



OREGON DEPARTMENT OF FISH AND WILDLIFE
Salem Headquarters
4034 Fairview Industrial Drive S.E.
Salem, OR 97302

LIMITED FISH SELLER FISH TICKET INSTRUCTIONS

The Limited Fish Seller Permit allows properly licensed commercial fishers to sell all species of legally caught commercial food fish and shellfish to the public. You must have a valid Oregon boat and individual license in order to catch and sell your catch using a limited fish seller permit. The limited fish seller is only allowed to sell his or her own catch to the ultimate consumer (by definition a restaurant is also considered an ultimate consumer).

The Fish or Shellfish offered for sale must be:

1. Caught by a vessel operated by the fisher with the Limited Fish Sellers Permit
2. Sold from the vessel (vessel must remain in the water during the sales)
3. Sold only to the ultimate consumer by the fisher with the Limited Fish Seller's Permit.
4. Sold and reported in the round (or dressed for species with conversion factors), no decimals. Fish may be filleted or loined only following the sale of those fish.
5. Must be weighed using a certified scale (Dept. of Agriculture will certify scales).

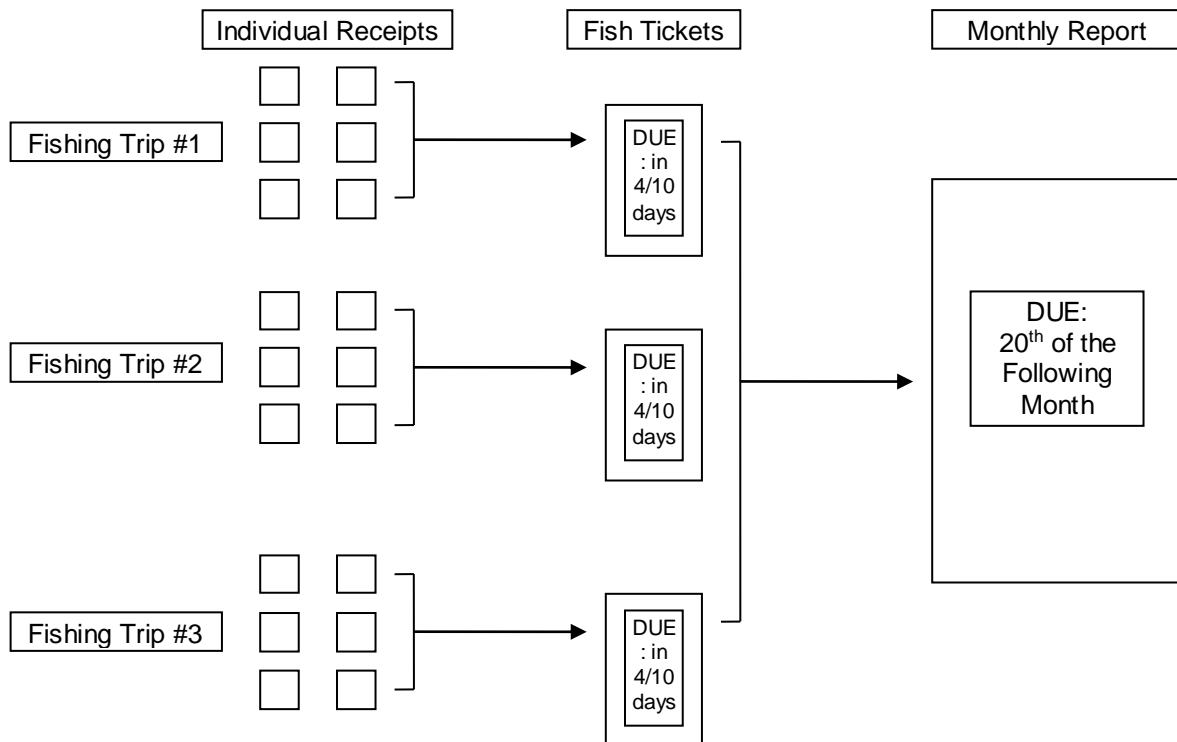
The Limited Fish Seller is required to maintain three types of records:

