

# Instructions for SAFIS eTRIPS Online Data Entry



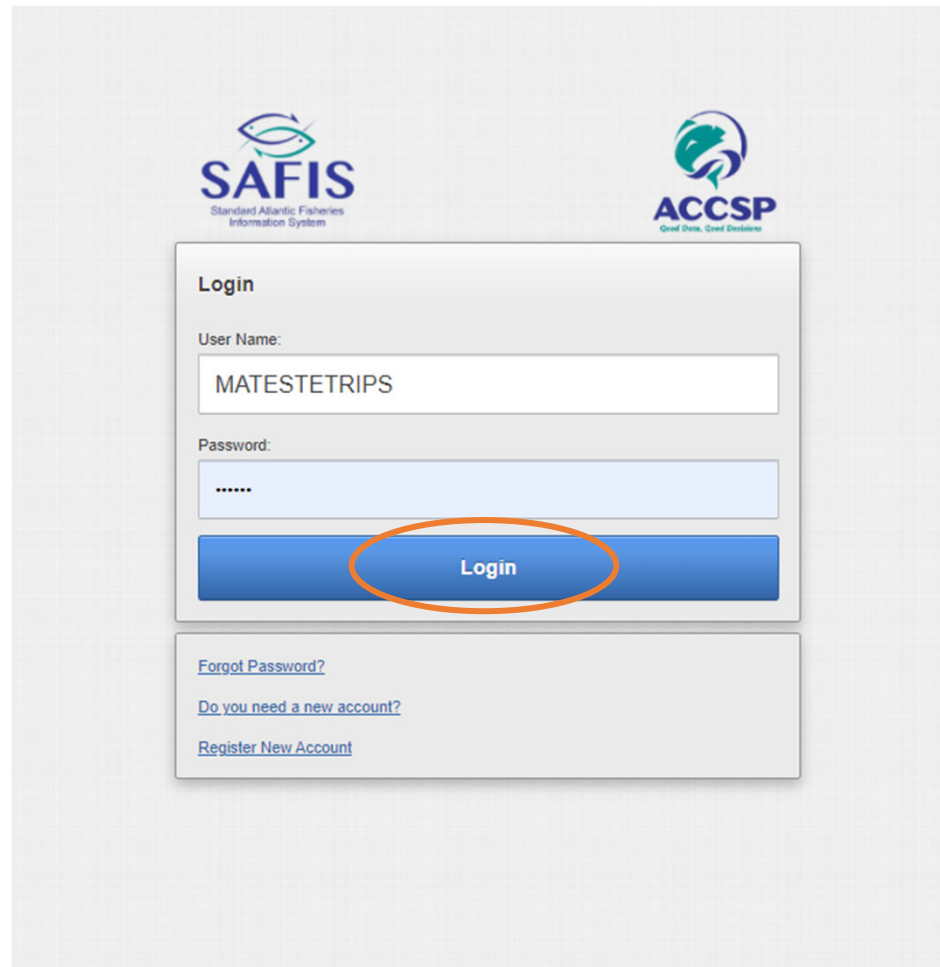
Guide for Massachusetts Harvesters' Entry of  
Trips Occurring on or after January 1<sup>st</sup>, 2021

# TABLE OF CONTENTS

Logging in	3
Home	5
Favorites	7
Entering Reports	25
Edit Reports	35
No-fishing Reports	39
Carred Catches	43
Contact Information	52

# LOGGING IN

- Navigate to the SAFIS Login Page:  
[https://safis.accsp.org/safis\\_prod/f?p=SAFIS:101](https://safis.accsp.org/safis_prod/f?p=SAFIS:101)
- Enter your Username and Password then press “Login”
- NOTE: 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 App Store.



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 is a login form. The form has a title "Login". It contains two input fields: "User Name:" with the text "MATESTETRIPS" and "Password:" with masked characters "\*\*\*\*\*". Below these fields is a blue "Login" button, which is circled in orange. At the bottom of the form, there are three links: "Forgot 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) / REDESIGN – Fisherman – Trips starting on/after January 1, 2021”**



