

# Instructions for SAFIS eTRIPS Online Data Entry



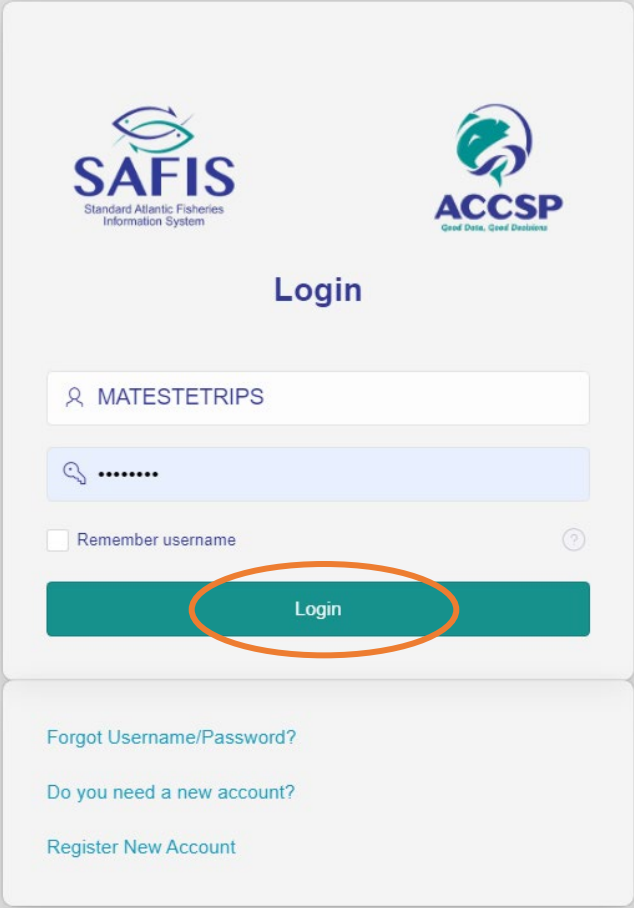
Guide for Massachusetts Harvesters' Entry of  
Trips Occurring on or after January 1<sup>st</sup>, 2021

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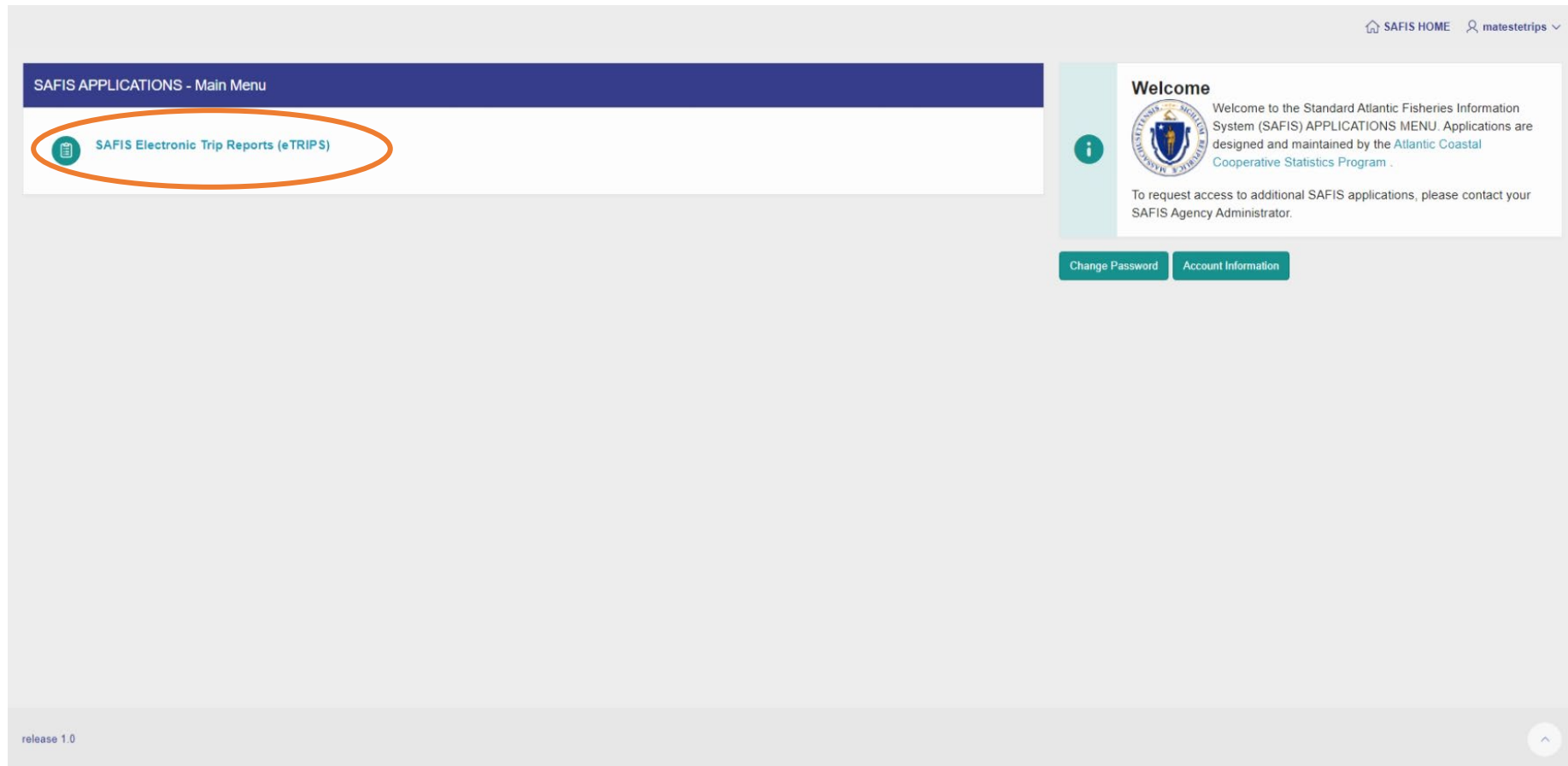
# LOGGING IN

- Navigate to the SAFIS Login Page: [Login to SAFIS \(accsp.org\)](https://accsp.org)
- Enter your Username and Password then press “Login”
- NOTE: Safari web browser is **not** supported for this application.
- If using a mobile device like a smart phone or tablet to report, it is not recommended to use this website. Rather use the eTRIPS Mobile 2 application, available for download in the Google Play Store and Apple Store.
- Trouble logging in? Call the statistics project 978-491-6279 or email [DMF.Stats@Mass.Gov](mailto:DMF.Stats@Mass.Gov)



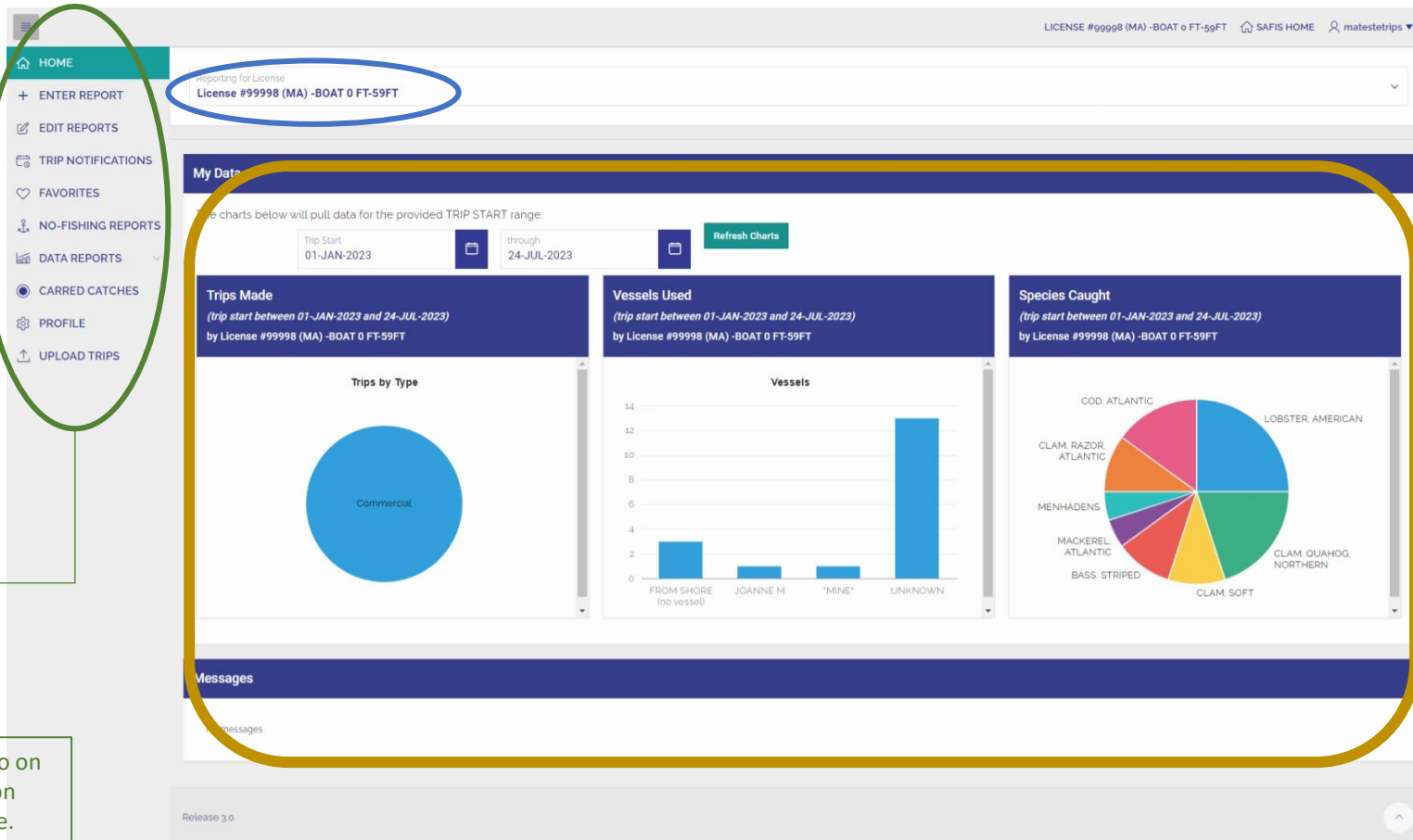
The screenshot shows the SAFIS Login page. At the top, there are two logos: SAFIS (Standard Atlantic Fisheries Information System) on the left and ACCSP (Good Data, Good Decisions) on the right. Below the logos, the word "Login" is centered. There are two input fields: the first is for the username, containing "MATESTETRIPS", and the second is for the password, represented by dots. Below the password field is a checkbox labeled "Remember username" with a question mark icon to its right. A large teal "Login" button is positioned below the input fields and is circled in orange. At the bottom of the page, there are three links: "Forgot Username/Password?", "Do you need a new account?", and "Register New Account".

- Upon logging in, you will see your available applications. To access the trip reporting application, select:  
**“SAFIS Electronic Trip Reports (eTRIPS)”**

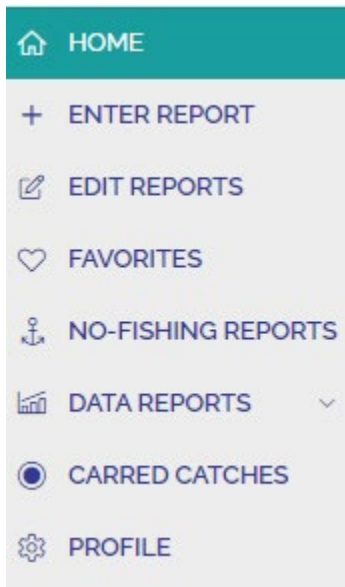


# HOME

- You will be brought to the eTRIPS/Online HOME page. You will see a dropdown box called “Reporting for License,” which is used to select your reporting license, three summary charts of past trips, and a Main Menu used to navigate the application. If there is a Daily Message from DMF, it will also appear at the bottom of this page.



**Main Menu:** Each item is equivalent to an item in the previous version of SAFIS and will be used to navigate between the sections presented in this guide. This table shows how the two versions compare and includes a brief description of each row.