1. **Customer Receipt Book** - The receipts are used for individual sales; one copy is provided to the customer and the fish seller retains the other copies. Generic two or three-part numbered receipt books can be purchased at most stationery stores.
2. **Fish Receiving Ticket** - The second record is a fish receiving ticket obtained from ticket books provided by ODFW or by using the Electronic Fish Ticket system provided by Pacific States Marine Fisheries Commission. This record reports total sales for each landing, tallied from the individual customer receipts mentioned above. Fish ticket copies (if doing paper tickets) need to be sent to ODFW after completion of sales for the landing, within the timelines listed on the fish ticket book or in rule.
3. **Fish Dealer Monthly Remittance Report** - The third record is the monthly report form provided by ODFW that summarizes all Limited Fish Seller sales reported on fish tickets for the month and is used to compute fees due ODFW. Monthly reports are required to be turned in by the 20th of the following month for which it is being reported.

All records mentioned above must be kept for at least three years for auditing purposes by an ODFW representative or the Oregon State Police.

OVERVIEW

The diagram below outlines the steps involved in the reporting procedure for Limited Fish Sellers.



NOTE:

- Fish tickets reporting SALMON must be sent to ODFW within 4 days following the landing.
- All Columbia River, Bay and Ocean Crab, Sablefish (Black Cod) must be submitted using the Electronic Fish Ticket System and must be submitted within 24 hours of landing. (see ORS 635-006-0210 for specific timelines)
- Fish tickets reporting species/fisheries not listed above must be sent to ODFW within 10 days following the end of the trip or the first sale off the vessel.

Oregon Commodity Commissions


There are four Commodity Commissions authorized to represent Oregon fishermen and carry out programs of market development, education, research, and promotion. Each Commission has an assessment for its fishery. Included in the Dealer packet is an informational sheet that provides contact and assessment information for each Commission. If you plan to sell, troll-caught salmon, crab, albacore tuna, or ocean trawl fish you must contact the necessary Commission for information and report forms.

FISH RECEIVING TICKET - The Oregon Department of Fish and Wildlife provides each permitted Limited Fish Seller with paper fish receiving ticket books, and provides information to set up an account for Electronic Fish Tickets (some fisheries require electronic fish tickets). There are four types of books, each with a very similar format. The type you get will depend on the type of fish or shellfish that are landed. Each book has 25-50 ticket packets and each packet contains four copies (five for Troll Salmon and Groundfish/Shrimp tickets). Distribution of the copies is indicated in the lower right corner of the ticket, but generally is as follows:

1. **Fisherman** - retained for fisherman's records by fisherman
 2. **ODFW** - forwarded to ODFW within 10 working days, unless Troll Salmon was caught. Troll Salmon tickets must be forwarded within 4 calendar days. The Troll Salmon and Groundfish/Shrimp books each have two copies to send to ODFW
 3. **Dealer** - for dealer's records and files
 4. **Audit** - retained by dealer in numerical sequence for ODFW auditing purposes
- **Required Fish Ticket data** - The following items refer to the ticket example on the next page. Be sure each ticket you complete contains the following:
 1. Month, day, and year
 2. Limited Fish Seller Permit number
 3. Port number and name of port of first landing
 4. Commercial fishing boat license
 5. State Marine Board or Coast Guard document number and boat name
 6. Fisher name and Limited Fish Seller name
 7. Gear type used
 8. Area fished and Number of days are required only for Troll Salmon landings
 9. Area fished is required on all Crab landings
 10. Species weight in gross pounds (all weights are round, no decimals) landings should be reported with the condition in which they were landed (ex. Dressed Head On)
 11. Price per pound
 12. Begin the fish ticket prior to selling by filling out items 1-9. Estimate the number of fish and pounds of each species prior to selling, and report on fish ticket in the dealer use column.
 13. If sales are made on more than one day, record the total of each days' sales in the Dealer Use column.
 14. If not all the catch is sold to the public and the remaining catch is sold to a Wholesale Fish Dealer, indicate on the ticket in dealer use column which dealer received purchased the remaining catch and the ticket number.

15. Take home pounds and price must be entered in the main area of the ticket above the take home header and also listed separately below in the take home section.
Take home must have a fair market value price assigned to them.

DO NOT DISCARD damaged fish tickets or tickets with errors. Write void on the ticket and send all copies, except the audit copy, to ODFW.

