



**OREGON DEPARTMENT OF FISH AND WILDLIFE**  
Salem Headquarters  
4034 Fairview Industrial Drive S.E.  
Salem, OR 97302  
503-947-6116

### **FISH TICKET INSTRUCTIONS**

Each licensed wholesale dealer will receive an email with a link to find dealer packet information (requested packets to be sent via USPS can be made) that contains:

- Fish ticket instructions
- ODFW Fish ticket books (if needed) or a link to set up an account to use electronic tickets via the E-Tix system
- Monthly dealer report forms and instructions
- Contact information for the commodity commissions (Crab, Tuna, Salmon and Trawl)
- Envelopes for submitting fish tickets and monthly reports
- A list of key staff personnel and their telephone numbers
- Every commercial fish and/or shellfish landed in the state of Oregon must be recorded on an Oregon fish ticket. It is the responsibility of the wholesale fish dealer purchasing any fish or shellfish to record the information relating to the landing correctly and completely and to submit the fish tickets on a timely basis. All fish tickets must be accounted for; do not discard voided or soiled tickets, those need to be sent into ODFW.
- Fish and shellfish purchased by a fish dealer must be weighed on certified scales. The species name, weight, and the price per pound recorded on the fish ticket, along with other information relating to the landing. The fish ticket is signed by the fisherman and dealer. A ticket copy (one or two depending on ticket type) is sent to ODFW, a copy is kept by the fisherman, a copy is kept by the dealer for accounting records, and a copy is kept in numerical order for inspection.
- At the end of each month, the dealer totals the pounds and values of the fish or shellfish for the month and records the summary information on the **monthly dealer report form** (in the E-Ticket program the report is populated for the dealer once they run the report, it is still required that the dealer print and mail it in to ODFW). The ad-valorem landing fee is calculated by the dealer, or the E-Ticket system and payment should be sent along with the monthly report form to ODFW. For salmon, both an ad-valorem landing fee and poundage fee is required to be paid. Monthly reports that are late (not postmarked by the 20<sup>th</sup> of the following month) are assessed an automatic penalty and interest. For any purchases of troll salmon, crab, trawl caught groundfish and tuna, reports and fees should be sent by the dealer to the respective commodity commissions.
- ***As a dealer if you decide to quit or leave the business, all unused fish tickets must be returned, and -- if there is a deposit or assigned savings to cover the necessary bond -- ask in writing for the return or release of the deposit or savings.***

### **FISH TICKET INSTRUCTIONS**

The following information for completing and submitting fish tickets that report purchases of fish and shellfish is based on current regulations. Commission action may change licensing and reporting requirements. Dealers will be notified. In the event of uncertainty regarding reporting landing contact ODFW for clarification.

#### **GENERAL INFORMATION**

The fish receiving ticket is a multi-copy form provided by the Oregon Department of Fish and Wildlife (ODFW) for use by wholesale fish dealers and canneries to record purchase of fish or shellfish from a commercial fisherman.

- There are five types of tickets:

**TROLL** - Used to record landings from the ocean troll salmon and tuna fisheries.

**COLUMBIA RIVER** - Used for reporting landings of fish species caught in the Columbia River and its tributaries (excluding the Willamette River). All Columbia River gillnet fish tickets are required to be submitted using the electronic fish ticket system.

**GROUND FISH AND SHRIMP** - Used to record landings of ocean shrimp and groundfish caught in the trawl, bottom longline, fish pot and hook and line fisheries.

**SHELLFISH AND BAIT** - Used to record landings of the crab pot, crab ring, clam bait fish, bait shellfish, sea urchin, crayfish and inland freshwater fisheries.

**NEARSHORE** – Used to record landings of nearshore species, used for landings that have both live and/or dead fish reported.

- Paper fish tickets are issued in preprinted books of 25 or 50 paper fish tickets. Each paper ticket will have either four or five copies. The distribution of the paper ticket copies is indicated in the lower right corner and is as follows:
  1. Fisherman receipt
  2. ODFW -  
Shellfish tickets have one copy for ODFW  
Troll, Columbia River, and Groundfish and Shrimp tickets have two copies for ODFW
  3. Dealer - for use by dealer.
  4. Audit - retained by dealer in numerical sequence for ODFW auditing purposes.
- ODFW copies of completed tickets are sent to Salem in preaddressed postpaid envelopes provided to all dealers for their convenience in mailing the tickets to the Department.
- Tickets reporting **SALMON** must be sent to Salem within four (4) calendar days.
- All other ticket types must be sent within five (5) working days of the recorded landing date (unless state rule requires earlier).

