How to Guide for Electronic Catch Reporting with eCatch

Bottom Trawling

> This is a basic guide for bottom trawling, but does not cover all variations. If you have any questions call eCatch.

Start Trip

At the start of the fishing day you'll need to start a trip in the eCatch App. This Trip Start report needs to be transmitted successfully while you're still in wifi or cellular coverage. If you don't have coverage from where your fishing trip starts you should do this from home:

1. Open the eCatch App on your phone or tablet.
2. From the list of Fishing Trips, tap on New Trip.
3. Select the correct Permit, Vessel and Person In Charge.
4. Confirm if you are operating with a Protected Species Risk Management Plan (PSRMP) or not.
5. Tap the Start Trip button. [Start Trip]
6. Enter your PIN if you have one, otherwise click Ok on the declaration.
7. Confirm that the Trip Start report has been successfully transmitted to FishServe - look for the green cloud icon with a white tick in the top right-hand corner of the screen.
8. You need to turn on your GPR device prior to starting your boats engine.

Fishing Events

1. When you're in position tap the New Fishing Event button. [New Fishing Event]
2. For Fishing Method, select BT (Bottom Trawling).
3. Set the following information:
   - Target Species
   - Fishing under HSP (High Seas Permit)
   - Pair Vessel if used
   - Number of Nets: whole number
   - Codend Mesh Size (mm)
   - Mitigation Devices (and / or practices)
   - Wing Spread (m)
   - Headline Height (m)
   - Bottom Depth (m)
   - Speed (knots)

   On subsequent events these fields (other than bottom depth) will fill in automatically with the settings last used. Make sure to change them if you use different nets, mesh size, etc.

4. When you're ready to start trawling tap the Shoot button [Shoot]. The App will record your start location.
5. When you're ready to start hauling tap the Haul button [Haul]. The App will record your end location.
6. If a net is lost change to Yes here.
7. If you have any Non-fish / Protected Species catch change to Yes here.
   You'll be prompted to add details after submitting the FIshing Event. You can also record this later on the Trip Details screen using the New Non-fish / Prot. Species Event button. [New Non-fish/Prot. Species Event]

8. Tap the Add Catch button. **Add Catch**
9. Pick the Species.
10. Enter estimated catch in kg.
11. If you have any disposals tap the Add Disposal button and pick the right disposal code. **Add Disposal**
12. Tap on the Stock Code field and pick the correct one. In future this will fill in automatically for each species.
13. Enter the estimated catch disposed of in kg.

Repeat steps 8 to 13 if you caught anything else you want to keep or dispose of.

You must enter your top eight species caught for each event. Anything else can be recorded using the Est. Green Weight (all other species, kg) field. However, you'll need to add them as line items in the Landing later so it's easier to add them individually here.

14. Check your entries for accuracy.
15. Tap the Submit button. **Submit**
16. Enter your PIN if you have one, otherwise click Ok on the declaration.

Landing

Everything you've caught needs to be declared in a landing. This must be filled in immediately upon landing. It can be filled in earlier if you have time:

1. Back on the Trip Details screen, tap on the Add Landing button. **Add Landing**
2. Choose the appropriate Landing Code. The two most commonly used ones are L (Landed in NZ to an LFR) and QL (Placed in a holding container on land). The following information is required for each:
   - LFR Client Number. manage LFR's from the drop-down menu if you have multiple.
   - Holding Receptacle Address: Only for the QL landing code. Add a physical address.
   - Is Offal Mealed: No
   - Oil Litres: blank

   On subsequent landings these fields will fill in automatically with the settings last used for each landing code.
3. Tap the Add Product button **Add Product**
4. The App will automatically show catch from all the fishing events. By default they'll all be selected. Tap on the green ticks ✅ to de-select any you don't want to include on this Landing. Also set the following:
   - Product State: tap to select
   - Container Type: tap to select
   - Estimated Container Weight: kg
5. Tap on the Use Selected Species button. **Use Selected Species** .
6. Most fields will now be completed from previously recorded information. Check for accuracy.
7. Add any other catch using the Add Product then Add Unlisted Species buttons.
8. Tap the Submit button. **Submit**
9. Enter your PIN if you have one, otherwise click Ok on the declaration.

There are numerous other Landing Codes that you should familiarize yourself with. Call eCatch if you have questions.

End Trip

1. At the end of the fishing day tap the End Trip button. **End Trip** Again, this needs to be somewhere that has cell or wifi coverage.
2. Enter your PIN if you have one, otherwise click Ok on the declaration.

If you are not in coverage when you need to end the trip you must still complete a <u>Trip End report</u> at the correct time. When you are back in coverage (wifi or cellular) you must open the eCatch App and wait until the cloud icon goes green, confirming the Trip End report has gone through successfully to FishServe.