

## **1999 West Coast Costs, Earnings and Employment Survey**

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This document contains survey instructions, confidentiality information and the survey instrument.

Bookmarks have been added within this document to assist with navigation. If the bookmarks are not automatically displayed, click the “show/hide navigation pane” icon to display them.

Links have also been added from the instructions. To view a question directly from the instructions, click on the question number in the text when you see a “pointing finger” cursor. To view a section directly, click the “pointing finger” on the section name in the instructions or follow a bookmark.

If you have any problems using this document or any other website feature, contact Sara Douglass at (206) 526-4335 or via email at [sara\\_douglass@psmfc.org](mailto:sara_douglass@psmfc.org).

If you have questions or comments about the survey, please contact Dave Colpo at (206) 526-4251 or toll free at (888) 421-4251 or via email at [dave\\_colpo@psmfc.org](mailto:dave_colpo@psmfc.org).

## **Instructions for West Coast Processor Survey**

### ***Who should complete this survey***

This questionnaire is designed to collect 1997 and 1998 Cost, Earnings and Employment information for West Coast groundfish processors. Though we made every effort to distinguish between processors and non-processors, there is some concern that we are including retail establishments and buying stations. While buying stations and retail establishments play an important economic role in West Coast commercial fisheries, this year's survey has been tailored to groundfish processors and includes many questions which do not apply to these other establishments.

*If your facility did not process groundfish or sold only to the ultimate consumer in 1997 and in 1998 (e.g., a fish market, a restaurant or a buying station,) we would like you to complete and return the double-sided identification sheet only. This will allow us to correctly identify your business and to update our address lists so we may ensure that the surveys are mailed only to the correct businesses. If you have questions about whether you should complete the entire survey, please contact me at (206) 526-4251 or toll-free at (888) 421-4251.*

*If your facility processed groundfish and sold groundfish or groundfish products to someone other than the ultimate consumer in 1997 or in 1998, please complete the entire survey. The questions in the main survey booklet will provide valuable information to the fisheries management decision making process.*

### ***General Instructions***

The questionnaire is designed to collect information on individual plants, even if this plant is part of a larger company. While this year's surveys are focused on groundfish limited entry trawlers and processors, information on all aspects of your operation, not just processing groundfish, is requested. For example, if in addition to processing groundfish, you also processed crab in 1997 or 1998, information about your crab processing should be reported as it will provide a better understanding of your entire operation. The aim is to allow analysts to evaluate *all* activities of a plant as if it were a stand-alone business. If this plant is part of a larger company with multiple plants or other operations, surveys have been sent to the other plants. We request that you report *only those costs and revenues that are clearly associated with this plant.*

If you own more than one plant, you may get more than one survey. The survey number in the box at the bottom of the identification sheet should match the survey number on the bottom of page one of the main booklet for each plant. ***Please be certain that the survey number on the identification sheet matches the survey number on the booklet you complete for each plant.*** For example, if you own plants in San Francisco and Charleston, OR, you may receive an identification sheet and a survey booklet for each of these operations. If the survey number on the identification sheet for the San Francisco plant is #526, please be sure to complete booklet #526 with information for the San Francisco plant.

This survey is divided into four separate components: a Plant Characteristics and Ownership section; a Production, Product Prices and Revenue section; an Expenditures section; and a Labor section. Each of these sections is described below.

For the most part, the questions are relatively straightforward, but a few questions might need more explanation. The following pages should help guide you through the survey. If for any reason a survey question is not clear or if you have any questions, please contact me at the numbers listed at the end of these instructions. Knowing which questions need more clarification will help us collect this information in the future.

If, as you work through the survey, you need more space to answer a question, please use a separate sheet of paper. Be sure to include the question number with the information that would not fit in the answer space provided.

### ***Plant Characteristics and Ownership Section***

This first section is a single double-sided sheet that identifies you and the plant about which you are providing information. This section includes questions about the physical attributes of the plant, the company that operated it in 1997 and 1998, the value of the plant as well as contact information in case we have questions about your responses.

