



# Massachusetts Trip-Level Reporting Instructions



## REPORTING REQUIREMENTS:

Commercial permit holders must report trip-level information for **ALL** marine species landed under the authority of their MA commercial permit. **Exemption for Federal-Reporting Vessels:** Any federally permitted vessel reporting under one or more of the following reporting programs: (1) Fishing Vessel Trip Report, (2) Highly Migratory Species Vessel Logbook, or (3) Ocean Quahog/Surf Clam Logbook is considered a **“Federal-Reporting”** vessel. Please contact the Statistics Project if you report all of the fishing activity and landings associated with your MA commercial permit to NOAA Fisheries.

All commercial trips for a month must be reported on the trip-level reports. A commercial trip is defined as a trip where fishing occurred under the authority of the commercial permit. This could be a trip where marine species were sold to a dealer *or* were taken for personal consumption under the authority of the commercial permit. Simply put this means that the fish you retained were conforming to the commercial season as well as the commercial size and bag limits. Only *wild harvest* needs to be reported on these forms. Aquaculture is not reported on these forms.

Reports must be submitted monthly by the fifteenth of the following month. For months without fishing activity, indicate the month(s) in the space provided at the top of the form and check the line 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 if you are reporting on paper forms. Reports can be mailed or faxed to MADMF’s Gloucester office. Incomplete reports will be returned to the permit holder for completion. Failure to report may result in the non-renewal of your permit for the following year.

If you need more blank trip-level report forms they can be copied from existing blank forms, downloaded and printed from our website ([www.mass.gov/marinefisheries/commercialfishing/trip\\_level.htm](http://www.mass.gov/marinefisheries/commercialfishing/trip_level.htm)), or call us at the number below and we will mail you blank forms.

Please read the instructions on page 2 for filling out the report and see the example on pages 4 and 5. The codes you will need to fill out the report can be found on page 3 and on the back of the report itself. A statistical area map is provided on the last page of these instructions. If you would like to report electronically, please call the phone number below or email us.

### **Mailing Address:**

MADMF Statistics Project  
30 Emerson Ave  
Gloucester, MA 01930

### **Fax:**

(800) 532-3474 or (617) 727-3337

### **Trip-Level Reporting Program Website:**

[www.mass.gov/marinefisheries/commercialfishing/trip\\_level.htm](http://www.mass.gov/marinefisheries/commercialfishing/trip_level.htm)

### **Questions:**

Email: [dmf.stats@state.ma.us](mailto:dmf.stats@state.ma.us)  
Phone: (978) 282-0308 ext. 101

## DETAILED INSTRUCTIONS FOR FILLING OUT YOUR REPORT

### Top Portion

1. **Name:** Print the name that appears on your commercial permit.
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 6-digit number which was formerly called the DMF ID #.
4. **Email:** Print the best email address to reach you at if you have one.
5. **Port/ State landed #1:** Print the location where the catch was brought ashore.
6. **Port/State landed #2:** Print the second location where the catch was brought ashore (if applicable).
7. **Vessel Name:** Print the name of the vessel used. If a vessel was not used, write "From Shore."
8. **Vessel Reg. or Doc. #:** Print the state registration or U.S. Coast Guard documentation number of your vessel.
9. **Month & Year:** Print the month and year you are reporting for.
10. **Report Page #:** Please number the pages of your monthly report (if there are multiple pages for one month).