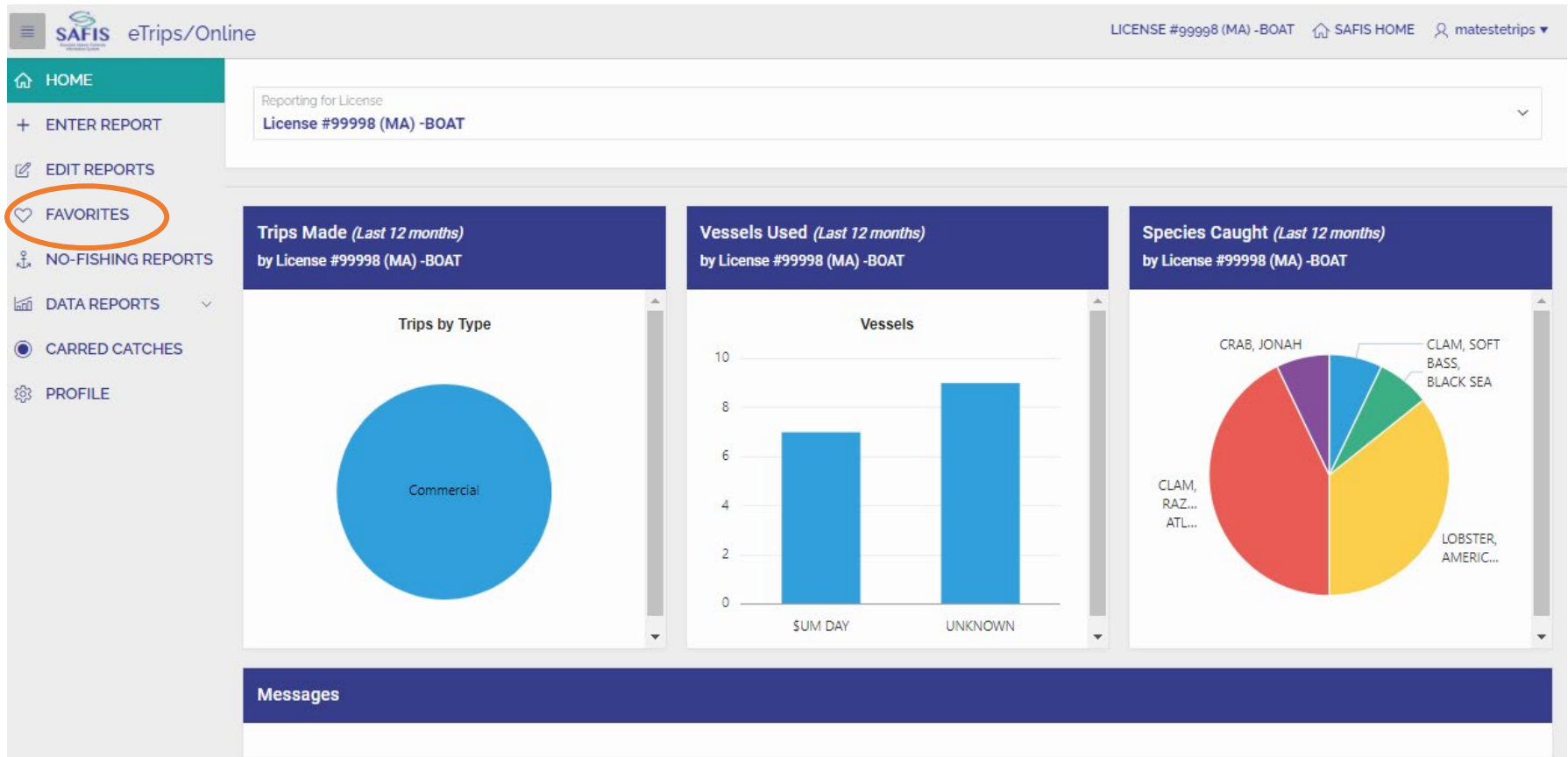


Current Menu Item	Old Version Equivalent	Description
ENTER REPORTS	Trip Reports	Enter new reports.
EDIT REPORTS	Trip Reports	Edit and review previously submitted reports for dates on or after January 1, 2021.
FAVORITES	Favorites (active)	Set default values for trips, efforts, & catches fields.
NO-FISHING REPORTS	Negative Reports	Enter and review dates when license was not fished.
DATA REPORTS	Reports Menu	Create and review reports of past trips including those prior to 2021.
CARRED CATCHES	Species placed in CAR	Remove catch from car/crate or review carred transactions.
PROFILE	Fisher Info	Review harvester contact info; to edit please contact DMF.

*Please note that Data Reports are not covered in this manual. A separate document will be available for just Data Reports at a later date.*

# FAVORITES

- Start by clicking **FAVORITES** to confirm or set your default settings. If you have already done this, go to page 26 to begin entering trip reports.
- Favorites allow you to default most repeated fields such as species, dealers, dispositions, ports, etc. It is **HIGHLY** recommended that you set and confirm your favorites prior to entering a trip report.



- Clicking on **FAVORITES** brings you to the summary screen of your Favorites. If you set up favorites in the old eTRIPS version, your favorites may be populated already.
- First, select the license for which you wish to establish favorites by clicking in the “**Please Select a License**” dropdown list. If you only have one license, this will be your default choice.
- To navigate between different sections of favorites, click the names in section titles circled below. To get back to the full view, select “**Show All.**”

License #99998 (MA) -BOAT 0 FT-59FT SAFIS HOME matestrips

HOME  
+ ENTER REPORT  
EDIT REPORTS  
TRIP NOTIFICATIONS  
**FAVORITES**  
NO-FISHING REPORTS  
DATA REPORTS  
CARRED CATCHES  
PROFILE

Tips on Favorites

## Favorites

Please select a License  
License #99998 (MA) -BOAT 0 FT-59FT

Select a trip type to display favorites for selected license  
Commercial

Cancel

+ Add Trip Favorite Delete Trip Favorite Save Trip Favorite

Favorite Trip Headers for Commercial Trips

Port State	End Port	Vessel State	Vessel	Trip Attributes	Default Trip Header?
<p>Search</p> <p>Favorites have not been added for this license or trip type. Click ADD FAVORITE to begin.</p>					


+ Add Effort Favorite Delete Effort Favorite Save Effort Favorite

Favorite Efforts for Commercial Trips

Distance	State	Local Area	Fishing Time	Hours / Days	Gear	Effort Attributes	Default Effort?
<p>Search</p> <p>Favorites have not been added for this license. Click ADD FAVORITE to begin.</p>							



- Begin by populating **Favorite Trip Headers**. Select “+ Add Trip Favorite” to start a new favorite header.

- Each box will require a selection from a list or a typed response. Start by clicking inside the box under **Port State** and selecting the  icon:

- A search dialog will appear. You can search through the list or type “Mass” in the search bar and press enter. Then click the word “Massachusetts” to populate this field.

- Double click the box under **Port**. Then use the dropdown list to select the default port landed for your trip.

**Favorite Trip Headers for Commercial Trips**

Port State	End Port	Vessel State	Vessel	Trip Attributes	Default Trip Header?
Massachusetts	Select Port (STATE must be selected first)				-click to set default Favor...

1 rows selected

**Favorite Efforts for Commercial Trips**

Distance	State	Effort Attributes	Default Effort?

**Favorite Species (Catches) for Commercial Trips**

Species	Quantity	Unit

Buttons: + Add Trip Favorite, Delete Trip Favorite, Save Trip Favorite, + Add Effort Favorite, Delete Effort Favorite, Save Effort Favorite, + Add Species Favorite, Delete Species Favorite, Save Species Favorite

- Double click the box under **Vessel State**. Use the dropdown list to select the state where your vessel is registered (most MA harvesters will choose Massachusetts, if you do not find your vessel, contact MADMF).

**Favorite Trip Headers for Commercial Trips**

Port State	End Port	Vessel State	Vessel	Trip Attributes	Default Trip Header?
Massachusetts	Boston - MA	Massachusetts			-click to set default Favorite-

1 rows selected

**Favorite Efforts for Commercial Trips**

Distance	State	Effort Attributes	Default Effort?

**Favorite Species (Catches) for Commercial Trips**

Species	Quantity	Unit

Buttons: + Add Trip Favorite, Delete Trip Favorite, Save Trip Favorite, + Add Effort Favorite, Delete Effort Favorite, Save Effort Favorite, + Add Species Favorite, Delete Species Favorite, Save Species Favorite

- Double click the box under **Vessel**. Use the text box to search for your vessel by typing the documentation or registration number then press enter. Click the appropriate vessel from the list.

Vessel

MS9999

NOT NAMED - MS9999DW

NOT NAMED - MS9999TN

UNKNOWN - MS9999

Load More Rows

Please Note:

- If you fish from a vessel but have no vessel listed on your permit, use UNKNOWN – MS9999.
  - If you are fishing from shore use FROM SHORE (no vessel).
- To set a Trip Header as the default, double click the box under **Default Trip Header?**, choose “Y”

Favorite Trip Headers for Commercial Trips						+ Add Trip Favorite	Delete Trip Favorite	Save Trip Favorite
Port State	End Port	Vessel State	Vessel	Trip Attributes	Default Trip Header?			
<input checked="" type="radio"/> Massachusetts	Boston - MA	Massachusetts	UNKNOWN - MS9999		-click to set default Favorite-			
1 rows selected								

- To complete the **Favorite Trip Header**, click “**Save Trip**”. To add an additional **Favorite Trip Header**, repeat the steps above.

Favorite Trip Headers for Commercial Trips						+ Add Trip Favorite	Delete Trip Favorite	Save Trip Favorite
Port State	End Port	Vessel State	Vessel	Trip Attributes	Default Trip Header?			
<input type="radio"/> Massachusetts	Boston - MA	Massachusetts	UNKNOWN - MS9999	<del>Edit Trip Attributes</del>	Y			

Total 1

- At this time there are no **Trip Attributes** for MA Harvesters; this feature can be ignored.

- Now you can add **Favorite Efforts**. Select “+ Add Effort Favorite” to begin.

HOME

+ ENTER REPORT

EDIT REPORTS

TRIP NOTIFICATIONS

**FAVORITES**

NO-FISHING REPORTS

DATA REPORTS

CARRED CATCHES

PROFILE

LICENSE #99998 (MA) -BOAT 0 FT-59FT SAFIS HOME matestetrips

Tips on Favorites

Please select a License

License #99998 (MA) -BOAT 0 FT-59FT

Select a trip type to display favorites for selected license

Commercial

Cancel

Show All Trip Header Favorites Efforts Species Ports Dispositions Dealers

+ Add Trip Favorite

Delete Trip Favorite

Save Trip Favorite

Favorite Trip Headers for Commercial Trips

Port State	End Port	Vessel State	Vessel	Trip Attributes	Default Trip Header?
<input type="radio"/> Massachusetts	Boston - MA	Massachusetts	UNKNOWN - MS9999	<a href="#">Edit Trip Attributes</a>	Y

Total 1

+ Add Effort Favorite

Delete Effort Favorite

Save Effort Favorite

Favorite Efforts for Commercial Trips

Distance	State	Local Area	Fishing Time	Hours / Days	Gear	Effort Attributes	Default Effort?
<div> <div></div> <div>Favorites have not been added for this license. Click ADD FAVORITE to begin.</div> </div>							

- Double click the box under **Distance** and choose “State waters Inshore” from the dropdown list. Use this even if fishing in federal waters and reporting to DMF.

Favorite Efforts for Commercial Trips

Distance	State	Local Area	Fishing Time	Hours / Days	Gear	Effort Attributes	Default Effort?
<div> <div>-- Select Waters Fished --</div> <div> -- Select Waters Fished --  Federal Waters EEZ  International Waters  State Waters Inland  <b>State Waters Inshore</b> </div> </div>	-- Select State (DISTANCE must be se...	-- Select Local Area --					

1 row selected

Total 1

[+ Add Species Favorite](#)
[Delete Species Favorite](#)
[Save Species Favorite](#)

- Double click the box under **State** and select “Massachusetts” from the dropdown list.

Favorite Efforts for Commercial Trips

Distance	State	Local Area	Fishing Time	Hours / Days	Gear	Effort Attributes	Default Effort?
State Waters Inshore	<div> <div>-- Select State (DISTANCE must be</div> <div> -- Select State (DISTANCE must be selected first) --  Alabama  Connecticut  Delaware  District of Columbia  Florida  Georgia  Louisiana  Maine  Maryland  <b>Massachusetts</b>  Michigan  Minnesota  Mississippi  New Hampshire  New Jersey  New York  North Carolina  Pennsylvania  Rhode Island  South Carolina  Texas </div> </div>	-- Select Local Area --					

1 rows selected

Total 1

[+ Add Species Favorite](#)
[Delete Species Favorite](#)
[Save Species Favorite](#)

Favorite Species (Catches) for Commercial Trips

Species	Grade	Sales Disposition	Catch Source	Default Catch/Species	Edit Species Attributes
<div> <div>Search</div> <div> Favorites have not been added for this license. Click ADD FAVORITE to begin. </div> </div>					

- Double click the box under **Local Area** and select the appropriate area fished from the dropdown list. As a reminder, statistical reporting areas are used for all non-shellfish and non-horseshoe crab efforts (MA 1-40). Designated Shellfish Growing Areas (DSGA) are used for all shellfish and horseshoe crab efforts (e.g., CCB11, N9, SC48, etc.). Both statistical reporting area and DSGA maps are available on our [website](#).

**Favorite Efforts for Commercial Trips**

Distance	State	Local Area	Fishing Time	Hours / Days	Gear	Effort Attributes	Default Effort?
<input checked="" type="radio"/>	State Waters Inshore	Massachusetts	-- Select Local Area --				

1 rows selected

**Favorite Species (Catches) for Commercial Trips**

Species	Unit Measure	Market

MA 1 - MA STATE WATERS - IPSWICH BAY  
MA 10 - MA STATE WATERS - NANTUCKET SOUND  
MA 11 - MA STATE WATERS - OUTER NANTUCKET  
MA 12 - MA STATE WATERS - OUTER MARTHA'S VINEYARD  
MA 13 - MA STATE WATERS - VINEYARD SOUND  
MA 14 - MA STATE WATERS - BUZZARDS BAY  
MA 15 - FEDERAL WATERS (539) - RHODE ISLAND SHORE  
MA 16 - FEDERAL WATERS (537) - OFF NO MANS LAND  
MA 17 - FEDERAL WATERS (526) - NANTUCKET SHOALS  
MA 18 - FED WATERS (521) - WEST SIDE SOUTH CHANNEL  
MA 19 - FEDERAL WATERS (514) - EASTERN MASS  
**MA 2 - MA STATE WATERS - CAPE ANN**  
MA 20 - FEDERAL WATERS (515) - WESTERN MAINE  
MA 21 - FEDERAL WATERS (515) - INNER GROUNDS  
MA 22 - FED WATERS (522) - EAST SIDE SOUTH CHANNEL  
MA 23 - FEDERAL WATERS (525) - SOUTHWEST GEORGES  
MA 24 - FEDERAL WATERS (561) - NORTHERN EDGE  
MA 25 - FEDERAL WATERS (562) - CENTRAL GEORGES  
MA 26 - FEDERAL WATERS (511) - EASTERN MAINE

- Click the box under **Fishing Time**. Type the most common amount of time the gear used has been actively fishing. If your fishing time changes frequently, leave this blank.
- Double click the box under **Hours/Days** and select the unit of time indicated by the fishing time of your gear. Fixed gears like Pots & Traps or Gillnets are usually fished for days, mobile gear such as trawl, dredge, and rod & reel are usually fished for a period of hours.

