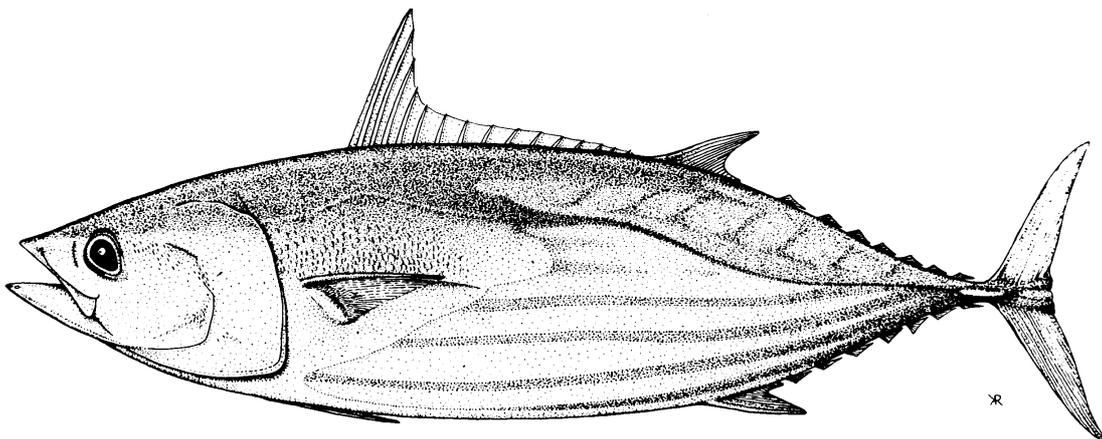


## **PRELIMINARY REVIEW OF DATA COLLECTION FORMS USED IN THE PHILIPPINES TUNA FISHERY**

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July 2004

## Preliminary review of data collection forms used in the Philippines Tuna Fishery

### Introduction

The objective of the Statistics Working Group (SWG) of the Standing Committee on Tuna and Billfish (SCTB) is to coordinate the collection, compilation and dissemination of data on tuna fisheries in the western and central Pacific Ocean. In regard to the coordination of data collection, it was agreed at the eleventh meeting of the SCTB, which was held from 28 May to 6 June 1998 in Honolulu, to establish minimum standards for data collection forms and to review data collection forms that are in use in the region (Anon. 1998).

The SWG established minimum standards for catch and effort logsheets at the twelfth meeting of the SCTB, which was held from 16–23 June 1999 in Tahiti, French Polynesia (Anon. 1999). In recent years, catch and effort logsheets from Japan, Taiwan and Korea have been reviewed by the SWG. The sixteenth meeting of the SCTB, held in Mooloolaba 9–16 July 2003 directed the SWG to “...*review port sampling data collection forms and data collection protocols...*” used in the Philippines and Indonesian domestic tuna fisheries (Anon. 2004).

Port sampling is the only form of data collection currently undertaken by government agencies in the Philippines tuna fishery. There is currently no sampling conducted in ports servicing the Pacific-side of the Indonesian tuna fishery, so this review only considers the port sampling data collection in the Philippines tuna fishery. There is an expectation that a review of data collection forms to be used in Indonesia will be a part of the establishment of port sampling in that fishery in the coming years.

Port sampling data collection forms in the Philippines tuna fishery are maintained by the Philippines Bureau of Fisheries and Aquatic Resources (BFAR) (Appendix I) and the Philippines Bureau of Agricultural Statistics (BAS) (Appendix II). Minimum standards for port sampling data collection have yet to be established by the SWG, although the minimum standards already established for catch and effort logsheets can serve as a guideline. Port sampling involves the collection of information from part (or a sample) of the unloaded catch, so an appropriate sampling protocol is fundamental to this form of data collection.

