

**2009 Massachusetts Reporting Instructions**  
**for holders of the following endorsements:**  
**Horseshoe Crab-Bait and Horseshoe Crab - Biomedical**

Holders of either of the above endorsements are required to submit monthly catch reports, due by the 5<sup>th</sup> day of the following month, detailing daily information to the Massachusetts Division of Marine Fisheries, for the months April through December.

**REPORTING REQUIREMENTS:**

Permit holders with either of the above endorsements must report their fishing activity for Horseshoe Crabs, only, on this new trip level report. Please read these instructions carefully. A detailed example is on pages 4 and 5.

Reports must be submitted monthly by the fifth of the following month. Reports must be submitted every month, from April – December whether you fish or not. For months without fishing activity on the above endorsements, 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 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 on the bottom of the report forms and on page 2 of these instructions.

**Exception:** If Horseshoe Crabs were harvested in MA waters, under the auspices of this permit, and reported on a federal vessel trip report (FVTR), then a copy of those report(s) (blue state copy of the FVTR) will be required in lieu of the completion of the state trip-level report. Please mail or fax a copy of that report to the MADMF Statistics Project by the 5<sup>th</sup> of the following month. If you harvested any Horseshoe Crabs that were not reported on your FVTR, you must also submit a state report with those landings.

A monthly record is maintained by the Division with all pertinent data and timeliness of reporting. Failure to report and/or chronic late reporting (reports required by the 5<sup>th</sup> of the following month) may result in subsequent administrative action. 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.

Failure to report may result in the non-renewal of your permit for 2010.

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**

Questions:  
**For information or assistance contact the MADMF Statistics Project at (978) 282-0308 ext. 115 or Alison Leschen at (508) 990-2860 ext. 142.**

### **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 about your report.
- 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/ State landed #1:** Print the location where the catch was brought ashore.
- 5. Port/State landed #2:** Print the second location where the catch was brought ashore 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 Code:** Please refer to the list of Area/Beach Codes provided on the last page of this packet. If there is no corresponding code for the beach/area you harvested crabs, please write OTHER and include town, area/beach name in a note on the back of the form.

5. **Grow Area** Please enter the Designated Shellfish Growing Area where you harvested your crabs. This can be found in the Area/Beach Code list provided in this packet.
6. **Gear Code:** Enter the code for the gear(s) used on the fishing trip using the list below. Use a different row if multiple gear types were employed on the same day.
7. **Number of Sets/Hauls:** Not applicable. This field does not have to be filled out for any species covered by these endorsements.
8. **Gear Quantity:** Not applicable. This field does not have to be filled out for any species covered by these endorsements.
9. **Fishing Time:** Print the number of hours spent harvesting Horseshoe Crabs.
10. **Disposition Code:** Print the disposition code, using the list below. 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:** Print the code from the list below for either male Horseshoe Crabs (HSCM) or female Horseshoe Crabs (HSCF). Use a different row for each gender.
12. **Quantity:** Print the quantity of the portion of the catch described by this row.
13. **Unit of Measure:** Horseshoe Crabs must be reported by Count (the number of crabs harvested). Count has been filled in for the Unit of Measure column.
14. **Dealer Sold To:** If you sold your catch, print the corporate 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.

**Complete list of Species Codes and Common names:**

<b>HSCM</b>	Horseshoe Crab, Male
<b>HSCF</b>	Horseshoe Crab, Female

**Disposition Codes:**

<b>Sold as Bait</b>	008	<i>For Bait Permit Holders Only</i>
<b>Sold (Biomedical)</b>	005	<i>For Biomedical Permit Holders Only</i>
<b>Personal Use (Not Sold)</b>	002	
<b>Seized by Enforcement</b>	602	

**Gear Codes**

<b>By Hand</b>	0600	<b>Rakes</b>	0411
<b>Otter Trawl</b>	0310	<b>Other</b>	1200

**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 a Coastal Lobster license with a Horseshoe Crab - Bait endorsement. In this particular month, June, 2009, he fished and landed in one town, Edgartown. This is a one page report.

The following is a description of his 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 spent 3 hours harvesting Horseshoe crabs on Katama Bay in Edgartown. He harvested and sold for bait 75 male Horseshoe crabs and 81 females. He began harvesting at 7 am and harvested by hand. He sold his catch to The Bait Shop. Katama Bay is in Growing Area V20.