**Fishing Time**


3


**Hours / Days**

Days

Days

Hours

- Click the box under **Gear** then select the  icon to open the gear list. You can scroll through the list to find your gear type or use the search feature. To do so, type a portion of the name of the gear in the search box, then press Enter. Select the appropriate gear for your trip from the search dialogue.

Favorite Efforts for Commercial Trips								<a href="#">+ Add Effort Favorite</a> <a href="#">Delete Effort Favorite</a> <a href="#">Save Effort Favorite</a>	
Distance	State	Local Area	Fishing Time	Hours / Days	Gear	Effort Attributes	Default Effort?		
<input checked="" type="radio"/> State Waters Inshore	Massachusetts	MA 2 - MA STATE WATE...	3	Days	--Select Gear --				
1 rows selected								Total 1	

**Pro Tip:** The search option is sensitive to the order of words, so typing “lobster pots” will not bring you to the correct option as it is in the list as “Pots and Traps, Lobster.”

Search Dialog ×

--Select Gear --

POTS AND TRAPS, CONCH
POTS AND TRAPS, EEL
POTS AND TRAPS, LOBSTER
POTS AND TRAPS, OTHER
POTS AND TRAPS, SCUP

Load More Rows

- Is the effort you entered your most common effort? If so, click the box under **Default Effort?**, then click the box next to "Y".

Favorite Efforts for Commercial Trips

+ Add Effort Favorite Delete Effort Favorite Save Effort Favorite

Distance	State	Local Area	Fishing Time	Hours / Days	Gear	Effort Attributes	Default Effort?
<input checked="" type="radio"/> State Waters Inshore	Massachusetts	MA 2 - MA STATE WA...	3	Days	POTS AND TRAPS, LOBSTER	Edit Effort Attributes	Y

1 rows selected

-click to set default Favorite-

Y

- A message will appear at the top of your screen asking "Set Selected row as your default Effort? Please confirm". Click "OK"

safis.accsp.org says

Set selected row as your default Effort? Please confirm.

OK Cancel

- Click the green "Save Effort Favorite" button to complete and save the Favorite Effort.

Favorite Efforts for Commercial Trips

+ Add Effort Favorite Delete Effort Favorite Save Effort Favorite

Distance	State	Local Area	Fishing Time	Hours / Days	Gear	Effort Attributes	Default Effort?
<input checked="" type="radio"/> State Waters Inshore	Massachusetts	MA 1 - MA STATE WATE...	3	Days	POTS AND TRAPS, LOBSTER	Edit Effort Attributes	Y

1 rows selected

Total 1

- Now click "Edit Effort Attributes" within the favorite effort you just created. This field may not appear for all gear types. This is something new in this version.

Favorite Efforts for Commercial Trips

+ Add Effort Favorite Delete Effort Favorite Save Effort Favorite

Distance	State	Local Area	Fishing Time	Hours / Days	Gear	Effort Attributes	Default Effort?
<input checked="" type="radio"/> State Waters Inshore	Massachusetts	MA 1 - MA STATE WATE...	3	Days	POTS AND TRAPS, LOBSTER	Edit Effort Attributes	Y

1 rows selected

Total 1



- After selecting “**Edit Effort Attributes**,” a new window will appear in the center of the screen. Your commonly used values should be typed into the boxes. Scroll down in the window to make sure all effort attributes are complete.
- The name of each field and definition will appear for each field.
- The example here includes the fields used for POTS and TRAPS, LOBSTER; each gear type will have different required attributes.
  - For more information and field definitions for fixed gear (pots and traps or gillnets), go to: <https://www.mass.gov/service-details/trip-level-reporting-for-fixed-gear-fishermen>
- Once complete click the green “**Save Attributes**” button to complete your Favorite Effort.

The attributes are dependent on the license used, the trip type, and the vessel permit. The selection of attributes is determined by your SAFIS Administrator.

**Favorite Effort Attributes**

**Favorite Gear Attributes**

Gear Quantity: Number of traps hauled per effort (defined by gear type and area)

Gear Sets: Number of strings hauled

Gears Fishing: At the start of the trip, number of traps in the water per effort (defined by gear type and area)

LMA: Lobster Management Area

Gear Size: Total number of pots in the water

Depth: Bottom Depth in fathoms (1 fathom = 6 feet)

Number of Buoy Lines: At the start of the trip, max number of buoy lines in the water per effort (defined by gear type and area)

Total Buoy Lines in Water: At the start of the trip, if your gear has vertical lines, how many total lines are in the water

**Note:** this screen may look slightly different to you as there is some work in progress at the time of creation of this document.

- The favorite effort is now created. To create additional favorite effort(s) repeat the steps outlined above.

- **Favorite DEALER(S)** should now be completed. Scroll to bottom of page and Click “+ Add Dealer”. Click the box below **Dealer** to search for a dealer.

- Use the search box to type in a portion of the dealer’s name into the text box. For instance, use “Cape” for Cape Cod Fish or “Salem” for Salem Seafood. Click the appropriate dealer from the list.

The screenshot shows the 'Favorites' section for 'Commercial Trips'. At the bottom, under 'Favorite DEALER(S)', the '+ Add Dealer Favorite' button is circled in red. An orange line originates from this button and points towards the search dropdown menu shown in the next image.

This image shows a search dropdown menu. The search box contains 'ACCSP'. The dropdown list displays 'ACCSP ACCSP ACCSP (123-ACCSP TEST)' as the first result, which is circled in red. Below it is 'ACCSP TALLFISHERMAN PRODUCTION-TEST (12-DEALER - MOBILE TEST)'. A 'Load More Rows' button is visible at the bottom of the dropdown.

- Finally click “**Save Dealer**” to complete adding the dealer to your favorites. Repeat this process for additional dealers.

This image shows the 'Favorite DEALER(S)' section. At the top are three buttons: '+ Add Dealer', 'Delete Dealer', and 'Save Dealer'. The 'Save Dealer' button is circled in red. Below the buttons is a table with one row: 'ACCSP ACCSP ACCSP (123-ACCSP TEST)'. The table indicates '1 rows selected' and 'Total 1'.

- Proceed to **Favorite Species (Catches) for Commercial Trips** to add species that you commonly land. Click “**+ Add Species Favorite**” to begin.

Tips on Favorites

HOME

ENTER REPORT

EDIT REPORTS

TRIP NOTIFICATIONS

FAVORITES

NO-FISHING REPORTS

DATA REPORTS

CARRED CATCHES

PROFILE

Please select a License

License #99998 (MA) -BOAT 0 FT-59FT

Select a trip type to display favorites for selected license

Commercial

Cancel

Show All

Trip Header Favorites

Efforts

Species

Ports

Dispositions

Dealers

+ Add Trip Favorite

Delete Trip Favorite

Save Trip Favorite

Favorite Trip Headers for Commercial Trips

Port State	End Port	Vessel State	Vessel	Trip Attributes	Default Trip Header?
<input type="radio"/> Massachusetts	Boston - MA	Massachusetts	UNKNOWN - MS9999	<a href="#">Edit Trip Attributes</a>	Y

Total 1

+ Add Effort Favorite

Delete Effort Favorite

Save Effort Favorite

Favorite Efforts for Commercial Trips

Distance	State	Local Area	Fishing Time	Hours / Days	Gear	Effort Attributes	Default Effort?
<input checked="" type="radio"/> State Waters Inshore	Massachusetts	MA 2 - MA STATE WATERS ...	3	Days	POTS AND TRAPS, LOBSTER	<a href="#">Edit Effort Attributes</a>	Y

1 rows selected

Total 1


+ Add Species Favorite

Delete Species Favorite


Save Species Favorite

Favorite Species (Catches) for Commercial Trips

Species	Unit Measure	Market	Disposition	Grade	Sales Disposition	Catch Source	Default Catch/Species	Edit Species Attributes
<div> <div>Search</div> <div>Favorites have not been added for this license. Click ADD FAVORITE to begin.</div> </div>								

- Click the box under **Species** then select the  icon to choose the species from the search dialog.

**Favorite Species (Catches) for Commercial Trips**

Species	Unit Measure	Market	Disposition	Grade	Sales Disposition
	Select Unit o...	-- Select Market (Specie...	-- Select Disposition	-- Select Grade (...)	

1 row selected  
Species must have some value.

**Search Dialog** x

LOBSTER 🔍

LOBSTER, AMERICAN

*Pro tip: It is best to use one word to search for a species, I.E., BASS to search for striped bass or FLOUNDER to search for winter flounder.*

Load More Rows

Delete Species Favorite
Save Species Favorite

Edit Species Attributes

Total 1

- Type the species name in the search box and press enter to search the species list. Click the name of the correct species from the list.
- Double click the box under **Unit Measure** and click the appropriate unit from the dropdown list.

**Favorite Species (Catches) for Commercial Trips**

Species	Unit Measure	Market	Disposition	Grade	Sales Disposition	Catch Source	Default Catch/Species	Edit Species Attributes
LOBSTER, AMERICAN	-- Select Unit	-- Select Market (Specie...	-- Select Disposition	-- Select Grade (...)				

1 rows selected

-- Select Unit of Measure (Species must be selected first)

pounds

Total 1

+ Add Species Favorite
Delete Species Favorite
Save Species Favorite

- Double click the box under **Market** and select the correct market category for your catch.

**Favorite Species (Catches) for Commercial Trips**

Species	Unit Measure	Market	Disposition	Grade	Sales Disposition	Catch Source	Default Catch/Species	Edit Species Attributes
LOBSTER, AMERICAN	pounds	-- Select Market (Spec...	-- Select Disposition	-- Select Grade (...)				

1 rows selected

-- Select Market (Species and Unit of Measure must be selected first)

CHIX (1 TO 1.25 LB) LOBSTER  
 HALVES (1.45 TO 1.95 LB) LOBSTER  
 JUMBO  
 LARGE  
 LOBSTER SHELL ROT  
 MEDIUM OR SELECT  
 QUARTERS (1.25 LB) LOBSTER  
 UNCLASSIFIED

+ Add Port Favorite
Delete Port Favorite

**Favorite OFFLOAD PORT(s) for Commercial Trips**

State	Port Code
	UNCLASSIFIED

+ Add Disposition Favorite
Delete Disposition Favorite
Save Disposition Favorite

**Favorite DISPOSITIONS(s) for Commercial Trips**

Disposition

Total 1

- Double click the box under **Disposition**. Select the appropriate Disposition (use of catch) from the dropdown list.

Favorite Species (Catches) for Commercial Trips

Species	Unit Measure	Market	Disposition	Grade	Sales Disposition	Catch Source	Default Catch/Species	Edit Species Attributes
LOBSTER, AMERICAN	pounds	UNCLASSIFIED	-- Select Disposition	-- Select Grade (...)				

1 rows selected

Disposition dropdown list:

- Select Disposition
- General Utilization-No Catch
- General Utilization-Food
- Kept-Personal Use
- General Utilization-Canned Pet Food
- General Utilization-Animal Food
- General Utilization-Bait
- General Utilization-Reduction/M meal
- General Utilization-Aquarium
- Kept-Kept, disposition unknown
- General Utilization-Biomedical Use
- General Utilization-Packing, Only
- Kept-Research
- Kept-Personal Use/Food
- Kept-Personal Use/Bait
- Discards due to Market Reasons-Reason not specified
- Discards due to Market Reasons-No market
- Other Disposition Codes-Seized by Law Enforcement

Favorite OFFLOAD PORT(s) for Commercial Trips

State	Port Code

Total 1

Favorite DISPOSITIONS for Commercial Trips

Disposition

favorites have not been added for this license. Click ADD FAVORITE to begin.

- Double click the box under **Grade**. Select the appropriate grade for this catch from the dropdown list.

Favorite Species (Catches) for Commercial Trips

Species	Unit Measure	Market	Disposition	Grade	Sales Disposition	Catch Source	Default Catch/Species	Edit Species Attributes
LOBSTER, AMERICAN	pounds	UNCLASSIFIED	General Utilization-Food	-- Select Grade				

1 rows selected

Grade dropdown list:

- Select Grade (Species, Unit of Measure, and Market must be selected first)
- CHILL
- UNGRADED

- Double click the box under **Sales Disposition**. Select the appropriate Sales Disposition for this catch from the dropdown list. As a reminder, if you use "PLACED IN CAR" (catch stored for later sale) in a trip report, you must go to "**CARRED CATCHES**" and remove catch from car on the date it has been offloaded.

Favorite Species (Catches) for Commercial Trips

Species	Unit Measure	Market	Disposition	Grade	Sales Disposition	Catch Source	Default Catch/Species	Edit Species Attributes
LOBSTER, AMERICAN	pounds	UNCLASSIFIED	General Utilization-Food	UNGRADED				

1 rows selected

Sales Disposition dropdown list:

- PLACED IN CAR
- NO SALE - RETAINED
- PRIVATE/DOCKSIDE SALE
- NO SALE - DISCARDED
- NO SALE - REASON UNKNOWN
- SOLD TO DEALER

Favorite OFFLOAD PORT(s) for Commercial Trips

State	Port Code

Total 1

Favorite DISPOSITIONS for Commercial Trips

Disposition

- Double click the box under **Catch Source**. Select the appropriate option for this catch from the dropdown list.

Favorite Species (Catches) for Commercial Trips

+ Add Species Favorite Delete Species Favorite Save Species Favorite

Species	Unit Measure	Market	Disposition	Grade	Sales Disposition	Catch Source	Default Catch/Species	Edit Species Attributes
LOBSTER, AMERICAN	pounds	UNCLASSIFIED	General Utilization-Food	UNGRADED	SOLD TO DEALER		-click to set default Fav...	