### Lower Portion

1. **Date:** Print the date of landing (MM/DD) for the fishing trip. Print this date on each row with information pertaining to the trip. The date field should also be filled in for any days you sell lobster stored in a car or crate that were caught on a previous date (see example).
2. **Trip Start Time:** Print the time you began your fishing trip.
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. **Stat Area:** Enter the numeric code of the Statistical Area Fished from the attached map. If more than one Statistical Area was fished then use a separate row for fishing activity in each area.
5. **MNG Area (For Lobster and Shellfish Only):** For Lobster landings indicate the Lobster Fishery Management Area fished from the enclosed map. For shellfish landings, please indicate the Designated Shellfish Growing Area where you harvested your shellfish (see example).
6. **Gear Code:** Enter the code for the gear(s) used on the fishing trip. Use a different row if multiple gear types were employed on the same trip. See list.
7. **Gear Hauled (Fixed Gear Only):** Enter the amount of gear hauled for this trip. For trap fisheries this is the number of traps hauled. For gillnets this is the number of half nets (300 ft) hauled. For longlines this is the number of hooks fished. For Fish Weirs this is the Number of Pockets Lifted. This does not apply to rod and reel fishing.
8. **Fishing Time:** For fixed gear (gillnets, traps, weirs, longlines) enter the amount of time, in days or hours, gear has been soaking prior to haul. For other gear (rod and reel, otter trawls, dredges, scuba, shellfish gears) enter the number of hours spent fishing.
9. **Gear Total (Fixed Gear Only):** Enter the maximum amount of gear you had in the water during the trip at any one time. For trap fisheries this is the total number of traps fishing (max traps). For gillnets this is the total number of half nets fishing. For long lines this is the max number of hooks fished. For Fish Weirs this is the Number of Pockets Operating. This does not apply to rod and reel fishing.
10. **Disp Code:** Disposition of the catch is an indication of what occurred after landing. Refer to the codes and descriptions listed below. Use a different row for each disposition of any species. This is where carred/crated catches are accounted for (see example).
11. **Species Code:** Print the code from the list below for **ALL** marine species landed from the trip. Use a different row for each species.
12. **Quantity:** Print the quantity of the portion of the catch described by this row.
13. **Unit of Measure:** Print whether the quantity is pounds, count (pieces), meat pounds, or bushels.
14. **Dealer Sold To:** If you sold your catch to a dealer, print the corporate name of the dealer in the space provided. If you have a Retail Boat dealer license and sold the catch yourself, please indicate yourself as the dealer.

**Common Species and Codes:**

Black Sea Bass	BSB	Lance, American Sand	LAN
Bluefish	BLU	Lobster, American	LOB
Butterfish	BUT	Mackerel, Atlantic	MAC
Clam, Razor	CLR	Menhaden (Pogies/Bunker)	MEN
Clam, Sea	CLSE	Mussel, Blue	MUS
Clam, Soft Shell	CLSO	Oyster, Eastern	OYS
Clam, Surf	CLSU	Perch, Ocean (Redfish)	RED
Cod, Atlantic	COD	Pollock, Atlantic	POLL
Crab, Green	CRG	Quahog, Cherrystone	QCHER
Crab, Horseshoe	HSC	Quahog, Chowder	QCHO
Crab, Jonah	CRJ	Quahog, Littleneck	QLIT
Crab, Rock	CRR	Quahog, Topneck	QTOP
Cusk	CUS	Scallop, Bay	SCB
Dogfish, Spiny	DSP	Scallop, Sea	SCAL
Dolphinfish	DOL	Scup	SCU
American Eel	EEL	Shark, Mako	MAKO
Flounder, American Plaice (Dab)	FLDAB	Shrimp, Pandalid	SHR
Flounder, Sand Dab (Windowpane)	FLSD	Skates	SKT
Flounder, Summer (Fluke)	FLUKE	Skates - Wings	SKTW
Flounder, Winter (Blackback)	FLBB	Squid, Loligo	SQL
Flounder, Witch (Gray Sole)	FLGS	Striped Bass	STB
Flounder, Yellowtail	FLYT	Swordfish	SWD
Goosefish (Monkfish)	MONK	Tautog	TAU
Goosefish (Monkfish) – Tails	MONKT	Tuna, Albacore	ALB
Haddock	HAD	Tuna, Big Eye	BET
Hagfish	HAG	Tuna, Bluefin	BFT
Hake, Red (Ling)	RHAK	Tuna, Yellowfin	YFT
Hake, Silver (Whiting)	SHAK	Whelk, Channeled	WHKC
Hake, White	WHAK	Whelk, Knobbed	WHKN
Halibut, Atlantic	HAL	Wolffish, Atlantic	CAT
Herring, Atlantic Sea	HER		