SAFIS APPLICATIONS - Main Menu

SAFIS APPLICATIONS - Main Menu



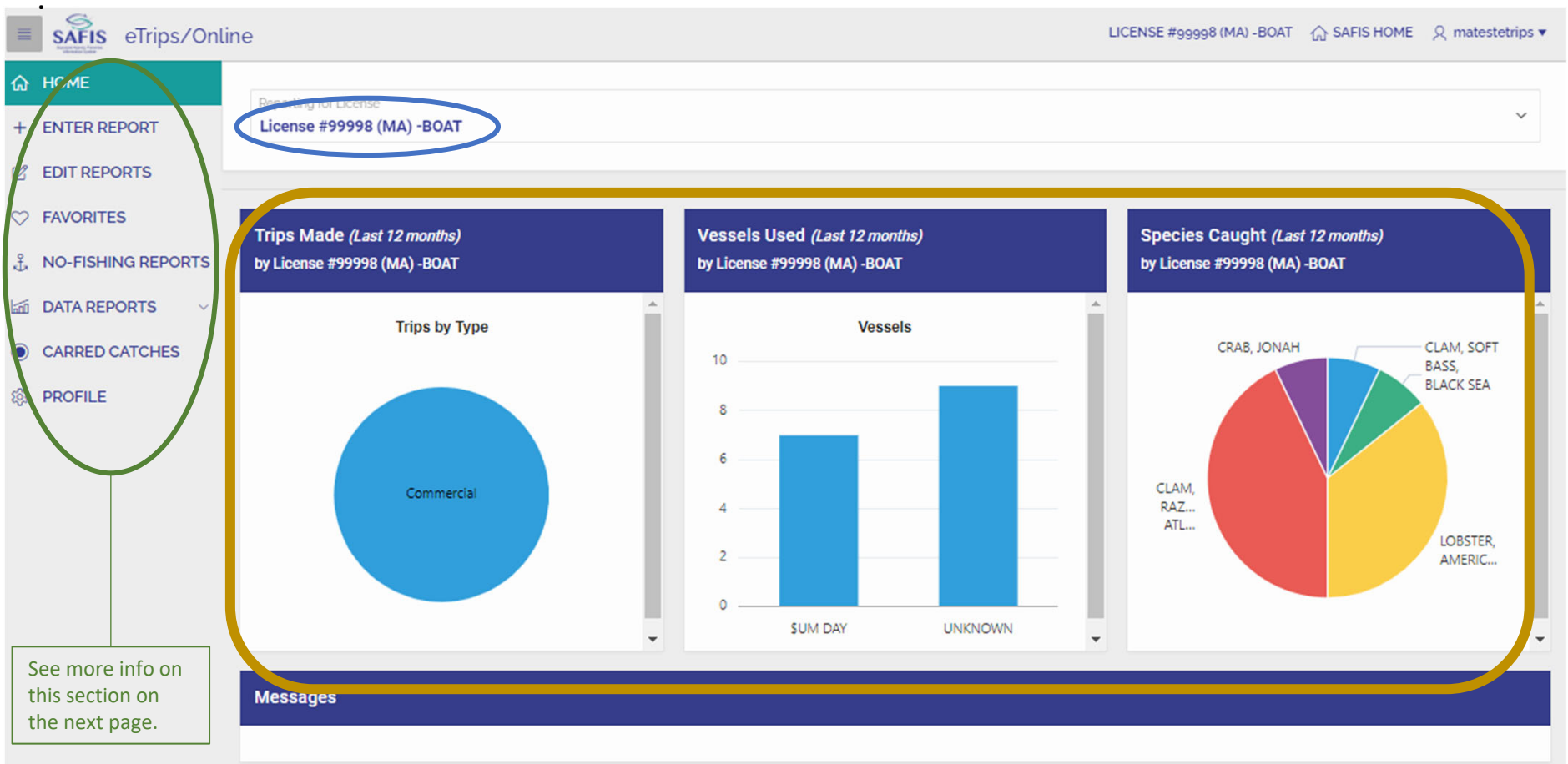
SAFIS Electronic Trip Reports (eTRIPS)- Fisherman - Trips starting on/before December 31, 2020



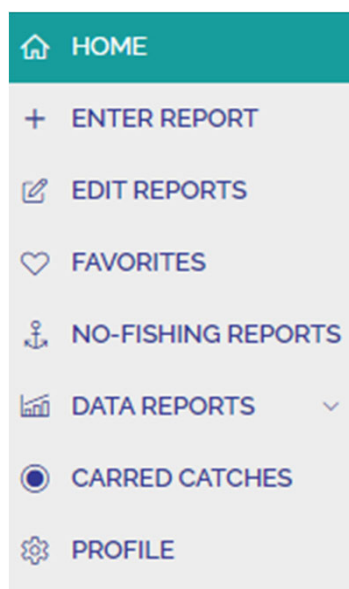
SAFIS Electronic Trip Reports (eTRIPS) / REDESIGN - Fisherman - Trips starting on/after January 1, 2021

