





<b>Instructions</b>	
<b>Daily Hail Report – Groundfish</b>	
<b>Below are instructions for the data entry for each field.</b>	
<b>Part I - Basic Information</b>	
Amendment check box	Check this box if the form being submitted is an amendment.
Report Date	Report date is the date the hail report is being sent to DFO using the format MM/DD/YYYY (Normally the day after fishing occurs).
Groundfish licence number	The licence number used during the fishing period.
Vessel name	The name of the vessel that is conducting fishing activities.
Vessel Registration Number (VRN)	The registration number of the vessel conducting fishing activities.
Licence Holder	The name of the fisher or company to which the licence is issued.
Fisher Identification Number (FIN)	The FIN as noted on fishing licence.
Name of Master	The name of the fishing master operating the vessel conducting fishing activities.
Date of Departure	Enter the date where the vessel that conducted fishing activities departed using the format MM/DD/YYYY.
Port of Departure	The port where the vessel that conducted fishing activities departed.
Other Port	This field is filled in when the port of departure used is <b>NOT</b> in the port dropdown menu.
At-Sea Observer onboard	Select Yes or No from the dropdown menu. If the answer is yes, please fill out the observer information.
Observer Name	The name of the observer for this trip.
Observer ID Number	The ID of the observer for this trip.
Observer Company	Select the name of the observer company for this trip from the dropdown menu.
<b>Part II - Hail Detail</b>	
Time of Hail (UTC)	Time of Hail. This must be in <b>UTC</b> .
Activity at time of hailing	Activity at the time of the hail (Fishing, Jogging, Steaming, Laying or In Port).
<b>Vessel position at time of hailing</b>	
Format	The position format (Degrees Minutes Seconds, Decimal Degrees, or Decimal Minutes).
Latitude	The latitude at time of the hail in the format selected.
Longitude	The longitude at time of the hail in the format selected.
NAFO Area at time of the hail	Select the NAFO area at the time of the hail from the dropdown list.
Fleet Type	The fleet type of the vessel that is conducting fishing activities(65-100ft [mid-shore] or >100ft [Offshore]).
<b>Part III - Catch Detail</b>	
<b>Catch</b>	
Directed Species	Select the directed species from the dropdown menu for which the vessel directed for on this day. If multiple species are directed for on the same day, please record the additional directed species in the comments section.
Catch/Steaming date	The date which the species was caught/or date of steaming using the format MM/DD/YYYY.
<b>Vessel position at time of catch</b>	
Format	The position format (Degrees Minutes Seconds, Decimal Degrees, or Decimal Minutes).
Latitude	The latitude at the beginning of the first tow/set, for area and catch being reported.
Longitude	The longitude at the beginning of the first tow/set, for area and catch being reported.
Stock Fished	The stock fished (Competitive Stock or Company Allocation).
Gear Type	The gear type fished (Mid-water trawl, bottom trawl, longline, or gill net).
Species	Select the species caught for the catch date from the dropdown menu.
NAFO Area fished for this catch	Select the NAFO division that species was caught in from the dropdown menu.
Retained amount for this date (kg round weight)	The amount in kg of the species retained for the catch date being reported. Do not include discards.

Total amount caught this trip (kg round weight)	The amount in kg of the species caught for the trip to date.
<b>Discards</b>	
Discard species name	Select from the dropdown menu the species discarded for the catch date.
NAFO area fished for this catch	Select the NAFO division that species was caught in from the drop down menu.
Discarded amount for this date (kg round weight)	The amount in kg of the species discarded.
Total amount retained this trip (kg round weight)	The amount in kg of the species retained for the trip to date. Do not include discards.
<b>Bait</b>	
Species of bait used on this date	Select the species used for bait on this catch date from the dropdown menu if applicable.
Amount of bait used on this date (kg)	The amount in kg of the species used for bait on this catch date if applicable.
Total quality of bait used for this trip to date	The amount in kg of the species used for bait for the trip to date if applicable.
<b>Part IV - Landing Detail</b>	
Estimated Date	Enter the estimated date expected to return to port using the format MM/DD/YYYY.
Port Name	The port where the vessel that conducted fishing activities expects to land.
Other Port	This field is filled in when the port of landing used is <b>NOT</b> in the port dropdown menu.
Estimated Landing Time	Enter the estimated landing time. This must be in <b>UTC</b> .
Comments	This field is used for any comments regarding operational trip information including any species that may not be in the dropdown list. <b>Mandatory</b> if hail form is amended. Comments must include specific details outlining what has been modified.
<b>Part V - Sender's Information</b>	
Name of licence holder or its representative	Type in the name of the sender of the hail submission.
Telephone number	Enter the number where the sender can be reached.

### Annex I – Names of Commonly Reported Species

American Plaice	Herring
Argentine	Lumpfish
Capelin	Monkfish (American Angler)
Cod - Arctic	Pollock
Cod - Atlantic	Redfish - Golden
Crab - Atlantic Rock	Redfish (Perch)
Crab - Porcupine	Sculpin
Crab - Queen/Snow	Sea Cucumber
Crab - Spider/Toad	Sea Raven
Crab - Spiny	Shark - Blue
Cusk	Shark - Greenland
Dogfish	Shark - Mako
Flounder - Summer	Shark - Porbeagle
Flounder - Unspecified	Shark - Unspecified
Flounder - Winter	Shrimp - Borealis
Flounder - Yellowtail	Shrimp - Montagui
Greenland Halibut (Turbot)	Shrimp - Pink Glass
Grenadier - Rough-head	Skate
Grenadier - Round-nose	Skate - Barndoor
Greyscale (Witch)	Skate - Winter
Haddock	Squid - Illex
Hagfish/Slime Eel	Wolffish - Nothern
Hake - Silver	Wolffish - Spotted
Hake - White	Wolffish - Striped/Atlantic
Halibut - Atlantic	