#### **INSTRUCTIONS FOR RECORDING LANDINGS**

- Fish ticket videos instructions are available on our website- <https://www.dfw.state.or.us/fish/commercial/how-to.asp>
- All entries must be clear and easy to read.
- It is the responsibility of the fish dealer to determine that the commercial fisherman and his vessel have valid licenses (and permits if required) before any fish or shellfish are purchased.
- The following information must be entered on the ticket- (refer to ticket examples on the following pages):
  1. **DATE** - Enter the month, day and year (the date is the date when the first fish or shellfish came off the boat).
  2. **DEALER NUMBER** - Enter your assigned 4 or 5 number/character license number.
  3. **PORT CODE** - Enter the 2-digit port code and name of the port of **first landing or unloading station location**. The port code list is located on the inside flap or outside cover of the fish ticket book, depending on ticket type.
  4. **COMMERCIAL FISHING BOAT LICENSE NUMBER** - Enter the 5 number/character commercial boat license number Listed on the valid boat license. For landings made by fisheries that do not include a boat (e.g., bay clam or razor clam) enter the fisherman's individual commercial fishing license number.
  5. **BOAT DOCUMENTATION NUMBER** - Enter either State Marine Board number or the Coast Guard document number. Also, enter the boat name if available.

NOTE: It is important that ODFW records have correct identification of vessels making landings from year to year, and the vessel identification number is used for that purpose. Boat landings history are based off the boat documentation number, therefore accuracy is vital.


6. **GEAR TYPE** – Identify specific gear used.

7. **AREA/ZONE FISHED** - Check appropriate box on **Troll Salmon** tickets for area where most of the salmon landed were caught. For **Columbia River** enter correct zone. For **Crab** tickets, list the area caught or enter multiple areas where the crab was caught. **DAYS FISHED** - On **Troll Salmon** tickets, enter number of days fished for salmon.
  8. **NUMBER OF FISH** - On **Troll** tickets enter the number of salmon caught. On **Columbia River** tickets enter the number of salmon, steelhead, sturgeon and walleye landed.
  9. **SPECIES POUNDS** - Enter pounds of each species delivered. DO NOT lump different species together and label as miscellaneous or mixed. Pounds are to be recorded to the nearest whole pound (no decimals or fractions). If the species are landed with a condition code make sure that it is used, call if condition code is needed.
  10. **PRICE PER POUND** - Enter the price per pound to the nearest cent.
  11. **WEIGHBACKS** - Enter pounds of each species which have been determined to have no value. Typically, this occurs with species on Groundfish and Shrimp tickets. This is the only ticket type that has a weighback column.
  12. **TAKE HOME** - If some of the catch was retained for personal use, enter the pounds on a new catch row of the ticket and identify those pounds as "take home". Take home fish must have a fair market value price per pound.
  13. **SIGNATURES** - Fisherman's and dealer signatures are required on all tickets or dock receipts.
- Failure to enter the required information on the fish tickets will result in tickets being returned for completion and possible citation by Oregon State Police for improper record keeping.
  - All copies of VOIDED paper fish tickets must be sent to the Salem office, except the last Audit copy (usually pale yellow) which the dealer retains for ODFW auditing purposes.
  - Please use the ticket books assigned to you in numerical sequence.
  - If you receive books from another dealer, those tickets must be assigned to you, contact ODFW to see if they can reassign them.

• **COLUMBIA RIVER FISH TICKET EXAMPLE:**

1. For Columbia River tribal fisheries, enter the fisherman's name, tribal affiliation and tribal card number. Use the First letter of the Tribe followed by the card number for example Y1234 for Yakima, N1234 for Nez Perce, U1234 for Umatilla and W1234 for Warm Springs.
2. Enter the appropriate zone where the fisher fished. Tribal fisherman using their tribal cards can only take fish in zone 61 – Bonneville pool, zone 61 – The Dallas pool, or zone 63 – John Day pool.