**Disposition Codes:**

Sold (Food)	001	Personal Use	002
Sold (Bait)	008	Placed in Car/Crate	003
Sold (Food) from Car/Crate	004	Seized by Enforcement	602
Sold (Biomedical)	005		

**Gear Codes:**

Diving Gear	1400	Other Gear	1200
Gill Net	0700	Otter/Beam Trawls	0310
Hand Lines	0911	Pots & Traps	0800
Hand Rakes	0411	Purse Seine	0120
Harpoon	1010	Rod and Reel	0912
Longline	0920	Shellfish Dredge	0410

**Please reference the following example to assist you in filling out your logbooks. The corresponding example trip-level report is on the next page:**

**Example:** This example is for one month's activity of a fictional fisherman, John Doe, who fishes on the F/V Big Bug, MS 9999 AA. In this particular month, July, 2010, he landed in two ports, Gloucester and Salem. This is a one page report.

John Doe has a Coastal Lobster permit with Shellfish and Striped Bass endorsements.

The following is a description of his fishing activities for the month. Please see the example trip level report on the back of this page that corresponds to these activities.

**July 4<sup>th</sup>**- John Doe hauled 150 of his 450 lobster traps in Statistical Area 2, LMA 1. The traps had been fishing for roughly 3 days. He sold 125 lbs of lobster to Gloucester Lobster Co. and put 80 lbs into his lobster car.

**July 5<sup>th</sup>**- John Doe went clamming in shellfish area N7 for 4 hours and sold 120 lbs of soft shell clams to Cape Ann Shellfish Co. His gear used to harvest the clams was a rake.

**July 8<sup>th</sup>**- John Doe went lobstering, hauled 200 of his 450 traps and placed 185 lbs in his car. His traps had been soaking for 5 days.

**July 10<sup>th</sup>**- John Doe hauled the same number of traps from the same area as his trip on the 8<sup>th</sup>. He indicated this with ditto marks. He caught and sold 173 lbs of lobster to Gloucester Lobster Co. He also sold 155 lbs of lobster from his car/crate to Gloucester Lobster Co. He reported this on two separate lines so it was clear what was sold from the car/crate.

**July 12<sup>th</sup>**- John Doe went striped bass fishing for 6 hours, using rod & reel, and landed in Salem, his 2<sup>nd</sup> port. He fished in Statistical Area 3 and sold 392 lbs to Salem Seafood Co.

**July 13<sup>th</sup>**- John Doe went striped bass fishing again, selling 319 lbs to Salem Seafood Co. He used ditto marks to indicate identical information from line above except that he fished for 1 more hour in duration compared to the 12<sup>th</sup>.

**July 14<sup>th</sup>**- John Doe went clamming again in area N7 for 4 hours, using a rake, selling 145 lbs to Cape Ann Shellfish Co.

**July 16<sup>th</sup>**- John Doe went lobstering, selling 273 lbs of lobster and taking home 25 lbs of Jonah Crab. He used ditto marks to indicate identical trip information as the line above.

**July 20<sup>th</sup>**- John Doe sold 110 pounds of lobsters from his car to Gloucester Lobster Co.

**July 24<sup>th</sup>**- John Doe went lobstering and sold 223 lbs to Gloucester Lobster Co.

**July 26<sup>th</sup>**- John Doe went striped bass fishing again for 6 hours, selling 413 lbs

## MA Division of Marine Fisheries - Monthly Trip-Level Report



Name: John Doe Phone #: 987-654-3210  
 Permit ID #: 009999 Email: john.doe@gmail.com  
 Port / State Landed #1: Gloucester  
 Port / State Landed #2: Salem

Vessel Name: Big Bug  
 Vessel Reg. or Doc. #: MS 9999AA  
 Month & Year (ie Oct. 2010): July, 2010  
 Report Page #: 1