As noted in the cover letter, this sheet is separate from the booklet to protect your confidentiality. When you return the identification sheet and survey booklet to me, my office will keep the sheet and send the booklet to Oregon State University Survey Research Center for data processing. OSU staff will have no way of identifying you or your plant.

Question 10 asks if you processed groundfish at any time in 1997 or 1998. If you processed groundfish at any point in either year, please answer 'yes.' If you engaged only in purchasing seafood for another facility to process, in cooking meals to be served at a restaurant, or in selling the fish in a retail establishment, please answer 'no' to this question. If you are unsure as to whether your activities are considered processing, please do not hesitate to contact me at the numbers listed at the end of the instructions.

Question 11 asks if you sold groundfish or groundfish products to anyone other than the ultimate consumer in 1997 or in 1998. If you sold groundfish only in a retail establishment, please answer 'no.' If you sold groundfish or groundfish products to another processor, a wholesale distributor, another retailer or anyone else who is not the ultimate consumer, please answer 'yes' to question 11.

#### **Important note:**

If you answered 'no' to *either* question 10 *or* to question 11, you do *not* need to complete the survey booklet. Please return the completed identification sheet in the enclosed stamped addressed envelope.

If you answered 'yes' to *both* questions 10 and 11, please complete the main survey booklet.

### ***Production, Product Prices and Revenue Section***

The Production, Product Prices and Revenues portion of the survey starts on page 1 of the main survey booklet. The first question asks for information about the species and products that you produced in 1997 and 1998. Information about the percentage of round pounds of each species that went into each product as well as your recovery rate and average price per pound of product is requested. If you did not process a species, please check the appropriate box.

The “% of Total Pounds” column in this table is based on the percentages of the pounds that went into production of a single species, not a percentage of all species. When calculating the “% of Total Pounds”, please be sure to use the total pounds of *each species* as your base so that the “% of Total Pounds” for a single species adds to 100%. The following example may help clarify this.

I bought 400 pounds of Black cod and 100 pounds of Dover sole in 1998. I used 100 pounds of Black cod for Frozen Japanese cut and 300 pounds was sold as Whole fish. If 75 pounds of Dover were used for fresh fillets and 25 pounds for Frozen fillets, the correct and incorrect percentages would be:

<b>CORRECT</b>	
Black cod:	
Frozen Japanese cut	25%
Whole	75%
Other products	-
Dover:	
Fresh fillets	75%
Frozen fillets	25%
Whole	-
Other products	-

<b>INCORRECT</b>	
Black cod:	
Frozen Japanese cut	20%
Whole	60%
Other products	-
Dover:	
Fresh fillets	15%
Frozen fillets	5%
Whole	-
Other products	-

Question 2 of this section asks about the total round weight of each species that was used in production in 1997 and 1998.

Finally, question 3 of this section asks about other revenues you may have had from plant operations.

### ***Expenditures Section***

The Expenditures section starts on page 4 of the booklet. Question 4 is a 2-page table on pages 4 and 5 which asks for annual and monthly breakdowns of 9 expenditure categories. *It is important that this cost information be provided in the month that the cost was incurred, which may not necessarily be the month in which the cost was actually paid.* Providing a monthly breakdown of these costs allows analysts to more closely track the expenditures you incurred with the activity for that month as shown on your

fishtickets and in information supplied with this survey. If you were not active in a month, please indicate this by circling the appropriate month.

Page 6 has 2 questions: one for annual capitalized expenses, question 5, and one for other annual expenses, question 6. We ask that you separate capital expenditures from other expenses in the same way that you do for accounting purposes so that the total expenses listed in the survey will be in accord with your own financial records. For both capital expenditures and other expenses, we request the total expenditures for the fiscal year.

Questions 4, 5 and 6 are written such that there should be no overlap in the information provided in your responses. You might wish to review these questions prior to completing them to better understand the information we are requesting.

The last question in this section, question 9, asks for information about fish purchases that were not recorded on your fishtickets. This includes purchases from fish buyers and other plants, including those that may be within your larger company.

### ***Labor Section***

The last section of this questionnaire, Labor, is on page 8. This table asks for information on the numbers of employees, by type, at your plant as well as how they are paid.

