

Republic of Latvia

Cabinet

Regulation No. 141

Adopted 24 March 2015

## **Regulations for the Control of Fish Landing and Inspection of Fish Marketing and Transport Facilities, Warehouses and Processing Premises**

*Issued in accordance with  
Section 13, Paragraph one, Clauses 4 and 5 of the Fishery Law*

### **I. General Provision**

1. This Regulation prescribes the procedures for the control of fish landing and inspection of fish marketing and transport facilities, warehouses and processing premises.

### **II. Procedures for the Submission of Catch Landing Documentation**

2. The master of fishing vessel shall complete a fishing logbook, by conducting data accounting of catch and landing, and shall submit the data included in the fishing logbook to the State Environmental Service pursuant to the provisions of Council Regulation (EC) No 1224/2009 of 20 November 2009 establishing a Community control system for ensuring compliance with the rules of the common fisheries policy, amending Regulations (EC) No 847/96, (EC) No 2371/2002, (EC) No 811/2004, (EC) No 768/2005, (EC) No 2115/2005, (EC) No 2166/2005, (EC) No 388/2006, (EC) No 509/2007, (EC) No 676/2007, (EC) No 1098/2007, (EC) No 1300/2008, (EC) No 1342/2008 and repealing Regulations (EEC) No 2847/93, (EC) No 1627/94 and (EC) No 1966/2006 (hereinafter – Regulation No 1224/2009).

3. In addition to the requirements referred to in Paragraph 2 of this Regulation the master of the fishing vessel shall submit the following to the State Environmental Service within 48 hours after landing of fish:

3.1. a report on fishery and aquaculture products (hereinafter – the products) transshipment and receipt at sea (Annex 1), and shall enter “See appended report” in the fishing logbook's column “Fishing location”, if the catch has been transshipped at sea;

3.2. the document indicated in Annex II to Council Regulation (EC) No. 1035/2001 establishing a catch documentation scheme for *Dissostichus spp.* (hereinafter – Regulation No 1035/2001), if the vessel has been fishing in accordance with the provisions of this Regulation. The cargo of the vessel to which toothfish (*Dissostichus spp.*) has been transshipped at sea shall also be accompanied by such catch document.

4. When completing fishing logbooks, a conversion factor 1.66 shall be applied for the recalculation of the weight of a snow crab (*Chionoecetes spp.*) (claws (CLA), which have been prepared for storage in boiled (BOI) and frozen (FRO) form) processed on board into live weight.

### III. Registration of Fish Buyers

5. The first purchase of products shall be carried out by fish buyers registered in the State information system “Latvian Fisheries Integrated Control and Information System” (hereinafter – the information system) of the Ministry of Agriculture (hereinafter – the fish buyers), who have obtained a fish buyer's registration certificate (Annex 2) from the Ministry of Agriculture, which is valid for three years from the date of issue thereof. Fishermen are entitled to market products to buyers who are not registered in the information system and have not obtained the fish buyer's registration certificate from the Ministry of Agriculture, if the products are marketed to final consumers and the quantity of products does not exceed 30 kilograms from one fishing trip, or if the products are purchased for researches and analyses to be carried out in State authorities.

6. In order to obtain the fish buyer's registration certificate, an applicant shall submit an application for the registration of the fish buyer (Annex 3) to the Ministry of Agriculture. The Ministry of Agriculture shall examine the application for the registration of the fish buyer and take a decision to issue a registration certificate or to refuse to issue a fish buyer's registration certificate within one month after receipt of the application.

7. If the information indicated in the application is incomplete or all documents referred to in the application form are not appended, the Ministry of Agriculture shall inform the applicant in writing thereof and specify required additional information. The Ministry of Agriculture shall determine the time limit for the submission of additional information which shall not be shorter than 10 working days.

8. If an application for the registration of the fish buyer is filled out in conformity with the requirements referred to in Annex 3 to this Regulation and the conditions for refusal to issue a registration certificate referred to in Paragraph 9 of this Regulation do not exist, the Ministry of Agriculture shall register the fish buyer in the information system and issue the fish buyer's registration certificate, and shall also grant:

8.1. unique sequential numbers which are used for entering of the first purchase transaction of each individual product in the information system. In order to ensure sufficient quantity of numbers for the three-year registration period, three times more numbers shall be granted than are indicated in the information submitted for registration by the fish buyer regarding the quantity of first purchase transactions of the products planned during one year;

8.2. a user identifier and initial password of the information system which are sent to the e-mail address indicated in the fish buyer's application for registration in order to enter fishing logbook and landing declaration data of products included therein, and also data of sales notes in the information system.

9. The Ministry of Agriculture shall not issue the fish buyer's registration certificate, if:

9.1. the information indicated in the application is incomplete or all abovementioned documents are not appended to the application, and the applicant has not submitted all required information within the laid down time period;

9.2. the fish buyer's registration certificate was cancelled during the previous term of validity and the time period referred to in Paragraph 11 of this Regulation has not elapsed;

9.3. if in accordance with the information available in the database of debtors of the taxes (duties) administered by the State Revenue Service the fish buyer has debt of taxes, duties or other mandatory payments in the State budget.