Information on the port sampling data collection forms and the sampling protocol used in the Philippines tuna fishery is available in two documents (Lopez, 2000 and Vallesteros, 2002) and was the basis of information used for this preliminary review. A more in-depth review is expected to be undertaken once minimum standards for port sampling data collection forms are established by the SWG. It should be noted that the set of forms reviewed below are also used to collect information from other fisheries in the Philippines and not just the domestic tuna fisheries of the Philippines.

Recommendations and areas that need further review have been *highlighted in bold/italics* in this document.

## Comments on the BFAR port sampling data collection forms

### *Sampling protocol - general*

The following are comments regarding the sampling protocol used in the National Stock Assessment Program (NSAP) conducted by BFAR:

- Lopez (2000) mentions the importance of the sampling protocol in the description of the NSAP data collection. The NSAP port sampling is undertaken on about two-thirds of the days of each month at each landing site. One day is spent sampling at the commercial, or major landing section, the next day is spent sampling at the municipal, or minor landing section, and the following day is a “rest day”; the sampling cycle then begins again. Sampling occurs regardless of the day being a Saturday, Sunday or a public holiday.
- The sampling covers vessels of each gear unloading fish at each landing site covered by the NSAP. A stratified sample is undertaken where necessary; that is, samplers (“enumerators”) select a cross-section of vessels (by gear) in instances where they are unable to sample all vessel unloadings. At least 10% of the unloaded catch from selected vessels must be sampled for length and weight measurements.

### *Data collection forms*

The following are comments regarding the contents of each form used in the NSAP:

#### **NSAP Form 1 – Monthly Report (Landing by Gear and Length Frequency)**

- This form is a monthly summary report of boat landings by gear, total of sampled boats and total of length measurements taken. This form serves as a useful summary of monthly port sampling activities for each landing site, and a means of reconciliation with the data collected on other forms.

#### **NSAP Form 2 – Fish Landing Survey Form (Catch and Effort)**

- This form is used to record the total catch and effort for all vessels unloading at the landing site on each day sampled. Detailed instructions are provided to ensure the correct coverage of catch is obtained using this form. One NSAP Form 2 sheet should cover the sampling of vessels of the same gear that have fished at the same fishing ground and are unloading on the day of sampling.
- Generally, it is not possible to obtain detailed data on the area where the catch was taken at the time of port sampling. This is unlike logsheet data collection, which requires detailed spatial information to be recorded at the fishing operation level. NSAP Form 2 has the provision for recording only one fishing ground per vessel unloading; that is, if a vessel fished in two areas during one trip, only the main area is recorded.
- The unit of effort recorded on this form depends on the gear of the vessel. This form has the provision for recording units of effort that are in line with the essential minimum standards for logsheet data collection. The recorded effort allows catch rates to be determined from the NSAP port sampling data.
- Total catch broken down by species are collected on this form. Catch estimates and the actual weight of the catch are recorded (after taking into account the weight of the container/box, water and ice).
- Procedures for handling situations where the catch may be sorted (or not), and the segregation of mixed catch by species, are documented in the form’s instructions.
- ***It would be useful to collect total unloaded catch and the total vessels unloading for all days (and not just the sampling days) since this would provide more reliable estimates of the catch and effort.***

#### **NSAP Form 2a – Landed Catch and Effort Monitoring (weight measurement)**

- This form is used to record the individual fish weight of the sampled catch from a vessel unloading.

- The weight measurement is in grams (g.), but there is no provision for recording the processed state of the fish (*it is assumed that at the sampling stage, the fish have not been processed, although this needs to be verified with BFAR, particularly the catch from handline vessels*).
- *There is no “sum of weights measured by species” available on the form; this field could be a useful data entry control check.*
- The instructions warn the sampler to be on the lookout for instances of size- and species-sorting when selecting an appropriate sub-sample to be measured.