If you pay your employees with more than one method, please circle *all* types of pay that apply. For example, if you have 10 whiting line workers and 6 of them are salaried while the remaining 4 are paid an hourly wage, you would circle 'Salary' and circle 'Wage' for these workers. If you have a whiting foreman who gets paid a base salary and has a piece-based bonus, you would circle 'Salary' and circle 'Piece' for foreman.

## **Confidentiality Information**

It is very important that you understand that this is a voluntary survey. Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.

The OMB Control Number for this survey is #0648-0369 and expires 04/30/2002.

While this is a voluntary survey, this information is needed to respond to requirements of the Magnuson-Stevens Fishery Conservation and Management Act. In accordance with Section 402(b), the Regulatory Flexibility Act and NOAA Administrative Order 216-100, "Confidentiality of Fishery Statistics", any information submitted to NMFS by any person in response to this survey shall be considered confidential and shall not be disclosed except to: (1) federal employees and council employees who are responsible for fishery management plan development and monitoring; (2) state employees pursuant to an agreement with the Secretary of Commerce that prevents public disclosure of this information; or (3) when required by court order.

Public burden for this collection of information is estimated at 5 hours per survey, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing the survey. Send comments regarding this burden estimate or any other aspect of this data collection, including suggestion for reducing the burden, to:

Dave Colpo  
Pacific States Marine Fisheries Commission  
7600 Sand Point Way NE, Bldg. 4  
Seattle, WA 98115-0070

In the Seattle area: (206) 526-4251  
Toll-free: (888) 421-4251  
Fax: (206) 526-4074

## WEST COAST SHORESIDE PROCESSOR IDENTIFICATION SHEET

Person completing the survey: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ FAX: \_\_\_\_\_ e-mail address: \_\_\_\_\_

### *Plant Characteristics and Ownership*

1. Please verify the following information about this plant. If this plant has more than one fish business ID, ensure that all fish business IDs are correctly listed.

Item	Information on Record	Corrections/Additions
a. Plant Location		
b. Fish Business ID		
c. Year Built		

If all of the above information is correct, please check ( ) this box .

2. Please verify the information about the primary owner of this plant.

Item	Information on Record	Corrections/Additions
a. Name		
b. Address		
c. City, State Zip		

If all of the above information is correct, please check ( ) this box .

3. Please verify the information about the primary contact for operations of this plant.

Item	Information on Record	Corrections/Additions
a. Name		
b. Address		
c. City, State Zip		

If all of the above information is correct, please check ( ) this box .

4. What was the starting date of this plant's 1998 fiscal year?

4a. STARTING DATE OF 1998 FISCAL YEAR ( \_\_\_/\_\_\_/\_\_\_ )

4b. If this plant's fiscal year was changed in 1997, 1998 or 1999, please check ( ) this box .

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5. How many cubic feet of freezer and refrigerator storage does this plant have?

5a. Freezer storage \_\_\_\_\_ CU. FEET      5b. Refrigerator storage \_\_\_\_\_ CU. FEET

6. What was the insured value of this plant, including all equipment, in 1998?

US \$ \_\_\_\_\_ 1998 INSURED VALUE

7. What was the most recent survey value of this plant and equipment and the survey date?

7a. US \$ \_\_\_\_\_ SURVEY VALUE      7b. ( \_\_/\_\_/\_\_ ) (mm/dd/yy) DATE OF SURVEY

7c. Did the survey value shown above reflect the value of processing equipment in this plant at the time of the survey? (Circle one number)

- 1 NO
- 2 YES

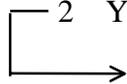
8. Is this plant run by a management company? (Circle one number)

- 1 NO
- 2 YES

9. To better protect the confidentiality of cost and revenue information about this plant we need to collect information about other plants that you may own. Do you, or the corporation that owns this plant, also own other processing plants? (Circle one number)

1 NO (skip to question 10)

2 YES



9a. For each of the other plants owned, please give this plant name and the city and state where this plant is located. If you need additional space, please attach a separate sheet of paper.

Plant Name	Plant Location (City, State)
a.	
b.	
c.	
d.	