1 rows selected Total 1

+ Add Port Favorite Delete Port Favorite Save Port Favorite

Favorite OFFLOAD PORT(s) for Commercial Trips

+ Add Disposition Favorite Delete Disposition Favorite Save Disposition Favorite

Favorite DISPOSITIONS(s) for Commercial Trips

Aquaculture  
Carred  
Research Set Aside (RSA)  
For Hire  
Standard  
Deposited Harvest

- To save this species as your default catch (meaning it will autofill), double click under **Default Catch/Species** then selecting “Y”. **Note:** Only one catch may be set as a default by choosing “Y”, the favorite catches will be labeled as “N” meaning they will not be default but will be available for use in entry.

Favorite Species (Catches) for Commercial Trips

+ Add Species Favorite Delete Species Favorite Save Species Favorite

Species	Unit Measure	Market	Disposition	Grade	Sales Disposition	Catch Source	Default Catch/Species	Edit Species Attributes
LOBSTER, AMERICAN	pounds	UNCLASSIFIED	General Utilization-Food	UNGRADED	SOLD TO DEALER	Standard	-click to set default Fav...	

1 rows selected Total 1

Y

- After setting as default, you will see an option to “**Edit Species Attributes**,” which will look like the Edit Effort Attributes shown in the previous section. You can set a favorite dealer for each species in this section.

Favorite Species (Catches) for Commercial Trips

+ Add Species Favorite Delete Species Favorite Save Species Favorite

Species	Unit Measure	Market	Disposition	Grade	Sales Disposition	Catch Source	Default Catch/Species	Edit Species Attributes
LOBSTER, AMERICAN	pounds	UNCLASSIFIED	General Utilization-Food	UNGRADED	SOLD TO DEALER	Standard	Y	Edit Species Attributes

1 rows selected Total 1

- After choosing Edit Species Attributes, a window will appear to enter default dealer for your catch.
- Click the box next to “Dealer License = if SOLD TO DEALER” and select the correct dealer from the list then click “Save Attributes”

- The favorite catch is now complete, click “Save Species Favorite”. Repeat this process to create additional favorite catches.

Favorite Species (Catches) for Commercial Trips								
Species	Unit Measure	Market	Disposition	Grade	Sales Disposition	Catch Source	Default Catch/Species	Edit Species Attributes
<input checked="" type="radio"/> LOBSTER, AMERICAN	pounds	UNCLASSIFIED	General Utilization-Food	UNGRADED	SOLD TO DEALER	Standard	Y	Edit Species Attributes

1 rows selected Total 1

- Optionally, you may set **Favorite DISPOSITIONS** to limit your list of dispositions within a trip to a few selections. This is unnecessary if your disposition was set in **Favorite Species (CATCHES)**.
- Click “+ Add Disposition Favorite”.

The screenshot shows the SAFIS eTRIPS interface with the following sections:

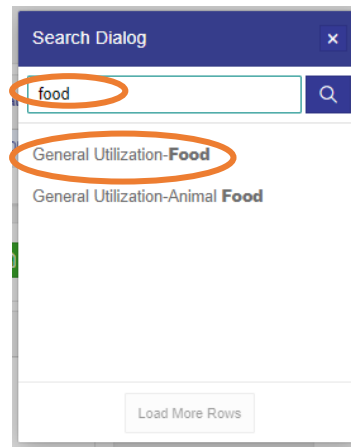
- Favorite Efforts for Commercial Trips:** A table with columns: Distance, State, Local Area, Fishing Time, Hours / Days, Gear, Effort Attributes, and Default Effort?. It contains one row for "State Waters Inshore" in Massachusetts.
- Favorite Species (Catches) for Commercial Trips:** A table with columns: Species, Unit Measure, Market, Disposition, Grade, Sales Disposition, Catch Source, Default Catch/Species, and Edit Species Attributes. It contains one row for "LOBSTER, AMERICAN" with unit "pounds" and market "UNCLASSIFIED".
- Favorite OFFLOAD PORT(s) for Commercial Trips:** A table with columns: State and Port Code. It is currently empty.
- Favorite DISPOSITIONS(s) for Commercial Trips:** A section with a search bar and a message: "Favorites have not been added for this license. Click ADD FAVORITE to begin."

- Click the box under **Disposition** and select the icon.

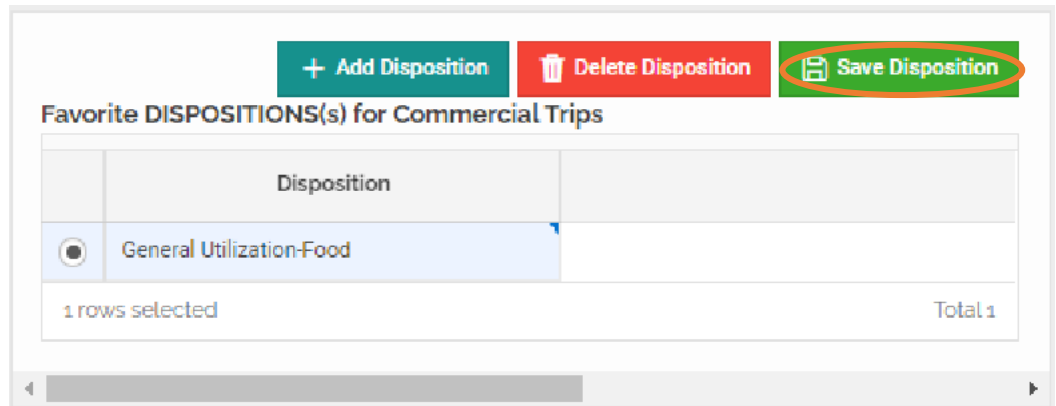
This close-up shows the "Favorite DISPOSITIONS(s) for Commercial Trips" section. It features a table with a "Disposition" column. A red circle highlights the menu icon (three horizontal lines) in the first row of the table, indicating where to click to add a favorite disposition.



- Scroll through the list or type a portion of disposition name into the text box and press enter to search the list.
- Select the appropriate Disposition from the list.



- Select **“Save Disposition”** to complete. Repeat this to add more dispositions.

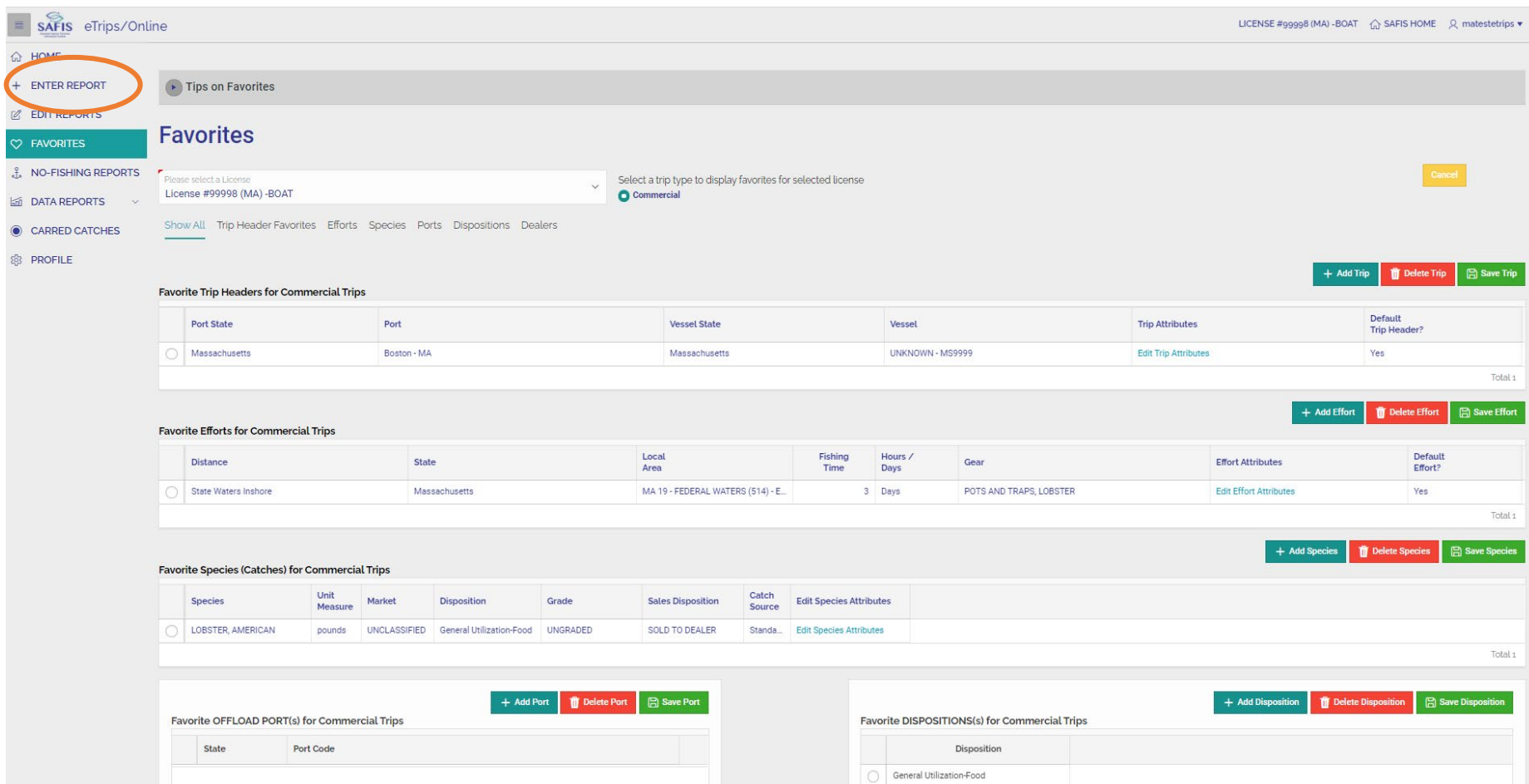


- Ignore **“Favorite OFFLOAD PORT(s) for Commercial Trip”** this is not currently used by MA harvesters

**Your Favorites are now complete for this license!! If you hold another license, repeat the process for each license.**

# ENTERING REPORTS

- To begin entering a report select “+ ENTER REPORT” from your main menu



The screenshot displays the SAFIS eTrips/Online web application. The top navigation bar includes the SAFIS logo, the text 'eTrips/Online', and user information: 'LICENSE #99998 (MA) -BOAT', 'SAFIS HOME', and a search icon with the text 'matestetrips'. The left sidebar contains a menu with the following items: 'HOME' (with a house icon), '+ ENTER REPORT' (circled in orange), 'EDIT REPORTS' (with a pencil icon), 'FAVORITES' (with a heart icon), 'NO-FISHING REPORTS' (with an anchor icon), 'DATA REPORTS' (with a bar chart icon), 'CARRED CATCHES' (with a fish icon), and 'PROFILE' (with a person icon). The main content area is titled 'Favorites' and features a dropdown menu for 'Please select a License' with 'License #99998 (MA) -BOAT' selected. Below this is a 'Select a trip type to display favorites for selected license' section with a radio button for 'Commercial' selected. The 'Favorites' section is divided into three main categories: 'Favorite Trip Headers for Commercial Trips', 'Favorite Efforts for Commercial Trips', and 'Favorite Species (Catches) for Commercial Trips'. Each category has a table of favorites and buttons for '+ Add', 'Delete', and 'Save'. The 'Favorite Trip Headers' table has columns for Port State, Port, Vessel State, Vessel, Trip Attributes, and Default Trip Header?. The 'Favorite Efforts' table has columns for Distance, State, Local Area, Fishing Time, Hours / Days, Gear, Effort Attributes, and Default Effort?. The 'Favorite Species' table has columns for Species, Unit Measure, Market, Disposition, Grade, Sales Disposition, Catch Source, and Edit Species Attributes. At the bottom, there are two more sections: 'Favorite OFFLOAD PORT(s) for Commercial Trips' and 'Favorite DISPOSITIONS(s) for Commercial Trips', each with a table and buttons for '+ Add', 'Delete', and 'Save'.

SAFIS eTrips/Online

LICENSE #99998 (MA) -BOAT SAFIS HOME matestetrips

HOME

+ ENTER REPORT

EDIT REPORTS

FAVORITES

NO-FISHING REPORTS

DATA REPORTS

CARRED CATCHES

PROFILE

Tips on Favorites

Favorite Trip Headers for Commercial Trips

Port State Port Vessel State Vessel Trip Attributes Default Trip Header?

Massachusetts Boston - MA Massachusetts UNKNOWN - MS9999 Edit Trip Attributes Yes

Total 1

Favorite Efforts for Commercial Trips

Distance State Local Area Fishing Time Hours / Days Gear Effort Attributes Default Effort?

State Waters Inshore Massachusetts MA 19 - FEDERAL WATERS (514) - E... 3 Days POTS AND TRAPS, LOBSTER Edit Effort Attributes Yes

Total 1

Favorite Species (Catches) for Commercial Trips

Species Unit Measure Market Disposition Grade Sales Disposition Catch Source Edit Species Attributes

LOBSTER, AMERICAN pounds UNCLASSIFIED General Utilization-Food UNGRADED SOLD TO DEALER Stand... Edit Species Attributes

Total 1

Favorite OFFLOAD PORT(s) for Commercial Trips




State Port Code


Favorite DISPOSITIONS(s) for Commercial Trips


Disposition


General Utilization-Food


Some harvesters have more than one license associated to their account. Choose the license you're reporting by clicking on it. Should you have only one license, click on it to begin entering your catch report.


LICENSE #99998 (MA) - BOAT 0 FT-59FT SAFIS HOME matestetrips ▼


 HOME


 ENTER REPORT


 EDIT REPORTS


 TRIP NOTIFICATIONS


 FAVORITES

 NO-FISHING REPORTS

 DATA REPORTS ▼

 CARRED CATCHES

 PROFILE

 Questions?

Cancel

Report Recipients

Trip Information

Effort(s)

Catch(es)

Confirm & Sign

Massachusetts

License #: 99998

License Type: BOAT 0 FT-59FT (CF)



- You will now be brought to a page to begin entering your trip information. You will see that your default trip favorites have populated: Port State, End Port, Vessel Reg State, and Vessel.
- If you have alternate trip headers you would like to select from, they are available under the Trip Favorites" heading at the top of the page.
- All fields are customizable so feel free to change them to suit your needs for different trips.