10. The Ministry of Agriculture shall, on the basis of the information provided by the State Environmental Service, suspend operation of the fish buyer's registration certificate concerned for one year, if the fish buyer:

10.1. has committed infringement referred to in Article 42 of the Council Regulation (EC) No 1005/2008 of 29 September 2008 establishing a Community system to prevent, deter and eliminate illegal, unreported and unregulated fishing, amending Regulations (EEC) No 2847/93, (EC) No 1936/2001 and (EC) No 601/2004 and repealing Regulations (EC) No 1093/94 and (EC) No 1447/1999 (hereinafter – Regulation No 1005/2008);

10.2. has infringed the requirements referred to in the Regulation No 1224/2009 for more than three times during a year.

11. The Ministry of Agriculture shall cancel the fish buyer's registration certificate, if its operation has been suspended for two times during the validity period thereof.. In such case an applicant is entitled to re-apply for the receipt of a fish buyer's certificate not earlier than a year after coming into effect of the decision of the Ministry of Agriculture to cancel the fish buyer's registration certificate.

12. The Ministry of Agriculture shall notify an addressee regarding issuance, suspension, cancellation of the fish buyer's registration certificate or regarding refusal to register the fish buyer in conformity with the procedures laid down in the Administrative Procedure Law and Law On Notification. The addressee may appeal such decision in accordance with the procedures laid down in the Administrative Procedure Law.

#### **IV. Entering Data of First Purchase of the Products and Data of Catch Landing Documents in the Information System and Procedures for the Storage Thereof**

13. After the first purchase transaction of the products, including a transaction, which takes place after transportation of the products from the landing site to another place of first purchase of such products, the fish buyers having a fish buyer's certificate issued by the Ministry of Agriculture in conformity with the requirements referred to in Articles 62 and 63 of the Regulation No 1224/2009, by using a user identifier granted to him or her, shall enter the sales note data in the information system. When entering the relevant data, first purchase transactions of the products shall be numbered in the sequential order, by using unique registration numbers of a first purchase transaction of the products granted by the Ministry of Agriculture.

14. If it is not possible to enter a first purchase of the products and data of catch landing document in the information system:

14.1. the master of fishing vessel, if fishing logbook and landing declaration data are entered electronically, but data transmission is not possible due to an error in the information system and a representative of the undertaking has notified the State Environmental Service thereof, shall submit the entered data to the State Environmental Service after rectification of the system error, but not later than within 48 hours;

14.2. the master of fishing vessel shall complete a fishing logbook and landing declaration data or the fish buyer – data of the first purchase of the products and submit them to the State Environmental Service in printed form, if it is not possible to enter and electronically submit such data to the State Environmental Service. In such case the form indicated in Annexes 1 and 4 to this Regulation shall be used, which must be completed in at least two copies.

15. The State Environmental Service shall, within two weeks after receipt of the documents referred to in Paragraph 14 of this Regulation in printed form, enter the data indicated therein in the information system.

16. The State Environmental Service shall, after entering the fishing logbook data referred to in Paragraph 15 of this Regulation, but not later than a month after the end of the fishing month, transfer the fishing logbooks to the State scientific institute “Institute of Food Safety, Animal Health and Environment – “BIOR”” (hereinafter – the institute) for use in the research work in accordance with the laws and regulations regarding fisheries.

17. The institute shall store all the fishing logbooks received in printed form from the State Environmental Service and the submitter of the fishing logbook shall store copies of all fishing logbooks in printed form for two years, except in cases when data are electronically entered in the information system.

18. The State Environmental Service shall store sales notes or copies thereof in printed form for two years after receipt thereof, but the fish sellers and buyers – for two years after the sale of the product, except in cases when data are electronically entered in the information system.

## **V. Ensuring of Traceability of the Products on the Market**

19. The fish buyers or holders of products shall weigh the landed products in accordance with the requirements laid down in Articles 60 and 61 of the Regulation (EC) No 1224/2009 in conformity with the sampling plan of fishery products (Annex 5).

20. Operators, within the meaning of Article 4(19) of the Regulation No 1224/2009, when carrying out activities with product lots to which the requirements regarding ensuring of traceability apply in accordance with the Regulation No 1224/2009 and the Implementing Regulation of the Council (EU) No 404/2011 of 8 April 2011 laying down detailed rules for the implementation of the Council Regulation (EC) No 1224/2009 establishing a Community control system for ensuring compliance with the rules of the Common Fisheries Policy:

20.1. shall append a traceability document for a product lot (Annex 6) in all stages of transportation, storage and processing of the products from the obtaining to retail in the territory of the Republic of Latvia. A traceability document of the products shall be completed for each product lot or a part thereof which the operator of the product lots delivers to other operators. Number of the traceability documents of the products or number of the product lot shall be granted by the operator of the product lots. This number may not match with any other number of the traceability document or number of the product lot previously granted by such operator;

20.2. shall present a traceability document of the products upon the request of officials of the State Environmental Service and the Food and Veterinary Service who are responsible for the traceability control of the products and are entitled to trace the products also outside the territory of the Republic of Latvia;

20.3. shall attach a traceability document of the products to the product lot or, if the lot is splitted in parts, to each part thereof, for example, box, bag, pallet, container. If during transportation or storage the traceability document of the product may become completely or partially illegible, a copy of such document shall be attached to the product lot, but the original of the traceability document of the product shall be sent together with the product lot.