10. Did this facility process groundfish at any time in 1997 or 1998?

- 1 NO
- 2 YES

11. Did this facility sell groundfish to anyone OTHER than the ultimate consumer in 1997 or 1998?

- 1 NO
- 2 YES

*If you answered 'No' either question 10 OR question 11, STOP HERE. Please return this page of the survey in the enclosed stamped addressed envelope and disregard the remainder of the survey.*

*If you answered 'Yes' to question 10 AND 'Yes' to question 11, please go on to the survey booklet.*

**WEST COAST SHORESIDE PROCESSOR SURVEY**

***Production, Product Prices and Revenue***

1. For those species that this plant processed, please give the percentage of each species' round weight that went into production for each product listed, the average product recovery rate and the average per pound product price in 1997 and 1998. If you didn't process a species in either 1997 or 1998, please check the box provided. If you bought fish for resale only, please record those pounds as 'Whole'.

Product	1997			1998		
	% of Total Pounds	Recovery Rate	Product price	% of Total Pounds	Recovery Rate	Product price
<b>WHITING:</b>	Didn't process whiting in 1997 <input type="checkbox"/>			Didn't process whiting in 1998 <input type="checkbox"/>		
a. Surimi - KA	%	%		%	%	
b. Surimi - A	%	%		%	%	
c. Surimi - FA	%	%		%	%	
d. Surimi - SA	%	%		%	%	
e. Fresh H&G	%	%		%	%	
f. Frozen H&G	%	%		%	%	
g. Fresh fillets	%	%		%	%	
h. Frozen fillets	%	%		%	%	
i. Meal	%	%		%	%	
j. Whole	%	%		%	%	
k. Other products	%	%		%	%	
<b>DOVER SOLE:</b>	Didn't process dover sole in 1997 <input type="checkbox"/>			Didn't process dover sole in 1998 <input type="checkbox"/>		
a. Fresh fillets	%	%		%	%	
b. Frozen fillets	%	%		%	%	
c. Whole	%	%		%	%	
d. Other products	%	%		%	%	
<b>OTHER FLATS:</b>	Didn't process other flatfish in 1997 <input type="checkbox"/>			Didn't process other flatfish in 1998 <input type="checkbox"/>		
a. Fresh fillets	%	%		%	%	
b. Frozen fillets	%	%		%	%	
c. Whole	%	%		%	%	
d. Other products	%	%		%	%	

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Question 1 - continued.

Product	1997			1998		
	% of Total Pounds	Recovery Rate	Product price	% of Total Pounds	Recovery Rate	Product price
<b>ROCKFISH:</b>	Didn't process rockfish in 1997 <input type="checkbox"/>			Didn't process rockfish in 1998 <input type="checkbox"/>		
a. Fresh fillets	%	%		%	%	
b. Frozen fillets	%	%		%	%	
c. Small rockfish fresh fillets	%	%		%	%	
d. Small rockfish frozen fillets	%	%		%	%	
e. Live	%	%		%	%	
f. Whole	%	%		%	%	
g. Other products	%	%		%	%	
<b>BLACK COD:</b>	Didn't process black cod in 1997 <input type="checkbox"/>			Didn't process black cod in 1998 <input type="checkbox"/>		
a. Frozen Japanese cut	%	%		%	%	
b. Whole	%	%		%	%	
c. Other products	%	%		%	%	
<b>SALMON:</b>	Didn't process salmon in 1997 <input type="checkbox"/>			Didn't process salmon in 1998 <input type="checkbox"/>		
a. Fresh fillets	%	%		%	%	
b. Frozen fillets	%	%		%	%	
c. Frozen head off	%	%		%	%	
d. Frozen head on	%	%		%	%	
e. Fresh steaks	%	%		%	%	
f. Frozen steaks	%	%		%	%	
g. Smoked	%	%		%	%	
h. Whole	%	%		%	%	
i. Other products	%	%		%	%	
<b>SHRIMP:</b>	Didn't process shrimp in 1997 <input type="checkbox"/>			Didn't process shrimp in 1998 <input type="checkbox"/>		
a. Peeled meat	%	%		%	%	
b. IQF packages	%	%		%	%	
c. Canned	%	%		%	%	
d. Other products	%	%		%	%	