HOME

ENTER REPORT

EDIT REPORTS

FAVORITES

NO-FISHING REPORTS

DATA REPORTS

CARRIED CATCHES

PROFILE

Cancel

Report Recipients

**Trip Information**

Effort(s)

Catch(es)

Confirm & Sign

Next

Trip Favorites - License #99998 (MA)

	Port Name	Vessel Name	Reg State	Fisherman	Type	Default?
Select	Boston, MA	UNKNOWN - MS9999	MA	-	Commercial	Y
						Total 1

Trip ID

Trip Type  
Commercial

End Port  
MA- Boston

Vessel  
UNKNOWN - MS9999

Federal Vessel?  
NO


Trip Start Date

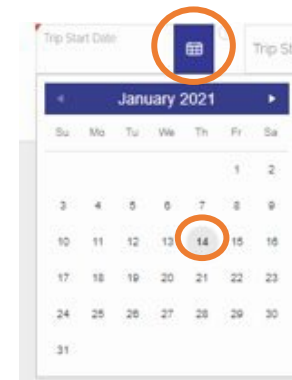
Trip Start Time (HH24)  
HHMM

Trip End Date

Trip End Time (HH24)  
HHMM


Partner VTR#

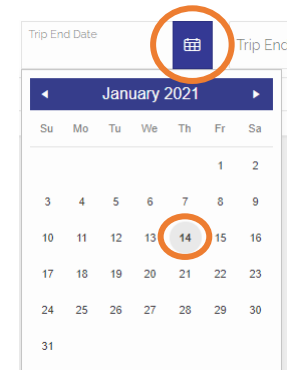
Populate **Trip Start Date** by clicking the  icon and select the date from the calendar.



In **Trip Start Time**, type the time the trip started (left dock) in 24-hr military time (7 am=0700).

Trip Start Time (HH24)  
0700

Populate **Trip End Date** by clicking the  icon and select the date from the calendar. For most trips, the start date and end date will be the same. Some rod & reel trips may be overnight, as well as multi-day lobster trips in which you are going far out to sea to haul traps, in which case your **Trip End Date** will differ from your **Trip Start Date**.



Type the time the trip ended in the **Trip End Time** (vessel landed) box in 24-hr military time (4 pm=1600).

Trip End Time (HH24)  
1600

Your completed trip header should look like this:

LICENSE #99998 (MA) - BOAT o FT-59FT SAFIS HOME matestetrips

HOME  
+ ENTER REPORT  
EDIT REPORTS  
FAVORITES  
NO-FISHING REPORTS  
DATA REPORTS  
CARRED CATCHES  
PROFILE

Cancel Report Recipients **Trip Information** Effort(s) Catch(es) Confirm & Sign **Next >**

▼ Trip Favorites - License #99998 (MA)

	Port Name	Vessel Name	Reg State	Fisherman	Type	Default?
Select	Boston, MA	UNKNOWN - MS9999	MA	-	Commercial	Y
						Total 1

Trip ID

Trip Type: Commercial

End Port: MA- Boston

Vessel: UNKNOWN - MS9999

Federal Vessel?: NO

Trip Start Date: 01/14/2021

Trip Start Time (HH24): 0700

Trip End Date: 01/14/2021

Trip End Time (HH24): 1600

Partner VTR#

- If the page appears significantly different or federal vessel field states “GARFO”, please call or email for assistance
- Click the **Next** button in the upper right-hand corner to proceed to **Efforts**.

- On the effort(s) page you will see all fields pre-filled with the values of your default effort. A list of available effort favorites will appear. Click **“Select”** next to your preferred effort favorite.

▼ Effort Favorites - License #99998 (MA)

Q▼


Search: All Text Columns

Go

Actions▼

Reset

	Local Area Name	Gear Name	Fishing Time	
Select	MA 19 - FEDERAL WATERS (514) - EASTERN MASS	POTS AND TRAPS, LOBSTER	3 Day(s)	
Select	MA 2 - MA STATE WATERS - CAPE ANN	POTS AND TRAPS, LOBSTER	3 Day(s)	
				Total 2

- All effort level fields should be checked for accuracy. To read a definition of a field, select the  icon to the right of the entry box. Each field can be edited on this page by clicking inside the entry box.

Trip Summary

Commercial Trip taken on 1/14/2021 with UNKNOWN

Anything Caught?

Effort with catch(es)

Distance

State Waters Inshore

Pick from Map

Latitude

Longitude

Local Area Name

MA 19 - FEDERAL WATERS (514) - EASTERN MASS

Gear Code

POTS AND TRAPS, LOBSTER

Fishing Time

3

Hours/Days

Days

Gear Quantity

200

Gear Sets

20

Gears Fishing

400

LMA

LMA 1

Gear Size

800

Depth

20

Number of Buoy Lines

80

Total Buoy Lines in Water

160

10 Minute Square(s)

View Grid Map



- **Ten Minute square(s)** fished must be filled out when fishing federal waters for:

- Pots & Traps, Lobster;
- Pots and Traps, Conch;
- Pots and Traps, Other; and
- Pots and Traps.

- Multiple squares may be selected for this field. Select “View Grid Map” to view a coastwide map of all ten minute squares. Select the name(s) of the ten minute square(s) from the dropdown to populate the field.

- Note, these cannot be saved to your favorites.

10 Minute Square(s)

View Grid Map

AA31

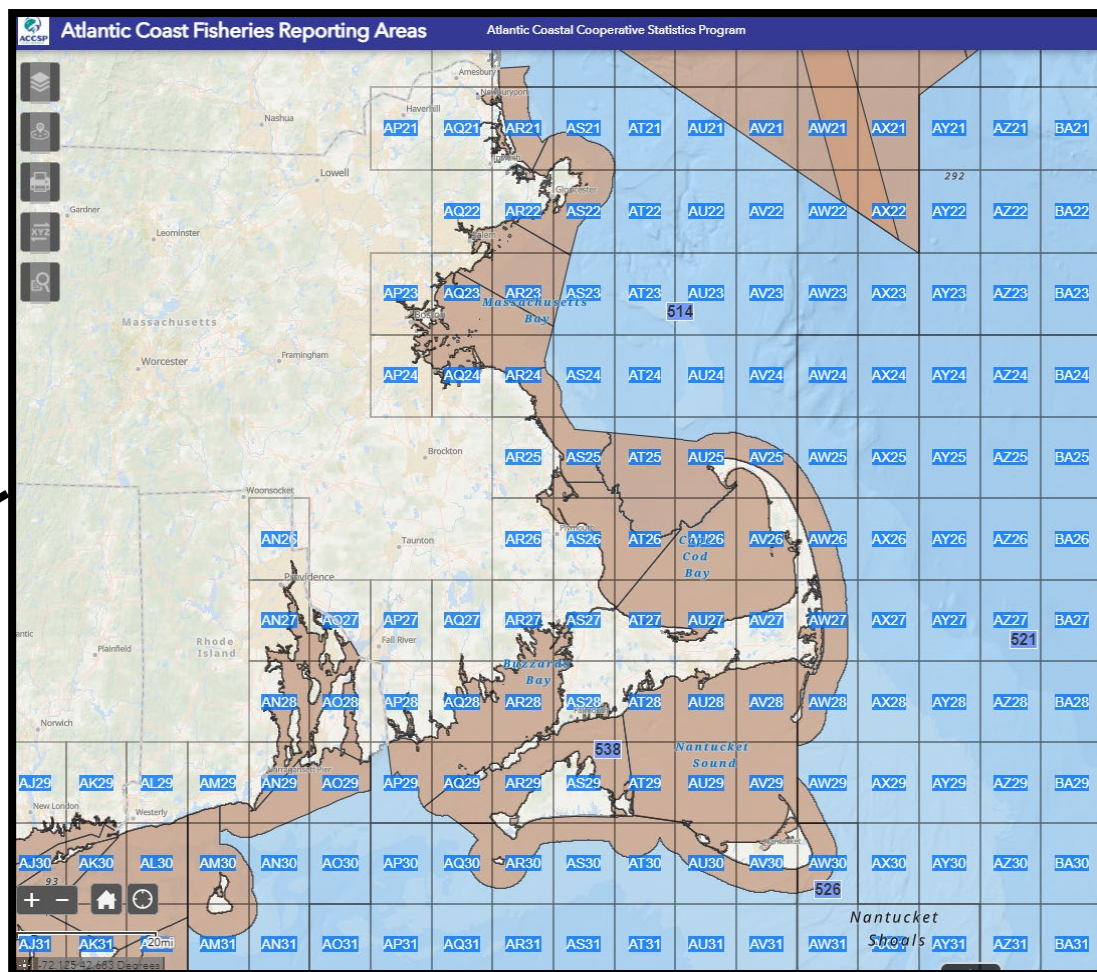
AA32

AA33

AA34

AA35

AA36





- If you have not catch to report, select the “Anything Caught?” dropdown choose “**Effort with catches**”. Then “**Save & Complete**” to finish the trip (proceed to pg. 37 for Report Summary) or “**Save & add another Effort**” to enter another area or gear type and repeat the effort process.

The screenshot shows the 'Effort(s)' section of the eTRIPS form. At the top, there are navigation buttons: 'Cancel', 'Delete Effort', 'Report Recipients', 'Trip Information', 'Effort(s)', 'Catches!', and 'Confirm & Sign'. The 'Effort(s)' button is highlighted with a green circle. Below the navigation bar, there is a 'Trip Summary' section with the text 'Commercial Trip taken on 1/14/2021 with UNKNOWN'. To the right of this section is a dropdown menu labeled 'Anything Caught?' with the option 'No catches on this effort' selected. Below this, there are several input fields for trip details: 'Distance' (State Waters Inshore), 'Latitude', 'Longitude', 'Local Area Name' (MA 19 - FEDERAL WATERS (514) - EASTERN MASS), 'Gear Code' (POTS AND TRAPS, LOBSTER), 'Fishing Time' (3 Days), 'Gear Quantity' (200), 'Gear Sets' (20), 'Gears Fishing' (400), 'LMA' (LMA 1), 'Gear Size' (800), 'Depth' (20), 'Number of Buoy Lines' (80), and 'Total Buoy Lines in Water' (160). At the bottom, there is a '10 Minute Square(s)' field with 'AS21' entered and a 'View Grid Map' button.

- If you have catch to report for the effort, select the “Anything Caught?” dropdown choose “Effort with catches”. Then click “Save & Add Catches”.

The screenshot shows the 'Effort(s)' section of the eTRIPS form. At the top, there are navigation buttons: 'Cancel', 'Delete Effort', 'Report Recipients', 'Trip Information', 'Effort(s)', 'Catches!', and 'Confirm & Sign'. The 'Effort(s)' button is highlighted with a green circle. Below the navigation bar, there is a 'Trip Summary' section with the text 'Commercial Trip taken on 1/14/2021 with UNKNOWN'. To the right of this section is a dropdown menu labeled 'Anything Caught?' with the option 'Effort with catch(es)' selected. Below this, there are several input fields for trip details: 'Distance' (State Waters Inshore), 'Latitude', 'Longitude', 'Local Area Name' (MA 19 - FEDERAL WATERS (514) - EASTERN MASS), 'Gear Code' (POTS AND TRAPS, LOBSTER), 'Fishing Time' (3 Days), 'Gear Quantity' (200), 'Gear Sets' (20), 'Gears Fishing' (400), 'LMA' (LMA 1), 'Gear Size' (800), 'Depth' (20), 'Number of Buoy Lines' (80), and 'Total Buoy Lines in Water' (160). At the bottom, there is a '10 Minute Square(s)' field with 'AS21' entered and a 'View Grid Map' button.

- You will now arrive at the "**Catch(es)**" screen. Your default favorite species from catch favorites will populate the fields when the page loads. If you created alternate catch favorites you would like to select from, they are available at the top of the page. All field will repopulate by clicking Select next to the species for which you're reporting. If configured properly in Favorites, you should only need to enter your **Reported Quantity** and choose your **Sold to Dealer**

<

Cancel

Delete Catch

Report Recipients

Trip Information

Effort(s)

Catch(es)

Confirm & Sign

+ Save & Add New Catch

+ Save & Add New Effort

Save & Complete

▼ Catch Favorites - License #99998 (MA)

	Species	Unit Of Measure	Grade	Sale Disposition	Market	Disposition	Catch Source	Include Flag
Select	CRAB, JONAH	Count	UNGRADED	SOLD TO DEALER	UNCLASSIFIED	Food	Standard	N
Select	LOBSTER, AMERICAN	pounds	UNGRADED	SOLD TO DEALER	UNCLASSIFIED	Food	Standard	Y
Total 2								

Effort Summary

Caught @ MA 19 - FEDERAL WATERS (514) - EASTERN MASS using POTS AND TRAPS, LOBSTER

Species

LOBSTER, AMERICAN

Reported Quantity

Unit Of Measure

pounds

Market

UNCLASSIFIED

Grade

UNGRADED

Disposition

General Utilization-Food

Catch Source

Standard

Sale Disposition

SOLD TO DEALER

Sold To Dealer

Other Catches

- Most fields should be filled in by your favorites. Click the **Reported Quantity** text box and enter the amount landed.
- Double click **Sold To Dealer** and choose the dealer sold to from the dropdown list (favorite dealers will appear at the top). Confirm all information on the page.

