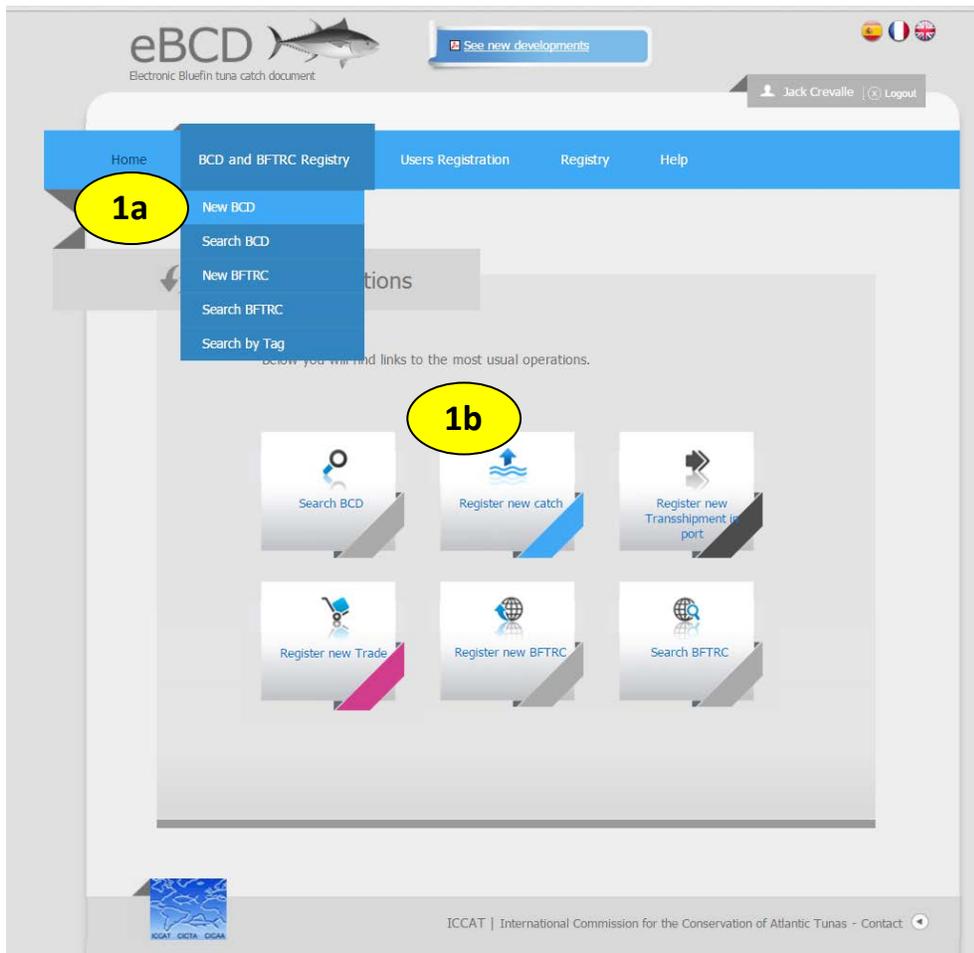
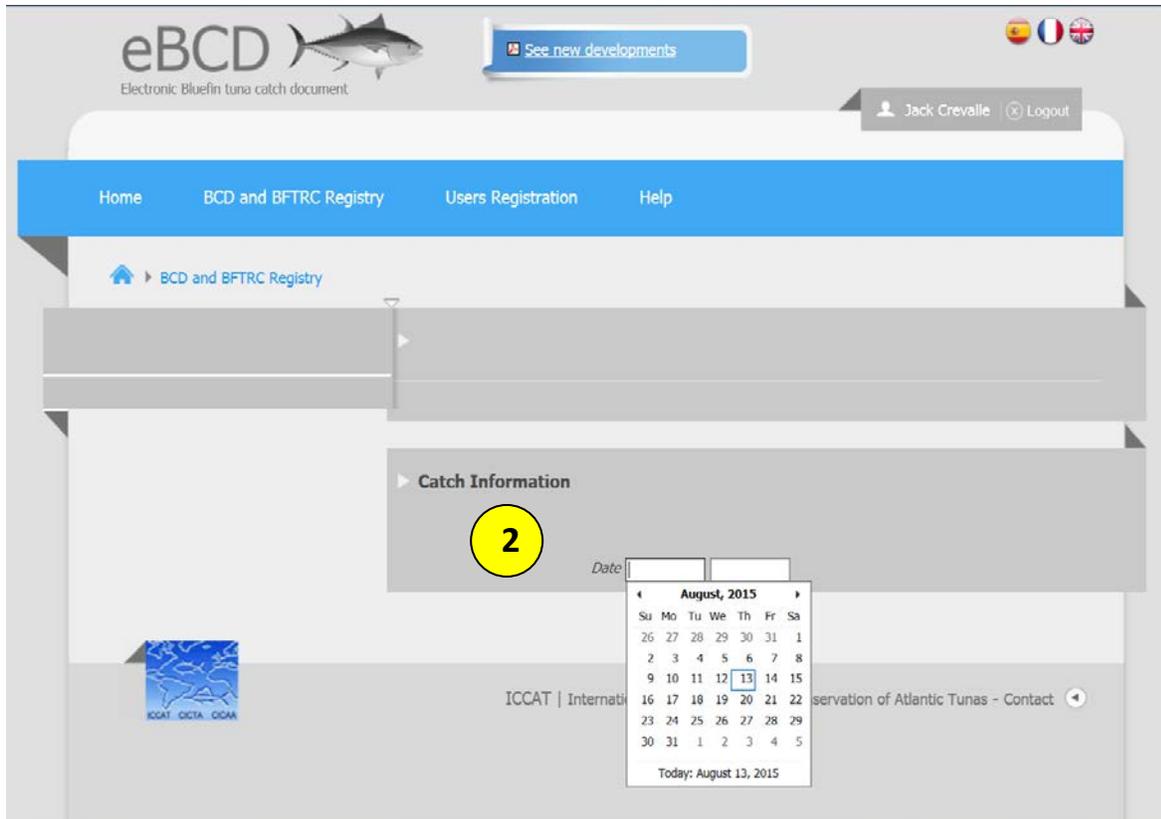