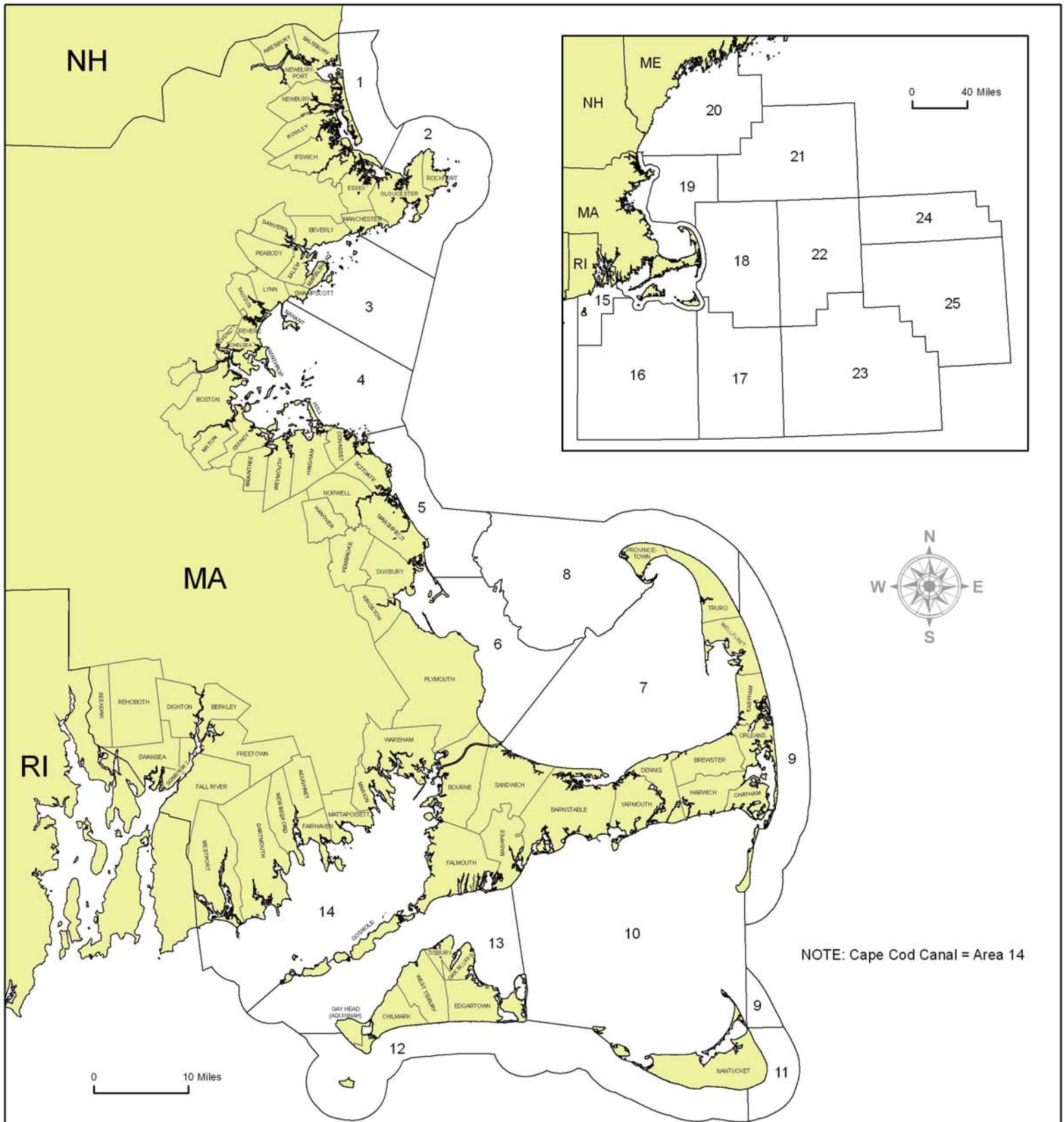
<b>Stat Area</b> = 1 - 25 (see map); <b>MNG (Management) Area</b> = LMA (1-3, OC) or Growing Area (BB4, N7, etc.)	<b>Gear Hauled</b> = fixed gear only; traps / nets / hooks hauled on day indicated	<b>Fishing Time</b> = soak time (days) for fixed gear; hours fishing for mobile & hand gear	<b>Gear Total</b> = fixed gear only; total traps/nets/hooks in water during trip	<b>Disp Code</b> = Fate of all landed catch (see codes on reverse)	<b>Dealer Sold To</b> = 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)	Stat Area	MNG Area	Gear Code	Gear Hauled	Fishing Time	Gear Total	Disp Code	Species Code	Quantity	Unit of Measure	Dealer Sold To
7/12	18:00	1		N9	0411		4 hrs		001	CLSO	150	LB	John Doe Dealer
7/13	06:00	2	2	1	0800	250	3 days	750	001	LOB	115	LB	Everyday Lobster Dealer
7/4	0600	1	2	1	0800	150	3 days	450	001	LOB	125	LB	Gloucester Lobster Co
7/4	"	"	"	"	"	"	"	"	003	LOB	80	LB	
7/5	0600	1		N7	0411		4 hours		001	CLSO	120	LB	Cape Ann Shellfish
7/8	0530	1	2	1	0800	200	5 days	450	003	LOB	185	LB	
7/10	0600	"	"	"	"	"	"	"	001	LOB	173	LB	Gloucester Lobster Co
7/10									004	LOB	155	LB	Gloucester Lobster Co
7/12	0600	2	3		0912		6 hours		001	STB	392	LB	Salem Seafood Co
7/13	0600	"	"		"		7 hours	"	"	"	319	LB	"
7/14	0800	1		N7	0411		4 hours		001	CLSO	145	LB	Cape Ann Shellfish
7/16	0600	1	2	1	0800	250	7 days	450	001	LOB	273	LB	Gloucester Lobster Co
7/16	"	"	"	"	"	"	7 days	"	002	CRJ	25	LB	
7/20									004	LOB	110	LB	Gloucester Lobster Co
7/24	0600	1	2	1	0800	200	7 days	450	001	LOB	223	LB	Gloucester Lobster Co
7/26	0545	2	3		0912		6 hours		001	STB	413	LB	Salem Seafood Co