# 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.

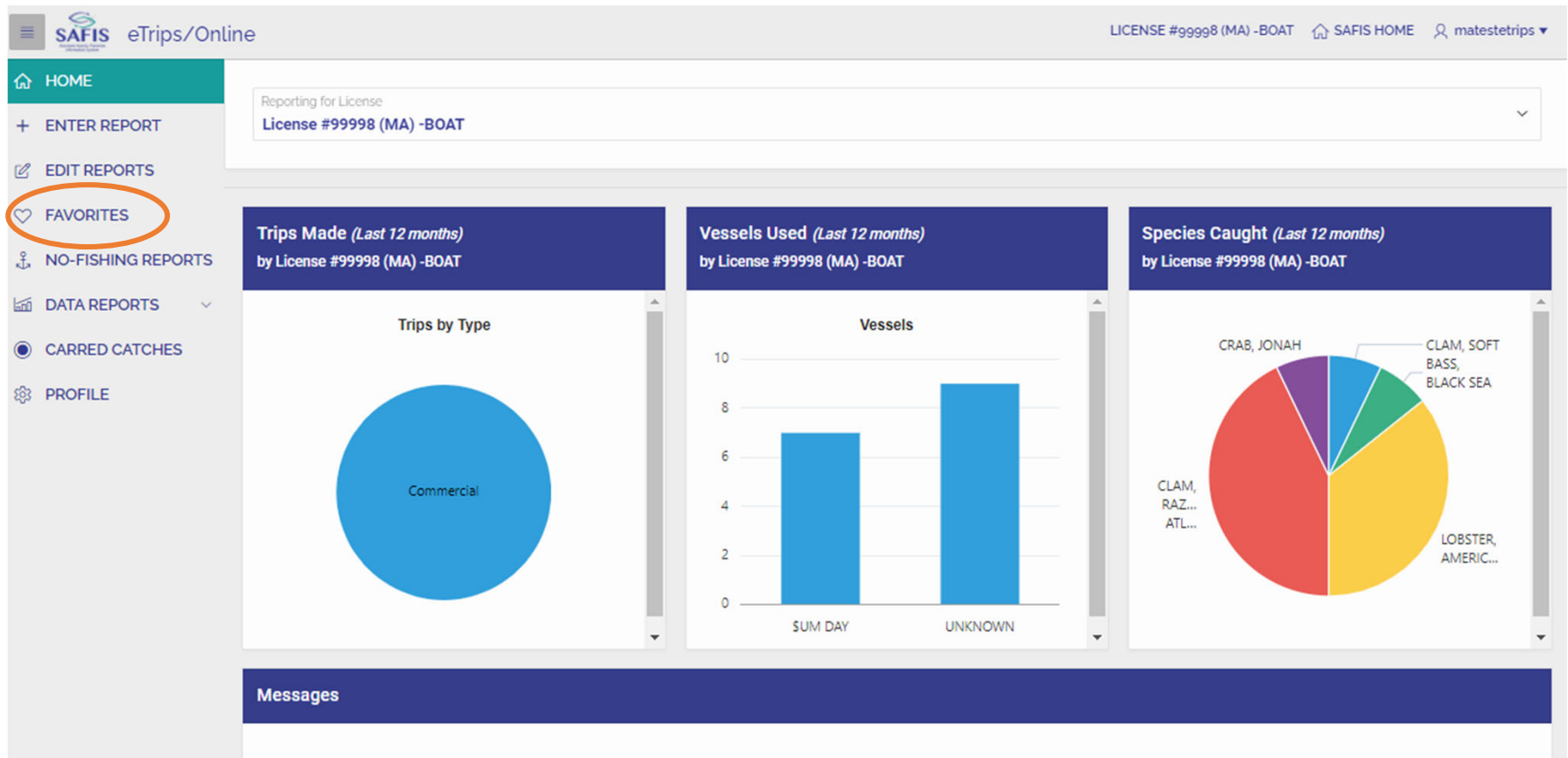


Current Menu Item	Old Version Equivalent	Description
ENTER REPORTS	Trip Reports	Enter new reports.
EDIT REPORTS	Trip Reports	Edit and review previously submitted reports for dates on or after January 1, 2021.
FAVORITES	Favorites (active)	Set default values for trips, efforts, & catches fields.
NO-FISHING 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 25.
- 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**” dropbox. 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.**”

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

Tips on Favorites

## Favorites

Please select a License  
License #99998 (MA) -BOAT

Select a trip type to display favorites for selected license  
Commercial

Cancel

[Show All](#)
[Trip Header Favorites](#)
[Efforts](#)
[Species](#)
[Ports](#)
[Dispositions](#)
[Declarations](#)

+ Add Trip Delete Trip Save Trip

### Favorite Trip Headers for Commercial Trips

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

+ Add Effort Delete Effort Save Effort

### Favorite Efforts for Commercial Trips

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

+ Add Species Delete Species Save Species


### Favorite Species (Catches) for Commercial Trips

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

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

Favorite Trip Headers for Commercial Trips

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

- 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:

Favorite Trip Headers for Commercial Trips

Port State	Port	Vessel State	Vessel	Trip Attributes	Default Trip Header?
<div>            Select Port (STATE must be selected first)         </div>					

1 rows selected Total 1

- 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.

Search Dialog

Massachusetts

Massachusetts

Load More Rows

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

The screenshot shows the 'Favorite Trip Headers for Commercial Trips' form. The 'Port' dropdown menu is open, displaying a list of ports in Massachusetts. 'Boston - MA' is circled in orange. The form includes sections for 'Favorite Efforts for Commercial Trips' and 'Favorite Species (Catches) for Commercial Trips'.

Port State	Port	Vessel State	Vessel	Trip Attributes	Default Trip Header?
Massachusetts	Select Port (STATE must be selected first)				

1 rows selected

Distance	Fishing Time	Hours / Days	Gear	Effort Attributes	Default Effort?
State Waters Inshore	1 - MA STATE ...	3 Days	POTS AND TRAPS, LOBSTER	Edit Effort Attributes	No

Total 1

- 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).