## 6. Create a New eBCD – Catch Information



1a. From the home page menu, select “BCD and BFTRC Registry.” Then select “New BCD.” (The system refers to a BCD, or bluefin tuna catch document, where we use the term eBCD since the documents are created electronically. BFTRC stands for Bluefin Tuna Re-export Certificate.)

1b. You can also select “Register new catch.”



2. On the next screen, enter the date of harvest under Catch Information. Once the date is entered, you will see the below screen. Stock is automatically filled in with “West Bluefin Tuna.”

**eBCD** Electronic Bluefin tuna catch document

See new developments

Jack Crevalle Logout

Home BCD and BFTRC Registry Users Registration Registry Help

BCD and BFTRC Registry Help

**Catch Information**

2 Date: 8/13/2015 8:34 AM  
Stock: West Bluefin Tuna

**Vessel Information**

3 Flag: USA - U.S.A.  
4 Search: National Registration Number / Name  
Catch: / Kg

**Catch Description**

5 No. of Fish:   
6 Total Weight:  Kg  
AVG. Weight(Kg):  Kg  
7 Notes:   
8 Area: GOFM - Gulf of Mexico  
Gear: BB - Baitboat

8 Add Tags (if applicable)

**Trade companies**

9 Company:   
Company: ABC FISH COMPANY

10 Save

3. Enter Vessel Information using the search function. In the Search field, enter the vessel's name or national registration number.
  - If the vessel is registered in the system, the vessel name and registration number will be populated (see below). All ICCAT registered vessels will already be in the

system. If the vessel is not in the system, you can enter the vessel name and registration number.