21. The requirements referred to in this Chapter shall not be applied to the products which are directly sold from the fishing vessel to final consumers, if the value of such products does not exceed EUR 50 for one final consumer per day.

22. An operator of the product lots shall keep the originals of traceability documents of the products received with product lots and copies of traceability documents of the products sent with the product lots for two years and present upon the request of responsible officials of the State Environmental Service or Food and Veterinary Service.

## **VI. Inspection of Marketing Facilities, Warehouses and Processing Premises**

23. Officials of the State Environmental Service shall inspect the following at marketing facilities of the products:

23.1. documents attesting purchase of the products and other documents which attest obtaining of the products, and also traceability documents of the products;

23.2. the conformity of quantity of the products with entries made in a logbook for the registration of goods.

24. Officials of the State Environmental Service shall inspect the conformity of quantity of the products with accompanying document or other documents attesting the purchase of the products, traceability documents of the products and entries made in a logbook for the registration of goods at the places of processing or recycling of the products, and also at warehouses.

25. An operator of product lots or processor of the products shall keep the documents referred to in Paragraphs 23 and 24 of this Regulation at the relevant facility and present them upon the request of responsible officials of the State Environmental Service.

## **VII. Control of Product Transportation, Circulation and Storage of Product Transportation Documents**

26. When inspecting a transport vehicle in which the products are transported, officials of the State Environmental Service shall inspect the conformity of the cargo with the cargo documentation, and also with the entry in the product transportation document (Annex 7), if after landing the products are transported to other place of a first purchase transaction of these products or storage or processing place thereof.

27. After transportation of the products, the product supplier shall keep the original of product transportation document, store it for one year, but a copy of this document shall be transferred to the fish buyer or holder of products, or processor who shall also keep it for one year after transportation of the products.

28. In order to ensure conformity with the requirements referred to in Article 12 (1) of the Regulation 1005/2008:

28.1. the Ministry of Agriculture shall approve the conformity of the data of a catch certificate drawn up in accordance with Annex II to the Regulation No 1005/2008 with the catch of Latvian fishermen;

28.2. an importer of fishery products shall submit a catch certificate to the State Environmental Service, but an exporter – a re-export certificate in conformity with Articles 14, 16 and 21 of the Regulation No 1005/2008;

28.3. the State Environmental Service shall examine the data of a catch certificate and re-export certificate and approve correctness of the data, where necessary, verify them in accordance with Article 17 of the Regulation No 1005/2008, electronically save them in the information system and electronically send them upon the request of the importer or exporter of the fishery products;

28.4. the State Revenue Service shall, at the border crossing points and inland customs offices, control the documents referred to in Sub-paragraph 28.2 of this Regulation and saved in the information system, by examining the data indicated in Row 12 of a catch certificate and Row 4 of a re-export certificate.

29. In order to ensure conformity with the requirements of the with the requirements of the European Parliament and of the Council Regulation (EU) No 640/2010 of 7 July 2010 establishing a catch documentation programme for bluefin tuna *Thunnus Thynnus* and amending Council Regulation (EC) No 1984/2003 (hereinafter – Regulation No 640/2010):

29.1. the Ministry of Agriculture shall, if bluefin tuna is exported, approve the conformity of the data of a catch document drawn up in accordance with Annex III to the Regulation No 640/2010 with the catch of Latvian fishermen;

29.2. an importer of bluefin tuna shall submit a catch document drawn up in accordance with the requirements laid down in Annexes II, III and IV of the Regulation No 640/2010 to the State Environmental Service;

29.3. a re-exporter of bluefin tuna shall submit a catch document and re-export certificates drawn up in accordance with the requirements laid down in Annexes II, III, IV and V of the Regulation No 640/2010 to the State Environmental Service;

29.4. the State Environmental Service shall examine and approve the catch documents and re-export certificates referred to in Sub-paragraphs 29.2 and 29.3 of this Regulation in accordance with the requirements referred to in Articles 4 and 7 of the Regulation No 640/2010, save them in the information system and electronically send upon the request of the importer or re-exporter of fishery products. The State Environmental Service has the right to inspect the content of bluefin tuna lot in conformity with the requirements referred to in Article 9 of the Regulation No 640/2010, and also, where necessary, verify the information indicated in the catch document;

29.5. the State Revenue Service shall, at the border crossing points and inland customs offices, control the documents referred to in Sub-paragraph 29.2 and 29.3 of this Regulation and saved in the information system, by examining the data indicated in Row 8 of a catch document and Row 6 of a re-export certificate.