The screenshot shows the 'Favorite Trip Headers for Commercial Trips' form. The 'Vessel State' dropdown menu is open, displaying a list of states. 'Massachusetts' is circled in orange. The form includes sections for 'Favorite Efforts for Commercial Trips' and 'Favorite Species (Catches) for Commercial Trips'.

Port State	Port	Vessel State	Vessel	Trip Attributes	Default Trip Header?
Massachusetts	Boston - MA	Alabama			

1 rows selected

Distance	State	Lo Ar	Hours / Days	Gear	Effort Attributes	Default Effort?
State Waters Inshore	Massachusetts	MA		POTS AND TRAPS, LOBSTER	Edit Effort Attributes	No

Total 1

- 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.

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 “Yes.”

	Port State	Port	Vessel State	Vessel	Trip Attributes	Default Trip Header?
<input checked="" type="radio"/>	Massachusetts	Boston - MA	Massachusetts	UNKNOWN - MS9999		No

1 rows selected

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

	Port State	Port	Vessel State	Vessel	<del>Trip Attributes</del>	Default Trip Header?
<input type="radio"/>	Massachusetts	Boston - MA	Massachusetts	UNKNOWN - MS9999	<del>Edit Trip Attributes</del>	Yes

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” to begin.

HOME

+ ENTER REPORT

EDIT REPORTS

FAVORITES

NO-FISHING REPORTS

DATA REPORTS

CARRIED CATCHES

PROFILE

SELECT PERMIT

Show All

Trip Header Favorites

Efforts

Species

Ports

Dispositions

Dealers

+ Add Trip

Delete Trip

Save Trip

Favorite Trip Headers for Commercial Trips

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

Total 1

+ Add Effort

Delete Effort

Save Effort

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>								

+ Add Species

Delete Species

Save Species

Favorite Species (Catches) for Commercial Trips

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

+ Add Port

Delete Port

Save Port

Favorite OFFLOAD PORT(s) for Commercial Trips

	State	Port Code
<div> <div></div> </div>		

+ Add Disposition

Delete Disposition

Save Disposition

Favorite DISPOSITIONS(s) for Commercial Trips

	Disposition
<input type="radio"/>	General Utilization-Food

Total 1

- 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?
-- Select Waters Fished --		-- Select Local Area --					

1 rows selected

Total 1

+ Add Effort Delete Effort Save Effort

- 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	-- Select State (DISTANCE must be selected first) --	-- Select Local Area --					

1 rows selected

Total 1

+ Add Effort Delete Effort Save Effort

Favorite Species (Catches) for Commercial Trips

Species	Grade	Sales Disposition	Catch Source	Edit Species Attributes
LOBSTER, AMERICAN	UNGRADED	SOLD TO DEALER	Standard	Edit Species Attributes

1 rows selected

Total 1

+ Add Species Delete Species Save Species

Favorite OFFLOAD PORT(s) for Commercial Trips

State	Port Code

+ Add Port Delete Port Save Port

Favorite DISPOSITIONS(s) for Commercial Trips

Disposition


+ Add Disposition Delete Disposition Save Disposition

- 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](#).

The screenshot shows the 'Favorite Efforts for Commercial Trips' section of the SAFIS eTRIPS interface. The 'Local Area' dropdown menu is open, showing a list of fishing areas in Massachusetts. The area 'MA 2 - MA STATE WATERS - CAPE ANN' is highlighted. Other sections visible include 'Favorite Species (Catches) for Commercial Trips' and 'Favorite OFFLOAD PORT(s) for Commercial Trips'.

- 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. 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.

The close-up shows the 'Fishing Time' field with the value '3' and the 'Hours / Days' dropdown menu open, with 'Days' selected.

- 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								+ Add Effort	Delete Effort	Save Effort
	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 ...	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 select “Yes” from the drop down to make this favorite the default effort. Otherwise select “No.”
- Click the green “**Save Effort**” button to complete and save the Favorite Effort.

Favorite Efforts for Commercial Trips

+ Add Effort Delete Effort **Save Effort**

	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 ...	3	Days	POTS AND TRAPS, LOBSTER		No

1 rows selected

No  
Yes

- 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 Delete Effort **Save Effort**

	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 ...	3	Days	POTS AND TRAPS, LOBSTER	<a href="#">Edit Effort Attributes</a>	Yes

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

10 Minute Square(s)  [View Grid Map](#)

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

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

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

HOME

+ ENTER REPORT

EDIT REPORTS

FAVORITES

NO-FISHING REPORTS

DATA REPORTS

CARRIED CATCHES

PROFILE

SELECT PERMIT

Tips on Favorites

Please select a License

License #99998 (MA) -BOAT

Select a trip type to display favorites for selected license

Commercial

Cancel

Show All

Trip Header Favorites

Efforts

Species

Pots

Dispositions

Dealers

+ Add Trip

Delete Trip

Save Trip

Favorite Trip Headers for Commercial Trips

Port State	Port	Vessel State	Vessel	Trip Attributes	Default Trip Header?	
<input type="radio"/>	Massachusetts	Boston - MA	Massachusetts	UNKNOWN - MS9999	Edit Trip Attributes	Yes