**NOTE: Please double check both the vessel name and registration number as there are vessels that have the same or very similar names.**

The screenshot shows two sections of a form. The top section, 'Vessel Information', contains fields for Flag (USA - U.S.A.), Search (11112345 - LADY ANN), Vessel (LADY ANN), National Registration Number (11112345), and Pavilion/CPC (U.S.A.). A yellow circle with the number 3 is placed over the Search field. Below this is a 'Catch' field with the value 250 and a unit dropdown set to Kg, with a yellow circle 4 over it. The bottom section, 'Catch Description', has fields for No. of Fish (2), Total Weight (250,00 Kg), and AVG. Weight (Kg) (125,0 Kg). A yellow circle 5 is over the No. of Fish field. Below these is a 'Notes' text area, a yellow circle 6 is over the Area dropdown menu (set to GOFM - Gulf of Mexico), and a yellow circle 7 is over the Gear dropdown menu (set to BB - Baltboat). An 'Add Tags (if applicable)' button is at the bottom left.

4. In the Catch field under Vessel Information, enter the total weight of the bluefin tuna catch in kilograms (Kg). This number will be automatically added to Total Weight under Catch Description (step 5).
5. Under Catch Description, enter the No. of Fish. The AVG. Weight (Kg) will be automatically populated.
6. Select the Area of catch from the drop down menu (see below). Always select “WEST – West Atlantic.”

This is a close-up of the 'Area' dropdown menu from the 'Catch Description' section. The menu is open, showing a list of options: GOFM - Gulf of Mexico, NORT - North Atlantic, NW - Northwest Atlantic, PAC - Pacific, SOUT - South Atlantic, SW - Southwest Atlantic, TROP - Tropical Atlantic, WEST - West Atlantic (highlighted in blue), and WTRO - West Tropical Atlantic. A yellow circle with the number 6 is placed over the dropdown arrow.

7. Select the Gear from the drop down menu (see below).

The screenshot shows the 'Catch Description' section of a form. It includes input fields for 'No. of Fish' (2), 'Total Weight' (250,00 Kg), and 'AVG. Weight(Kg)' (125,0 Kg). Below these is a 'Notes' text area. The 'Area' dropdown is set to 'WEST - West Atlantic'. The 'Gear' dropdown is open, showing a list of options: BB - Baitboat, GILL - Gillnet: Drift net, HAND - Handline, HARP - Harpoon (highlighted in blue), HS - Haul Seine, LL - Longline, PS - Purse seine, RR - Rod and Reel, TL - Tended line, TRAP - Trap, TRAW - Trawl, MWT - Trawl: Mid-water pelagic trawl, and TROL - Troll. A yellow circle with the number 7 is placed over the 'HARP - Harpoon' option. To the left of the dropdown is a blue button labeled 'Add Tags (if applicable)' with a plus sign icon.

8. Under Catch Description, click on the + symbol next to “Add Tags (if applicable)” to input tag information (see below).

- Enter tag code.
- Enter weight.
- Select product type from the drop down menu: “F – Fresh” or “FR – Frozen”
- Select product presentation from the drop down menu:
  - RD – Rounded weight
  - DR – Dressed weight
  - GG – Gilled & gutted
  - FL – Fillet
  - OT – Other
- Click + Add.

The screenshot shows the 'Manual Input' section of the form. At the top, the 'Area' dropdown is 'WEST - West Atlantic' and the 'Gear' dropdown is 'HARP - Harpoon'. Below these is a blue button labeled '8 Add Tags (if applicable)' with a plus sign icon. Underneath is an 'Import File' section with an 'Import CSV file' button. The 'Manual Input' section contains the following fields: 'Tag Code' (05-99999), 'Weight' (150,00 Kg), 'Product type' (F - Fresh), and 'Product presentation' (DR - Dressed weight). At the bottom of this section is a grey button labeled 'Add' with a plus sign icon.

- Once you click Add, the tag information will be displayed in a table.