30. In order to ensure conformity with the requirements of the Regulation No 1035/2001:

30.1. the Ministry of Agriculture shall, if toothfish is exported, approve the conformity of the data of a catch document drawn up in accordance with Annex II to the Regulation No 1035/2001 with the catch of Latvian fishermen;

30.2. the State Environmental Service shall verify and approve catch, import and re-export documents drawn up in conformity with the requirements laid down in Annexes I, II and III to the Regulation No 1035/2001, save them in the information system and electronically send them upon request of an importer or exporter of the fishery products;

30.3. the State Revenue Service shall, at the border crossing points and inland customs offices, control the documents referred to in Sub-paragraph 30.2 of this Regulation and saved in the information system, by examining the data indicated in Row 13 of the catch document and Row 3 of the re-export document, and also, upon request of the State Environmental Service, shall examine whether the quantity of toothfish indicated in the approved documents conforms with the total quantity in the relevant cargo.

31. The State Environmental Service shall electronically inform the State Revenue Service, if the inconsistency of data included in catch documents and certificates is identified.

32. After approval of the documents referred to in Sub-paragraphs 28.1, 29.1 and 30.1 of this Regulation the Ministry of Agriculture shall store them in printed form for three years.

33. After approval of the documents referred to in Sub-paragraphs 28.3, 29.4 and 30.2 of this Regulation the State Environmental Service shall store them in printed form for three years, and also electronically in the information system.

### **VIII. Closing Provision**

34. Cabinet Regulation No. 503 of 2 June 2009, Regulations Regarding Control of Fish Landing and Inspection of Fish Marketing and Transport Facilities, Warehouses and Processing Premises, (*Latvijas Vēstnesis*, 2009, No. 90, 203; 2011, No. 32; 2012, No. 19; 2013, No. 169) is repealed.

Prime Minister

Laimdota Straujuma

Minister for Agriculture

Jānis Dūklavs

**Pārskats par zvejas un jūras akvakultūras produktu pārkraušanu un saņemšanu jūrā**  
**Report on Transshipment and Receipt of Fishery and Marine Aquaculture Products at Sea**

Saskaņā ar zvejas kuģa zvejas žurnālu Nr. \_\_\_\_\_  
According to the fishing vessel Logbook No \_\_\_\_\_

<b>Saņēmējs</b> <b>Recipient</b>	<b>Pārkrāvējs</b> <b>Transshipper</b>
Saņēmējkuģa īpašnieks _____ <i>Owner of the receiving vessel</i>	Pārkrāvējkuģa īpašnieks _____ <i>Owner of the transshipment vessel</i>
Saņēmējkuģa valstspiederība _____ <i>Nationality of the recipient vessel</i>	Pārkrāvējkuģa valstspiederība _____ <i>Nationality of the transshipping vessel</i>
Saņēmējkuģa vārds un reģistrācijas Nr. _____ <i>Name and registration No of the recipient vessel</i>	Pārkrāvējkuģa vārds un reģistrācijas Nr. _____ <i>Name and registration No of the transshipping vessel</i>
Saņēmējkuģa kapteiņa vārds, uzvārds _____ <i>Recipient vessel master's name, surname</i>	Pārkrāvējkuģa kapteiņa vārds, uzvārds _____ <i>Transshipping vessel master's name, surname</i>
Pārkraušanas/saņemšanas vieta _____ <i>Transshipment/receipt place</i>	Pārkraušanas/saņemšanas datums un laiks _____ <i>Transshipment/receipt date and time</i>



Zvejas vieta (zvejas rajons, apakšrajons)	Zvejas un akvakultūras produkta nosaukums (suga)	Produkcijas veids (svaigas, ķidātas, ar/bez galvām, saldētas, sālītas)	Kastes (gab.)	Vidējais produkta svars kastē (kg)	Kopējais pārkrauto produktu svars (kg)
<i>Fishing zone (division, subdivision)</i>	<i>Name of fishery and aquaculture product (species)</i>	<i>Production type (fresh, guted, head on/off, frozen, salted)</i>	<i>Boxes (number)</i>	<i>Average weight of product per box (kg)</i>	<i>Total weight of transhipped products (kg)</i>

Saņēmēju  
kapteiņa paraksts \_\_\_\_\_

*Recipient vessel  
master's signature*

Pārkāvēju  
kapteiņa paraksts \_\_\_\_\_

*Transhipping vessel  
master's signature*

Atzīme par kontroles veikšanu/*Inspection note*

Valsts vides dienesta amatpersona \_\_\_\_\_

*Official of the State Environmental Service*

(amats/position)

(vārds, uzvārds, paraksts/*name, surname, signature*)

Minister for Agriculture

Jānis Dūklavs

## **Sample Fish Buyer's Registration Certificate**

(large State coat of arms)  
Ministry of Agriculture of the Republic of Latvia

**Fish buyer's registration certificate No. ZP-\_\_\_\_\_**

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(name, registration number of the merchant and date of the issue)

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(legal address)

The merchant has been registered as a fish buyer in accordance with Cabinet Regulation No. 141 of 24 March 2015, Regulations for Control of Fish Landing and Inspection of Fish Marketing and Transport Facilities, Warehouses and Processing Premises.

Certificate was  
issued on

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(date\*)

Certificate is  
valid until

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(date\*)

State Secretary of the Ministry of Agriculture

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(given name, surname and signature\*)

Place for a seal\*

Note. The details of the document “date”, “signature” and “Place for seal” shall not be completed if the electronic document has been drawn up in conformity with the regulatory enactments regarding the drawing up of electronic documents.