Total 1

+ Add Effort

Delete Effort

Save Effort

Favorite Efforts for Commercial Trips

Distance	State	Local Area	Fishing Time	Hours / Days	Gear	Effort Attributes	Default Effort?	
<input type="radio"/>	State Waters Inshore	Massachusetts	MA 1 - MA STATE ...	3	Days	POTS AND TRAPS, LOBSTER	Edit Effort Attributes	No

Total 1


+ Add Species

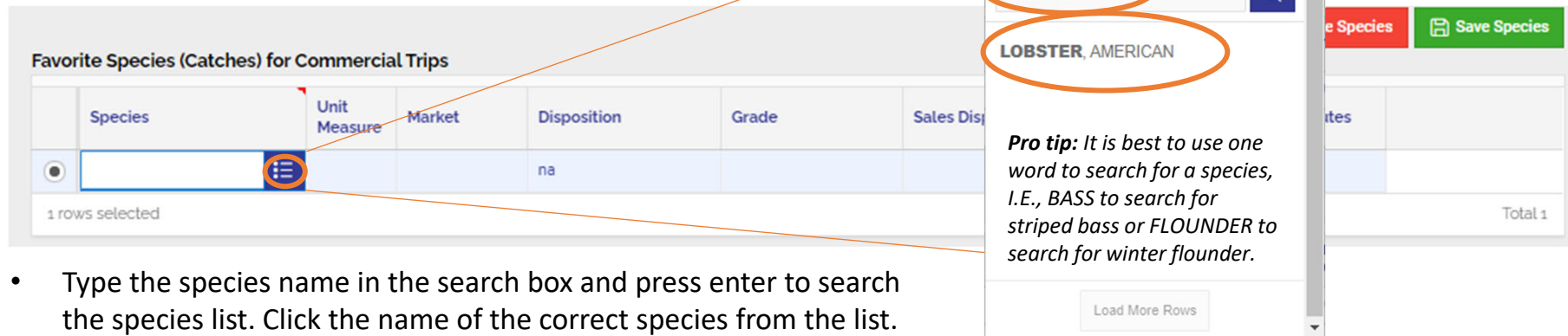
Delete Species

Save Species

Favorite Species (Catches) for Commercial Trips

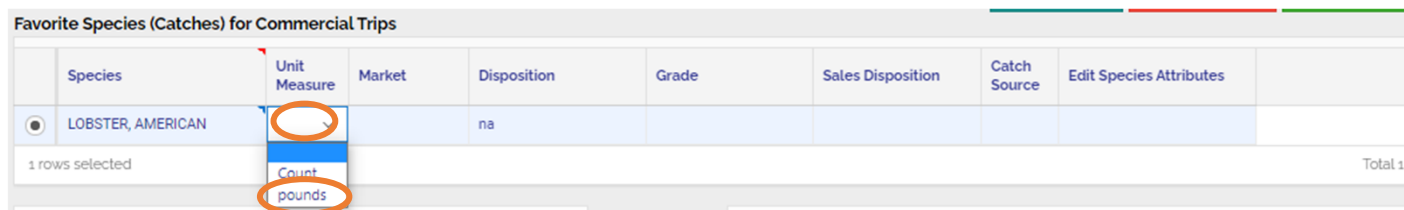
Species	Unit Measure	Market	Disposition	Grade	Sales Disposition	Catch Source	Edit Species Attributes
<div> <div>Search</div> <div>Favorites have not been added for this license. Click ADD FAVORITE to begin.</div> </div>							

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



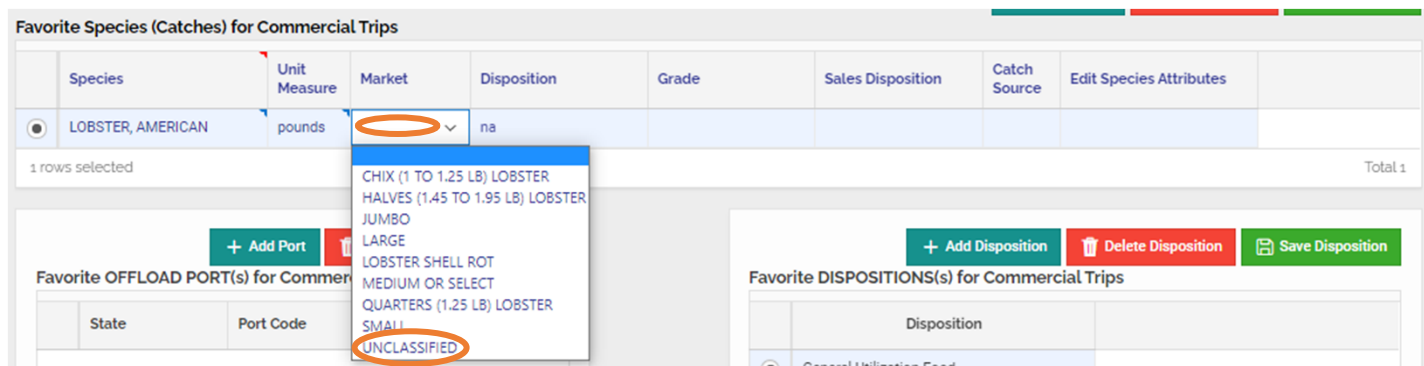
The screenshot shows the 'Favorite Species (Catches) for Commercial Trips' table with columns: Species, Unit Measure, Market, Disposition, Grade, and Sales Disposition. The 'Species' column has a dropdown menu icon circled in orange. To the right, the 'Search Dialog' is open, showing a search box with 'LOBSTER' and a list of results with 'LOBSTER, AMERICAN' circled in orange. A 'Pro tip' is displayed: '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.'