**8** Tags (if applicable)

▶ Import File

▶ Manual Input

Tag Code

Weight  ,  Kg

Product type

Product presentation

Add

Tag Code	Weight	Product type	Product presentation		
05-99999	150 Kg	F - Fresh	DR - Dressed weight		

- If you have more than one bluefin tuna, you can enter information for other tags following the same steps. In this example, there were two bluefin tuna so information was entered for two tags.

**8** Tags (if applicable)

▶ Import File

▶ Manual Input

Tag Code

Weight  ,  Kg

Product type

Product presentation

Add

Tag Code	Weight	Product type	Product presentation		
05-99999	150 Kg	F - Fresh	DR - Dressed weight		
05-99991	100 Kg	F - Fresh	DR - Dressed weight		

8a. Alternatively, if you have a number of tagged bluefin tuna to enter, rather than manually entering tag information, you can import a CSV file with tag information.

Tags (if applicable) +

▶ **Import File**

[Import CSV file](#)

▶ **Manual Input**

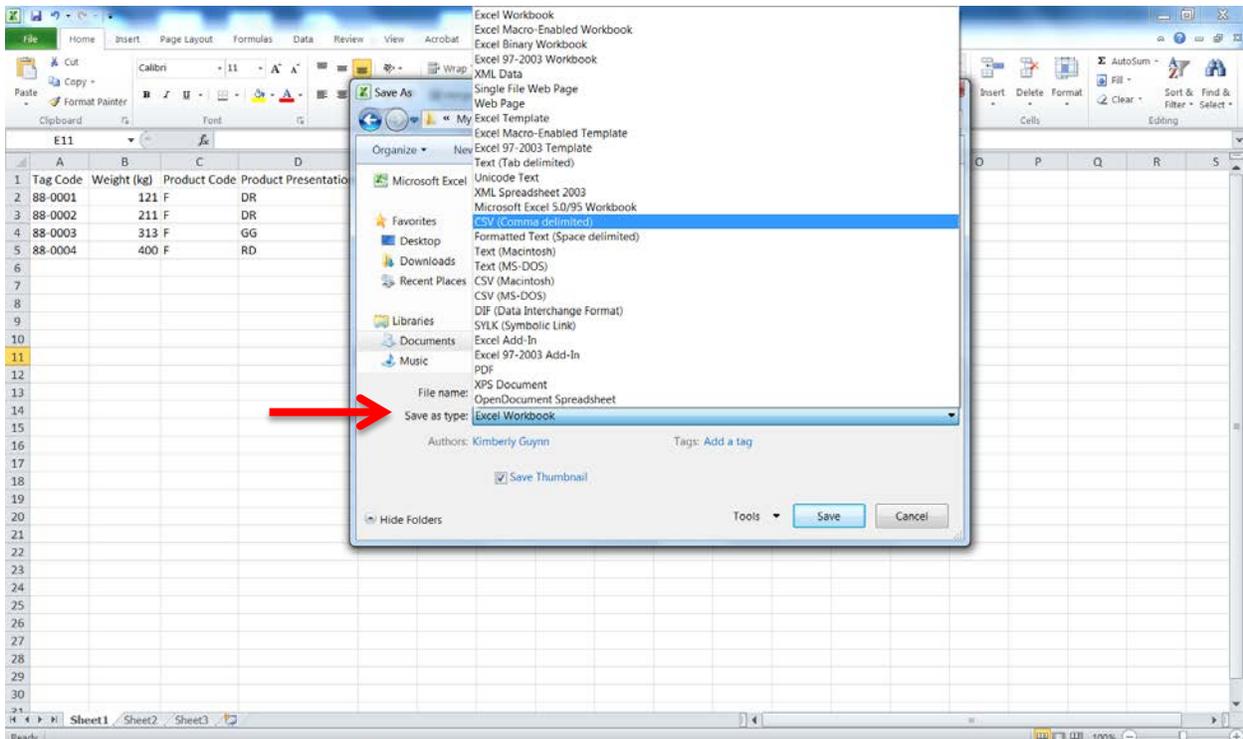
Tag Code

Weight  ,  Kg

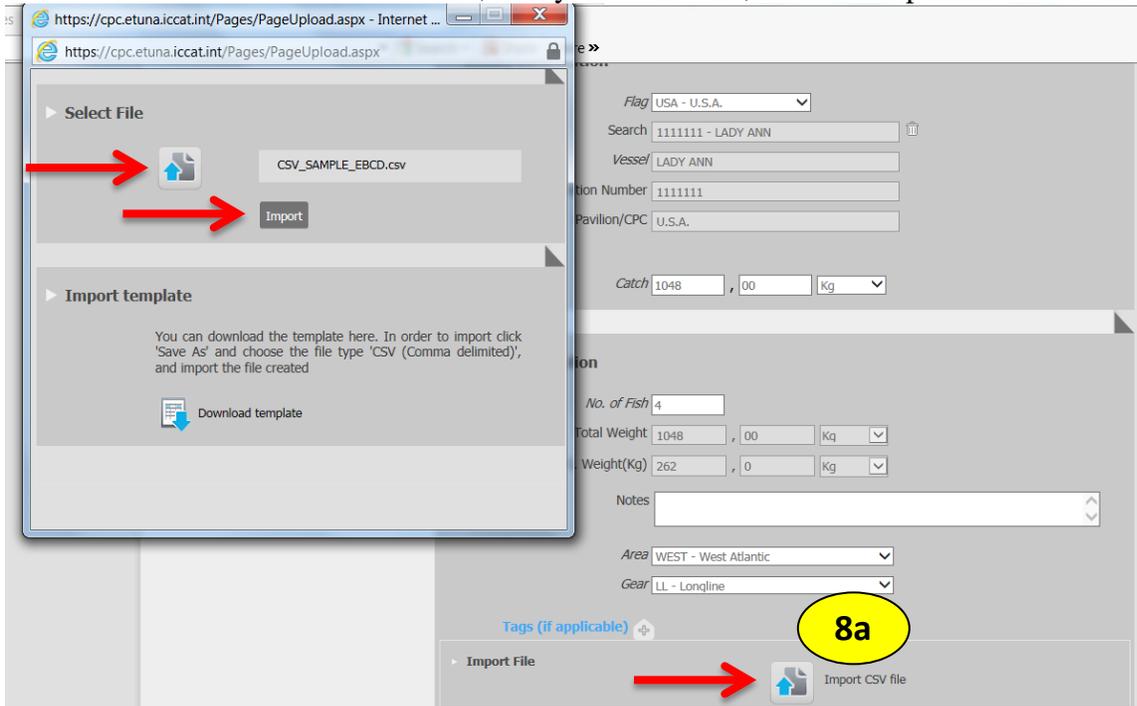
Product type

Product presentation

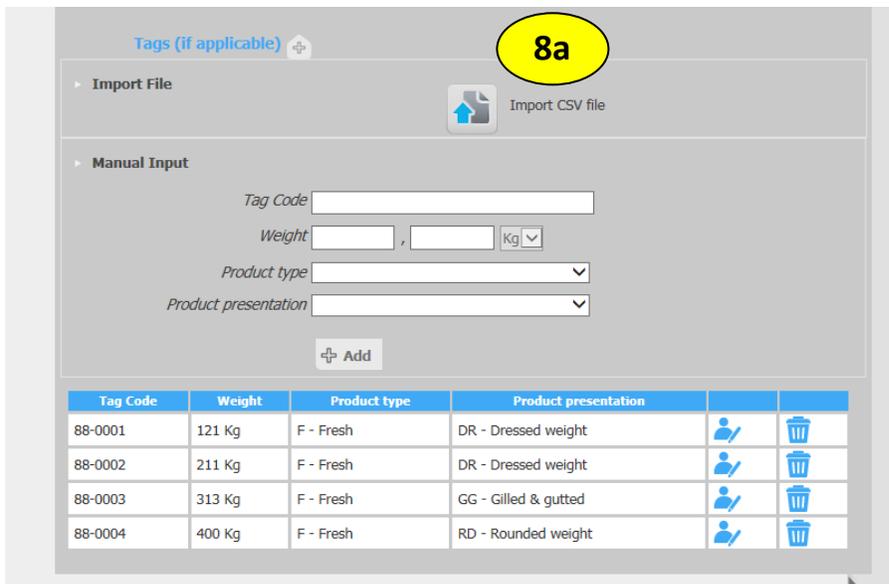
- To create a CSV file, enter your tag information into a Microsoft Excel spreadsheet, including tag code, weight (kg), product type, and product presentation. When you save the file, go to “Save as type” and change it from the default (“Excel Workbook”) to “CSV (Comma delimited)” (see below).