Minister for Agriculture

Jānis Dūklavs

## **Sample Application for Registration of the Fish Buyer**

To the Ministry of Agriculture

### **Application for registration of the fish buyer**

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(name of the submitter)

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(legal address, telephone number)

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(e-mail address\*)

hereby asks the Ministry of Agriculture to register the abovementioned legal person as a fish buyer and issue a fish buyer's registration certificate.

The planned number of first purchase transactions of fishery and marine aquaculture products per year \_\_\_\_\_

Representative of the submitter (a member of the board or authorised person)

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(position, given name, surname, personal identity number)

Foreign merchants shall additionally submit the following documents (by appending certified translations of the documents in the official language):

- 1) a registration certificate of the foreign merchant (copy), which is issued in a home country thereof;
- 2) a statement issued of the foreign tax administration institution confirming that the submitter does not have tax debts.

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(date\*\*)

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(the given name, surname and signature of the representative  
of the submitter\*\*)

Place for a seal\*\*

Notes.

1. \* E-mail address to which a user's identifier and password shall be sent for electronic registration of transactions in the information system.
2. \*\* The details of the document “date”, “signature” and “Place for a seal” shall not be completed if the electronic document has been drawn up in conformity with the laws and regulations regarding the drawing up of electronic documents.

Minister for Agriculture

Jānis Dūklavs

## Sample Sales Note

Zivju pircēja reģistrācijas numurs ZP-\_\_\_\_\_  
*Fish buyer's registration number*

**Pārdošanas zīme Nr.** \_\_\_\_\_  
***Sales Note No***

Saskaņā ar izkraušanas sadaļu zvejas kuģa zvejas žurnālā Nr. \_\_\_\_\_  
*According to the landing Section in the fishing vessels Logbook No*

Datums, laiks un darījuma vieta \_\_\_\_\_  
*Date, time and place of transaction*

Zvejas un akvakultūras produktu suga	Produktu svaiguma kategorija (ekstra, A, B)	Produktu lieluma kategorija (1, 2, 3, 4, 5, 6, 7a, 7b, 8)	Svars (kg)	Pārdoša- nas cena (bez PVN) (EUR)	Nozvejas vieta (ICES, NAFO zvejas rajons vai apakšrajons atbilstoši ierakstam zvejas žurnālā)	Produktu pieāvāša- nas veids	Produkta piegādes vieta, ja to izņem no apgrozības	Piezīmes*
<i>Fishery and aquaculture products species</i>	<i>Products freshness category (Extra A, B)</i>	<i>Products size category (1, 2, 3, 4, 5, 6, 7a, 7b, 8)</i>	<i>Weight (kg)</i>	<i>Sales price (without VAT) (EUR)</i>	<i>Geographical area of origin (ICES, NAFO fishing division or subdivision according to the record in the fishing logbook)</i>	<i>Type of products offer</i>	<i>Product destination in case of withdrawal</i>	<i>Notes*</i>

Piezīme. \* Norāda produktu minimālo izmēru/\* *Specify the minimum product size.*

**Pārdēvēja dati**

*Seller's data*

**Pircēja dati**

*Buyer's data*

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Pārdevēja nosaukums

*Name of seller*

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Pircēja nosaukums

*Name of buyer*

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Tā kuģa reģistrācijas numurs, no kura produkti  
izkrauti pārdošanai

*Registration number of vessel from which  
products were landed for sale*

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Vārds, uzvārds, paraksts

*Name, surname, signature*

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Kuģa īpašnieka vai kapteiņa vārds, uzvārds  
*Name and surname of the vessel's owner or master*

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Vārds, uzvārds, paraksts  
*Name, surname, signature*

Minister for Agriculture

Jānis Dūklavs

## **Sampling Plan for Landed Fishery Products**

### **I. General Provisions**

1. The purpose of the sampling plan is to ensure appropriate weighing of fishery products, upon their landing.
2. The conditions included in this plan shall be applied to the landing of fishery products carried out in Latvia from the fishing vessels of the Member States of the European Union.
3. The conditions included in this plan shall not be applied to such quantities of fishery products which are directly sold from the fishing vessel to consumers in retail, if such quantities do not exceed 30 kilograms per day, or which are used for self-consumption.
4. In order to determine the amount of fishery products, all fishery products shall be weighed on the weights verified in accordance with the procedures laid down in the laws and regulations of the Republic of Latvia, by complying with the methodology laid down in the sampling plan.
5. The weighing shall be carried out on landing prior to the first sale of fishery products, moving for storage or transportation in relation to first sale.
6. The first fish buyer or a person responsible for the storage or transportation of fishery products before the first sale shall be responsible for the weighing of fishery products and implementation of this plan.
7. The figure resulting from the weighing shall be used for the completion of landing declarations, transport document, sales notes and take-over declarations or coastal fishing logbooks.
8. The competent institution of Latvia in respect of weighing control in conformity with the plan shall be the State Environmental Service.
9. The State Environmental Service may require that any quantity of fishery products first landed in fishing ports of Latvia is weighed in the presence of officials before being transported elsewhere from the place of landing.
10. The State Environmental Service shall constantly have free access to weighing system, weighing data registers, written declarations and all premises where fishery products are stored or processed.
11. Within the framework of this plan, the registered first fish buyers are natural or legal persons to which the first fish buyer's registration certificate of the Ministry of Agriculture is issued in accordance with the laws and regulations of the Republic of Latvia.