DATE OF LANDING MONTH DAY YEAR 07 12 16			TROLL		99999999		
DEALER NO. 1 2 3 4 A			DEALER NAME Sam's Seafood				
PORT CODE 2 4		PORT OF FIRST LANDING (SEE COVER INSTRUCTION 3d) Newport		PORT NAME			
COMMERCIAL BOAT LICENSE NO. 4 5 6 8 Y			FISHER'S NAME John Doe				
BOAT NUMBER OR 123 ABC			BOAT NAME Lil Joey				
GEAR (CIRCLE ONE) SALMON TROLL 120 SALMON FREEZER 120 TUNA TROLL 120 OTHER (SPECIFY)			IF SALMON WERE LANDED FROZEN, CIRCLE APPROPRIATE BOX TO INDICATE CONDITION HEAD ON <input type="checkbox"/> HEAD OFF <input type="checkbox"/>				
PRIMARY CATCH AREA: (CIRCLE ONE) SEE MAP ON COVER FOR DETAILS					ENTER NUMBER OF DAYS FISHED		
1	2	3	4	5	6	7	8
DESCRIPTION	CODE	NUMBER OF FISH	GROSS POUNDS (ROUNDED)	PRICE PER POUND \$	CENTS	FOR DEALER USE	
Chinook - Extra Large	065 14					est. 5000 lbs	
- Large	065 14					7/12 1250	
- Medium	065 13					7/13 1190	
- Small	065 12					7/14 500	
- Mixed	065 10					7/15 700	
Coho - Mixed	063 10						
Coho - Graded	063					3600	
Pink ("Humpy")	061 10						
Chum ("Salmon")	062 10						
Salmon Eggs	683 00						
NEARSHORE ROCKFISH	SEE SPECIES LIST					associated ticket	
Black Rockfish	442 00					# 50005555	
Blue Rockfish	445 00					Shorty's Sea Food	
SHELF ROCKFISH	402 00						
Widow Rockfish	431 00						
Yellowtail Rockfish	433 00						
Lingcod - Round	484 00						
Halibut - (Troll Gear Only)	614 10						
Albacore Tuna	375 00		3600	2.50		9000-	
TAKE-HOME FISH MUST BE REPORTED (SEE INSTRUCTION #4 ON COVER)							
I CERTIFY THAT THE ABOVE IS TRUE AND CORRECT (SIGNATURES REQUIRED)							
		DEALER'S SIGNATURE <i>Sam Sam</i>			FISHER'S SIGNATURE <i>John Doe</i>		
TROLL							

FISH DEALER MONTHLY REMITTANCE REPORT - Each month, you are required to submit a Fish Dealer Monthly Report to the ODFW office in Salem by the 20th of the following month for which your monthly report is for (example: January's report is due by Feb 20th).

The monthly report is used to report total poundage and values of fish and/or shellfish reported on the fish tickets submitted during a given calendar month and to compute landing fees that are owed by the Limited Fish Seller. These reports are used to:

- Summarize the total pounds and values reported on all fish tickets you complete for the calendar month and to calculate the landing fees:
- Restoration and Enhancement (R&E) fee for salmon sold (based on pounds), if any, and,
- Value fee for all fish and shellfish for that calendar month's sales.
- Report the fish ticket number range, by type, for the tickets used during the report month.
- Report the fee payment which is due in ODFW's Salem office by the 20th of the month following the month you are reporting.
- A report must be completed each month and sent to ODFW, even if there were no purchases during that month. If no purchases were made, simply mark the box indicating so and send the report.
- If a report is received after the due date, late fees will be assessed to your account.
- If you anticipate no activity for two or more months, you may fill out a waiver form. Waiver forms are included in this packet of materials.

If you do not plan on continuing as a limited fish seller please contact us.

- *Make sure all of your sales are reported on fish tickets and the department fish ticket copies are submitted, reports are current, and balances paid.*
- *Return all unused fish tickets and envelopes (keep all used dealer copies of fish tickets for at least three years).*
- *If there is a deposit or assigned savings write a note and ask for a refund.*



Fish Dealer Monthly Report

For Wholesale Fish and Bait Dealers and Limited Fish Sellers

- 1) A report and remittance of landing fees must be received in the Headquarters office of the Oregon Department of Fish & Wildlife on or before the 20th of each month (i.e., the report for January is due on or before February 20th).
- 2) If no fish were received during a month, submit the report with "No Purchases" indicated.
- 3) Make a copy of this report for your records.
- 4) Fish tickets reporting salmon must be sent within four (4) calendar days. Other tickets must be sent within five (5) working days. Limited fish sellers have ten (10) working days to report.
- 5) Fish refers to all commercial fish, including shellfish.