**June 7<sup>th</sup>**- John Doe spent 4 hours harvesting Horseshoe crabs on Katama Bay in Edgartown. He harvested and sold for bait 31 males and 23 females. He also kept 15 males and 15 females to use for bait. He began harvesting at 10 am and harvested by hand. The sold catch went to The Bait Shop.

**June 11<sup>th</sup>**- John Doe spent 3 hours harvesting Horseshoe crabs on Katama Bay in Edgartown. He harvested and sold for bait 53 males and 59 females. He began harvesting at 6 am and harvested by hand. He sold his catch to the MV Bait Shack.

**June 15<sup>th</sup>**- John Doe harvested Horseshoe crabs from 2 different areas. He began at 6 am and spent 3 hrs harvesting 45 males and 49 females from Katama Bay in Edgartown. These crabs were sold as bait to The Bait Shop. He harvested by hand.

John Doe also spent 1 hr harvesting 10 males and 8 females from Sengekontacket Pond in Edgartown, beginning at 10 am. He kept these crabs for personal use as bait. He harvested by hand. Sengekontacket Pond is in Growing Area V16.

## MA Monthly Trip Level Report - Horseshoe Crab

Name: John Doe

Phone #: 987-654-3210

Vessel Name: \_\_\_\_\_

Permit ID #: 9999

Vessel Reg. or Doc. #: \_\_\_\_\_

Port / State Landed #1: Edgartown

Month & Year (ie Oct. 2007): June 2009

Port / State Landed #2: \_\_\_\_\_

Report Page #: 1

Area Code = Please refer to Area/Beach codes provided in reporting packet.	Grow Area = Growing Area of corresponding Area Code.	Number of Sets/Hauls & Gear Quantity - Not Applicable	Fishing Time = Number of hours fishing on trip.	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 Code	Grow Area	Gear Code	Number of Sets/Hauls	Gear Quantity	Fishing Time	Disposition Code	Species Code	Quantity	Unit of Measure	Dealer Sold To
10/2	0700	1	MOIS	SC47	0600	NA	NA	4 hrs	008	HSCM	150	Count	The Bait Shop
6/4	0700	1	KABA	V20	0600			3 hrs	008	HSCM	75	Count	The Bait Shop
"	"	"	"	"	"			"	"	HSCF	81	Count	"
6/7	1000	"	"	"	"			4 hrs	008	HSCM	31	Count	"
"	"	"	"	"	"			"	"	HSCF	23	Count	"
"	"	"	"	"	"			"	002	HSCM	15	Count	
"	"	"	"	"	"			"	002	HSCF	15	Count	
6/11	0600	"	"	"	"			3 hrs	008	HSCM	53	Count	MV Bait Shack
"	"	"	"	"	"			"	"	HSCF	59	Count	"
6/15	"	"	"	"	"			"	008	HSCM	45	Count	The Bait Shop
"	"	"	"	"	"			"	008	HSCF	49	Count	"
"	1000	"	SEPO	V16	"			1 hr	002	HSCM	10	Count	
"	"	"	"	"	"			"	002	HSCF	8	Count	
												Count	
												Count	
												Count	
												Count	
												Count	
												Count	
												Count	

Did Not Fish (check here):

Signature: John Doe

Date: 7/2/2009

Submit report(s) by the 5th 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

