

## **2009 Massachusetts Reporting Instructions – American Eel**

In 2009, like 2008, monthly catch reports will be required. The report was changed in 2008 to reflect a more standardized trip-level format. Monthly reports are being required to make Eel reports consistent with other fisheries. The 2009 monthly forms and reporting requirements have not changed from 2008.

### **REPORTING REQUIREMENTS:**

Permit holders with an American Eel endorsement must only report their fishing activity for American Eels on this trip level report. Please read these instructions carefully. A detailed example is on pages 3 and 4.

Reports must be submitted monthly by the tenth of the following month. Reports must be submitted for each month whether you fish or not. For months without fishing activity on the above endorsement, indicate the month(s) in the space provided at the top right of the form and check the box indicating “Did Not Fish” at the bottom left of the form. You may report multiple months of no fishing activity on one sheet. If you know you will not be fishing for Eels for future months, you may submit reports in advance.

You must sign and date each report. Reports can be mailed or faxed to MADMF’s Gloucester location. The address and fax number are listed below and on the bottom of the report forms.

A monthly record is maintained by the Division with all pertinent data and timeliness of reporting. Failure to report may delay or result in the non-renewal of your permit for 2010. When you enter the information on the form, **please print clearly and legibly**. If we cannot read the information, it will be returned to the permit holder for completion. We will closely monitor this reporting process and enforce all of the pertinent regulations.

Mailing Address:  
**MA Division of Marine Fisheries (MADMF)  
Statistics Project  
30 Emerson Ave  
Gloucester, MA 01930**

Fax Number:  
**(800) 532-3474 or (617) 727-3337**

Contacts:  
**For reporting questions: MADMF Statistics Project at (978) 282-0308  
For Fishery or Management questions: Brad Chase at (508) 990-2860 ext. 118**

## DETAILED INSTRUCTIONS FOR FILLING OUT YOUR REPORT

### Top Portion

1. **Name:** Print your first and last name.
2. **Phone #:** Print the best phone number to reach you if there are any questions.
3. **Permit ID #:** Print the Permit ID # that appears on your commercial fishing permit issued to you by the MA Division of Marine Fisheries. This is a 4-6 digit number which was formerly called DMF ID #.
4. **Port Landed #1:** Print the city or town where the Eel was landed.
5. **Port Landed #2:** Print the second city/town where the Eel was landed if applicable.
6. **Vessel Name:** Print the name of your vessel, if a vessel was used.
7. **Vessel Reg. or Doc. #:** Print the state registration or US Coast Guard documentation number of your vessel, if a vessel was used.
8. **Month & Year:** Print the month and year you are reporting for.
9. **Report Page #:** Please number the pages of your monthly report (if there are multiple pages for one month).

### Lower Portion

*(Please Note: An Example is printed in the first row of all reports)*

1. **Date:** Print the date fished (MM/DD). Print this date on each row with information pertaining to that day's fishing activity.
2. **Trip Start Time:** Print the time you started fishing.
3. **Port # 1 or # 2:** If you landed in two ports during the month covered by this sheet indicate which port from the top portion applies to this trip.
4. **Area Fished:** Please refer to the list of Area Codes provided on the back of the report form. If there is no corresponding code for the river system/area you harvested eels, please write OTH and include a detailed description of the area on the report.
5. **Grow Area** Not applicable. This field does not have to be filled out.
6. **Gear Code:** Enter the code for the gear(s) used on the fishing trip using the list on the back of the report. Use a different row if multiple gear types were employed on the same day.
7. **Number of Sets/Hauls:** Enter the number of pots hauled on this trip.
8. **Gear Quantity:** Enter the total number of pots fishing on this day.
9. **Soak Time:** For pots, enter the amount of time, in days or hours, gear has been soaking prior to haul. For spears, enter the number of hours spent fishing.
10. **Disposition Code:** Print the disposition code, using the list on the back of the report. Disposition of the catch is an indication of what occurred after landing. Use a different row for each disposition of any species.
11. **Species Code:** This has already been filled-in as Eel for you.
12. **Quantity:** Print the quantity of the portion of the catch described by this row.
13. **Unit of Measure:** Eels must be reported in Pounds.
14. **Dealer Sold To:** If you sold your catch, print the name of the dealer in the space provided. If you have a dealer license and sold the catch yourself, please indicate yourself as the dealer.

**Please reference the following example to assist you in filling out your monthly reports:**

**Example:** This example is for the activity of a fictional fisherman, John Doe, who has an American Eel Endorsement. In this particular month, June, 2009, he fished and landed in two towns, Plymouth and Kingston. This is a one page report.