#### NSAP Form 2b - Landed Catch and Effort Monitoring (length frequency)

- This form is used to record the individual fish length of the sampled catch from a vessel unloading.
- The length measurement is in centimeters for fish > 15cm and millimeters for fish small than this. The instructions to the sampler request that “total length” measurement is used for all fish with soft caudal tail fins, the “fork length” measurement is used for hard caudal-finned fish (e.g. tunas) and the “eye orbit – fork length” measurement is used for billfish (there are also other types of measurements used for invertebrate species).
- *It was not clear where the units of length measurement are recorded, which could be a problem in some instances where, for example, a yellowfin recorded as 130 could be either 130 mm or 130 cm, if the units of length are not specified. Further followup is required.*
- *There is no “sum of lengths measured by species” available on the form; this data item could be a useful data entry control check.*
- There is provision on this form for recording whether the sample came from a purse seine set on a Payao or a free-school. (*This might be better recorded elsewhere; further review required*).
- The instructions warn the sampler to be on the lookout for instances of size- and species-sorting when selecting an appropriate sub-sample to be measured.

#### NSAP Form 3 - Actual Length Frequency tally sheet (Monthly)

- This form is used to group length frequency data collected on Form 2b onto one form for each species and month that data were collected at that sampling site. (This form is used to facilitate data entry into the length frequency analysis software package used by BFAR, but is merely a summary of Form 2b).

#### NSAP Form 4 - Boat Particulars

- This form is used to collect basic vessel attributes through a survey (of vessels), conducted in the first few months of the NSAP (i.e. this form can also be used to get a snapshot of the vessel attributes at certain points in time, as required).
- Information collected on this form includes: Vessel name, LOA, Breadth/width, Depth, Gross tonnage, Horse power, Engine type and fishing crew number.
- The form satisfies the essential minimum standard required for the vessel attributes data collection on logsheets with the recording of “Gross Tonnage”. Several attributes marked as “desirable” (on the list of minimum standards for logsheet data collection) are also covered by this form.

#### NSAP Form 5 - Gear Particulars

- This form is used to collect vessel gear attributes through a survey (of vessels), conducted in the first few months of the NSAP (i.e. this form can also be used to get a snapshot of the gear attributes at certain points in time, as required).
- Information collected on this form depends on the gear of the vessel. Several attributes marked as “desirable” (on the list of minimum standards for logsheet data collection) are covered by this form.

## Comments on the BAS port sampling data collection forms

### *Sampling protocol*

The following are comments regarding the sampling protocol of the BAS port sampling related to the Philippines tuna fishery (refer to Vallesteros, 2002):

- The main form (SCM Form 1 – Attachment A) is used to collect information on catch and effort through surveys of landing centers, which are selected using a two-stage stratified random sampling design. Individual vessel unloading information is collected through interviews of the vessels operators, captains or fishermen for about 2–4 hours during the peak hours of unloading, but total unloaded catch and number of vessels unloading by gear for that day are also recorded on the form and are used to raise individually sampled vessel's catch and effort data to total catch/effort for the sampling day.
- Sampling is conducted on “every other day” (i.e. once every two days)
- The coverage of sampling (i.e. the numbers of landing sites covered) is dependent on available funds.
- Another set of forms (COMM/MUN Forms 1 and 2 – Attachments C2 and C1, respectively) is used to collect information on catch and prices by species from fishing ports managed by the Philippine Fisheries Development Authority (PFDA) and Local Government, and privately managed Fish Landing Centres. These forms are completed through monthly interviews. ***It was not clear what the coverage by landing center this form of data collection provides.***
- Another method of survey, referred to as a “Non-probability” survey, is conducted in case of insufficiency or delayed release of funds. This entails using a form (COMM/MUN Form 3 – Attachment B) to interview key informants once a quarter on estimating the percentage change in fish catch by species compared with production of the same quarter in the previous year.