- Click on the icon next to “Import CSV file.” On the pop up screen under “Select File” click on the icon, find your saved file, and click Open. Then click Import.



- The information will be display in a table (below), as in step 8.



9. Under Trade companies, the company that is associated with your user account will already be populated.

Trade companies

9 Company

Company	
ABC FISH COMPANY	

10 Save

10. Click Save. You will see the below message:

Information properly saved ✕

The catch was saved correctly

Ok

Tag Code	Weight	Product type	Product presentation		
05-4			DR - Dressed weight		
05-4			DR - Dressed weight		

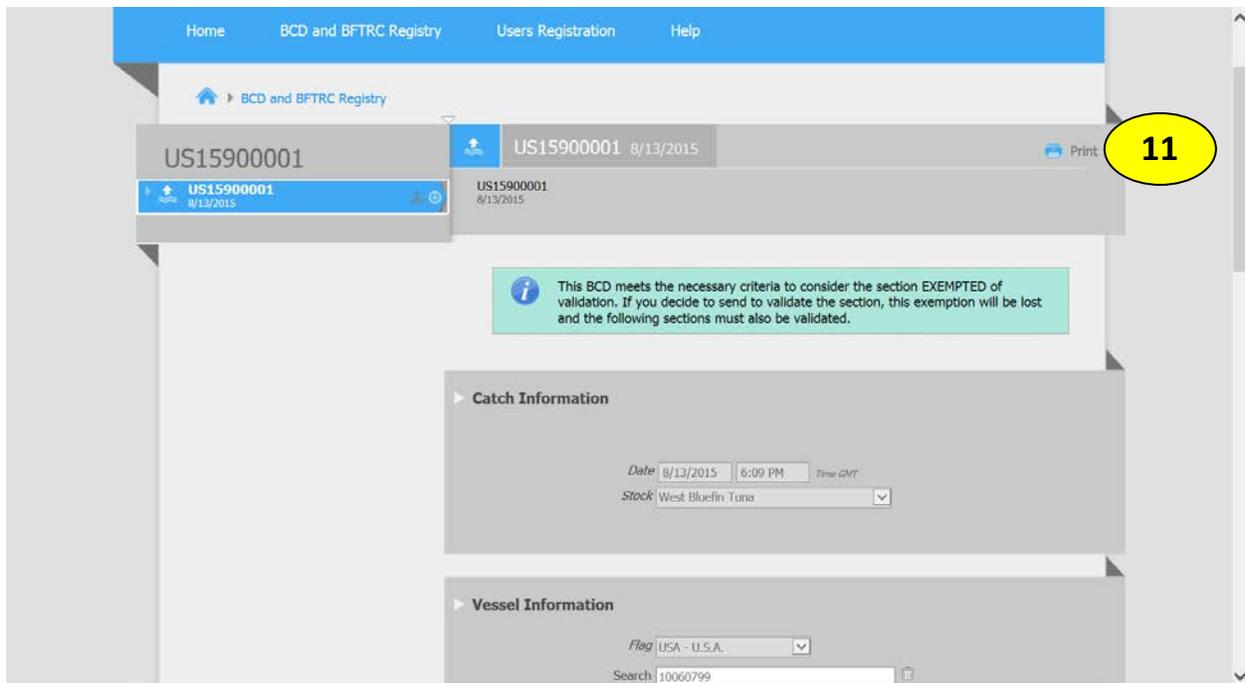
Company

ABC FISH COMPANY

Save

- Once you hit Ok, you will see your eBCD number, or code, on the next screen (see below; in this example the code is US15900001).
- You will also see a message (in green below) saying that, since the bluefin tuna listed in the eBCD are tagged, it is exempted from the validation requirement.