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**Question 1 - continued.**

Product	1997			1998		
	% of Total Pounds	Recovery Rate	Product price	% of Total Pounds	Recovery Rate	Product price
<b>DUNGENESS:</b>	Didn't process dungeness crab in 1997 <input type="checkbox"/>			Didn't process dungeness crab in 1998 <input type="checkbox"/>		
a. Sections	%	%		%	%	
b. Meat	%	%		%	%	
c. Live	%	%		%	%	
d. Canned	%	%		%	%	
e. Whole	%	%		%	%	
f. Other products	%	%		%	%	
<b>TUNA:</b>	Didn't process tuna in 1997 <input type="checkbox"/>			Didn't process tuna in 1998 <input type="checkbox"/>		
a. Canned	%	%		%	%	
b. Fillets	%	%		%	%	
c. Steaks	%	%		%	%	
d. Whole	%	%		%	%	
e. Other products	%	%		%	%	
<b>ALL OTHER SPECIES:</b>						
a. All products	%	%		%	%	

2. Please provide the total round weights of each of the following species used in production in 1997 and 1998. Round all answers to the nearest 100 pounds.

SPECIES	1997 lbs.	1998 lbs.
a. Whiting		
b. Dover sole		
c. Other flats		
d. Rockfish		
e. Black cod		

SPECIES	1997 lbs.	1998 lbs.
f. Salmon		
g. Shrimp		
h. Dungeness		
i. Tuna		

3. In fiscal years 1997 or 1998, did you have income from other plant operations not including the income earned from the processing described above? (Circle one answer)

1 NO (skip to question 4)

2 YES

→ 3a. Please give the amount of other income that was earned in fiscal years 1997 and 1998.

a. \_\_\_\_\_ 1997 other income (US\$)    b. \_\_\_\_\_ 1998 other income (US\$)

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## Expenditures

4. For each of the expense categories below, first provide the total annual expenditures for fiscal year 1997 and then the amount attributable to each month. Then provide this information for 1998. Please record the information in the month that the cost was incurred. If you were *not active* during a month, please circle that month. If you do not maintain an expenditure category by month please provide those expenditures that are tracked monthly. Round all answers to the nearest 100 dollars.

<b>FISCAL YEAR 1997 EXPENSE CATEGORY</b>	<b>TOTAL</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>
a. Ex-vessel fish costs					
b. In-plant technicians					
c. Processing labor expenses (including bonuses and payroll taxes but excluding benefits and insurance)					
d. Fuel, lube and electricity					
e. Loading/unloading costs					
f. Packaging materials					
g. Water and sewer					
h. Processing additives					
i. Landings taxes					

<b>FISCAL YEAR 1998 EXPENSE CATEGORY</b>	<b>TOTAL</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>
a. Ex-vessel fish costs					
b. In-plant technicians					
c. Processing labor expenses (including bonuses and payroll taxes but excluding benefits and insurance)					
d. Fuel, lube and electricity					
e. Loading/unloading costs					
f. Packaging materials					
g. Water and sewer					
h. Processing additives					
i. Landings taxes					

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5. Please provide the total **capitalized expenditures** associated with each of the following categories for this plant for fiscal years 1997 and 1998. Round all answers to the nearest 100 dollars.

<b>CAPITALIZED EXPENDITURE</b>	<b>1997 FISCAL YEAR CAPITAL EXPENSES (US\$)</b>	<b>1998 FISCAL YEAR CAPITAL EXPENSES (US\$)</b>
a. Capital expenditures on processing equipment		
b. Capital expenditures on plant other than processing equipment		
c. Other capital expenditures related to plant operations		

6. Please indicate the total expenses (excluding income tax) associated with the following categories for fiscal years 1997 and 1998. **Do not include expenditures that were capitalized in question 5 or included in question 4.** Round all answers to the nearest 100 dollars.

