



Fisheries and Oceans  
Canada

Pêches et Océans  
Canada

# Fisheries and Oceans Canada (DFO) Instructions

## ELOG – Logbook – Tunas and Swordfish

### All DFO 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 fishing vessel used to carry out your fishing activities;
  - The licence number attached to the fishing vessel used to carry out your fishing activities;
  - 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 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 ELOG, 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 licence 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).

## Logbook Instructions, by Section

***The fields listed in the following tables may not be needed in all ELOG forms and therefore may not be available. When completing fields that are available in your ELOG, please follow the instructions below.***

### 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>

### Fishing Trip Section

Trip number	This information is typically generated automatically by the software.
Date/time of start of the fishing trip	Indicate the date and time at the beginning of the fishing trip.
Port	Indicate the name of the port of departure.
Operator's Name	<p>Name of the licence holder (or his representative) present on board the vessel during the fishing operation (Last name and first name). When there is more than one operator, list each name on the same line and separate each one using semicolons.</p> <p>Pacific: Indicate the name of the Captain or Vessel master</p>

Operator's Address	Indicate the address of the operator.
Operator's Email	Indicate the E-mail address of the operator.
Number of crew members	Indicate the number of crew members including the captain but excluding the observers at sea.
Partnership indicator	Indicate the type of partnership in place during the fishing trip.
Wharf sailed	Indicate the name of the wharf of departure (start of the trip).
Number of fishing days	Indicate the total number of fishing days for this trip or this form.
Date/time of the creation of the trip	Date/time of the first entry for the trip.
Unique identifier of the electronic logbook (Logbook UID)	This information is generated automatically by the software.
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 (E.g., G12-001A01).
Observer on board?	Was there observer(s) onboard the vessel during the trip?

### Bait Fished Section

Species	Indicate the targeted species you fished to use as bait.
Product form	Indicate the type of processing (Weight of bait fished is evaluated following this processing) (E.g., Round)
Quantity caught and kept on board (weight)	Indicate the quantity of fish caught and retained on board for use as bait (weight).

### Bait Used Section

Bait type	Indicate the type of bait used.
Quantity of bait onboarded (weight)	Indicate the quantity of bait onboarded before leaving the wharf (weight).

### 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.
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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.
Condition of specimens	Indicate the condition (dead, alive, etc.) of the specimens involved, after the interaction.
Number of specimens	Indicate the number of specimens involved.
Total weight estimated	Indicate the total estimated weight of species at risk involved.

## Hail in Section

Hail in confirmation number	Indicate the hail in confirmation number.
Company who issued the hail-in confirmation number	Identify the company that issued the hail in confirmation number.

## Hail out Section

Hail out confirmation number	Indicate the hail out confirmation number.
Company who issued the hail-out confirmation number	Identify the company that issued the hail out confirmation number.

## 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	Type of processing (E.g., Round, Gutted, etc.). Weight declared is evaluated following this processing.
Number of specimen kept	Indicate the number of specimens kept for personal consumption.
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 the fish kept for personal usage.

## 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 General Information section for more details in the context 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.
Spotter plane used duration	Indicate the total time the spotter plane was used to locate fish.
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.
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.
Interaction with a marine mammal during this fishing effort?	Was there an interaction with a marine mammal during this fishing effort (Y/N)?

## 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.
Gauge of the monofilament	Indicate the gauge of the monofilament used.
Gangion spacing	Indicate the gangion spacing.
Length of one gangion	Indicate the length of the hooked line of the longline.
Hook size	Indicate the size of the hooks used.
Type of hooks	Indicate the type of hooks (E.g., Mustad, circular, straight, J, etc.)

