cfm?adfg=SFGuidesLicense.LogbookFAQ>

ADF&G technical support:

Tel: 907-267-2337 or 907-267-2299

Email: kayla.buster@alaska.gov or ben.jevons@alaska.gov

TRANSCRIBING FROM PAPER BACKUP/TRANSCRIPTION PAGES TO eLOGBOOK

Trips may be recorded using the backup/transcription logbook pages and transcribed to the business' eLogbook. Trips recorded using the backup/transcription logbook must be entered according to the rules outlined in these instructions, including completion of all relevant trip and angler data. Trips must be certified (signed) before offloading fish, or if no fish were caught, clients. Data must be accurately transcribed from these pages to the eLogbook by midnight of the trip date or, for multi-day trips, by midnight of the end date of the trip.

If you have any questions or issues copying trips from paper to eLogbook, contact ADF&G technical support:

Tel: 907-267-2337 or 907-267-2299

Email: kayla.buster@alaska.gov or ben.jevons@alaska.gov

TRANSCRIBING ANGLER HALIBUT INITIALS

DO NOT transcribe the angler's initials, instead use the initials of the guide. This protects the guide and you from forging angler signatures electronically and notifies ADF&G that the records were transcribed from a paper page.

UPLOAD eLOGBOOK TRIPS BI-WEEKLY

Fishing activity must be uploaded to ADF&G servers within two weeks of the trip date. If transcribing, the trips must be entered (not uploaded) to your Entry application by midnight on the day the trip took place or, for multi day trips, by midnight of the final trip date. All trips must be reported using eLogbook, **paper pages will not be accepted**

WHEN AND HOW TO COMPLETE AN eLOGBOOK ENTRY OR TRANSCRIPTION PAGE

A Charter Vessel Fishing Trip is defined as the time period between the first deployment of fishing gear from a vessel providing sport fishing guide services, and the offloading of one or more anglers or any harvested fish from the vessel. A trip that does not include any paying clients and is completed with "comped anglers" (without the guide or guide business receiving ANY tips or other compensation) is NOT considered a chartered trip. In this case, an eLogbook entry should not be completed. If a guide is present during a private fishing trip, the guide may be compensated for actual daily expenses for fuel, food, or bait. In this case, an eLogbook entry should not be completed or submitted to ADF&G. However, if the guide or guide business receives any other compensation for assisting anglers, such as daily wages, tips, moorage fees, etc. from a registered fishing service or from clients, an eLogbook entry should be completed and submitted to ADF&G.

Additional information about regulations and definitions related to guide and business registration and guiding can be found at: <http://www.adfg.alaska.gov/index.cfm?adfg=SFGuidesLicense.Businesslicense>

INSTRUCTIONS FOR COMPLETING SALTWATER CHARTER TRIP ENTRIES

Before a Trip begins a Guide Must Record:

- The current year sport fishing license number, permanent identification number (PID), or disabled veteran (DAV) license number for anyone that will fish during any part of the trip, including paying and non-paying (comped) anglers and crew.
- The first and last name of each angler in the space provided below their license number.
- The word “Youth” in the fishing license space along with the first and last name, on the name line, for resident anglers under the age of 18 and non-resident anglers under the age of 16. Multiple youth anglers on a trip should be recorded as Youth 1, Youth 2 etc.

WHEN A TRIP MUST BE COMPLETED

Returning to Dock or Mothership:

- Complete and certify the trip before offloading any fish from the vessel. If no fish were kept, complete and certify the trip before offloading any clients.

No Docking Facilities (e.g. trailered vessels)

- Complete and certify the trip before the vessel or guide departs the launch/landing site AND before offloading any fish from the vessel.
- If no fish were kept, complete and certify the trip before the vessel or guide departs the launch/landing site.

No Vessel Used (aircraft, highway vehicles, walk-in, ATV, etc.):

- Complete and certify the trip before the guide leaves the fishing site. Fishing site is defined as the location where the fishing activity took place.

MULTIPLE TRIPS IN SAME DAY / MULTI-DAY TRIPS

Multiple Trips in the Same Day:

- Create a separate trip in the eLogbook, or use a separate backup/transcription page for each trip if multiple trips were taken during the same day. Complete and certify the eLogbook trip page at the end of each trip as described above.

Multi-Day Trips:

- Complete and certify the eLogbook trip at the end of each day on which sport fishing guide services were provided. Create a new entry for each day of the trip. Record the port or community of offloading at the end of the multi-day trip, not the port or location where the vessel anchored or moored each night. For example, for a five-day trip with only three days of guided fishing, three eLogbook entries should be submitted, all with different dates fished but with the same port or community of offloading.