TOWN	AREA / BEACH	AREA / BEACH CODE	GROWING AREA
AQUINNAH	MENEMSHA POND	MEPO	V2
AQUINNAH	SQUIBNOCKET POND	SQPO	V35
BARNSTABLE	BARNSTABLE HARBOR	BAHA	CCB31
BARNSTABLE	COTUIT BAY	COBA	SC21
BARNSTABLE	HALLS CREEK	HACR	SC18
BARNSTABLE	HYANNIS HARBOR	HYHA	SC27
BARNSTABLE	LEWIS BAY	LEBA	SC28
BARNSTABLE	POPPONESSET BAY	POBA	SC19
BARNSTABLE	SAMPSON ISLAND / DEAD NECK	SAIS	SC21
BARNSTABLE	SANDY NECK BEACH	SANE	CCB31
BARNSTABLE	WEST BAY	WEBA	SC22
BOURNE	BASSETS ISLAND	BAIS	BB49
BOURNE	BUTTERMILK BAY	BUBA	BB44
BOURNE	FISHERMAN COVE	FICO	BB43
BOURNE	HOG ISLAND CHANNEL	HOIS	BB40
BOURNE	MASHNEE DIKE	MADI	BB46
BOURNE	MONUMENT BEACH	MOBE	BB46
BOURNE	PHINNEYS HARBOR	PHHA	BB46
BREWSTER	BREWSTER FLATS	BRFL	CCB20
BREWSTER	NEMSKAKET CREEK	NECR	CCB21
BREWSTER	PAINES CREEK	PACR	CCB22
BREWSTER	QUIVETT CREEK	QUCR	CCB24
CHATHAM	BUCKS CREEK	BUCR	SC42
CHATHAM	CHATHAM HARBOR	CHHA	SC52
CHATHAM	COCKLE COVE BEACH	COCO	SC42
CHATHAM	HARDINGS BEACH	HABE	SC42
CHATHAM	LITTLE PLEASANT BAY	LIPL	SC61
CHATHAM	MONOMOY ISLAND	MOIS	SC47
CHATHAM	OYSTER RIVER	OYRI	SC49
CHATHAM	PLEASANT BAY	PLBA	SC53
CHATHAM	SOUTH BEACH	SOBE	SC52
CHATHAM	STAGE HARBOR	STHA	SC48
CHILMARK	MENEMSHA POND	MEPO	V2
CHILMARK	SQUIBNOCKET POND	SQPO	V35
DARTMOUTH	ACUSHNET RIVER	ACRI	BB15
DARTMOUTH	CLARK COVE	CLCO	BB13
DARTMOUTH	DARTMOUTH TOWN BEACH	DATO	BB11
DARTMOUTH	PANDANARAM HARBOR	PAHA	BB12
DARTMOUTH	SLOCUM RIVER	SLRI	BB8
DENNIS	BASS RIVER	BARI	SC34
DENNIS	CHAPIN BEACH	CHBE	CCB23
DENNIS	CHASE GARDEN CREEK	CHGA	CCB27
DENNIS	CROWES BEACH	CRBE	CCB23
DENNIS	SESUIT HARBOR	SEHA	CCB25
DENNIS	WEST DENNIS BEACH	WEDE	SC29
DUXBURY	DUXBURY BAY	DUBA	CCB45
DUXBURY	PLYMOUTH HARBOR	PLHA	CCB42
EASTHAM	BOAT MEADOW	BOME	CCB9
EASTHAM	CAPE COD BAY (EASTHAM)	CACO	CCB9
EASTHAM	FIRST ENCOUNTER BEACH	FIEN	CCB9
EASTHAM	QUIVETT CREEK	QUCR	CCB24
EASTHAM	SUNKEN MEADOW	SUME	CCB9
EASTHAM	TOWN COVE	TOCO	OC4
EDGARTOWN	CAPE POGE	CAPO	V21
EDGARTOWN	EDGARTOWN GREAT POND	EDGR	V26
EDGARTOWN	EDGARTOWN HARBOR	EDHA	V19
EDGARTOWN	KATAMA BAY	KABA	V20
EDGARTOWN	SENGEKONTACKET POND	SEPO	V16
FAIRHAVEN	FAIRHAVEN TOWN BEACH	FATO	BB17
FAIRHAVEN	NASKETUCKET BAY	NABA	BB21
FAIRHAVEN	NEW BEDFORD OUTER HBR	NEBE	BB15
FAIRHAVEN	WEST ISLAND	WEIS	BB18
FALMOUTH	GREAT HARBOR	GRHA	SC2
FALMOUTH	GREEN POND	GRPO	SC12
FALMOUTH	OLD SILVER BEACH	OLSI	BB51
FALMOUTH	QUISETT HARBOR	QUHA	BB58