## II. Weighing of Fresh Fishery Products

12. The registered first fish buyers or persons, who are responsible for the storage of fresh fishery products or transportation thereof before the first sale, shall register data regarding weighing in the weighing data register of fresh fishery products in accordance with Table 4 of this plan.

13. A separate register sheet shall be completed for weighing of each species of fishery products. One weighing register sheet shall be completed for weighing of the catch of mixed species, if they are landed unsorted.

14. In mixed catches the amount of species of fishery products shall be determined by taking samples from several places in a catch. The number of samples shall be determined depending on the amount of catch in accordance with Table 1. The weight of each sample shall be at least 2 kilograms of fishery products. Percentage of species composition in a catch shall be calculated as average percentage value for each of the species from the sum of percentage of separate samples.

Table 1

Quantity of catch	Number of samples (not less than)
Less than 1 ton	1
1-20 tons	3
20-40 tons	5
More than 40 tons	7

15. Where the weighing is carried out on a conveyor belt system a visible counter that records the cumulative total of the weight shall be fitted. The reading of the counter at the beginning of the weighing as well as the cumulative total at the end of the weighing shall be recorded. The natural person or legal person responsible for the weighing shall record all data related to the use of weighing system in the weighing data register.

16. If fishery products are landed in boxes or containers, the minimum number of boxes to be weighed shall comply with Table 2:

Table 2

Number of landed boxes (by species)	Number of boxes or containers to be weighed
0-25	2
25-50	5
50-100	6
100-200	7
Every next 100	4

17. The figure obtained by weighing shall be used when completing weighing data register of fresh fishery products referred to in Table 4, and also the documents indicated in Paragraph 7.



18. The registered first fish buyers or persons, who are responsible for the storage of fishery products or transportation thereof before the first sale, shall keep the data registers of fresh fishery products referred to in Table 4 of this plan for three years.

19. Upon request of the official of the State Environmental Service the weighing shall take place at the presence of the representatives of the Service.

### **III. Ice and Water**

20. Before the weighing the registered first fish buyers or persons, who are responsible for the storage of fresh fishery products or transportation thereof before the first sale, shall ensure that fishery products are cleaned from ice in so far as it is possible without damaging and deteriorating the quality of fishery products.

21. The reduction in total weight applied due to removal of water and ice weight shall not exceed 2 % of the total weight of the fishery products with water and ice. The reduction applied due to water and ice weight shall be entered in the data register as percentage together with indication of the deducted water and ice weight.

22. The reduction in weight in relation to deduction of water and ice weight shall not be applied to species other than pelagic species.

### **IV. Weighing of Frozen Fishery Products**

23. The registered first fish buyers or persons, who are responsible for the storage of fishery products or transportation thereof before the first sale, shall register data regarding weighing of each landing of frozen fishery products in the weighing data register of frozen fishery products in accordance with Table 5 of this plan.

24. If frozen fishery products landed in boxes or blocks are weighed, the weight thereof shall be determined by species and in the relevant case by types of product presentation, by multiplying the total number of boxes or blocks by a net average weight of fishery products for a box or block, which is calculated in accordance with Table 3.

Table 3

Lot size (number of boxes or blocks)	Sample size (number of pallets)
5000 or less	3
5 001-10 000	4
10 001-15 000	5
15 001-20 000	6
20 001-30 000	7
30 001-50 000	8
More than 50 000	9

25. A separate register sheet shall be completed for weighing of each species of fishery products.

26. Average weight per box or block of frozen fishery products shall be determined separately by species of fishery products, by using Table 3 and, where appropriate, by taking into account the type of product presentation. Samples shall be selected randomly.

27. Each sample pallet with boxes or blocks shall be weighed. In order to calculate gross average weight of the pallet for each species and, where appropriate, by taking into account the type of product presentation, total gross weight of the pallets included in the sample shall be divided by the total number of the pallets included in the sample.

28. In order to calculate net weight of species in a box or block and, where appropriate, by taking into account the type of product presentation, the following shall be deducted from the gross average weight of the pallets of the sample referred to in Paragraph 26 of this Annex:

28.1. the average tare weight of one box or block which conforms to the weight of ice and cardboard, plastic or other packaging material, multiplied by the number of boxes or blocks on the pallet. Tare weight per box or block may not exceed 1.5 kg;

28.2. the average weight of empty pallets used for landing and sample.

29. By using the methodology laid down in Paragraph 28 of this Annex, the net weight of each species per pallet shall be calculated dividing by the number of boxes on the pallet.

30. The figure obtained by weighing shall be used for the completion of weighing data register of frozen fishery products referred to in Table 5, and also the documents referred to in Paragraph 7 of this Annex to which it is applicable.

31. The registered first fish buyers or persons, who are responsible for the storage of fishery products or transportation thereof before the first sale, shall keep the weighing data registers of frozen fishery products for three years.

32. Upon request of the official of the State Environmental Service the weighing shall take place at the presence of the representatives of the Service.