## FISH DEALER LANDING TICKET EXAMPLE:

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- 1) Date; Month, day, Year
- 2) Dealer license number that was assigned to you (4 or 5 characters)
- 3) Port number (2-digit code) in which the harvest was made
- 4) Fisher's or Vessel license number (depending on species)
- 5) Fisher's information
- 6) Dealer name
- 7) Area species caught and Type of gear used to catch species
- 8) Species pounds landed recorded in gross weight (no decimals, round down- .49 round up .50) if species is not listed, hand write in on blank space
- 9) Price per pound that the fisher is being paid for the product (any take home must be reported using fair market value)
- 10) Fisher AND Dealer signatures are required

## **COMMERCIAL LICENSES AND PERMITS**

LICENSES - There are several types of commercial fishing licenses issued by ODFW, including:

VESSEL/BOAT- Allows the vessel to be active in commercial fisheries and deliver to Oregon ports.

INDIVIDUAL - For all individuals engaged in commercial fishing activity.

CREW MEMBER - Transferable license issued to the vessel owner to license any crew member of a vessel engaged in commercial fishing. One license required for each crew member.

JUVENILE COMMERCIAL - For resident persons 18 years of age or younger.

BAIT FISHING - For **any** person taking or assisting in the taking of food fish or shellfish and selling to a wholesale fish bait dealer. The catch cannot be sold to a wholesale fish dealer and cannot be sold for human consumption.

ALBACORE TUNA LANDING - Can be used in lieu of an Oregon boat license and individual commercial fishing licenses for the landing of albacore tuna only.

SINGLE DELIVERY - One time landing license. For further explanation see Commercial Fishing synopsis.

JUVENILE JIG LICENSE - This is a special license that any juvenile can obtain which allows the taking of HERRING, PERCH, ANCHOVIES AND CANDLEFISH ONLY by HAND or JIG LINE EXCLUSIVELY. This license allows the selling of such fish by the juvenile to a Wholesale Fish Dealer or a Fish Bait Dealer.

The term "juvenile" as used only for this special license, means any individual 17 years of age or younger as of January 1 of the year of licensing.

Contact the ODFW Marine Region office in Newport, at (541) 867-4741 for details and issuance. Salem headquarters does not issue these licenses, they are only available at the Newport office.

**PERMITS** - For limited entry (or moratorium) fisheries established by Oregon Legislative Law. A valid Oregon permit for the current year is required to land fish or shellfish from any of the following fisheries:

OCEAN DUNGENESS CRAB

PINK SHRIMP

TROLL SALMON

COLUMBIA RIVER GILLNET SALMON

OCEAN SCALLOP

SEA URCHIN (issued to individuals, not tied to a vessel)

SEA CUCUMBER (issued to individuals, not tied to a vessel)

ROE-HERRING (applies only to the Yaquina Bay fishery which occurs annually from Jan 1 to April 15)

BLACK AND BLUE ROCKFISH

NEARSHORE ENDORSED BLACK AND BLUE ROCKFISH

COASTWIDE OR SOUTHCOAST CLAM

SARDINE

SHELLFISH HARVESTER

Participation in any of the vessel permit fisheries requires possession of a valid Oregon permit and current commercial boat and individual fishing licenses. For more information on specific permits refer to the Oregon Commercial Fishing Synopsis.

## **SINGLE DELIVERY LICENSE**

A fisherman who does not have a current Oregon boat license and individual fishing license, must possess a single delivery license before taking or landing food fish in Oregon waters. This one-time landing license can be obtained from most dealers or the ODFW Marine Resources Offices (Astoria, Newport, Charleston or Brookings). The license fee is either \$127 (resident) or \$177 (non-resident). The ODFW license section will provide single delivery license receipt books to dealers who request them. Upon landing, the fisherman's copy of the license must be surrendered and attached to the fish ticket.

The single delivery license booklet contains three-part forms as shown below. After the license is purchased by the fisherman and the form is filled out by the dealer, the copies are distributed as follows:

WHITE COPY - Fisherman's copy. To be surrendered upon landing to a Wholesale Fish Dealer. The white copy must be attached to the fish ticket reporting the landing. The dealer should also enter the number of the license in the space provided.

CANARY COPY - Remittance copy. This, along with the \$127 or \$177 fee, submitted to the ODFW Fish Ticket Section in Salem on the day of purchase

PINK COPY - Dealer copy. To be retained by the selling dealer for audit purposes and dealer records.

When issuing a single delivery license all information MUST be entered in the appropriate spaces. Below is a sample of a single delivery license which has been properly completed.