IMPORTANT CONTACTS

ADF&G Contact Information:

Division of Sport Fish,
Guide License and Logbook Program:
333 Raspberry Road
Anchorage, Alaska

Registrations:

Tel: (907) 267-2369

email: dfg.dsf.guides@alaska.gov

eLogbook and Tech Support:

Tel: (907)267-2337, or (907) 267-2299

email: dfg.dsf.logbooks@alaska.gov

NOAA Contact Information:

There are numerous differences between State and Federal regulations that govern charter fishing in IPHC areas 2C and 3A, which all operators must be aware of, and operate under.

For additional information on federal requirements for charter logbooks and halibut, call NOAA Fisheries Office of Law Enforcement Tel: (907) 586-7225

You must comply with the federal regulations described at:
<https://www.fisheries.noaa.gov/alaska/resources-fishing/sport-halibut-fishing-alaska#guided-sport-halibut-fishing>

and International Pacific Halibut Commission regulations described at:

<https://iphc.int/the-commission/fishery-regulations/>

FEDERAL REGULATIONS**General Regulations:**

Federal regulations for International Pacific Halibut Commission (IPHC) Area 2C and 3A (1) authorize guided angler fish (GAF) for the Charter halibut fisheries, (2) prohibit the licensed guide and crew members from retaining halibut on any charter vessel fishing trip, (3) require all anglers in IPHC Areas 2C and 3A who harvest (keep) halibut to sign the logbook, (4) require a saltwater charter logbook be on the vessel if halibut are being harvested, and (5) require retention of all logbook pages showing halibut harvest for 2 years after the end of the fishing year for which the logbook was issued.

Onboard Halibut Consumption:

Onboard consumption of halibut: Halibut may be filleted into no more than 2 ventral pieces, 2 dorsal pieces, and 2 cheek pieces. Under a new regulation adopted in 2023, one dorsal fillet or one ventral fillet from one halibut may be consumed on the vessel. The remaining pieces from that halibut must remain on the vessel until they are permanently offloaded.

***New 2026 Recreational Quota Entity***

Starting on February 1, 2026 a Charter Halibut Stamp will be required for all charter vessel anglers 18 years of age or older for each day they intend to catch and retain halibut on a charter vessel in International Pacific Halibut Commission Regulatory Areas 2C (Southeast Alaska) and 3A (Southcentral Alaska). Persons who hold either transferable or non-transferable Charter Halibut Permits (CHPs) are responsible for setting up accounts with the National Marine Fisheries Service (NMFS) to purchase and obtain the stamps. The fee is \$20 per stamp. Charter Halibut Stamps will be issued electronically and will be held in the CHP holder's account until they are validated for daily use on charter vessels. Validation of Charter Halibut Stamps will be done on ADF&G saltwater eLogbooks by charter vessel fishing guides prior to fishing.

The fees collected from Charter Halibut Stamps will be used to fund the expenses of the Recreational Quota Entity, which is authorized to purchase halibut quota shares from the commercial halibut fishery. These quota purchases will result in higher catch limits to the charter fleets in Southeast and Southcentral Alaska.

For more information on setting up Charter Halibut Stamp accounts and for other information on stamp requirements, see: <https://www.fisheries.noaa.gov/alaska/resources-fishing/sport-halibut-fishing-alaska>

