



Fisheries and Oceans  
Canada

Pêches et Océans  
Canada

# Fisheries and Oceans Canada (DFO) Instructions

## ELOG – Logbook – Lobster

National (Quebec, Gulf, Maritimes and  
Newfoundland and Labrador Regions)

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This document is provided to users of the Electronic Logbook (ELOG). It provides details of the information requested by Fisheries and Oceans Canada (DFO) in electronic logbooks. The information contained in this document has no legal value and is made available for the sole purpose of helping users to complete the ELOG correctly.

## ELOG Key

In your software, be sure to enter the ELOG Key exactly as it is written on the DFO web site. An incorrect ELOG key will prevent you from successfully transmitting your logbooks to DFO.

DFO Client Support Agents can assist with ELOG related issues and can be reached at 1-877-535-7307 from Monday to Friday from 08:00 to 21:00 (Atlantic Time) excluding holidays. Additional up to date information on the ELOG Key is available at [www.dfo-mpo.gc.ca/elogs](http://www.dfo-mpo.gc.ca/elogs).

## DFO Client Support

If you have submitted your ELOG to DFO and find that you have made a mistake, please contact DFO Client Support at 1-877-535-7307 to request corrections to the information submitted. Telephone support is available Monday to Friday from 08:00 to 21:00 (Atlantic Time), except on statutory holidays.

Please refer to your licence conditions for additional instructions to be followed in situations where a fish harvester cannot properly transmit their ELOG data.

## ELOG Application Supplier Client Support

The ELOG Application Supplier should be contacted for assistance with any of the following type of issues:

- I don't know where to put the ELOG Key into my application.
- I am having trouble copy/pasting my ELOG key into my ELOG application.
- How do I use my ELOG application?
- My application is not working/I don't understand my application.
- I can't install or log-in to my ELOG application.
- I can't open/close a trip.
- The GPS on my device is not working (get in touch with the ELOG Application Supplier, for instructions on how to manually enter coordinates).
- Any troubleshooting needs, such as any error messages that appear in the application.

ELOG Application Supplier information will be listed on DFO's website at: [www.dfo-mpo.gc.ca/qualified/index.htm](http://www.dfo-mpo.gc.ca/qualified/index.htm).

## Software or Hardware Issues

In situations where the software or equipment used to complete the ELOG is non-functional, such as lost, stolen, defective or stolen telephones, tablets or computers, please refer to your licence conditions for details on the information to be provided in such situations, the procedures to be followed and the deadlines to be met.

## Closure of Sections Within the ELOG

The application allows for the individual closure of various sections of the logbook. The closure of the sections implies that you have verified that the information entered is consistent with what you want to declare. The closure of a section means that you will no longer be able to modify the information in that section from your software. Your licence conditions may require that you close a section of your logbook at a specific time that is different from the complete closure of your electronic logbook.

If the information in a closed section prevents you from continuing to complete your logbook, you will need to contact your application supplier to make the necessary corrections.

If the information in a closed section is incorrect and does not prevent you from completing your logbook, please submit your logbook to DFO as is and contact DFO to request that corrections be made to your submitted logbook. Please note that corrections made by DFO will not be reflected in your application. If you would like the correction to be made in your application as well, you will need to contact your application supplier. However, the application supplier will need to obtain approval from DFO before making modifications to your information.

## Fisher Identification Number (FIN), Licence Number and Vessel Registration Number (VRN)

In your software, be sure to enter your Fisher Identification Number (FIN), your Vessel Registration Number (VRN) or your Vessel Identification Number (VIN) (the VIN applies to Gulf region fish harvesters only) and your licence number exactly as they appear on your fishing licence or licence conditions. Missing or inaccurate data can cause issues with your information once received by DFO.