[<](#)
[Cancel](#)
[Delete Catch](#)

✓  
Report Recipients

✓  
Trip Information

✓  
Effort(s)

●  
Catch(es)

●  
Confirm & Sign

[+ Save & Add New Catch](#)
[+ Save & Add New Effort](#)
[Save & Complete](#)

▼ Catch Favorites - License #99998 (MA)

	Species	Unit Of Measure	Grade	Sale Disposition	Market	Disposition	Catch Source	Include Flag
<a href="#">Select</a>	CRAB, JONAH	Count	UNGRADED	SOLD TO DEALER	UNCLASSIFIED	Food	Standard	N
<a href="#">Select</a>	LOBSTER, AMERICAN	pounds	UNGRADED	SOLD TO DEALER	UNCLASSIFIED	Food	Standard	Y
								Total 2

Effort Summary

Caught @ MA 19 - FEDERAL WATERS (514) - EASTERN MASS using POTS AND TRAPS, LOBSTER

▼

Species  
LOBSTER, AMERICAN

Reported Quantity  
150

Unit Of Measure  
pounds

Market  
UNCLASSIFIED

Grade  
UNGRADED

Disposition  
General Utilization-Food

Catch Source  
Standard

Sale Disposition  
SOLD TO DEALER

Sold To Dealer
 

|

ACCSP ACCSP ACCSP (123-ACCSP TEST)

BLACK GOLD FISHERIES LLC (11226-WHOLESALE DEALER)

FRESH BRIGHT LOBSTER (12762-RETAIL BOAT)

There are several options to proceed at this point:

1. Add an additional catch record by selecting **“Save & Add New Catch”** in the upper right-hand side of the screen, then repeat the process of adding a catch.
2. Add a new effort to the trip (additional gear/area fished on this trip) by selecting **“Save & Add New Effort”** in the upper right-hand corner of the screen. Repeat the process of adding an effort and its associated catch. **THIS MUST BE DONE IF FISHING MULTIPLE GEAR TYPES OR LOCAL AREAS IN A TRIP.**
3. Complete the trip by Selecting **“Save & Complete”** in the upper right-hand corner of the screen. **THIS SHOULD ONLY BE SELECTED WHEN ALL EFFORT AND CATCH INFORMATION FROM THE TRIP HAS BEEN ENTERED.** This will bring you to a final screen where you certify and submit the trip.

HOME  
+ ENTER REPORT  
EDIT REPORTS  
FAVORITES  
NO-FISHING REPORTS  
DATA REPORTS  
CARRED CATCHES  
PROFILE

Cancel Delete Catch

Report Recipients Trip Information Effort(s) Catch(es) Confirm & Sign

1 2 3

+ Save & Add New Catch + Save & Add New Effort Save & Complete

▼ Catch Favorites - License #99998 (MA)

	Species	Unit Of Measure	Grade	Sale Disposition	Market	Disposition	Catch Source	Include Flag
Select	CRAB, JONAH	Count	UNGRADED	SOLD TO DEALER	UNCLASSIFIED	Food	Standard	N
Select	LOBSTER, AMERICAN	pounds	UNGRADED	SOLD TO DEALER	UNCLASSIFIED	Food	Standard	Y
								Total 2

Effort Summary  
Caught @ MA 19 - FEDERAL WATERS (514) - EASTERN MASS using POTS AND TRAPS, LOBSTER

Species: LOBSTER, AMERICAN  
Reported Quantity: 150  
Unit Of Measure: pounds  
Market: UNCLASSIFIED  
Grade: UNGRADED

Disposition: General Utilization-Food  
Catch Source: Standard  
Sale Disposition: SOLD TO DEALER

Sold To Dealer: ACCSP ACCSP ACCSP (123-ACCSP TEST)

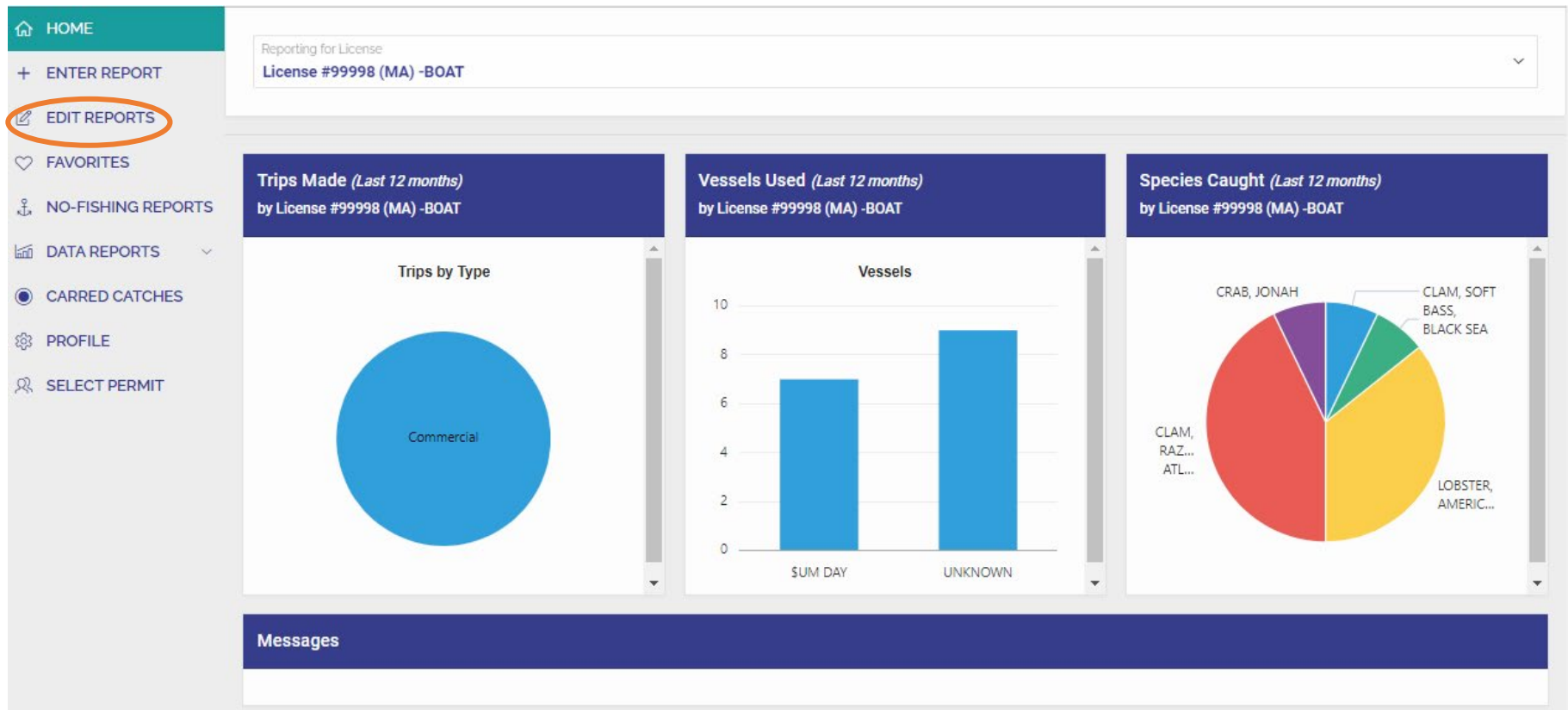
Other Catches




- Once a trip is completed and you have pressed Save & Complete, review the **Report Summary**.
  - If the trip needs to be changed click **“Edit Report”**. Alternatively, you can edit Effort(s) or Catches by clicking their linked names in light blue text.
  - If complete, select **“Yes”** next to “I certify that the information is true, complete and correct to the best of my knowledge and made in good faith” then click **“Finish”** in the upper right-hand corner of the screen.

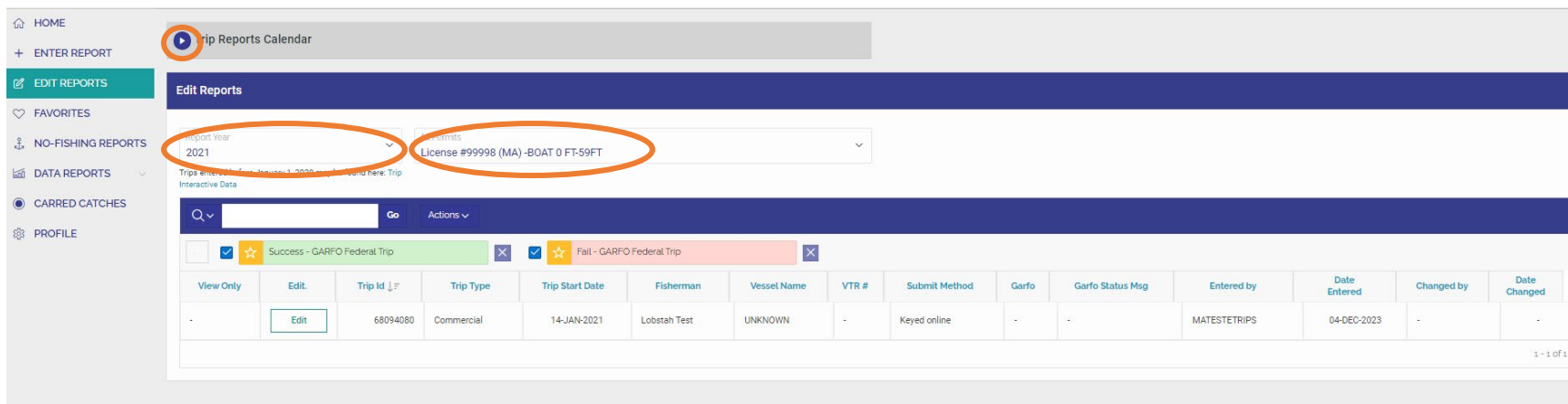
The screenshot shows the 'Report Summary' page for trip 68094080. At the top right, a green banner says 'Trip Processed. thank you'. Below this is a progress bar with steps: Cancel, Report Recipients, Trip Information, Effort(s), Catch(es), Confirm & Sign, and Finish. The 'Finish' button is circled in orange. Below the progress bar, there is a certification statement: 'I certify that the information is true, complete and correct to the best of my knowledge and made in good faith'. The 'Yes' button is circled in orange. Below this is a dark blue bar with the text 'Report Summary - 68094080' and three buttons: 'Edit Report' (circled in orange), 'Print Report', and 'Dealer Report'. Below this bar is a section for 'Trip Summary' with the text 'Commercial Trip taken on 1/14/2021 with UNKNOWN' and a QR code. Below this is a section for 'Effort(s)' with a dark blue header. Below the header is a row with the text 'MA 19 - FEDERAL WATERS (514) - EASTERN MASS w/ POTS AND TRAPS, LOBSTER' and '3405092'. Below this is a section for 'Catches' with a dark blue header. Below the header is a row with a checkmark icon, the text 'Lobster, American - 150 LB (Food)', 'UNCLASSIFIED - UNGRADED', and 'E #1'. The 'Edit Report' button, the 'Yes' button, the 'MA 19 - FEDERAL WATERS (514) - EASTERN MASS w/ POTS AND TRAPS, LOBSTER' text, and the 'Lobster, American - 150 LB (Food)' text are all circled in orange.

# EDITING REPORTS

- To edit trip level reports that have been previously submitted, click **“EDIT REPORTS”** in the Main Menu on your Home screen.



- There are two methods to select a trip to edit:
  - Use the table below and choose the trip to edit by clicking the  icon next to the Trip id you wish to edit. Use the “**Report Year**” dropdown list and “**All Permits**” dropdown  list to filter the list of trips by year and permit.
  - Alternatively, select the  icon next to **Trip Reports Calendar**. More information on that method is on the next page.



**Edit Reports**

Report Year: 2021 | Permits: License #99998 (MA) -BOAT 0 FT-59FT

Trips entered from November 1, 2020 and beyond here. Trip Interactive Data

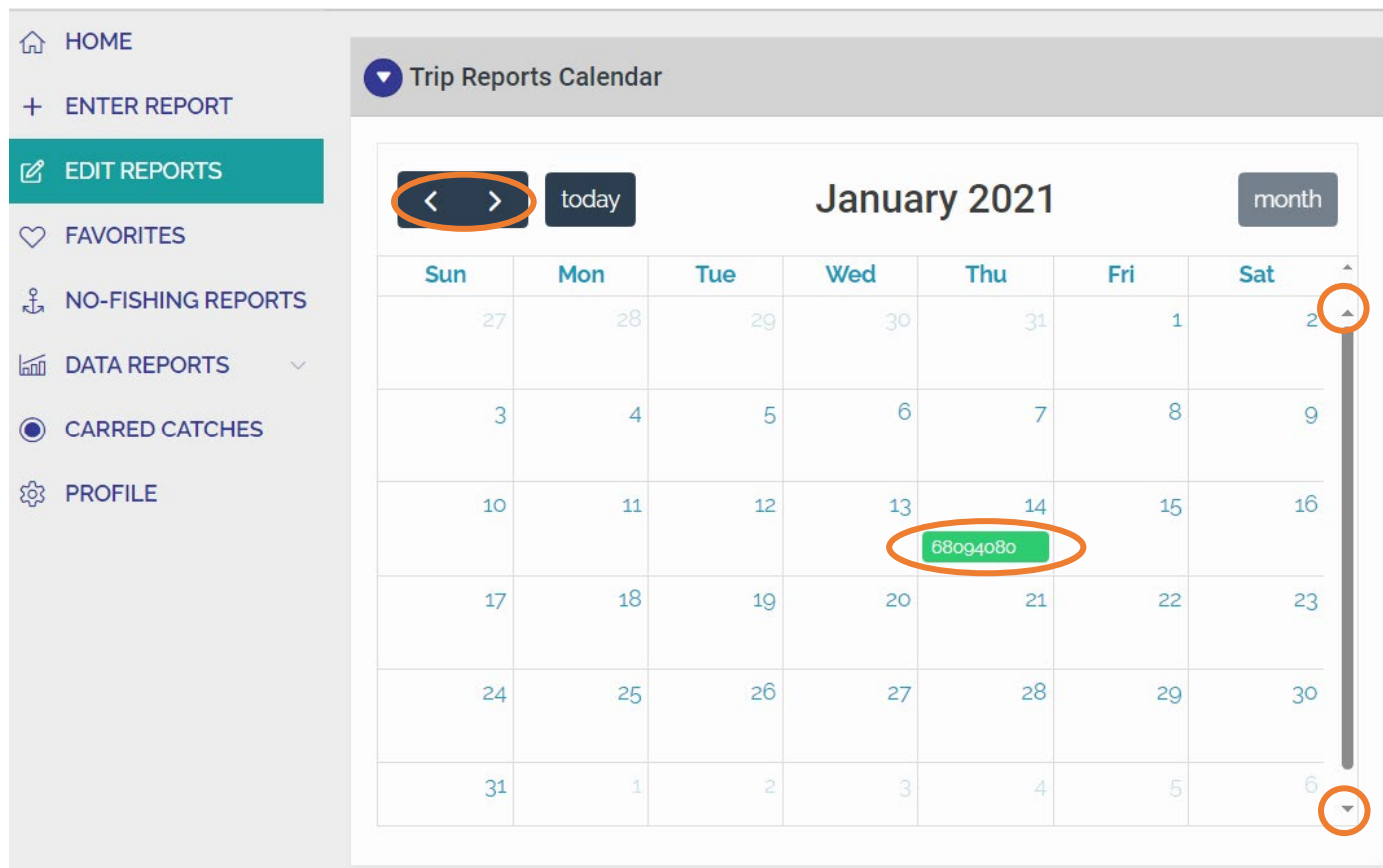
Search: [ ] Go Actions

Success - GARFO Federal Trip | Fail - GARFO Federal Trip

View Only	Edit	Trip Id	Trip Type	Trip Start Date	Fisherman	Vessel Name	VTR #	Submit Method	Garfo	Garfo Status Msg	Entered by	Date Entered	Changed by	Date Changed
-	<a href="#">Edit</a>	68094080	Commercial	14-JAN-2021	Lobstah Test	UNKNOWN	-	Keyed online	-	-	MATESTETRIPS	04-DEC-2023	-	-