The following is a description of his Eel fishing activities for part of this fictional month. Please see the example trip level report on the next page that corresponds to these activities. Please note the use of ditto marks to indicate identical information as the line above as well as the blank columns that aren't required to be filled out for this species.

**June 4<sup>th</sup>**- John Doe began harvesting Eels at 8 am and fished for 2 hours. He fished in Plymouth on the Jones River and landed the Eels in Plymouth. He had 15 pots in the water and hauled all 15. He sold 50 pounds of Eel to The Bait Shop for bait and kept 8 pounds for personal use as bait.

**June 7<sup>th</sup>**- John Doe began harvesting Eels at 8 am and fished for 1 hour on the Eel River in Plymouth. He had 10 pots in the water and hauled all 10. He sold 35 pounds of Eels to The Bait Shop as bait and landed the Eels in Plymouth.

John Doe also harvested Eels on the Jones River in Plymouth, beginning at 9:30 am for 2 hours. He had 15 pots in the water and hauled all 15. He sold 54 pounds of Eels to The Bait Shop as bait and landed the Eels in Plymouth.

**June 11<sup>th</sup>**- John Doe began harvesting Eels at 7 am and fished for 1 hr on the Jones River in Plymouth. He had 10 pots in the water and hauled all 10. He sold 42 pounds of Eels to The Bait Shop as bait and landed the Eels in Plymouth.

John Doe also harvested Eels on the Jones River in Kingston. He began fishing at 8:30 am and fished for 2 hours. He had 15 pots in the water and hauled all 15. He sold 55 pounds of Eels to The Bait Shop and landed the Eels in Kingston.

**June 15<sup>th</sup>**- John Doe began harvesting Eels at 7:30 am and fished for 1.5 hours on the Jones River in Plymouth. He had 15 pots in the water and hauled 10 of them. He sold 45 pounds of Eels to The Bait Shop and landed the Eels in Plymouth.

John Doe also harvested Eels on the Eel River in Plymouth. He began fishing at 9 am and fished for an hour. He used a spear. He kept the 15 pounds of Eels he caught for personal use as bait and landed the Eels in Plymouth.

### MA Monthly Trip Level Report - American Eel

Name: John Doe Phone #: 987-654-3210  
 Permit ID #: 999999  
 Port Landed #1: Plymouth  
 Port Landed #2: Kingston

Vessel Name: No Vessel  
 Vessel Reg. or Doc. #: \_\_\_\_\_  
 Month & Year (ie Oct. 2007): June 2009  
 Report Page #: 1

Area Fished = Please refer to Area codes provided on the back and fill-in correct code	Number of Sets/Hauls = # of pots hauled on one trip	Gear Quantity = Total # of traps in water at that time	Soak Time = Time fixed gear has been soaking prior to haul or time spent fishing with mobile gear	Disposition Code = Fate of all landed catch	Dealer Sold To = Company name of dealer catch was sold to. Please be as specific as possible.
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Date	Trip Start Time	Port # (1 or 2)	Area Fished	Grow Area	Gear Code	Number of Sets/Hauls	Gear Quantity	Soak Time	Disposition Code	Species Code	Quantity	Unit of Measure	Dealer Sold To
10/2	0700	1	SSER		0800	20	20	2 hrs	008	EEL	45	Pounds	The Bait Shop
6/4	0800	1	SSJRP		0800	15	15	2 hrs	008	EEL	50	Pounds	The Bait Shop
"	"	"	"		"	"	"	"	007	EEL	8	Pounds	
6/7	0800	"	SSER		0800	10	10	1 hr	008	EEL	35	Pounds	The Bait Shop
"	0930	"	SSJRP		0800	15	15	2 hrs	008	EEL	54	Pounds	The Bait Shop
6/11	0700	"	"		0800	10	10	1 hr	008	EEL	42	Pounds	The Bait Shop
"	0830	2	SSJRK		0800	15	15	2 hrs	008	EEL	55	Pounds	The Bait Shop
6/15	0730	1	SSJRP		0800	10	"	1.5 hrs	008	EEL	45	Pounds	The Bait Shop
"	0900	1	SSER		1010			1 hr	007	EEL	15	Pounds	
										EEL		Pounds	
										EEL		Pounds	
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										EEL		Pounds	
										EEL		Pounds	
										EEL		Pounds	

Did Not Fish (check here):

Signature: John Doe

Date: 7/2/2009

Submit report(s) by the 10th of following month either by **FAX: (800-532-3474)** or by **mail: MA Division of Marine Fisheries, 30 Emerson Ave, Gloucester, MA 01930**

\* Additional information on the back and in the instructions, including species codes, gear codes, and disposition codes