The instructions below detail the information required for submission into the application based on the context of your specific fishery:

- If you are fishing under a licence held by an Indigenous Community or Organization:
  - Indicate the FIN of the Indigenous Community or Organization;
  - Indicate the licence number used to carry out the fishing activity, i.e. the licence number of the Indigenous Community or Organization for which you are acting as the designated operator;
  - Indicate the VRN of the fishing vessel used to carry out your fishing activities;
  - Your name, as the designated operator on the licence, must be entered into the “Operator’s name” field of your ELOG.
- If you are fishing under a licence held by a company:
  - Indicate the FIN of the company;
  - Indicate the licence number of the company;
  - Indicate the VRN of the fishing vessel used to carry out your fishing activities;
  - Your name must be entered into the “Operator’s name” field of your ELOG.
- If you are acting as a substitute operator:
  - Indicate the FIN of the licence holder you are replacing;
  - Indicate the licence number of the licence holder you are replacing or for whom you are acting as operator;

- Your name, as the current operator and licence operator, must be entered in the "Operator's name" field of the ELOG.
- If you are fishing under a partnership agreement (buddy-up):
  - Be sure to indicate the following in the fields provided;
  - The VRN of the fishing vessel used to carry out your fishing activities;
  - The FIN attached to the authorized fishing vessel;
  - The licence number attached to the authorized fishing vessel;
  - Indicate the name of both operators, separated by a semicolon, in the "Operator's name" field of the ELOG.

## Simultaneous Fishery

For Quebec, Maritimes and Newfoundland and Labrador fish harvesters, if you are fishing under two licences simultaneously during the same fishing trip, you must complete two separate ELOGs, ensuring that you complete all mandatory fields in each of the sections of both of the ELOGs.

For Gulf fish harvesters, in the case of an Indigenous Community or Organization fishing multiple licences simultaneously, all required elements of the "Fishing Effort" section must be completed for each licence under which the effort is being conducted. If fishing under more than one licence number on the same vessel, during the same trip, the Fishing Effort section of the ELOG must be filled in at least once for each licence.

## Substitute Vessel

If you are using a Substitute Vessel, you must enter the VRN or VIN of the vessel you are currently using to complete the fishing activity and landing.

## GPS Position and Coordinates

Your software may have a function that automatically reads your position from your GPS. If your actual position does not match the position requested in the E-log, enter the requested geographical coordinates manually.

## Comments

Enter any additional information that you may consider important in this field.

## Maps

If there are regional fishing area maps associated with ELOGS they will be found here <http://www.dfo-mpo.gc.ca/fisheries-peches/sdc-cps/nir-nei/elog-maps-cartes-jbe-eng.html> . This does not represent a full list of fishing area maps. This catalogue will be updated as new or amended maps become available. If the fishing area described in your license conditions is not included below please contact your local DFO office. For all other questions, please contact DFO at the following email: [fishing-peche@dfo-mpo.gc.ca](mailto:fishing-peche@dfo-mpo.gc.ca)

## General Logbook Instructions, by Section (All regions)

### General Information

DFO administrative region	Indicate your DFO Administrative region.
Licence holder's Fisher Identification Number (FIN)	Indicate the Fisher Identification Number (FIN) of the licence holder as it appears on the fishing licence or conditions of licence.
Vessel Registration Number (VRN) or Vessel Identification Number (VIN for Gulf)	Indicate the Vessel Registration Number (VRN) or Vessel Identification Number (VIN) of the fishing vessel used to carry out your fishing activities. The VIN applies to Gulf region fish harvesters only.

### Fishing Trip Section

Trip number	This information is generally generated automatically by the software.
Operator's Name	When there is more than one operator, list each name on the same line and separate each one using semicolons.
Date/time of start of the fishing trip	Indicate the date and time at the beginning of the fishing trip.
Unique identifier of the electronic logbook (Logbook UID)	This information is generated automatically by the software.
Number of crew members	Indicate the number of crew members including the captain but excluding the observers at sea (Quebec and Maritimes only).
Port	Indicate the name of the port of departure (Quebec and Newfoundland and Labrador only).
Is this vessel using a carrier?	Indicate Yes if you will use a different vessel to land the lobsters. Otherwise, indicate No. (Quebec only)
Partnership indicator	When fishing under a partnership agreement, select "Buddy-up", otherwise, select "None". (Quebec only)
At-Sea Observer trip number	If an at-sea observer is on board during fishing activities, enter the trip number of the at-sea observer. (Maritimes only)

### Bait Used Section

Bait type	Indicate the type of bait used.
Weight	Indicate the weight of bait used.
Bait condition	Indicate the condition of the bait used (frozen or fresh). (Quebec, Gulf and Maritimes)

### Species at Risk Section

The information related to Species at Risk (SAR) must be completed for each interaction with a SAR or each group of individuals of the same SAR. When reporting an interaction with a species at risk, you must report the number of individuals and, optionally, the estimated total weight of the species at risk.