1 - 1 of 1

- A monthly calendar of previously submitted reports will appear after clicking the arrow in the gray box. To switch between months, use the arrows at the left of the month name. Scroll up or down to view days within a month
- To select a trip from the calendar, click the blue numeric trip-id from the date you wish to edit.





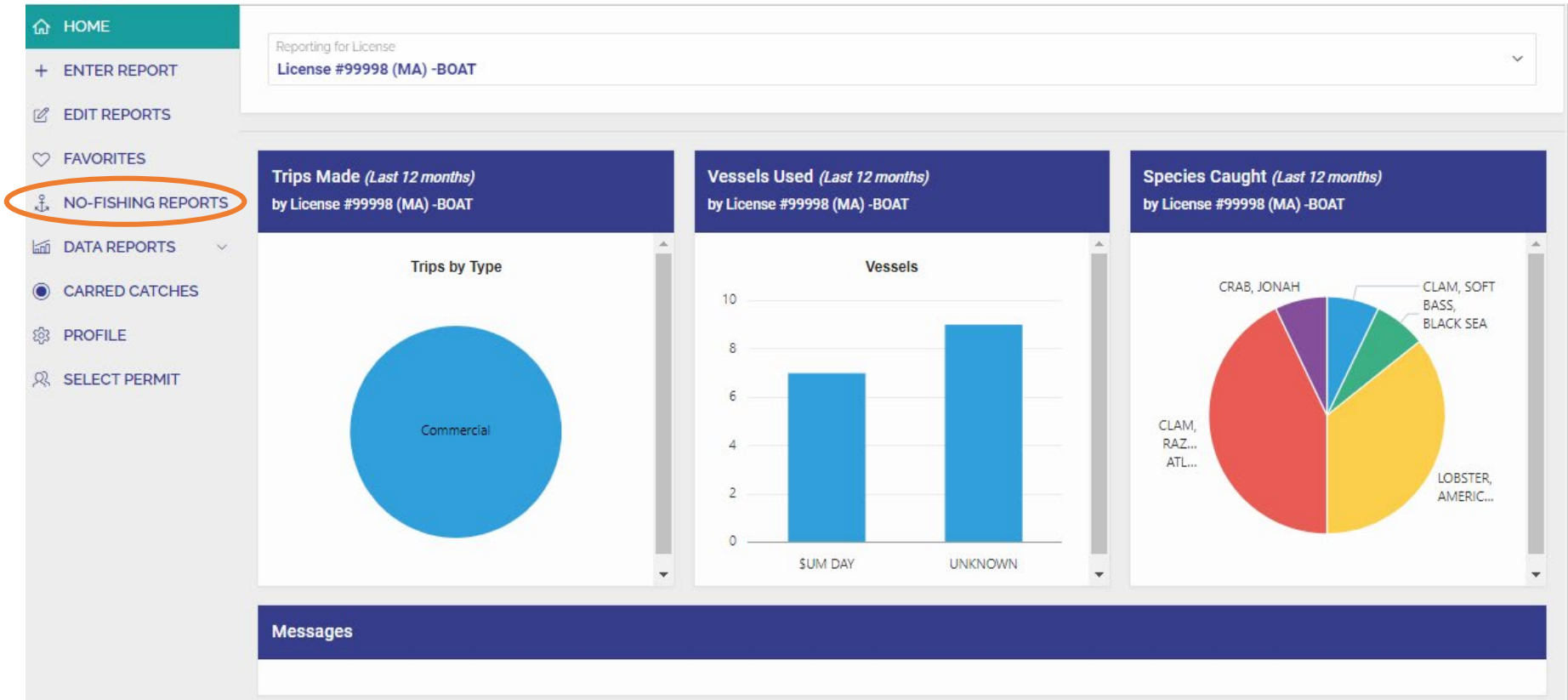
- You will be brought to the trip entry screen for this trip. Proceed through the Trip, Effort(s), and Catch(es) as outlined in ENTER REPORTS section (page 25) of this document. Edit all necessary fields as you review each page.

The screenshot displays the 'Trip Information' step in a multi-page report entry process. A progress bar at the top shows five steps: 'Report Recipients' (completed with a green checkmark), 'Trip Information' (current step with a teal circle), 'Effort(s)', 'Catch(es)', and 'Confirm & Sign'. Navigation buttons include '< Cancel', 'Delete Trip', and 'Next >'. The form fields are as follows:

Trip ID 68094080	Trip Type Commercial	End Port MA- Boston
Vessel UNKNOWN - MS9999	Federal Vessel? NO	
Trip Start Date 01/14/2021	Trip Start Time (HH24) 0700	Trip End Date 01/14/2021
		Trip End Time (HH24) 1600
Partner VTR#		

# NO-FISHING REPORTS

- To enter did not fish reports for dates that no fishing occurred, click **“NO-FISHING REPORTS”** (previously called negative reports) from the Main Menu on your Home screen.



- On the next page you will see a few sections:
  - a table of previously submitted negative reports in **View/Delete No Fishing Reports**,
  - a calendar of previously reported did not fish days, and
  - Create Negative/Did Not Fish Report** which contains your options for new reports.
- To Create a NO-FISHING REPORT for a month(s), select **“Range of Days”** under the Create Negative/Did Not Fish Report section.

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[EDIT REPORTS](#)
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Reporting for License  
 License #99998 (MA) -BOAT

**Create Negative/Did Not Fish Report**

Single Day
 **RANGE of Days**

**View/Delete No Fishing Reports**

Search: All Text Columns
 [Go](#)
[Actions](#)
[Save Changes](#)

[Delete Selected Reports](#)

	Report Date	Trip ID#	Entered By	Date Entered
<input checked="" type="checkbox"/>	01-JAN-2021	55495441	-	01/26/2021
<input type="checkbox"/>	02-JAN-2021	55495442	-	01/26/2021
<input type="checkbox"/>	03-JAN-2021	55495443	-	01/26/2021
<input type="checkbox"/>	05-JAN-2021	55495444	-	01/26/2021
<input type="checkbox"/>	07-JAN-2021	55495445	-	01/26/2021
<input type="checkbox"/>	08-JAN-2021	55495446	-	01/26/2021
<input type="checkbox"/>	09-JAN-2021	55495447	-	01/26/2021
<input type="checkbox"/>	10-JAN-2021	55495448	-	01/26/2021
<input type="checkbox"/>	11-JAN-2021	55495449	-	01/26/2021
<input type="checkbox"/>	12-JAN-2021	55495450	-	01/26/2021
<input type="checkbox"/>	13-JAN-2021	55495451	-	01/26/2021
<input type="checkbox"/>	16-JAN-2021	55495452	-	01/26/2021

**Available Date Range**

Please enter dates in the format MM/DD/YYYY


The earliest date allowed is: 01/01/2020.

The latest date allowed is: 12/31/2021.

<
 today
 >
 January 2021
 month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1 55495441	2 55495442
3 55495443	4	5 55495444	6 55495445	7 55495446	8 55495447	9
10 55495448	11 55495449	12 55495450	13 55495451	14	15	16 55495452
17 55495453	18 55495454	19	20 55495455	21 55495456	22 55495457	23 55495458
24 55495459	25 55495460	26 55495461	27 55495462	28 55495463	29 55495464	30 55495465
31 55495466	1 55495467	2 55495468	3 55495469	4 55495470	5 55495471	6 55495472


*Note, this table has limited sorting function at this time, but updates will be released soon.*


- A page will appear showing the Reporting License, Create Negative/Did Not Fish Reports form, and a Calendar summarizing reports for a month.
- Confirm the **Reporting for License** is correct, then enter the “**From Date**” (start date) and “**To Date**” (end date) in MM/DD/YYYY format that you did not fish. Optionally, you can click the  icon next to the fields and choose the date from a calendar. Once complete click the green “**Save**” button.
- The example below creates negative reports for the entire months of May and June.
- No-Fishing Reports can be made in advance if you know you will not be fishing.


[HOME](#)
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[EDIT REPORTS](#)
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[NO-FISHING REPORTS](#)
[DATA REPORTS](#)
[CARRED CATCHES](#)
[PROFILE](#)
[SELECT PERMIT](#)

Reporting for License  
**License #99998 (MA) -BOAT**

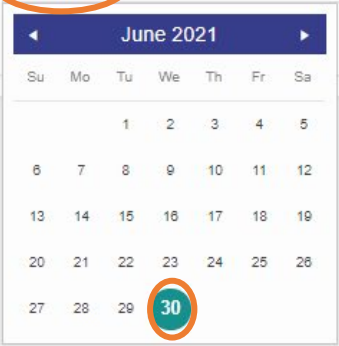
### Create Negative/Did Not Fish Report

From Date (MM/DD/YYYY):  
**05/01/2021**


To Date (MM/DD/YYYY):  
**06/30/2021**




Single Day



Available Date Range

Please enter dates in the format **MM/DD/YYYY**  
The earliest date allowed is: **01/01/2020**.  
The latest date allowed is: **12/31/2021**.

<
>
today

May 2021

month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
55495202	55495203					
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

- On the next page, you will see a message certifying “the information is true, complete, and correct to the best of my knowledge and made in good faith” and a list of the negative reports submitted.

I certify that the information is true, complete and correct to the best of my knowledge and made in good faith:

Confirmation #	Trip Date ↓	Trip #
	30-JUN-2020	55509321
	29-JUN-2020	55509320
	28-JUN-2020	55509319
	27-JUN-2020	55509318
	26-JUN-2020	55509317
	25-JUN-2020	55509316
	24-JUN-2020	55509315
	23-JUN-2020	55509314
	22-JUN-2020	55509313
	21-JUN-2020	55509312

- Scroll to the bottom of the page and click “**Finish**”. The negative reports have been now been submitted.

SELECT PERMIT

	24-MAY-2020	55509284
	23-MAY-2020	55509283
	22-MAY-2020	55509282
	21-MAY-2020	55509281
	20-MAY-2020	55509280
	17-MAY-2020	55509279
	16-MAY-2020	55509278
	15-MAY-2020	55509277
	14-MAY-2020	55509276
	13-MAY-2020	55509275
	11-MAY-2020	55509274
	10-MAY-2020	55509273
	09-MAY-2020	55509272

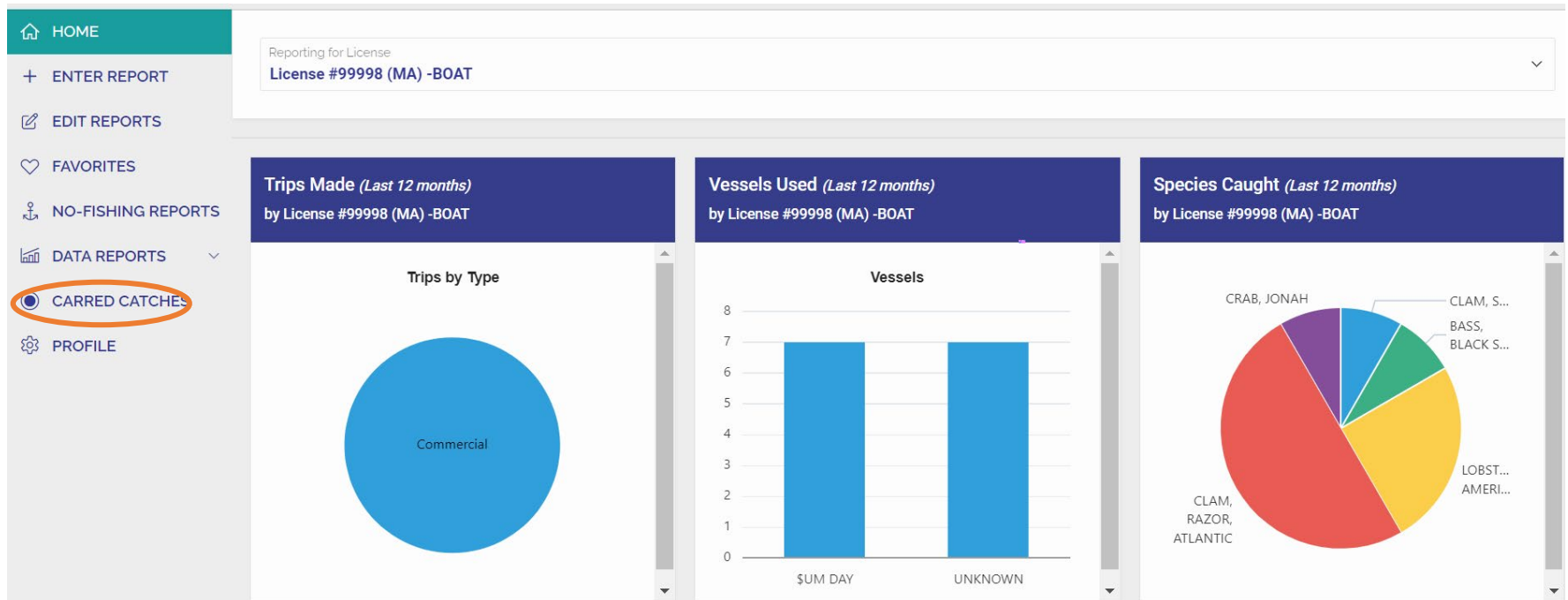
Download Negative Reports

row(s) 1 - 50 of 58 Next

**Finish**

# CARRED CATCHES

- Catches with sales disposition PLACED IN CAR will be put into **CARRED CATCHES**. Carred does not mean placed in your automobile; this disposition is used for catches that are stored for later sale or personal use. Often this is done in the lobster fishery when catch is crated or carred and removed at a later date.
- To report removal of catch from your car or crate, click **CARRED CATCHES** from the Main Menu on your Home screen.