The procedure for filling out a fish ticket for a single delivery landing is as follows:

1. For permit fisheries only, enter the out-of-state permit number. This entry is not mandatory however is helpful for vessel identification purposes.
2. Enter the single delivery license number in the commercial license section.
3. Enter the State Marine Board or Coast Guard document number and boat name if available.
4. Enter the fisherman's name and address.
5. Attach the WHITE copy of the single delivery license form to the fish ticket. In the lower right corner of the license enter the fish ticket number and date of landing. If using the electronic fish ticket system, print a copy of the fish ticket and submit it with the application.

**PERMIT FISHERIES** - THERE ARE RESTRICTIONS IN SINGLE DELIVERY LICENSE USAGE FOR THOSE FISHERIES THAT REQUIRE A VESSEL PERMIT. These are explained below.

**OCEAN DUNGENESS CRAB** - A fisherman must have:

1. a valid Oregon Ocean Dungeness Crab permit for their vessel, and
2. current Oregon commercial boat and individual commercial fishing licenses, or a single delivery license,

OR

1. a valid Oregon Ocean Dungeness crab permit for their vessel, and 2.  
a single delivery license before they can land ocean crab.

NOTE: a crab vessel is allowed only two single delivery ocean crab landings per season (December 1 August 14).

**TROLL SALMON** - A fisherman must have:

1. a valid Oregon Troll permit for their vessel, and
2. Current Oregon commercial boat and individual commercial fishing licenses, before they can catch and land ocean troll salmon.

NOTE: The use of a single delivery license by vessels without an Oregon Troll permit to land salmon in Oregon is not allowed except in an emergency situation. In these instances, a non-permitted vessel may obtain a single delivery license, after obtaining clearance to land the catch from the Oregon State Police.

**OCEAN PINK SHRIMP** - A fisherman must have:

1. either a valid Oregon Shrimp permit for their vessel, and
2. current Oregon commercial boat and individual commercial fishing licenses, or a single delivery license,

OR

1. a valid shrimp permit from Washington or California, and
2. a single delivery license before they can land ocean pink shrimp.

NOTE: A shrimp vessel is allowed only one single delivery ocean pink shrimp landing per year.

**OCEAN SCALLOP** - A fisherman must have:

1. either a valid Oregon Scallop permit for their vessel, and
2. current Oregon commercial boat and individual commercial fishing licenses, or a single delivery license.

OR

1. a valid scallop permit from Washington or California, and
2. a single delivery license before they can land scallops.

**COLUMBIA RIVER GILLNET SALMON** - A fisherman must have:

1. a valid Oregon Gillnet permit for their vessel, and
2. a current Oregon commercial boat and individual fishing licenses, or a single delivery license.

OR

1. a valid Washington Gillnet license for the Columbia River.

**INDIVIDUAL COMMERCIAL BAIT FISHING LICENSE**

A Wholesale Fish Dealer cannot buy from a bait fisherman. A fisherman with a bait license can only sell his catch to a licensed Wholesale Bait Dealer.

**COMMERCIAL CREW MEMBER LICENSE**

The owner, and only the owner, of a vessel can purchase transferable individual crew member licenses. Each crew member must be licensed with either his own individual commercial fishing license or with one of the generic crew member licenses provided by the boat owner.

**ALBACORE TUNA LANDING LICENSE**

Albacore tuna landing licenses are issued to those fishermen who intend to land only albacore tuna in Oregon. It licenses both the vessel and the crew. If a fisherman already has a current Oregon commercial license for the vessel and the vessel crew is licensed, it is not necessary to obtain an albacore tuna landing license.

If the fisherman does not have an Oregon commercial boat license, has not obtained a albacore tuna landing license by the time of the landing and wishes to deliver only albacore tuna in Oregon, the dealer may accept the landing if the required license fee and a completed Oregon commercial fishing tuna landing license application is sent to ODFW Salem licensing. Contact Salem if unsure about whether fisherman has a current tuna landing license.

**CONFISCATED FISH OR SHELLFISH**

Dealers who purchase confiscated fish or shellfish must fill out a fish ticket. Fill out the ticket as if it were a regular landing with the required species pounds, price, gear, area, etc., except for the following:

1. For the illegal catch, create a separate line of information and if using paper tickets identify that line as confiscated or illegal, or if using the E-Ticket system create a separate line of information and on the far right select "Type" and choose the appropriate reason.