Date/time	Indicate the date and time of the interaction with the species at risk.
Latitude	Indicate the latitude where the interaction with the species at risk occurred.
Longitude	Indicate the longitude where the interaction with the species at risk occurred.
Species	Identify the species at risk involved.
Number of specimens	Indicate the number of specimens involved.
Total weight estimated	Indicate the total estimated weight of species at risk involved.
Condition of specimens	Indicate the condition (dead, alive, etc.) of the specimens involved, after the interaction.

### Personal Consumption/Use Section

All catches that were kept on-board the vessel and that will not be sold to a registered buyer must be declared as personal consumption/use. In Quebec, Maritimes and Gulf regions, this includes catches transferred in a pond or to another vessel.

Species	Indicate the species declared as personal consumption/use.
Product form	Only the product form "Round" may be selected.
Size	Indicate the size of the product. (Gulf only)
Kept weight	Indicate the estimated kept weight in whole form of the species kept as personal consumption/use.  After you have landed, if the retained weight differs from the weight previously entered, you must contact Fisheries and Oceans Canada at 1-877-535-7307 from Monday to Friday between 07:00 and 20:00 (Eastern Time Zone) to request a correction to your data.
Foreseen usage	Indicate the expected use of this fish kept for personal usage. (Maritimes only)

### Fishing Effort Section – Effort

Date/time at start	Indicate the date and time at the beginning of the fishing effort.
Date/time at end	Indicate the date and time at the end of the fishing effort
Licence number	Indicate the licence number used to fish during this fishing effort.

	Please refer to the Fisher Identification Number (FIN), Licence Number and Vessel Registration Number (VRN) section on page 3 and 4 for more details on accurate use of substitute operator, partnership agreement and fishing under a licence held by an Indigenous Community or Organization.
Fishery Management Area	Indicate the fishery management area where fishing occurred.
Interaction with a species at risk during this fishing effort?	Indicate (yes or no) if an interaction with a species at risk occurred during this fishing effort.
Was fishing gear lost, found or recovered during this fishing effort?	Indicate Yes if you lost, completely or partially, one or more of your fishing gears during this fishing effort. Indicate Yes if, during this fishing effort, you found one or more of your fishing gears previously lost. These fishing gears may have been fully recovered, partially recovered or not recovered. Otherwise, indicate No.

### Fishing Effort Section – Targeted Species

Species	Indicate the species you are attempting to catch under valid licence conditions during this fishing effort.
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### Fishing Effort Section – Fishing Gear Used

Fishing gear	Indicate the type of fishing gear used during this fishing effort.
Details about gear	Indicate of which material the traps are made of. (Newfoundland and Labrador only)

### Fishing Effort Section – Effort Detail

When reporting your catch, you must report the species and quantities separately for each group of traps. In Quebec and Gulf, each group of traps reported separately must have the same soaking time as well. In Newfoundland and Labrador, each group of traps reported separately must have the same soaking time and trap size.

Gears' group Number	The gears' group number is a sequential number assigned to the gear set with the same soaked duration. In Newfoundland and Labrador, this is also identified by trap size.
Trap size	Indicate the size of the traps of this group of traps. (Newfoundland and Labrador only)
Number of gear hauled	Indicate the number of traps hauled in this group of traps.
Soaked duration	Indicate the soaked duration of the group of traps (Quebec, Gulf and Newfoundland and Labrador only).
Latitude	Indicate the latitude at the end of the fishing activity (Quebec, Gulf and Maritimes only).