- On the next screen, you will see a summary page of **CARRIED CATCHES**. In the example below, the harvester has 3 count of crab in his car/crate and 200 count of lobster. To remove a species, select “Remove from Car” next to the Species.

HOME

ENTER REPORT

EDIT REPORTS

FAVORITES

NO-FISHING REPORTS

DATA REPORTS

CARRIED CATCHES

PROFILE

SELECT PERMIT

Reporting for License

License #99998 (MA) -BOAT

Remove From Car	Species	Unit of Measure	Amount Available for sale	Edit Previous Transactions
Remove from Car	CRAB, JONAH	CN	3	Edit
Remove from Car	LOBSTER, AMERICAN	CN	200	Edit

1 - 2

All Catches Removed from Car

- A new form will appear on the right-hand side of the screen. Click the small circle next to the appropriate **Sales Disposition** of your catch. In the example, we select the circle next to “Sell To Dealer”

HOME

ENTER REPORT

EDIT REPORTS

FAVORITES

NO-FISHING REPORTS

DATA REPORTS

CARRIED CATCHES

PROFILE

SELECT PERMIT

Reporting for License

License #99998 (MA) -BOAT

Remove From Car	Species	Unit of Measure	Amount Available for sale	Edit Previous Transactions
Remove from Car	CRAB, JONAH	CN	3	Edit
Remove from Car	LOBSTER, AMERICAN	CN	200	Edit

1 - 2

Species

LOBSTER, AMERICAN

Sale Disposition \*

☒ Sell to Dealer
 ☐ Discard
 ☐ Private Sale
 ☐ Personal Use

Unit Of Measure - when PLACED IN CAR

CN

Unit Of Measure - when REMOVED from Car

Count (CN)

Save

All Catches Removed from Car



- A new entry box will appear to choose the dealer the catch was sold to. Click **“Select Dealer”**

Species  
LOBSTER, AMERICAN

Sale Disposition \*

☒ Sell to Dealer

☐ Discard

☐ Private Sale

☐ Personal Use


**Select Dealer**

Sold to Dealer:

Unit Of Measure - when PLACED IN CAR  
CN

Unit Of Measure - when REMOVED from Car  
Count (CN)

Save

- A searchable list of dealers will appear. To search, click the box next to the  icon and type a portion of the name of the dealer then click **“Go”** or press enter.

Dealers

This dealer list contains ACTIVE Dealer permits. If a dealer has an ACTIVE Federal Permit, it will be displayed instead of an active State Permit.

Q  **Go**

Rows: 15

☒ Federal Permit

This query returns more than 500 rows, please filter your data to ensure complete results.

	Corporate Name	First Name	Last Name	License #	License Type	Issued by
Select	-	STEVEN	ABDOW	1605	RETAIL BOAT	Massachusetts
Select	ACCSP	ACCSP	ACCSP	123	ACCSP TEST	Massachusetts
Select	-	BRENDAN	ADAMS	2989	RETAIL BOAT	Massachusetts
Select	DBA MAINE COAST SHELLFISH LLC	TOM	ADAMS	4085	FEDPERM	NMFS Greater Atlantic Region (GARFO)
Select	CHASIN TAIL FISHERIES	ANTHONY	AHRENS	4474	FEDPERM	NMFS Greater Atlantic Region (GARFO)

- From the new shortened list of dealers, click **“Select”** next to the Corporate Name of the dealer your catch was sold to.

**Dealers**

**Note**  
This dealer list contains ACTIVE Dealer permits. If a dealer has an ACTIVE Federal Permit, it will be displayed instead of an active State Permit.

Search:  Go

Rows: 15 Actions

☒ Row text contains 'ACCSP'  
☒ Federal Permit

	Corporate Name	First Name	Last Name	License #	License Type	Issued by
Select	ACCSP	ACCSP	ACCSP	123	ACCSP TEST	Massachusetts
Select	ACCSP	TALLFISHERMAN	PRODUCTION-TEST	12	DEALER - MOBILE TEST	Massachusetts

1 - 2 of 2

- Click the box with grey text reading **Amount Removed from Car** then type in the amount sold.

Species  
LOBSTER, AMERICAN

Sale Disposition \*

☒ Sell to Dealer  
☐ Discard  
☐ Private Sale  
☐ Personal Use

Select Dealer

Sold to Dealer:  
ACCSP - ACCSP ACCSP

Unit Of Measure - when PLACED IN CAR  
LB

Amount Removed from Car:

Unit Of Measure - when REMOVED from Car  
pounds (LB)

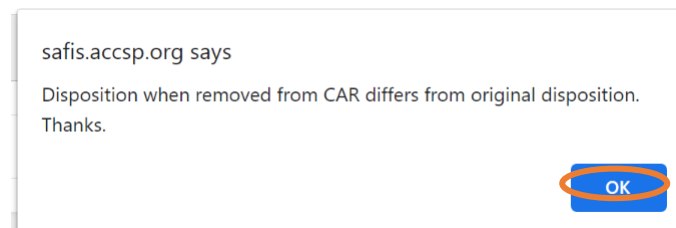
Date:

Save

- Click the box with Grey text reading **Unit of Measure – When REMOVED from Car**. Choose the correct unit of measure for the amount removed from the car.

The screenshot shows a web form for 'Sale Disposition'. It has radio buttons for 'Sell to Dealer' (selected), 'Discard', 'Private Sale', and 'Personal Use'. Below these is a 'Select Dealer' button. A text field 'Sold to Dealer:' contains 'ACCSP - ACCSP ACCSP'. Another text field 'Unit Of Measure - when PLACED IN CAR' contains 'CN'. A text field 'Amount Removed from Car:' contains '225'. A dropdown menu 'Unit Of Measure - when REMOVED from Car' is open, showing 'Count (CN)' and 'pounds (LB)' (which is highlighted with a blue bar and an orange circle). A 'Save' button is at the bottom.

- If your Unit of measure differs from what was originally placed in the car, you will receive a message. Just press “**OK**” and ignore the message.



- If your unit of measure when removed from car differs from what was placed in car, you will need to provide a conversion. A new box will appear asking **How many [UNIT] in....** In this example, the text box reads “How many CN in 225 LB”, which is asking you what the count of individual lobsters were in the 225 LBs sold. Fill in your conversion.
- Click the box with **Date** written in gray, enter the date catch was removed from the car/crate in MM/DD/YYYY format.
  - Alternatively use the calendar icon to the right of the date box and select the date sold from the calendar

January 2021

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Date:

- Click the green “**Save**” Button to complete.

Species  
**LOBSTER, AMERICAN**

Sale Disposition \*

☒ **Sell to Dealer**

☐ Discard

☐ Private Sale

☐ Personal Use

**Select Dealer**

Sold to Dealer:  
**ACCSP - ACCSP ACCSP**

Unit Of Measure - when PLACED IN CAR  
**CN**

Amount Removed from Car:  
**225**

Unit Of Measure - when REMOVED from Car  
**pounds (LB)**

How many CN in 225 LB:  
**200**

Date:  
**01/21/2021**

**Save**

- You will be brought back to your **CARRIED CATCHES** summary screen with a success message in the upper right-hand corner of the screen. In the example below, the harvester still has 3 Jonah crabs in the car that they wish to remove from their car and keep for personal use.
- Click “**Remove from Car**” next to species name (CRAB, JONAH)

SAFIS eTrips/Online

Reporting for License  
License #99998 (MA)-BOAT

HOME  
+ ENTER REPORT  
EDIT REPORTS  
FAVORITES  
NO-FISHING REPORTS  
DATA REPORTS  
**CARRIED CATCHES**  
PROFILE

Remove From Car	Species	Unit of Measure	Amount Available for sale	Edit Previous Transactions
<b>Remove from Car</b>	CRAB, JONAH	CN	3	Edit

1 - 1

All Catches Removed from Car

- Select the small circle next to the appropriate **Sales Disposition** for your catch, in this example Personal Use.

Species  
CRAB, JONAH

Sale Disposition \*

☐ Sell to Dealer

☐ Discard

☐ Private Sale

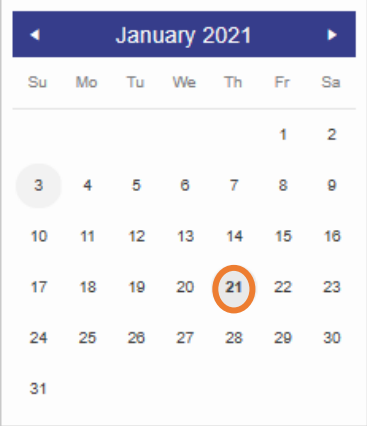
☒ Personal Use

Unit Of Measure - when PLACED IN CAR  
CN

Unit Of Measure - when REMOVED from Car  
Count (CN)


Save

- In the box with text **Amount Removed from Car** type the quantity removed from the crate/car. Confirm the **Unit of Measure – when Removed From Car**. In this example, 3 count of crabs were removed.
- Enter the date removed from car in the box with **Date** in gray text. Alternatively, use the calendar icon to select the date from a calendar.

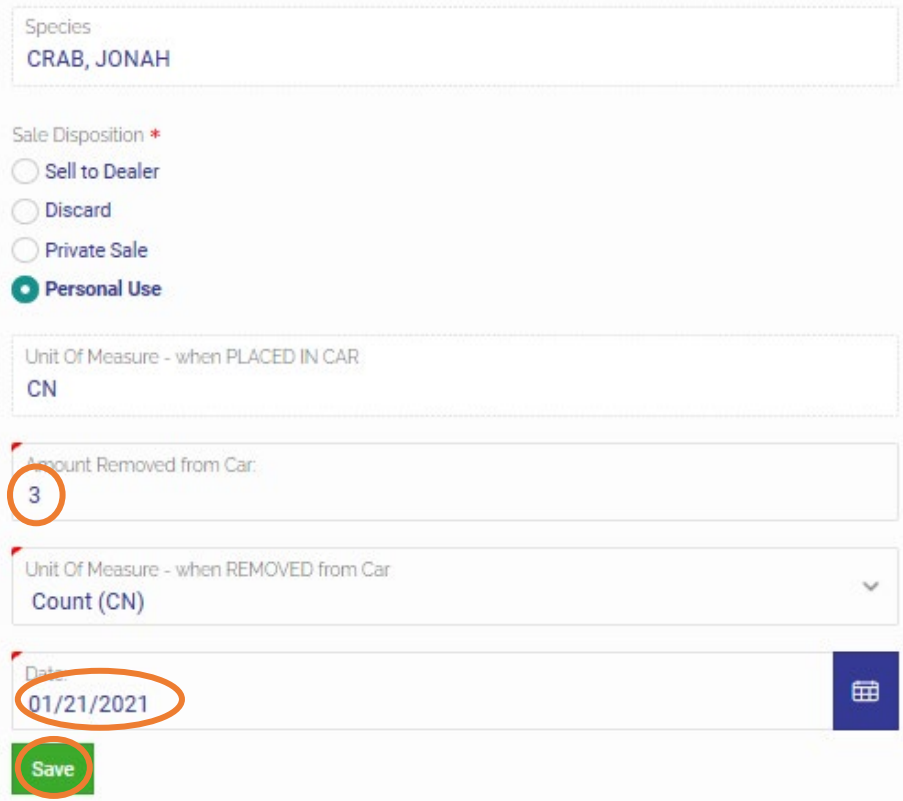


January 2021

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Date: 

- Click the green **“Save”** Button to complete.



Species  
CRAB, JONAH

Sale Disposition \*

☐ Sell to Dealer

☐ Discard


☐ Private Sale

☒ Personal Use

Unit Of Measure - when PLACED IN CAR  
CN

Amount Removed from Car:  
3

Unit Of Measure - when REMOVED from Car  
Count (CN)

Date:  
01/21/2021 

**Save**

**Please contact the DMF Statistics Project with all questions regarding this document or trip-level reporting.**

**Phone Number: (978) 491-6279**

If you reach a voicemail, please leave a message and someone will return your call shortly.

**Email: [DMF.STATS@Mass.gov](mailto:DMF.STATS@Mass.gov)**

Additional resources for trip-level reporting can be found at:

<https://www.mass.gov/how-to/report-your-commercial-fishing-harvest-trip-level-reports>