### *Data collection forms*

The following are comments regarding the contents of each form:

#### BAS Form SCM Form 1 – Survey of Commercial/Municipal Fish Catch and Fishing Effort

- This form has the provision for recording the total catch and effort for all vessels unloading at the landing site on each day sampled.
- This form has the provision for recording only one fishing ground per vessel unloading; that is, if a vessel fished in two areas during one trip, only the main area is recorded.
- This form has the provision for recording detailed information on the unloaded catch and the effort expended during the trip. The following information is recorded : gear, fishing day per trip, fishing hours per trip, fishing ground, species catch, units of catch and price. The unit of effort recorded on this form depends on the gear of the vessel. This form has the provision for recording units of effort that are in line with the essential minimum standards for logsheet data collection. The recorded effort allows catch rates to be determined.
- ***It would be useful to collect total unloaded catch and the total vessels unloading for all days (and not just the sampling days) since this would provide more reliable estimates of the catch and effort. This may therefore require a separate, dedicated form.***
- ***It is assumed that species identification is accurate.***
- This form clearly collects more detailed and pertinent information from vessels than the following forms and therefore the more preferred. Unfortunately, the resources required with this type of data collection have been a limiting factor in the past.

BAS Form COMM/MUN Form 1 - Monthly Fish catch report at Government and Private Fishing Ports

- This form has the provision for recording the total catch by species and basic effort (number of vessels) by gear for the month. This form is a simple version of an unloading form.
- *It is not clear whether this form is used to collect information from all local government and private fishing ports for all months in the year; that is, what is the coverage by landing center?*
- *To get a more accurate breakdown of catch and effort undertaken by vessels landing at these centers, there would need to be a sufficient number of surveys conducted using the BAS Form SCM 1, or, consider modifying this form to collect more effort information, for example, number of trips/unloadings by gear.*

BAS Form COMM/MUN Form 2 - Summary of Monthly Fish catch report at Government and Private Fishing Ports

- This form has the provision for recording the total catch by species but not by gear. No effort information is collected.
- *It would be more appropriate to use COMM/MUN Form 1 to collect monthly summary information on unloaded catch.*

BAS Form COMM/MUN Form 3 - Quarterly Monitoring of Commercial/Municipal Fish catch

- This form is used to conduct the non-probability survey on a quarterly basis. The information collected is subjective, does not cater for the collection of information by gear or species, and therefore may not be appropriate for use in obtaining catch estimates for the Philippines tuna fishery.
- *It may therefore be necessary to review this form in more detail to determine whether a more appropriate version could be developed for use at landing centers servicing vessels catching pelagic tuna species.*

**References**

- Anonymous. 1999. Report of the Twelfth Meeting of the Standing Committee on Tuna and Billfish, 16–23 June 1999, Tahiti, French Polynesia. Secretariat of the Pacific Community, Noumea, New Caledonia.
- Anonymous. 2004. Report of the Sixteenth Meeting of the Standing Committee on Tuna and Billfish, 9–21 July 2003, Mooloolaba, Queensland, Australia. CSIRO Marine Research Hobart, Australia and the Secretariat of the Pacific Community, Noumea, New Caledonia.
- Lopez, G. V. 2000. Manual of methods for National Stock Assessment Program (NSAP) – Philippines. Bureau of Fisheries & Aquatic Resources (BFAR). Philippines.
- Vallesteros, C. C. 2002. Data Systems for Fisheries. Bureau of Agricultural Statistics (BAS). Philippines. (A paper presented at the 12<sup>th</sup> Agricultural Policy Forum “Agricultural Statistics” sponsored by the Philippine Institute of Development Studies in Makati City, January, 2002.)

**APPENDIX I. DATA COLLECTION FORMS USED IN THE PHILIPPINES NATIONAL STOCK ASSESSEMENT PROGRAM**

NSAP Form 1

**National Stock Assessment Program**

Region \_\_\_\_\_

**Monthly Report**

Fishing Ground \_\_\_\_\_

Month \_\_\_\_\_

Landing Center \_\_\_\_\_

Enumerator(s) \_\_\_\_\_

Sample Dates

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18  
19 20 21 22 23 24 25 26 27 28 29 30 31

**1. Landing by gear**

Gear	Date																		Total
	Boats																		
	Catch																		
	Boats																		
	Catch																		
	Boats																		
	Catch																		