DATA ENTRY INSTRUCTIONS

TRIP INFORMATION

Guide	Enter the ADF&G 5-digit guide registration, or 4-digit temporary registration, number into this section. Recent numbers will be saved in the ‘recent’ tab for future use.
Vessel	Select your vessel from the drop-down menu. If your vessel is not displayed, contact your business or ADF&G.
Date	Record the month and day for each trip taken. If two or more trips were taken on the same day, that date will appear on all pages for that day.
Hour Trip Ended	Record the hour the trip ended with the offloading of clients and fish. Round to the nearest hour. For example, trips ending from 5:00 pm to 5:30 pm should be logged as 5 pm and trips ending from 5:31pm to 6:00 pm should be logged as 6 pm. Do not indicate minutes. Fill in the circle for AM or PM. For multi-day trips, record the hour that fishing ended on <u>each day</u> .
Location of Off-Loading	Record the port or community where clients and/or fish were off-loaded at the conclusion of the trip. On a multi-day trip, indicate the community where clients and fish will be off-loaded when the trip is finished. If you offload to a mothership at-sea, please write “Mothership”. The location where the mothership is anchored (bay, cove, inlet, etc.) may be included after the word “mothership”, but is not required. See special instructions for mothership fishing definition.
Primary Statistical Area Fished	Report the 5 or 6-digit statistical area where most of the fish were caught or targeted. Record the statistical area for salmon and/or bottomfish, depending on whether the gear and fishing methods were effectively targeting salmon, bottomfish, or both. Only report statistical areas using ADF&G maps found online or distributed by ADF&G staff when registering. Maps can be found online at: https://www.adfg.alaska.gov/index.cfm?adfg=SFGuidesLicense.Maps
Hours Fished	The number of boat hours for which at least one rod/line was fished. <u>Record only the number of hours spent fishing, DO NOT include the hours spent running to or from fishing areas.</u> Round to the nearest whole hour.
EXAMPLE 1: Only Salmon Targeted	If salmon were targeted, whether any were caught or not, record the statistical area and boat hours fished on the salmon target species line in the trip information section. If bottomfish were caught while targeting salmon only, record the number of bottomfish kept and released in the appropriate columns in the bottomfish portion of the individual angler and catch information section. The statistical area and hours fished should be recorded in the salmon targeted line in the trip information section.
EXAMPLE 2: Only Bottomfish Targeted (incl. Halibut)	If bottomfish were targeted, whether any were caught or not, record the statistical area and boat hours fished on the bottomfish targeted species line in the trip information section. If salmon were caught while targeting bottomfish only, record the number of salmon kept and released in the appropriate columns in the salmon portion of the individual angler and catch information section. The statistical area and hours fished should be recorded in the bottomfish targeted line in the trip information section.
EXAMPLE 3: Salmon and Bottomfish Targeted	Record the statistical area and maximum number of boat hours spent fishing simultaneously for both salmon AND bottomfish on both the salmon and bottomfish target species lines under “Trip Information”. For example, if mooching or jigging for 7 hours, record 7 hours in the salmon effort row and 7 hours in the bottomfish effort row.
NOAA Guided Angler Fish (GAF) Requirements	If you have a federal guided angler fish (GAF) permit and are allowing clients to harvest halibut under the authority of your GAF permit, record the GAF permit number used for trips in which GAF halibut were harvested. If GAF halibut are kept along with non-GAF halibut, record each in its appropriate box.
Charter Halibut Permits (CHP) &	Federal regulations require that if one or more anglers are catching and retaining halibut in IPHC Area 2C or 3A, a valid charter halibut permit (CHP) for the appropriate regulatory area must be on board the vessel at all times. Federal regulations also require a halibut stamp for any angler over 18 who intends to harvest halibut in IPHC areas 2C or 3A.