## **V. Weighing Risk Analysis**

33. The presence of officials of the State Environmental Service at the weighing of fishery products shall be ensured, when landing a fishing vessel, if:

33.1. there are suspicions that the vessel, which has acquired fishery products, is involved in illegal, unregulated or unreported fishing;

33.2. sanctions for involvement in illegal, unregulated or unreported fishing have already been imposed on the vessel;

33.3. the number of penalty points attributed to the vessel is more than 40.

## **VI. Assessment and Validation of Weighing Data**

34. Officials of the State Environmental Service shall request to re-weigh fishery products, if:

34.1. weighing has not been carried out on weights verified in accordance with the procedures laid down in the laws and regulations of the Republic of Latvia and the methodology laid down in the sampling plan has not been complied with;

34.2. inconsistencies have been identified by comparing the information referred to in fishing documents with that referred to in the first purchase, storage or transport documents.

35. In order to ensure the requirements referred to in Sub-paragraph 34.2 of this Annex, the officials of the State Environmental Service shall examine the fishing data obtained from the

information system, the fishing limits available for a vessel for certain species of fishery products, and also with documentation related to the first sale, storage or transportation.

Table 4

**Weighing data register of fresh fishery products**

1.	Weighing date (dd.mm.yyyy)							
2.	External identification number and name of the fishing vessel of the origin of the weighed quantity of the fishery products							
3.	FAO alpha-3 code of the species							
4.	Type of the weighed fishery products presentation							
5.	One tare unit weight (kg)							
6.	Weighing result – weight of the product in kilograms							
7.	Average weight per one tare unit (kg)							
8.	Number of weighed tare units (pieces)							
9.	Total number of tare units (pieces)							
10.	Total weight of fishery products (kg) (Column 7 x 9)							
11.	Reduction in percentage applied due to removal of water and ice							
12.	Sampling of species of fishery products for detection of the fishing composition of catch*							
	Species	Percentage in a sample						
		1.	2.	3.	4.	5.	6.	average
	Name of weights and certificate number							
	Weighing has been carried out by:							

(the name of the undertaking, position, given name, surname, signature of the responsible person)	
---	--

Note. \* Completed only for mixed catches.

Table 5

**Weighing data register of frozen fishery products**

1.	Weighing date (dd.mm.yyyy)							
2.	The name and external registration letters and number of the vessel from which fishery products are landed							
3.	Species of landed fishery products and type of such product presentation							
4.	Average gross weight in one box or block (kg)							
5.	Number of boxes or blocks on one pallet (pieces)							
6.	Gross weight of each pallet of fishery products present in the sample (kg)							
7.	Average gross weight of pallets with fishery products (kg)							
8.	Tare weight per box (kg)							
9.	Average weight of an empty pallet (kg)							
10.	Total number of pallets (pieces)							
11.	Total number of boxes (pieces)							
12.	Weight of landed fishery products (kg) (4. x 5. x 10.) – (9. x 10.) – (8. x 11.)							
13.	Sampling of species of fishery products for detection of the composition of species*							
	Species	Percentage in a sample						
		1.	2.	3.	4.	5.	6.	average
Name of weights and certificate number								
Weighing has been carried out by: (the name of the undertaking, position, given name, surname, signature of the responsible								

person)	
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Note. \* Completed only for mixed catches.

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## Sample Traceability Document of Fishery and Aquaculture Products

1. Izsekojamības dokumenta un zvejas un jūras akvakultūras produktu partijas unikālais Nr. \_\_\_\_\_. Numuru nedrīkst piešķirt atkārtoti. Apvienojot vai sadalot produktu partijas, tām jāpiešķir jauns numurs.

*Fisheries and marine aquaculture product traceability certificate ID. ID number is unique, never to be repeated, if divided in lots then new ID number should be used.*

2. Operatora nosaukums  
vai vārds, uzvārds

*Designation or name,  
surname  
of the operator*

3. Operatora adrese  
*Address of the operator*

4. Zivju pircēja  
reģistrācijas numurs<sup>1</sup>  
*Fish buyer's  
registration number*

5. Pārdošanas zīmes  
numurs<sup>1</sup>  
*Sales note number*

6. Sugas FAO  
trīsburtu kods  
*FAO alpha-3 code  
of the species*

7. Produktu svars  
neto (kg)  
*Product net weight  
(kg)*

-----  
8. Informācija gala patērētājiem<sup>2</sup>/*Information for end consumers*

9. Nozvejas ģeogrāfiskais apgabals  
(ICES, NAFO rajons, apakšrajons,  
atbilstoši zvejas žurnālam)

*Geographical catch area  
(ICES, NAFO fishing division or  
subdivision  
according to the record in the fishing  
logbook)*

10. Ražošanas

11. Nozvejots jūrā

12.

Jūras

metode<sup>3</sup>  
*Production  
method*

*Caught in a sea*

*akvakultūra  
Marine  
aquaculture*

13. Vai produktu partijā  
ietilpstošie produkti iepriekš ir  
tikuši sasaldēti?

Jāatzīmē tikai tad, ja produktu partija vai  
tās daļa ir tikusi sasaldēta.