**2. Length Frequency**

	Date																		Total
S A M P L E	Boats																		
	Boxes																		
	Kg.																		
NO OF F I S H M E A S U R E D																			

Comments :

\_\_\_\_\_

\_\_\_\_\_

Enumerator(s) \_\_\_\_\_

Noted :

Project Leader \_\_\_\_\_

**National Stock Assessment Program**  
**REGION \_\_\_\_\_**  
**FISH LANDING SURVEY FORM**  
**(Catch and Effort)**

Date \_\_\_\_\_ Enumerator(s) \_\_\_\_\_  
 Landing Center \_\_\_\_\_  
 Fishing Ground \_\_\_\_\_ No. of Samples \_\_\_\_\_

Sample Serial Number	Boat Name	Fishing Effort	Fishing Gear	Total Boat Catch		Total Sample		Catch Comp-Market Categories (Boxes,kg)							
				No. of Boxes	Wt. In kg.	No. of Boxes	Wt. In kg.								

**Boats**  
 Total no. of fishing boats landing that date (including night landing)

C						
M						

**Catch**  
 Total landed catch by gear type (boxes, kg. etc.)

	C	M

Remarks \_\_\_\_\_

- Fishing Gear Code**
- RN - Ringnet
  - GN - Gillnet
  - BN - Bagnet
  - DS - Danish Seine
  - T - Trawl
  - J - Jigger
  - TL - Troll line
  - HL - Hook & Line
  - UGN - Urit Gillnet
  - PS - Purse Seine
  - MHL - Multiple Hook & Line

Noted :

\_\_\_\_\_  
 Signature of Enumerators  
 \_\_\_\_\_  
 Project Leader



# National Stock Assessment Program

## Region \_\_\_\_\_

### LANDED CATCH AND EFFORT MONITORING (Length frequency)

DATE	SAMPLE SERIAL NO.

Landing Center \_\_\_\_\_  
 Boat \_\_\_\_\_  
 Fishing Ground \_\_\_\_\_  
 Fishing Gear \_\_\_\_\_

Enumerator(s) \_\_\_\_\_

No. of Boxes Sampled \_\_\_\_\_  
 Total Weight of Sample \_\_\_\_\_

B O X  #	SPECIES :	WT :				B O X  #	SPECIES :	WT :			
B O X  #	SPECIES :	WT :				B O X  #	SPECIES :	WT :			
B O X  #	SPECIES :	WT :				B O X  #	SPECIES :	WT :			

For RN and PS indicate if set made on payao or free school

--	--	--	--	--

NO. OF FISH MEASURED  
BY SPECIES

--	--	--	--	--



## National Stock Assessment Program BOAT PARTICULARS

Region \_\_\_\_\_

Landing Center: \_\_\_\_\_  
Fishing Ground: \_\_\_\_\_

Date: \_\_\_\_\_  
Sheet No.: \_\_\_\_\_

BOAT SPECIFICATION	BOAT'S NAME				
	FB	FB	FB	FB	FB
Length(m)					
Width (m)					
Depth (m)					
Gross Tonnage					
Horse Power					
Engine Type					
No. of Fishermen on board					

BOAT SPECIFICATION	BOAT'S NAME				
	FB	FB	FB	FB	FB
Length(m)					
Width (m)					
Depth (m)					
Gross Tonnage					
Horse Power					
Engine Type					
No. of Fishermen on board					

BOAT SPECIFICATION	BOAT'S NAME				
	FB	FB	FB	FB	FB
Length(m)					
Width (m)					
Depth (m)					
Gross Tonnage					
Horse Power					
Engine Type					
No. of Fishermen on board					