<b>EXPENSE CATEGORY</b>	<b>1997 FISCAL YEAR EXPENSES (US\$)</b>	<b>1997 FISCAL YEAR EXPENSES (US\$)</b>
a. Freight and storage for products		
b. Freight and storage other than products (e.g., gear, supplies, etc.)		
c. Non-FOB sales costs excluding freight and storage		
d. Lease expenses for this plant and all associated equipment		
e. Repair and maintenance expenses for plant and processing equipment (include purchases of parts and equipment that were expensed in each fiscal year)		
f. Insurance (plant, equipment, workman's compensation, and other insurance associated with operation of this plant)		
g. Recruitment, travel, benefits and other employee related costs excluding food, provisions and other employee expenses already included in question 4.		
h. Administrative and general overhead costs (including professional services and management fees) associated with the operation of this plant		
i. Waste disposal or treatment		
j. Interest payments associated with this plant		
k. Depreciation and amortization		
l. All other expenses not included in questions 4 or 5.		

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7. Are any management or administrative services provided to this plant that are not charged as an expense to this plant (e.g., costs of general and administrative services from a parent or other company that were not allocated to this plant)? *(Circle one number)*

- 1 YES
- 2 NO

8. Do the general and administrative expenses listed in question 6 include services provided to other entities besides this plant? *(Circle one number)*

- 1 YES
- 2 NO

9. Did you make fish purchases from other processors, fish buyers or brokers that do not show up on the West Coast fish tickets filled out by this plant? *(Circle one number)*

1 NO *(Skip to question 10)*

2 YES

→ 9a. Please tell us how many pounds of each of the following species you bought and the average price paid per pound, including freight and ice costs.

Species	1997		1998	
	Non-fish ticket pounds purchased	Avg. price per pound	Non-fish ticket pounds purchased	Avg. price per pound
a. Whiting				
b. Rockfish				
c. Black cod				
d. Dover sole				
e. Other flats				
f. Tuna				
g. Salmon				
h. Dungeness crab				
i. Shrimp				
j. All other species				

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**Labor**

10. For each fishery for which this plant was active in 1997 and 1998, please list the average number of personnel employed and circle the type of pay (e.g. Salary, Wage, or Piece) for each position. If this plant did not process a particular species in a given year please circle 'N/A' for that year.

Labor type	1997		1998	
	Avg. number	Type of pay	Avg. number	Type of pay
<b>Whiting:</b>	N/A		N/A	
a. Foremen		Salary / Wage / Piece		Salary / Wage / Piece
b. Line workers		Salary / Wage / Piece		Salary / Wage / Piece
c. Technicians		Salary / Wage / Piece		Salary / Wage / Piece
d. Plant workers		Salary / Wage / Piece		Salary / Wage / Piece
<b>All other fish:</b>	N/A		N/A	
a. Foremen		Salary / Wage / Piece		Salary / Wage / Piece
b. Line workers		Salary / Wage / Piece		Salary / Wage / Piece
c. Packers		Salary / Wage / Piece		Salary / Wage / Piece
d. Plant workers		Salary / Wage / Piece		Salary / Wage / Piece
<b>Dungeness:</b>	N/A		N/A	
a. Foremen		Salary / Wage / Piece		Salary / Wage / Piece
b. Line workers		Salary / Wage / Piece		Salary / Wage / Piece
c. Packers		Salary / Wage / Piece		Salary / Wage / Piece
d. Plant workers		Salary / Wage / Piece		Salary / Wage / Piece
<b>Shrimp:</b>	N/A		N/A	
a. Foremen		Salary / Wage / Piece		Salary / Wage / Piece
b. Line workers		Salary / Wage / Piece		Salary / Wage / Piece
c. Packers		Salary / Wage / Piece		Salary / Wage / Piece
d. Plant workers		Salary / Wage / Piece		Salary / Wage / Piece

**Thank you for your time and cooperation. To help us understand problems you may have had with the questions and to help us collect this information more easily in the future, please provide comments about this survey on a separate sheet.**

**Alternatively, if you have questions about the survey or the program in general, and would like to talk to me directly please feel free to call me at (206) 526-4251 or toll-free at (888) 421-4251. I can also be reached via e-mail at dave\_colpo@psmfc.org. In the event that the return envelope has been lost or misplaced, the completed survey and comments can be returned to me at:**

**Dave Colpo  
7600 Sand Point Way NE. - Building 4  
Seattle, WA 98115-0070**