*Have products in the lot been  
previously?*

*Should be specified only if the lot or part  
of it was frozen*

14. Sugas komerciālais  
nosaukums  
*Commercial name of the  
species*

15. Sugas zinātniskais  
nosaukums  
*Scientific name of the  
species*

16. Aizpilda produkta saņēmējs/*To be filled out by operator receiving the product*

17. Ja produkts tiek nosūtīts tālāk  
bez izmaiņām, jaunais partijas  
numurs<sup>4</sup>

*ID number of the new lot, in case lot  
is shipped further without any  
changes*

18. Aizpilda, partiju apvienojot/*To be filled out only in the case lots are merged*

19. Pievienots produktu partijai  
ar numuru<sup>5</sup>  
*Included with the lot number*

20. Aizpilda, partiju sadalot/*To be filled out only in the case lot is split*

21. Sadalīts \_\_\_\_\_ (skaits) produktu partijās<sup>5</sup>  
*Split in \_\_\_\_\_ (number) of lots*

22. Jaunizveidoto partiju  
numuri<sup>5</sup>  
*Numbers of newly created  
lots*

Notes.

<sup>1</sup> Must be completed by the operator of the product lot who has purchased the product lot in the first purchase transaction.

<sup>2</sup> The operator of the product lot shall complete information, which is intended for a final consumer (Column 9–15), in each traceability document. It shall remain unchanged during the entire transportation and storage period, except Column 13, in which notation shall be made, if the whole product lot or a part thereof has been previously frozen.

<sup>3</sup> Mark as appropriate (Column 11 or 12).

<sup>4</sup> Shall be completed by the operator of the product lot after the receipt of the product lot, by indicating the traceability document's number which is added to the product lot, when carrying out delivery to the next operator.

<sup>5</sup> When merging or splitting product lots, the operator of the product lot shall complete the traceability document of the received product accordingly.

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## Zvejas un akvakultūras produktu transportēšanas dokuments Fishery and Aquaculture Products Transportation Document

Saskaņā ar izkraušanas sadaļu zvejas kuģa zvejas žurnālā Nr. \_\_\_\_\_  
*According to the landing Section of the fishing vessels Logbook No*

Iekraušanas vieta un datums \_\_\_\_\_

*Place and date of loading*

Transportēšanas mērķis:     pārdošanai\*     uzglabāšanai\*     apstrādei  
*Objective of transportation    for sale\*    for storage\*    for processing*

\_\_\_\_\_ (vieta, adrese/place, address)

Saņēmēja                      nosaukums  
galamērķī \_\_\_\_\_

*The name of the consignee at destination*

Zvejas un akvakultūras produktu suga <i>Fishery and aquaculture products species</i>	Zvejas un akvakultūras produktu svaiguma kategorija (ekstra, A, B) <i>Fishery and aquaculture products freshness category (Extra, A, B)</i>	Zvejas un akvakultūras produktu lieluma kategorija (1, 2, 3, 4, 5, 6, 7a, 7b, 8) <i>Fishery and aquaculture products size category (1, 2, 3, 4, 5, 6, 7a, 7b, 8)</i>	Svars (kg) <i>Weight (kg)</i>	Nozvejas vieta (ICES, NAFO zvejas rajons vai apakšrajons atbilstoši ierakstam zvejas žurnālā) <i>Geographical area of origin (ICES, NAFO fishing division or subdivision according to the record in the fishing logbook)</i>	Zvejas un akvakultūras produktu piedāvāšanas veids <i>Type of fishery and aquaculture products offer</i>	Piezīmes** <i>Notes</i>

Notes.

1. \* Par zvejas un akvakultūras produktu pārdošanu pēc to nonākšanas galamērķī vai pārdošanu pēc to uzglabāšanas iesniedz pārdošanas zīmi normatīvajos aktos noteiktajā kārtībā.

*After fishery and aquaculture products arrival at destination and sale or sale after its storage, the sales note should be submitted according to the procedures set in regulatory enactments.*

2. \*\* Norāda minimālo zvejas un akvakultūras produktu izmēru.

*Specify the minimum fishery and aquaculture products size.*

**Zvejas un akvakultūras produktu nosūtītāja  
(zvejnieka) dati**

*Fishery and aquaculture products supplier's  
(fisher's) data*

**Zvejas un akvakultūras produktu  
pārvadātāja dati**

*Fishery and aquaculture products  
transporter's data*

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Zvejas un akvakultūras produktu nosūtītāja  
nosaukums

*Name of the fishery and aquaculture products  
supplier*

---

Zvejas un akvakultūras produktu  
transportētāja nosaukums

*Name of the fishery and aquaculture  
products transporter*

---

Tā kuģa reģistrācijas numurs, no kura zivis  
izkrautas transportēšanai

*Registration number of vessel from which fish was  
landed for transportation*

---

Pārvadāšanas transportlīdzekļa  
identifikācijas numurs

*Identification number of the transport  
vehicle*

---

Kuģa īpašnieka vai kapteiņa vārds, uzvārds

*Name and surname of the vessel's owner or master*

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Vārds, uzvārds, paraksts

*Name, surname and signature*

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Vārds, uzvārds, paraksts  
*Name, surname and signature*

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