## National Stock Assessment Program GEAR PARTICULARS

Region \_\_\_\_\_

Landing Center: \_\_\_\_\_  
Fishing Ground: \_\_\_\_\_

Date: \_\_\_\_\_  
Sheet No.: \_\_\_\_\_

GEAR SPECIFICATION	BOAT'S NAME				
	F/B	F/B	F/B	F/B	F/B
<b>Trawl/Danish Seine</b>					
Length of headrope (m)					
Length of footrope (m)					
Length of towing warp (T) or headrope(DS) (m)					
Mesh size (cod end or bunt) (cm)					
Net material					
Board dimension (T) (m)					
<b>Gill net</b>					
Length of "banata" (m)					
No. of "banata"					
Depth of Net (m)					
Mesh size (cm)					
<b>Hook and Line/Jigger</b>					
Type: (e.g. H&L, MHL, LL, HL, Jigger, etc.)					
Length of mainline (m)					
Length of branch line (m)					
No. of hook/jigger					
Size of hook/jigger					
Bait					
<b>Purse Seine/Ringnet</b>					
Length of net (m)					
Depth of Net (m)					
Mesh size (cm)					
Net material					
<b>Others</b>					

**APPENDIX II. FORMS USED BY THE BUREAU OF AGRICULTURAL STATISTICS TO COLLECT TUNA FISHERY-RELATED DATA**

SCAF FORM 1  
Page      of      pages

Attachment A  
**SURVEY OF COMMERCIAL/MUNICIPAL FISH CATCH AND FISHING EFFORT**  
Survey Month                     

Department of Agriculture  
BUREAU OF AGRICULTURAL STATISTICS  
Quezon City

CONFIDENTIAL  
Only for Statistical  
purposes only

**A. GENERAL INFORMATION**

Region:                      DATE OF DATA COLLECTION: Month      Day      Year     

Province:                     

Landing Centers:                     

CATEGORY OF SURVEY: 1 - Commercial 2 - Municipal

LANDING CENTER CLASSIFICATION: 1 - Century 2 - Station 1 3 - Station 2

UNLOADING TIME (Average only): 1 -      hr 2 -      hr 3 -      hr

CODE:     

Duration:      hr      min

3 - Quota for total unloading time

**B. BOAT INFORMATION**

Boat No.	Name of Fishing Boat	Type of Boat (See codes below)	Type of Carrier (See codes below)	Type of Fishing Gear Used	No. of Fishing Crew	No. of Fishing Days (For month only)	No. of Fishing Hours (For month only)	Type of Trawl (See codes below)	Fishing Gear Used (See codes below)	No. of Fishing Boats	No. of Fishing Hours	No. of Fishing Days	No. of Fishing Hours
01	01	01	01	01	01	01	01	01	01	01	01	01	01

**C. FISHING EFFORT**

**D. FISH CATCH**

Species	Quantity in Local Unit	Name of Local Unit (If fish with 1) (See E)	Weight of One Local Unit (If fish with 1) (See E)	Price Per Local Unit (If fish with 1) (See E)	Volume of Fish (If fish with 1) (See E)	Total Catch

**E. SUMMARY OF LANDINGS/UNLOADINGS FOR THE DAY BY GEAR TYPE** (For LCs where sampling of boats is done, write the total number of boats unloading under (B), and the number of boats sampled under (C))

Fishing Gear	No. of Mother Boats (B)	No. of Mother Boats Sampled (C)	Fishing Gear	No. of Mother Boats (B)	No. of Mother Boats Sampled (C)
1. <u>                    </u>	<u>    </u>	<u>    </u>	<u>                    </u>	<u>    </u>	<u>    </u>
2. <u>                    </u>	<u>    </u>	<u>    </u>	<u>                    </u>	<u>    </u>	<u>    </u>
3. <u>                    </u>	<u>    </u>	<u>    </u>	<u>                    </u>	<u>    </u>	<u>    </u>

NOTE: A motherboat is defined as a vessel which carries one or more fishing boats.