TOWN	AREA / BEACH	AREA / BEACH CODE	GROWING AREA
FALMOUTH	WAQUOIT BAY	WABA	SC15
GOSNOLD	CUTTYHUNK POND	CUPO	E9
HARWICH	NANTUCKET SOUND	NASO	SC37
HARWICH	ROUND COVE	ROCO	SC59
MARION	AUCOOT COVE	AUCO	BB31
MARION	SIPPICAN HARBOR	SIHA	BB32
MARION	WINGS COVE	WNCO	BB34
MASHPEE	POPPONESSET BAY	POBA	SC19
MASHPEE	SOUTH CAPE BEACH	SOCA	SC17
MASHPEE	WAQUOIT BAY	WABA	SC15
MATTAPOISETT	AUCOOT COVE	AUCO	BB31
MATTAPOISETT	BRANDT ISLAND BEACH	BRIS	BB23
MATTAPOISETT	MATTAPOISETT HARBOR	MAHA	BB25
MATTAPOISETT	MATTAPOISETT NECK	MANE	BB25
MATTAPOISETT	PINE ISLAND POND	PIIS	BB25
MATTAPOISETT	SHINING TIDES	SHTI	BB25
NANTUCKET	NANTUCKET HARBOR	NAHA	NT2
NANTUCKET	TUCKERNUT ISLAND	TUIS	NT13
NEW BEDFORD	ACUSHNET RIVER	ACRI	BB15
NEW BEDFORD	CLARK COVE	CLCO	BB13
NEW BEDFORD	NEW BEDFORD OUTER HBR	NEBE	BB15
OAK BLUFFS	LAGOON POND	LAPO	V11
OAK BLUFFS	SENGEKONTACKET POND	SEPO	V16
OAK BLUFFS	VINEYARD HAVEN HARBOR	VIHA	V10
ORLEANS	CAPE COD BAY (ORLEANS)	CACO	CCB17
ORLEANS	LITTLE PLEASANT BAY	LIPL	SC61
ORLEANS	NEMSKAKET CREEK	NECR	CCB21
ORLEANS	PLEASANT BAY	PLBA	SC53
ORLEANS	ROCK HARBOR	ROHA	CCB18
ORLEANS	TOWN COVE	TOCO	OC4
PLYMOUTH	DUXBURY BAY	DUBA	CCB45
PLYMOUTH	PLYMOUTH HARBOR	PLHA	CCB42
PLYMOUTH	SAQUISH BEACH	SABE	CCB41
SOMERSET	LEES RIVER	LERI	MHB3
SOMERSET	TAUNTON RIVER	TARI	MHB2
SWANSEA	COLES RIVER	CORI	MHB4
SWANSEA	LEES RIVER	LERI	MHB3
TISBURY	LAGOON POND	LAPO	V11
TISBURY	LAKE TASHMOO	LATA	V8
TISBURY	VINEYARD HAVEN HARBOR	VIHA	V10
WAREHAM	BROAD COVE	BRCO	BB37
WAREHAM	BUTTERMILK BAY	BUBA	BB44
WAREHAM	FISHERMAN COVE	FICO	BB43
WAREHAM	LITTLE HARBOR	LIHA	BB37
WAREHAM	LONG BEACH	LOBE	BB36
WAREHAM	ONSET BAY	ONBA	BB40
WAREHAM	STONY POINT DIKE	STPO	BB33
WAREHAM	SUNSET COVE	SUCO	BB41
WAREHAM	WAREHAM RIVER	WARI	BB36
WAREHAM	WIDOWS COVE	WDCO	BB39
WELLFLEET	BILLINGSGATE SHOAL	BISH	CCB9
WELLFLEET	CAPE COD BAY (WELLFLEET)	CACO	CCB8
WELLFLEET	WELLFLEET HARBOR	WLHA	CCB11
WESTPORT	HORSENECK BEACH	HOBE	BB3
WESTPORT	WESTPORT HARBOR	WSHA	BB3
WESTPORT	WESTPORT RIVERS	WERI	BB4
YARMOUTH	BASS HOLE	BAHO	CCB27
YARMOUTH	BASS RIVER	BARI	SC34
YARMOUTH	CHASE GARDEN CREEK	CHGA	CCB27
YARMOUTH	LEWIS BAY	LEBA	SC28
YARMOUTH	SEAGULL BEACH	SEBE	SC29
	MOUNT HOPE BAY	MOHO	MHB1
	NANTUCKET SOUND	NASO	NS1
	VINEYARD SOUND	VISO	V1
	OTHER	OTH	