- 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.



The screenshot shows the 'Favorite Species (Catch)' table with columns: Species, Unit Measure, Market, Disposition, Grade, Sales Disposition, Catch Source, and Edit Species Attributes. The 'Species' column contains 'LOBSTER, AMERICAN'. The 'Unit Measure' column has a dropdown menu open, showing 'Count' and 'pounds', with 'pounds' circled in orange.

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



The screenshot shows the 'Favorite Species (Catches) for Commercial Trips' table with columns: Species, Unit Measure, Market, Disposition, Grade, Sales Disposition, Catch Source, and Edit Species Attributes. The 'Species' column contains 'LOBSTER, AMERICAN' and the 'Unit Measure' column contains 'pounds'. The 'Market' column has a dropdown menu open, showing a list of market categories: 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, SMALL, and UNCLASSIFIED. The 'UNCLASSIFIED' option is circled in orange.

- 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	Edit Species Attributes
LOBSTER, AMERICAN	pounds	UNCLASSIFIED	na				

1 rows selected

Favorite OFFLOAD PORT(s) for Commercial Trips

Disposition

DISPOSITIONS(s) for Commercial Trips

Disposition

Total 1

- 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	Edit Species Attributes
LOBSTER, AMERICAN	pounds	UNCLASSIFIED	General Utilization-Food				

1 rows selected

Favorite OFFLOAD PORT(s) for Commercial Trips

Disposition

DISPOSITIONS(s) for Commercial Trips

Disposition

Total 1

- 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 “**CARRIED 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	Edit Species Attributes
LOBSTER, AMERICAN	pounds	UNCLASSIFIED	General Utilization-Food	UNGRADED			

1 rows selected

Favorite OFFLOAD PORT(s) for Commercial Trips

Disposition

DISPOSITIONS(s) for Commercial Trips

Disposition

Total 1

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

Favorite Species (Catches) for Commercial Trips

	Species	Unit Measure	Market	Disposition	Grade	Sales Disposition	Catch Source	Edit Species Attributes
<input checked="" type="radio"/>	LOBSTER, AMERICAN	pounds	UNCLASSIFIED	General Utilization-Food	UNGRADED	SOLD TO DEALER	<div> <div></div> <div>           Aquaculture            Carred            Research Set Aside (RSA)            For Hire  <b>Standard</b> </div> </div>	

1 rows selected

- Click **"Save Species"** to complete the Favorite Species (Catches) record. Repeat this process to add additional species to your favorites.

Favorite Species (Catches) for Commercial Trips

	Species	Unit Measure	Market	Disposition	Grade	Sales Disposition	Catch Source	Edit Species Attributes
<input checked="" type="radio"/>	LOBSTER, AMERICAN	pounds	UNCLASSIFIED	General Utilization-Food	UNGRADED	SOLD TO DEALER	Standard	

1 rows selected

- After saving, you may 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. In 2021, the only species with attributes besides dealer will be Tautog, for which you will need to enter the number of fish caught.

- **Favorite DEALER(S)** can now be completed. Click “+ Add Dealer”. Click the box below **Dealer** to search for a dealer.

The screenshot displays the 'Favorite DEALER(s)' section of the SAFIS eTRIPS interface. It includes buttons for '+ Add Dealer', 'Delete Dealer', and 'Save Dealer'. Below these is a search box for the 'Dealer' field. An orange circle highlights the 'Add Dealer' button, and another orange circle highlights the search box. An orange line connects the search box to a magnified view of the search results on the right. The magnified view shows a search for 'ACCSP' with results like 'ACCSP ACCSP ACCSP (123-ACCSP TEST)' and 'ACCSP TALLFISHERMAN PRODUCTION-TEST (12-DEALER - MOBILE TEST)'.

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

This screenshot shows the 'Favorite DEALER(s)' section with the 'Save Dealer' button circled in orange. The search results from the previous step are still visible, with 'ACCSP ACCSP ACCSP (123-ACCSP TEST)' selected.

- 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”.