**F. TOTAL FISH CATCH** (For the day in (B))

**G. REMARKS**

DATA COLLECTOR: SIGNATURE OVER PRINTED NAME                      DATE      /      /     

SUPERVISOR: SIGNATURE OVER PRINTED NAME                      DATE      /      /     

Scale: Catch (Column 3)  
Boats (Over Catch Column 1)  
No. of Boats (Over 1)

1 - Boats  
2 - Tonnage  
3 - Boats with two gears  
4 - No Boats





SUMMARY OF MONTHLY FISH CATCH REPORT AT GOVERNMENT  
AND PRIVATE FISHING PORTS

MONTH \_\_\_\_\_ 200\_\_

PORT CLASSIFICATION (Check box)

- PFDA  
 LGU-MANAGED  
 PRIVATE

CATEGORY OF SURVEY (Check box)

- COMMERCIAL  
 MUNICIPAL

I. IDENTIFICATION					
PROVINCE: _____					
NAME OF FISHING PORT: _____					
II. VOLUME AND PRICE OF UNLOADINGS					
LINE NO.	SPECIES (English name)	VOLUME (kg)		AVERAGE PRICE PER KILO (Peso)	
		200__	200__	200__	200__
(01)	(02)	(03)	(04)	(05)	(06)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
TOTAL					
III. INSTRUCTIONS					
1. Accomplish separate sheet for Commercial and Municipal fish unloadings monthly.					
2. Only unloadings from fishing boats should be included. If not available, determine the percentage of overland unloadings and enter in the following box: <input type="text"/>					
3. If price per kilo is given by size, give the price of the dominant size.					
NAME OF ENUMERATOR: _____					
_____			_____		
PRINT NAME AND SIGN			DATE ACCOMPLISHED		
NAME OF PASO _____					
_____			_____		
PRINT NAME AND SIGN			DATE ACCOMPLISHED		

Attachment B

QUARTERLY MONITORING REPORT OF COMMERCIAL/MUNICIPAL FISH CATCH

Quarter (00)

REGION : _____		LANDING CENTER CLASSIFICATION: (Enter code)				
PROVINCE : _____		1 - MUNICIPAL    2 - COMMERCIAL				
Name of Landing Center (With Storage Tank, Use the Manufacturer)	Date of Inventory	Type of Regulator (448 Series (S) International responsible to the Landing Center)	Percent Change		Reason(s) for Change	
			Compare this quarter's fish catch to the landing center, when is the % change of fish catch compared with that of	same quarter last year?	the previous quarter?	same quarter last year?
(01)	(02)	(03)	(04)	(05)	(06)	(07)
		1				
		2				
		3				
		1				
		2				
		3				
		1				
		2				
		3				
		1				
		2				
		3				
		1				
		2				
		3				
		1				
		2				
		3				
		1				
		2				
		3				
<b>AVERAGE</b>			<b>20=</b>	<b>50=</b>		

Based on the above monitoring results please give your best estimate of production for the province this quarter.

Production Data (MT)		PDC Estimate for the quarter (MT)		PDC (TRAL) Estimate (MT)	Percent Change	Reason(s) for Change
Actual quarter of last year?	Previous quarter?	(Y1)	(Y2)	(Y)	(% of Y) compared with Cal. (Y)	
(01)	(02)	Y1=(X1)(a)+w	Y2=(X2)(a)+w	Y = Y1+P		
Traditional	X1=			Traditional		
Effort	X2=			Effort		
TOTAL				TOTAL		

**REMARKS:**

1. Conduct monthly/quarterly production during the quarter. The last date for all landing centers should be on the 15th month of the last month of the quarter. To enter the sample landing center is no longer operational or cannot be a source of relevant information for the absence of contact should be marked 000 (000) in the spreadsheet, capture the landing center. The day enter any major producing landing center in the province.
2. Accomplish the form to show (Y) display. Submit the (Y) data to the BRC in time for the regional data review. Send to the Council Office and later than the last day of the quarter.

Prepared by: \_\_\_\_\_  
PRINT NAME AND SIGN

Reviewed by: \_\_\_\_\_  
PADO

Date Reviewed: \_\_\_\_\_