Longitude	Indicate the longitude at the end of the fishing activity (Quebec, Gulf and Maritimes only).
Grid (end)	Indicate the grid where you were at the end of the fishing activity. (Quebec only)
Lobster catch and settlement grid	Indicate the grid where you were at the end of the fishing activity. (Maritimes only)
Statistical section	Indicate the statistical section in which the traps of this group of traps were hauled. (Newfoundland and Labrador only)
Number of lobsters already V-notched	Indicate the number of lobsters you caught that were already V-notched. This information is only requested in some fishing areas. (Quebec only)
Number of lobsters you V-notched	Indicate the number of lobsters you V-notched. This information is only requested in some fishing areas (certain areas of Quebec and Newfoundland and Labrador only).

### Fishing Effort Section – Catches

In Quebec and Newfoundland and Labrador, report the quantities of each species caught, whether they have been discarded at sea or retained on board the vessel for landing. Refer to your licence conditions to find out what you must report.

In Gulf, you must declare the estimated weight of lobster, rock crab, cunner and sculpin kept onboard the vessel that will eventually be sold or kept for personal use (including used as bait).

Catches of species at risk must only be reported in the Species at Risk section.

In Quebec, Maritimes and Newfoundland and Labrador, if at the end of the hauling of this group of traps, no lobster or catches of any species have been caught, then you must report a weight of 0 lb (or kg) of lobster caught. In Gulf, you must report a weight of 0 lb (or kg) if no lobster is kept.

In Quebec and Newfoundland and Labrador, you must report your bycatches in the catch section of the ELOG, even if you used some of it as bait during your fishing trip.

Species	Indicate the species caught.
Kept weight	<p>Indicate the estimated weight of the species kept on-board the vessel to be sold or kept as personal consumption. In Quebec, this also includes the species kept on-board to be transferred in a pond or to another vessel.</p> <p>In Quebec, Maritimes and Newfoundland and Labrador, this weight must not include the weight of the specimens discarded at sea and must always be evaluated according to the whole form.</p> <p>In Gulf, you must report your bycatches within the total estimate</p>

	in lb or kg in the ELOG, even if you have used some of it for bait during your fishing trip.
Number of specimens kept	Indicate the number of individuals identified in the field "Species" that you kept onboard to be sold or kept as personal consumption. This number must not include the number of individuals discarded at sea. (Newfoundland and Labrador only)
Number of specimens discarded	Indicate the number of specimens identified in the field "Species" that you discarded at sea (Quebec and Newfoundland and Labrador only).
Number of females berried	Indicate the number of females caught in this group of traps that were berried. (Maritimes only)
Product form	Indicate the form of the product. Only the product form "Round" may be selected.

## Landing Section

Transport Vessel Registration Number (VRN)	If another vessel has been (or will be) used to land the fish, indicate the Vessel Registration Number (VRN) of this vessel. (Quebec only)
Date/time of landing	Indicate the date and time of the beginning of the landing.
Landing port	Indicate the name of the landing port. In Quebec, this refers to the port where the landing will take place. In Maritimes and Newfoundland and Labrador, this refers to the port where the landing has or will take place.

## Specific Logbook Instructions, by Region and Section

### QUEBEC

#### Transfer Section

Date/time of the transfer	Indicate the date and time at the beginning of the transfer of catches to a pond or onto another boat.
VRN (source)	Indicate the Vessel Registration Number (VRN) of the vessel from which the transfer of the catches occurred.
Vessel name (source)	Indicate the vessel name of the vessel from which the transfer of the catches occurred.
Pond (source)	Indicate the number of the pond from which the transfer of the catches occurred.
VRN (destination)	Indicate the Vessel Registration Number (VRN) of the vessel to which the catches are transferred.
Vessel name (destination)	Indicate the vessel name of the vessel to which the catches are transferred.

Pond (destination)	Indicate the number of the pond to which the catches are transferred.
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### Transfer Section – Detail of the Transfer

Species	Indicate the species transferred.
Product form	Only the product form “Round” may be selected.
Weight	This weight must always be evaluated according to the round form.

## MARITIMES

### Hail in Section

Hail in company	Identify the company that issued the hail in confirmation number
Hail in confirmation number	Indicate the hail in confirmation number
Estimated date and time of arrival	Indicate the expected date and time of arrival at wharf.
Total weight onboard	Indicate the total weight of lobster on board at the time of the call.

### Hail out Section

Hail out company	Identify the company that issued the hail out confirmation number
Hail out confirmation number	Indicate the hail out confirmation number