



Fisheries and Oceans  
Canada

Pêches et Océans  
Canada

# Fisheries and Oceans Canada (DFO) Instructions Reporting Form – Marine Mammal Interaction National (Pacific, Quebec, Gulf, Maritimes, Arctic and Newfoundland Regions)

Version 222-1.0

January 28, 2021

## Table of Contents

ELOG Key .....	2
DFO Client Support.....	2
ELOG Application Supplier Client Support.....	2
Software or Hardware Issues .....	3
Closure of Sections Within the Reporting Form .....	3
Fisher Identification Number (FIN), Licence Number and Vessel Registration Number (VRN) .....	3
Substitute Vessel .....	4
GPS Position and Coordinates.....	4
Comments .....	4
Reporting Form Instructions, by Section (Pacific, Quebec, Gulf, Maritimes, Arctic and Newfoundland Regions).....	5
General Information.....	5
Marine Mammal Interaction .....	5
Marine Mammal Interaction - Incident.....	7

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 reporting form 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 reporting form 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 reporting form 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 Reporting Form

The application allows for the individual closure of various sections of the reporting form. 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 reporting form.

If the information in a closed section prevents you from continuing to complete your reporting form, 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 reporting form, please submit your reporting form to DFO as is and contact DFO to request that corrections be made to your submitted reporting form. 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 paragraphs detailed below provide the instructions concerning the information to be used in the parameters of your software within 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 reporting form.

- **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 reporting form.
  
- **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 reporting form.
  
- **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 reporting form.

## 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 reporting form, enter the requested geographical coordinates manually.

## Comments

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

## Reporting Form Instructions, by Section (Pacific, Quebec, Gulf, Maritimes, Arctic and Newfoundland Regions)

### General Information

DFO administrative region	Indicate your DFO Administrative region.
Vessel Registration Number (VRN) or Vessel Identification Number (VIN for Gulf)	<p>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.</p> <p>Please refer to the Fisher Identification Number (FIN), Licence Number and Vessel Registration Number (VRN) section for more details on accurate use of substitute operator, partnership agreement and fishing under a licence held by an Indigenous Community or Organization.</p>
Licence holder's Fisher Identification Number (FIN)	<p>Indicate the Fisher Identification Number (FIN) of the licence holder as it appears on the fishing licence or conditions of licence.</p> <p>Please refer to the Fisher Identification Number (FIN), Licence Number and Vessel Registration Number (VRN) section for more details on accurate use of substitute operator, partnership agreement and fishing under a licence held by an Indigenous Community or Organization.</p>

### Marine Mammal Interaction

Date of the declaration	Indicate the date (UTC) on which the declaration was completed.
Logbook number referred	Indicate the logbook number to which the marine mammal interaction report refers.
Other identification number	Indicate any other identification number that allows the linkage of this declaration to a logbook
Marine mammal interaction? (Y/N)	Was there any accidental contact between a vehicle or fishing gear and a marine mammal? (Y/N)
Date/time of the interaction	Indicate the date/time of the interaction with the marine mammal(s) (UTC).
Location	Provide a description of the site where the interaction occurred.
Latitude at interaction time	Indicate the latitude at interaction time.
Longitude at interaction time	Indicate the longitude at interaction time.

Name	Indicate the last name and first name of the person declaring the interaction with the marine mammal(s).
Address	Indicate the address of the person declaring the interaction with the marine mammal(s).
Phone number	Indicate the phone number of the person declaring the interaction with the marine mammal(s).
Province of residence	Indicate the province of residence of the person declaring the interaction with the marine mammal(s).
E-mail address	Indicate the E-mail address of the person declaring the interaction with the marine mammal(s).
Vessel name	Indicate the name of the vessel involved in the interaction with the marine mammal(s) (if applicable).
Targeted species	If the interaction occurred during a fishing operation, indicate which species was being targeted when the interaction with marine mammal(s) occurred.
Fishing gear	Indicate what fishing gear was involved in the interaction with marine mammal(s) (if applicable).
Fishing gear damaged?	Is fishing gear damaged? (Y/N)
Fishing gear lost?	Is fishing gear fully or partially lost? (Y/N)
Cause known?	Is the cause of the gear loss known? (Y/N)
Remark (lost gear)	Enter any remarks concerning damage to fishing gear.
Species	Indicate the marine mammal species involved in the interaction.
Description of marine mammal(s)	Provide a description of the marine mammal(s) (shape, colour, marks, behaviour, etc.).
Animal condition	Indicate the condition of the marine mammal(s) after the interaction.
Identification confidence	Indicate your degree of certainty regarding species identification.
Minimum number of specimens involved	Indicate the minimum number of specimens involved in the interaction.
Maximum number of specimens involved	Indicate the maximum number of specimens involved in the interaction.

Best estimate of the number of specimens	If multiple specimens are involved in the interaction, indicate your best estimate of the number of specimens involved.
Videos?	Have one or more videos been recorded? (Y/N).
Photos?	Have one or more photos been taken? (Y/N)?.
Samples?	Have one or more samples been taken? (Y/N).
Other documents?	Are other documents available? (Y/N).
Remark	If other documents are available, provide details about the available documentation.
Body length category	Indicate the category of length of the body. If more than one individual is involved then indicate the category of the majority of individuals.
Body length	Indicate the body length of the marine mammal. If more than one animal are involved, indicate the average length of the individuals.
Event description	Provide a description of the event (event, timeline, actions, people involved, etc.).

### Marine Mammal Interaction - Incident

Incident type	Indicate the type of incident affecting the marine mammal.
Remark (Incident type)	Record remarks of details about the type of incident.