**Additional information:**

<p><b>Responsibility for Reporting:</b></p> <ul style="list-style-type: none"> <li>• Any licensed wholesale fish dealer or cannery whose licensed premises include a receiving or docking facility for unloading the catch from a commercial fishing vessel shall be considered as the receiver and purchaser and shall have the responsibility for weighing the catch, reporting and paying landing fees on such catch.</li> <li>• If a dealer wishes to use a dock licensed by another dealer for purchasing fish or shellfish ODFW will grant a waiver through a memorandum-of-understanding. Contact the Fish Ticket section in Salem or the local OSP office for information.</li> </ul>
<p><b>Fish Ticket Envelopes:</b></p> <p>The department will continue to provide pre-addressed post-paid envelopes to all dealers to facilitate daily mailing of completed fish tickets. Current regulations require troll salmon tickets to be forwarded within 4 calendar days and all other types within 5 working days. The Department sincerely appreciates your cooperation in sending tickets daily. This will help us maintain timely fish and shellfish landing statistics.</p>

**MONTHLY DEALER REPORT**

Each month a report is due on or before the 20th of the month following purchase of fish and shellfish. The report form enables the dealer to summarize the total purchases for the reported month as reported on fish tickets and to compute the ad valorem fees due. A completed and signed report is due each month, whether or not purchases are made. Additional report instructions are available in each packet of information provided to the dealer when licensed. See the example below:





# Fish Dealer Monthly Report

For Wholesale Fish and Bait Dealers and Limited Fish Sellers

Dealer Number: \_\_\_\_\_  
 Dealer Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_

- 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.

For ODFW use only

Date Prepared	Report Month & Year	Dealer's Signature		
NO PURCHASES THIS MONTH <input type="checkbox"/>				
	<b>Pounds</b>	<b>Value</b>	<b>Landing Fee Rate</b>	<b>AMOUNT</b>
<b>SALMON &amp; STEELHEAD R&amp;E/OHRC</b> (based on pounds)				
Round	_____ lbs.	x	\$0.0900	= \$ _____
Dressed	_____ lbs.	x	\$0.0975	= \$ _____
Dressed Heads Off	_____ lbs.	x	\$0.1050	= \$ _____
<b>SALMON &amp; STEELHEAD</b> (based on value - including eggs/parts)	\$ _____	x	0.0315	= \$ _____
<b>NEARSHORE SPECIES</b> (based on value)	_____ lbs.	x	0.0500	= \$ _____
<b>SHRIMP</b> (based on value)	_____ lbs.	x	0.0240	= \$ _____
<b>SABLEFISH</b> (based on value)	_____ lbs.	x	0.0240	= \$ _____
<b>CRAB</b> (based on value)	_____ lbs.	x	0.0235	= \$ _____
<b>WHITING</b> (based on value)	_____ lbs.	x	0.0230	= \$ _____
<b>OTHER</b> (based on value)	_____ lbs.	x	0.0230	= \$ _____
<b>SARDINE</b> (based on value)	_____ lbs.	x	0.0225	= \$ _____
<b>GROUNDFISH, MISC</b> (based on value)	_____ lbs.	x	0.0225	= \$ _____
<b>TUNA</b> (based on value)	_____ lbs.	x	0.0109	= \$ _____
<b>COMMERCIAL FISH IMPORTED INTO OREGON</b>	\$ _____	x	0.0100	= \$ _____

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

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

Rev. 12/31/15

## COMMERCIAL FISHING REGULATIONS SYNOPSIS

Additional information specific to current rules for the commercial licenses, permits and fisheries is contained in the current year synopsis published by ODFW. Copies are provided to all dealers and fishermen at the time of licensing. Please refer to the Commercial Fishing Regulations for a list of the Oregon Administrative Rules (OAR) that specifically address the Limited Fish Seller Permit and the reporting requirements.

To obtain a copy, contact one of the Marine Program offices at Astoria, Newport, Charleston, or Brookings or the Salem headquarters at the telephone number listed below. Published information on the Commercial Fishing Laws passed by the Oregon Legislature is available from the Salem headquarters.

## 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- Accountant (503) 947-6177

Fish Tickets - If you have any questions regarding fish ticket reporting procedures and requirements, or need fish ticket supplies, please call one of the following numbers:

Nadine Hurtado- Program Leader (503) 947-6247  
Jeff Davis- Program Assistant (503) 947-6246