The screenshot shows the SAFIS eTRIPS interface with a sidebar on the left containing navigation links: HOME, ENTER REPORT, EDIT REPORTS, FAVORITES, NO-FISHING REPORTS, DATA REPORTS, CARRED CATCHES, PROFILE, and SELECT PERMIT. The main content area is divided into four sections:

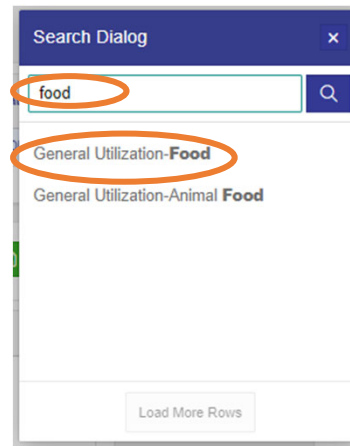
- Favorite Efforts for Commercial Trips:** A table with columns: Distance, State, Local Area, Fishing Time, Hours / Days, Gear, Effort Attributes, and Default Effort?.
- Favorite Species (Catches) for Commercial Trips:** A table with columns: Species, Unit Measure, Market, Disposition, Grade, Sales Disposition, Catch Source, and Edit Species Attributes.
- Favorite OFFLOAD PORT(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."
- Favorite DEALER(s):** A section with a search bar and a message: "Favorites have not been added for this license. Click ADD FAVORITE to begin."

Each section has a header bar with buttons: "+ Add [Section Name]", "Delete [Section Name]", and "Save [Section Name]". The "+ Add Disposition" button in the Favorite DISPOSITIONS(s) for Commercial Trips section is circled in red.

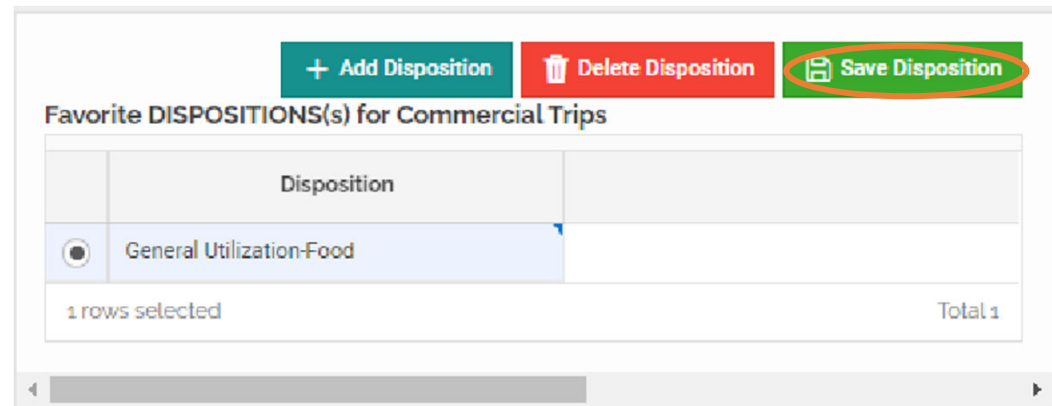
- Click the box under **Disposition** and select the  icon.

This close-up screenshot shows the "Favorite DISPOSITIONS(s) for Commercial Trips" section. It features a table with a single row under the "Disposition" column. A blue box highlights the input field in this row. To the right of the input field, a blue menu icon (three horizontal lines) is circled in red. Below the table, it says "1 rows selected" and "Total 1".

- 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 used by MA harvesters at this time.

**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

SAFIS eTrips/Online

LICENSE #99998 (MA) -BOAT SAFIS HOME matestetrips

**+ ENTER REPORT**

Tips on Favorites

### Favorites

Please select a License  
License #99998 (MA) -BOAT

Select a trip type to display favorites for selected license  
☒ Commercial

Cancel

Show All Trip Header Favorites Efforts Species Ports Dispositions Dealers

#### Favorite Trip Headers for Commercial Trips

+ Add Trip Delete Trip Save Trip

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

Total 1

#### Favorite Efforts for Commercial Trips

+ Add Effort Delete Effort Save Effort

	Distance	State	Local Area	Fishing Time	Hours / Days	Gear	Effort Attributes	Default Effort?
<input type="radio"/>	State Waters Inshore	Massachusetts	MA 19 - FEDERAL WATERS (514) - E...	3	Days	POTS AND TRAPS, LOBSTER	<a href="#">Edit Effort Attributes</a>	Yes

Total 1

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

+ Add Species Delete Species Save Species

	Species	Unit Measure	Market	Disposition	Grade	Sales Disposition	Catch Source	Edit Species Attributes
<input type="radio"/>	LOBSTER, AMERICAN	pounds	UNCLASSIFIED	General Utilization-Food	UNGRADED	SOLD TO DEALER	Standa...	<a href="#">Edit Species Attributes</a>

Total 1

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

+ Add Port Delete Port Save Port

	State	Port Code
--	-------	-----------

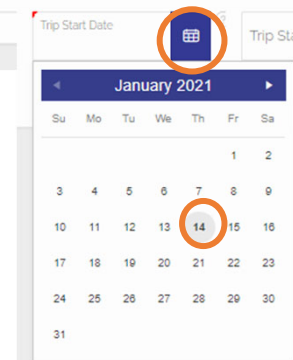
#### Favorite DISPOSITIONS(s) for Commercial Trips

+ Add Disposition Delete Disposition Save Disposition

	Disposition
<input type="radio"/>	General Utilization-Food

- 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 need to select a different favorite trip header, click the right arrow in the gray bar to drop down your favorites, and select the appropriate row.

