



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Fisheries and Oceans Canada (DFO) Instructions ELOG - Inactivity Report

Version 233-2

June 13, 2022

Canada

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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.

The Inactivity Report provides harvesters with the ability to report periods of inactivity for fishery operations. Any requirements to complete the Inactivity Report will be communicated to harvesters through licence conditions for various fisheries. Harvesters who are required to report inactivity for a fishery will be required to acquire the ELOG for that fishery in order to do so.

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.

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.

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 fishing activities; the licence number held by the Indigenous Community or Organization;
 - Indicate the VRN of the fishing vessel used to carry out fishing activities;
- If you are fishing under a licence held by a company:
 - Indicate the FIN of the company;
 - Indicate the licence number used to carry out fishing activities; licence number held by the company;
 - Indicate the VRN of the fishing vessel used to carry out fishing activities;

- If you are fishing under a licence held by a another commercial harvester:
 - Indicate the FIN of the commercial harvester (licence holder you are replacing);
 - Indicate the licence number used to carry out fishing activities; the licence number held by the commercial harvester (licence holder you are replacing);
 - Indicate the VRN of the fishing vessel used to carry out fishing activities;

General Logbook Instructions, by Section

When completing fields that are available in the Inactivity Report, please follow the instructions below.

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 licence conditions.
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 fishing activities. The VIN applies to Gulf region fish harvesters only.

Reporting Section

Logbook Unique Identifier (UID) Referred	Enter the ELOG UID, which was automatically generated when creating a Trip. If submitting an Inactivity Report without creating a Trip; this field may be left blank.
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Reporting Detail Section

Start Date	Indicate the start date and time of the inactivity.
End Date	Indicate the end date and time of the inactivity.
License number	Indicate the license number.
Reason for inactivity	Indicate the reason for the inactivity.