**NOTE: If you inadvertently click “send for validation” you will have to wait until the government authority clears the eBCD.**



11. You can print your eBCD from this screen for your records. It will appear as below:

1. ICCAT BLUEFIN TUNA CATCH DOCUMENT (BCD)				N°:	US15900001	1 / 1
<b>2. CATCH INFORMATION</b>						
VESSEL / TRAP INFORMATION						
NAME OF THE CATCHING VESSEL / TRAP		Flag/CPC	NATIONAL REGISTRATION No.	INDIVIDUAL QUOTA	CATCH	
LADY ANN		U.S.A.	11112345	0 Kg	250 Kg	
CATCH DESCRIPTION						
DATE(dd/mmm/yy)	13/Aug/15	AREA	West Atlantic	GEAR	Harpoon	
No. of FISH	2	TOTALWEIGHT(kg)	250	AVG. WEIGHT (kg)	125	
ICCAT RECORD No. of Joint Fishing Operation						
TAGS Numbers (if applicable)						
2						
GOVERNMENT VALIDATION						
NAME OF AUTHORITY				Exempt validation in the context of Rec 11-20		
TITLE						
SIGNATURE						
DATE(dd/mmm/yy)				(This is an electronic BCD Document)		

1. ICCAT BLUEFIN TUNA CATCH DOCUMENT (BCD)				N°:	US15900001	1 / 1
<b>APPENDIX I : CATCH.TAGS</b>						
Tag Number		Weight	Product type	Product Shape		
05-99999		150	F-Fresh	DR-Dressed weight		
05-99991		100	F-Fresh	DR-Dressed weight		

## Troubleshooting Potential Errors in the Catch Section

### a) Entering the wrong weight for a tagged fish

A user might make a mistake entering the weight for a tagged fish, for example by entering the weight in pounds rather than kilograms. In this example, the user incorrectly entered a weight of 320 Kg for the bluefin tuna with tag number 06-0004 (as in step 8, page 16) when the fish actually weighed 150 Kg.

If you enter the wrong weight, you can correct your entry by clicking on the edit icon in the table, which looks like a person holding a pen (see below).

Manual Input

Tag Code

Weight  ,  Kg

Product type

Product presentation

Tag Code	Weight	Product type	Product presentation		
06-0001	110 Kg	F - Fresh	DR - Dressed weight		
06-0002	90 Kg	F - Fresh	DR - Dressed weight		
06-0003	200 Kg	F - Fresh	DR - Dressed weight		
06-0004	320 Kg	F - Fresh	DR - Dressed weight		

The entry will open in the fields above the table.

Manual Input

Tag Code

Weight  ,  Kg

Product type

Product presentation

Tag Code	Weight	Product type	Product presentation		
06-0001	110 Kg	F - Fresh	DR - Dressed weight		
06-0002	90 Kg	F - Fresh	DR - Dressed weight		
06-0003	200 Kg	F - Fresh	DR - Dressed weight		

You can change the weight to the correct weight and then click + Add.

Manual Input

Tag Code

Weight  ,  x

Product type

Product presentation

Tag Code	Weight	Product type	Product presentation		
06-0001	110 Kg	F - Fresh	DR - Dressed weight		
06-0002	90 Kg	F - Fresh	DR - Dressed weight		
06-0003	200 Kg	F - Fresh	DR - Dressed weight		

The corrected entry will be added back to the table.