Dealer Number: _____
 Dealer Name: _____
 Phone: _____

For ODFW use only

Date Prepared	Report Month & Year	Dealer's Signature
NO PURCHASES THIS MONTH <input type="checkbox"/>		
	Pounds	Value
SALMON & STEELHEAD R&E/OHRC (based on pounds)		
Round	lbs. <input type="text"/>	x <input type="text"/>
Dressed	lbs. <input type="text"/>	x <input type="text"/>
Dressed Heads Off	lbs. <input type="text"/>	x <input type="text"/>
SALMON & STEELHEAD (based on value - including eggs/parts)	\$ <input type="text"/>	x <input type="text"/>
NEARSHORE SPECIES (based on value)	lbs. <input type="text"/>	\$ <input type="text"/> x
SHRIMP (based on value)	lbs. <input type="text"/>	\$ <input type="text"/> x
SABLEFISH (based on value)	lbs. <input type="text"/>	\$ <input type="text"/> x
CRAB (based on value)	lbs. <input type="text"/>	\$ <input type="text"/> x
WHITING (based on value)	lbs. <input type="text"/>	\$ <input type="text"/> x
OTHER (based on value)	lbs. <input type="text"/>	\$ <input type="text"/> x
SARDINE (based on value)	lbs. <input type="text"/>	\$ <input type="text"/> x
GROUND FISH, MISC (based on value)	lbs. <input type="text"/>	\$ <input type="text"/> x
TUNA (based on value)	lbs. <input type="text"/>	\$ <input type="text"/> x
COMMERCIAL FISH IMPORTED INTO OREGON	\$ <input type="text"/>	x <input type="text"/>

<u>Type</u>	<u>From #:</u>	<u>Fish Tickets Used</u>	<u>To #:</u>	<u>Grand Total:</u>	<u>\$</u>
1) Troll	_____	_____	_____	Penalty:	\$ _____
2) Columbia River	_____	_____	_____	(add 5% or \$5.00, whichever is greater, for payments not received by the 20th of the month.)	
3) Groundfish & Shrimp	_____	_____	_____	Previous Balance:	\$ _____
4) Shellfish & Bait	_____	_____	_____	TOTAL:	\$ _____
5) Nearshore	_____	_____	_____		

Please make checks payable to:
 Oregon Department of Fish and Wildlife, 4034 Fairview Industrial Dr SE, Salem, OR 97302

Rev. 12/31/15

COMMON QUESTIONS ABOUT LIMITED FISH SELLERS

Can a Limited Fish Seller process the fish or shellfish?

After the sale and reporting of whole or dressed food fish, a limited fish seller may conduct or allow limited processing (filleting, loining) on their vessel of food fish for the ultimate consumer. Cooking crab is not considered processing under Oregon law.

Can a spouse, child, crew-member, or any other person sell fish off my boat while the licensed fisher/Limited Fish Seller is not present?

OAR 635-006-0132 requires the licensed limited fish seller to be on the vessel at the time of any sale.

I am a Limited Fish Seller. Do I fill out one fish receiving ticket for each day I sell fish?

No. For a single trip or landing you fill out one fish receiving ticket. However, the sales from each day must be listed separately on the ticket in the dealer use column, and individual sales must be recorded on separate numbered receipts supplied by the fisher.

Can a Limited Fish Seller sell to a restaurant?

Yes, at this time a restaurant is classified as an ultimate consumer. As a Limited Fish Seller you can **only** sell to the ultimate consumer. However the restaurant representative must receive the product directly from the boat. The Limited Fish Seller **cannot** make deliveries.

Can a vessel/fisherman from another state or country be a Limited Fish Seller in Oregon?

Yes, as long as the fisherman is licensed to fish in Oregon water and land fish at Oregon ports.

CONTACTS AT ODFW

Monthly Reports or Account Statement - If you have questions regarding your monthly report, or your account statement and balance, please call the following person:

Travis Clark - (503) 947-6177

Fish Ticket Questions or Concerns - Any questions or concerns regarding filling out fish tickets or getting set up to use electronic fish tickets can be directed to:

Nadine Hurtado - Program Lead – (503) 947-6247

Jeff Davis – Fisheries Information Specialist (503) 947-6246