INSTRUCTIONS FOR COMPLETING SALTWATER CHARTER TRIP ENTRIES

Recreational Quota Entity (RQE) Stamp Validation	Begin by indicating whether your clients intend to harvest halibut in IPHC areas 2C or 3A. If yes, then record the CHP(s) being used during the trip and the number of anglers endorsed on the CHP (total number of anglers allowed to harvest halibut for that permit). Enter the appropriate number of RQE stamps that will be used on the trip for each CHP permit. See Federal Regulations for further details.
Crabbing	Starting in 2025, ADF&G required all sport fishing charter operators to report shellfish activity if the trip targeted crab. Select yes/no if you intend on harvesting crab. If yes, please list the ADF&G Bottomfish statistical area you are setting gear in and the cumulative vessel harvest for Dungeness, king, or tanner crab. DO NOT report shrimp harvest or activity.
INDIVIDUAL ANGLER INFORMATION	
Sport Fish License No.	Before a guided sport fishing trip begins (see trip definition on page iii), record the current Alaska Sport Fishing License number, resident PID (permanent identification number), or DAV (disabled veteran license number) of each client, comped angler, and crew member that will be fishing. PID and DAV numbers can begin with a P, D, T, or Z. See youth angler instructions below.
Angler Name	Angler's first and last name <u>MUST</u> be entered in addition to the angler's sport fishing license number.
Residency	Select the appropriate residency (<u>AK Resident OR Non-Resident</u>) for all anglers, including youth, crew, and "comped" anglers.
"Comped" and Crew Angler Status	<p><u>If applicable:</u></p> <ul style="list-style-type: none"> ➤ Select "Guide/Crew" if the angler is the guide or a crew member, ➤ Select "comped" (neither the guide service or the guide leading the trip is compensated for providing guided sportfishing services). <p>A crew member includes the licensed guide leading the fishing trip as well as any person who, for compensation or the intent to receive compensation, provides assistance to clients on board the vessel.</p> <p>Federal rules prohibit the licensed guide and crew members from retaining halibut on a charter fishing trip with clients on board in IPHC Area 2C and 3A.</p>
Youth Anglers	For resident anglers under the age of 18 and non-resident anglers under the age of 16, write/select "Youth" in the fishing license space, indicate residency, AND record the first and last name on the name line. If more than one youth angler is on a trip, record them as Youth 1, Youth 2, etc.
Angler Signatures in IPHC Areas 2C and 3A	Federal rules require all anglers who harvest (keep) halibut in IPHC area 2C or 3A to sign the logbook and to verify that their name, license number (if required), and number of halibut kept (retained) are recorded correctly. A signature is also required of youth anglers that keep halibut.
PROXY FISHING INSTRUCTIONS	
Proxy Fishing Per federal regulation: Halibut may not be taken by proxy fishing.	<p>If an angler is proxy fishing for a beneficiary that angler <u>must</u> have the fishing license or PID/DAV of the person for whom the angler is fishing, as well as a validated proxy fishing form. Write down the license number of the recipient of the fish (beneficiary), the beneficiary's first and last name, followed by the word "Proxy" on the signature line. Use two records, one for the angler's license number and name and the other for the beneficiary's license number and name. Mark "AK Resident" in the adjacent column for both. Beneficiaries and those fishing for them <u>must</u> both be residents of Alaska. Harvest for the beneficiary must be listed under the beneficiary.</p> <p>For <u>permanent</u> licenses (residents only), write down the entire license number, including the preceding alpha character, which can be a P, D, T or Z, e.g. Z50148.</p>
RECORDING CATCH INFORMATION	
Recording Catch Information	Indicate the number of fish Kept (retained) and Released (let go) by species or group. Leave the fields BLANK if no fish were kept or released.
Guide Certification/Signature	The licensed guide who led the trip with clients on board, must certify the trip prior to offloading clients or fish.
Continuing Trip Information	The eLogbook is not restricted by page numbers. Pages generated by ADF&G for review containing more than six anglers will have trip data duplicated on each subsequent page. For backup/transcription pages, complete the Page <input type="checkbox"/> of <input type="checkbox"/> if more than one page is required for a trip. For example, if two pages are required to list all anglers, they would be numbered

INSTRUCTIONS FOR COMPLETING SALTWATER CHARTER TRIP ENTRIES

	page 1 of 2 and page 2 of 2. The trip information MUST be duplicated on each logbook page used.
SPECIAL INSTRUCTIONS & DEFINITIONS	
Mothership Fishing	Mothership Fishing: when a charter fishing trip occurs on board one vessel and clients or fish are offloaded to a separate vessel at-sea at the end of the day. This includes “chase boats”, or vessels that follow larger vessels and provide charter services to clients on board the larger vessel.
IPHC Area 2C/3A Operators (operators who fish both 2C and 3A for Halibut)	Federal regulations prohibit retention of halibut from IPHC Area 2C and 3A during the same charter vessel fishing trip. Contact NOAA for additional federal halibut regulations; see page v for contact information.
Angler Initials	Federal regulations require every angler (including youth) in IPHC Area 2C or 3A who keep halibut to certify that the harvest information and angler information is correct. Please have anglers initial their harvest to certify. If transcribing from the backup/transcription logbook page, use the initials of the guide. See page iii
HARVEST AND SPECIES INFORMATION	
“Shakers”	King salmon under 28” in Southeast Alaska must be released upon capture, unless caught in designated terminal harvest areas, or as allowed by emergency order.
Pelagic Rockfish	Includes black, dark, and dusky rockfish (commonly called “black bass”), yellowtail, widow, and blue rockfish. These species of rockfish are uniformly gray, green, brown, or black (see rockfish ID chart in your regulation booklet).
Yelloweye Rockfish	Commonly called “red snapper.” Adults are primarily orange with a pale yellow line running along the lateral line; juveniles display two bold white lateral stripes. Yelloweye Rockfish have yellow eyes and can grow to 36 inches in length.
Other Non-Pelagic Rockfish	Includes quillback, copper, silvergray, China, tiger, and other rockfish species.
Sablefish (Black Cod)	Sablefish, commonly known as black cod, have a streamlined elongated body and are black to dark gray on top and fade to gray or white on the belly with two dorsal fins and small teeth. Larger Sablefish can be found in deep water and can grow to 40 inches.
Salmon Shark	This is a single species, <i>Lamna ditropis</i> . These sharks are large, firm, dark brown or black on top with white bellies with dark blotches. Do not include spiny dogfish (“sand shark”) or sleeper sharks (“mud sharks”) in this category.
All Other Fish	Optional species may be recorded using the species drop-down menu in the angler details section.