Manual Input

Tag Code

Weight  ,  Kg

Product type

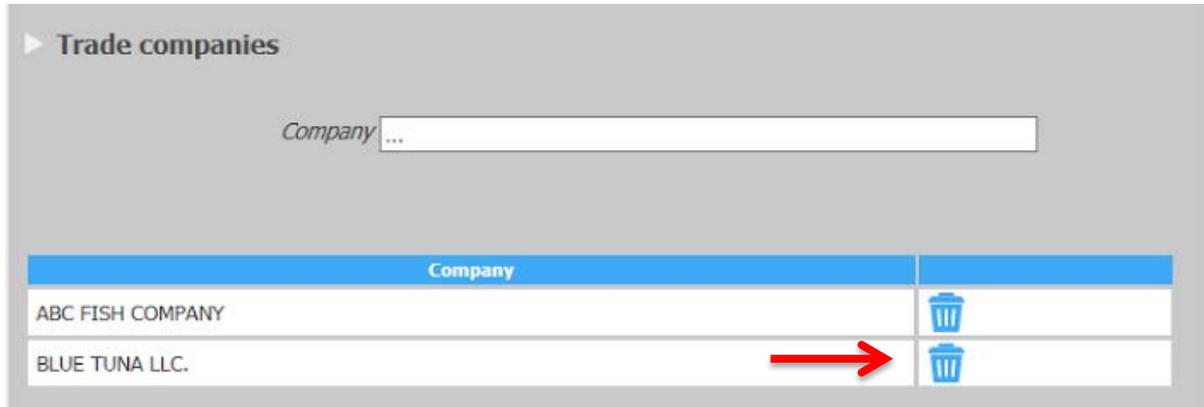
Product presentation

Tag Code	Weight	Product type	Product presentation		
06-0001	110 Kg	F - Fresh	DR - Dressed weight		
06-0002	90 Kg	F - Fresh	DR - Dressed weight		
06-0003	200 Kg	F - Fresh	DR - Dressed weight		
06-0004	150 Kg	F - Fresh	DR - Dressed weight		

*b) Listing more than one company*

If you have more than one company associated with your user account, all companies will be listed under Trade Company as you are creating the eBCD (as in step 9, page 20).

To delete all companies other than the one associated with this eBCD, you can click on the trash can next to the other company (or companies) in the table (see below). In this example, the user is associated with both ABC Fish Company and Blue Tuna LLC, but the user is preparing the eBCD for ABC Fish Company.



Only the relevant company will remain in the table.



c) Entering more or fewer tags than the number of fish claimed

On the eBCD, you must enter the number of fish you are documenting in step 5 (page 15). You cannot enter tag information for more fish than you indicated in the previous step. In this example, the user entered 4 for the number of fish, but then entered five tags (as in step 8, page 16). The system will allow you to add an extra tag to the table, but when you try to save the document, you will receive an error message (see below).

Manual Input

Tag Code

Weight  ,  Kg

Product type

Product presentation

Tag Code	Weight	Product type	Product presentation		
06-0001	110 Kg	F - Fresh	DR - Dressed weight		
06-0002	90 Kg	F - Fresh	DR - Dressed weight		
06-0003	200 Kg	F - Fresh	DR - Dressed weight		
06-0004	150 Kg	F - Fresh	DR - Dressed weight		
06-0005	100 Kg	F - Fresh	DR - Dressed weight		

Manual Input

Tag Code

Weight  ,  Kg

Product type

Product presentation

Tag Code	Weight	Product type	Product presentation		
06-0001	110 Kg	F - Fresh	DR - Dressed weight		
06-0002	90 Kg	F - Fresh	DR - Dressed weight		
06-0003	200 Kg	F - Fresh	DR - Dressed weight		
06-0004	150 Kg	F - Fresh	DR - Dressed weight		
06-0005	100 Kg	F - Fresh	DR - Dressed weight		

Alert

It's not possible save a eBCD with more tags than number of fishes

Ok

You will also receive an alert if you enter tag information for fewer tags than the number of fish you indicated in step 5. In this example, the user entered 2 for the number of fish, but only entered one tag. When you try to save the document, you will receive the below message. If there is not a tag entered for each bluefin tuna, then the eBCD will be sent for validation.