## Fishing Effort Section – Effort Detail

Tow (or set) number	Indicate the tow (or set) number.
Start date/time of the fishing operation	Indicate the date/time at the beginning of the tow (or tows). If harpoon fishing, indicate the date/time at the beginning of the search for the targeted fish or mammal.
Latitude at the beginning of the fishing operation	Indicate the latitude at the beginning of the hauling if reporting by tow or at the beginning of the first tow of the day if reporting by day. If harpoon fishing, indicate the latitude at the beginning of the search for the targeted fish or mammal.
Longitude at the beginning of the fishing operation	Indicate the longitude at the beginning of the hauling if reporting by tow or at the beginning of the first tow of the day if reporting by day. If harpoon fishing, indicate the longitude at the beginning of the search for the targeted fish or mammal.
End date/time of the fishing operation	Indicate the date/time at the end of the tow (or tows). If harpoon fishing, indicate the date/time at the end of the search for the targeted fish or mammal.
Latitude at the end of the fishing operation	Indicate the latitude at the end of the hauling if reporting by tow or at the end of the last tow of the day if reporting by day. If harpoon fishing, indicate the latitude at the end of the search for the targeted fish or mammal.
Longitude at the end of the fishing operation	Indicate the longitude at the end of the hauling if reporting by tow or at the end of the last tow of the day if reporting by day. If harpoon fishing, indicate the longitude at the end of the search for the targeted fish or mammal.
Latitude	Indicate the fishing latitude based on the information requested in the licence conditions.
Longitude	Indicate the fishing longitude based on the information requested in the licence conditions.
NAFO Area	Indicate the NAFO area (Division and sub-division) where fishing activities mainly occurred.
Number of lines	Indicate the number of lines being used as follows: <ul style="list-style-type: none"> <li>• Longlines: the number of hooked lines per skate.</li> <li>• Rod and reel: the number of rods.</li> <li>• Handline: the number of lines.</li> <li>• Tended lines: the number of tended lines</li> </ul>
Number of strikes	Indicate the number of strikes.
Number of hooks	Indicate the number of hooks as follows:

	<ul style="list-style-type: none"> <li>Longlines: total number of hooks on the longline (all skates included).</li> <li>Rod and reel and lines: number of hooks put in the water.</li> </ul>
Number of buoys	Indicate the total number of buoys on the gear (gears).
Type of bait used	Indicate the species of the bait used.
Bait Category	Indicate the bait category (alive, dead, synthetic, etc.)
Fishing method	Indicate the fishing method used (e.g. one trap per line/many traps per line, manual harvest, chumming, trolling, etc.) number of strikes.
Temperature of the surface of the water	Indicate the temperature of the water at the surface.
Air temperature	Indicate the temperature of the air.
Average gear depth	Indicate the average gear depth.
Average depth of the bottom of the sea/lake	Indicate the average depth of the bottom of the sea/lake during tow(s).
Spotter Plane used	Was a spotter plane used?

## Fishing Effort Section – Catches

Species	Indicate the species caught.
Latitude of catch	Indicate the latitude at the moment of the catch.
Longitude of catch	Indicate the longitude at the moment of the catch.
Number of specimens kept	Indicate the number of specimens kept for landing.
Average weight of individuals kept onboard	Indicate the average weight of individual caught then kept onboard (estimate).
Kept weight (estimated)	Indicate the estimated weight kept. If there is no catch during the fishing effort, indicate zero (0) in this field.
Product form	Indicate the type of processing (E.g., Round, Gutted, etc.). Catch weight is evaluated following this processing.
Number of the tag	Indicate the number of the tag affixed to the specimen by the fish harvester (E.g., tuna tag).
Kept weight (estimated - suppl. estimation)	Estimated weight kept (supplementary estimation of the same weight based on a different form of the product - E.g. round, dressed, etc.). If there is no catch during the fishing effort, indicate zero (0) in this field.
Product form (suppl. estimation)	Type of processing - supplementary estimation (Catch weight #2 is evaluated following this processing) (E.g., round, dressed, etc.) Used only for the supplementary evaluation of the kept weight.
Length of the flank	Indicate the length of the flank.
Length of the specimen dressed	Indicate the length of the specimen in it's dressed form.

Number of specimens discarded	Number of specimens rejected at sea. In some cases this may be an estimated quantity.
Average weight of individuals rejected at sea	Indicate the average weight of individual caught then rejected at sea (estimate).
Discarded weight (estimated)	Indicate the total estimated weight rejected at sea.
Condition of specimens	Indicate the condition of the discarded specimens at the time the specimens were returned at sea (E.g. Alive, Dead, etc.).

### Sample Section

Specimen number	Indicate the specimen number.
Species sampled	Indicate the species that was sampled.
Specimen length	Indicate the length of the specimen.

### Landing Section

Date/time of arrival	Date/time of arrival at wharf. May be an estimated date and time.
Date/time of landing	Date/time of the start of the landing. May be an estimated date and time.
Port of landing	Indicate the name of the landing port.
Wharf landed	Indicate the name of the landing wharf.
Total weight of Bluefin Tunas landed	Indicate the total weight of Bluefin Tunas landed at this port during this landing.