Did Not Fish (check here):  Signature: John Doe Date: 8/4/2010

Knowingly falsifying any information contained within this report constitutes the act of perjury and may result in a fine, imprisonment or loss of license (MGL, Chapter 130, Sections 2, 21, 33).

Submit by the 15th of following month by **FAX: (800-532-3474 or 617-727-3337)**, email (**dmf.stats@state.ma.us**), or by mail: **MA DMF, 30 Emerson Ave, Gloucester, MA 01930**



NOTE: Cape Cod Canal = Area 14

**Territorial Reporting Areas**

Description of Boundaries between Areas

Between	Boundary	Between	Boundary
1 & 2	Castle Neck, Ipswich to Territorial Line	9 & 10	70° Longitude
2 & 3	Gales Point, Manchester to Territorial Line	9 & 11	41° 20' Latitude
3 & 4	Red Rock, Lynn to Territorial Line	10 & 12	Wasque Point, Martha's Vineyard to Muskeget Island
4 & 5	Strawberry Point, Cohasset to Territorial Line	10 & 13	Succomesset Point, Mashpee to Cape Pogue, Martha's Vineyard
5 & 6	High Pines Ledge, Plymouth to 120-Foot Line	11 & 12	70° Longitude
5,6,7 & 8	120-Foot Line	12 & 13	41° 20' Latitude
8 & 9	70° Longitude	12 & 14	Elizabeth Islands and Sow & Pigs Reef to Territorial Line

**Non-Territorial Reporting Areas**  
Corresponding NMFS Reporting Areas

DMF Area	NMFS Area
15	539
16	537
17	526
18	521
19	514
20	513
21	515
22	522
23	525
24	523
25	524