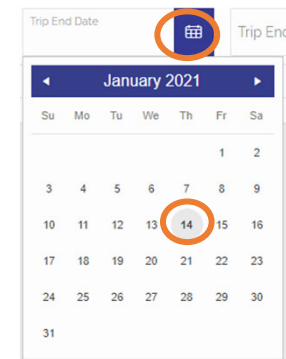
- Populate **Trip Start Date** by clicking the  icon and select the date from the calendar. This should also auto-populate the **Trip End Date** with the same date.



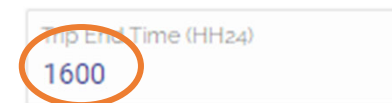
- In **Trip Start Time**, type the time the trip started (left dock) in 24-hr military time (7 am=0700).

Trip Start Time (HH24)  
0700

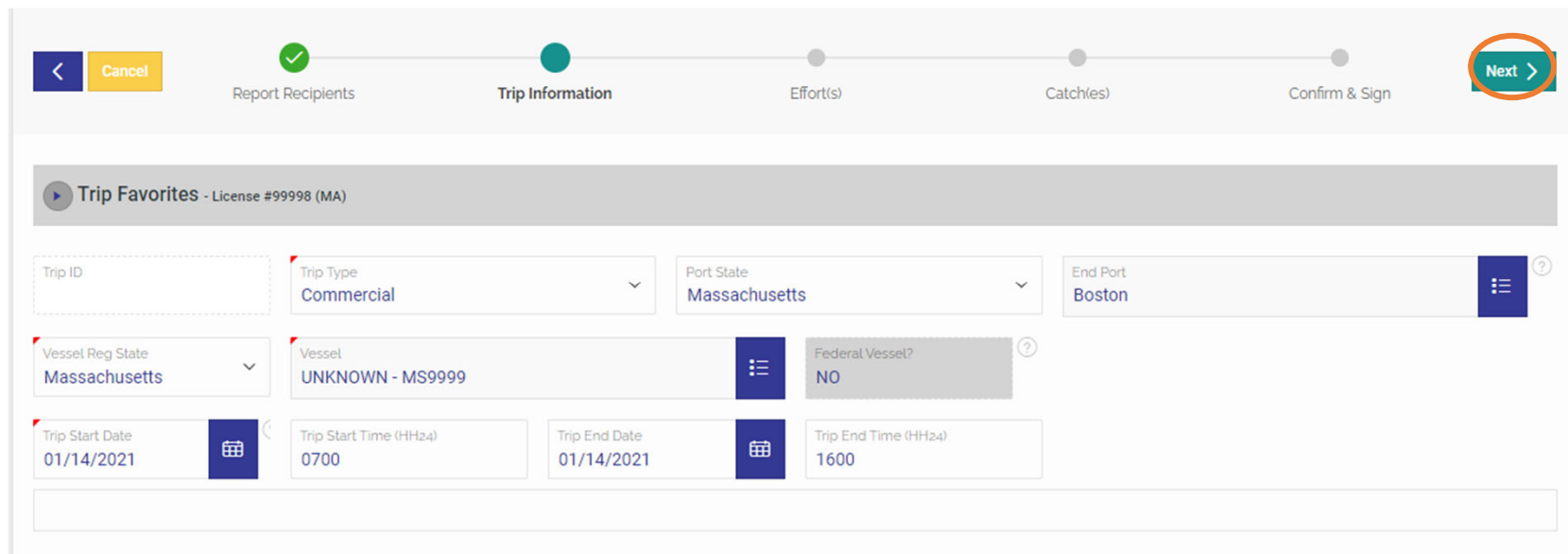
- If this is a multi-day trip, or if selecting your Trip Start Date did not auto-populate this field, populate **Trip End Date** by clicking the  icon and select the date from the calendar.



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




- Click Next to proceed to **Efforts**.





**Trip Favorites - License #99998 (MA)**


Trip ID	Trip Type Commercial	Port State Massachusetts	End Port Boston
Vessel Reg State Massachusetts	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


- On the effort(s) page you will see all fields pre-filled with the values of your default effort. To choose to a different effort, click the  icon next to **Effort Favorites**.



- A list of available effort favorites will appear. Click **“Select”** next to your preferred effort favorite.

Effort Favorites - License #99998 (MA)			
	Search All Text Columns	Go	Actions 
	Local Area Name	Gear Name	Fishing Time
<a href="#">Select</a>	MA 19 - FEDERAL WATERS (514) - EASTERN MASS	POTS AND TRAPS, LOBSTER	3 Day(s)
<a href="#">Select</a>	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 01/14/2021 with UNKNOWN

Distance  
State Waters Inshore

Pick from Map

Latitude

Longitude

Fishing State  
Massachusetts

Local Area Name  
MA 2 - MA STATE WATERS - CAPE ANN

Gear Code  
POTS AND TRAPS, LOBSTER

Gear Quantity  
200

Fishing Time  
3

Hours/Days  
Days

Gear Sets  
20

Gears Fishing  
400

LMA  
LMA 1

Gear Size  
800

Depth  
20

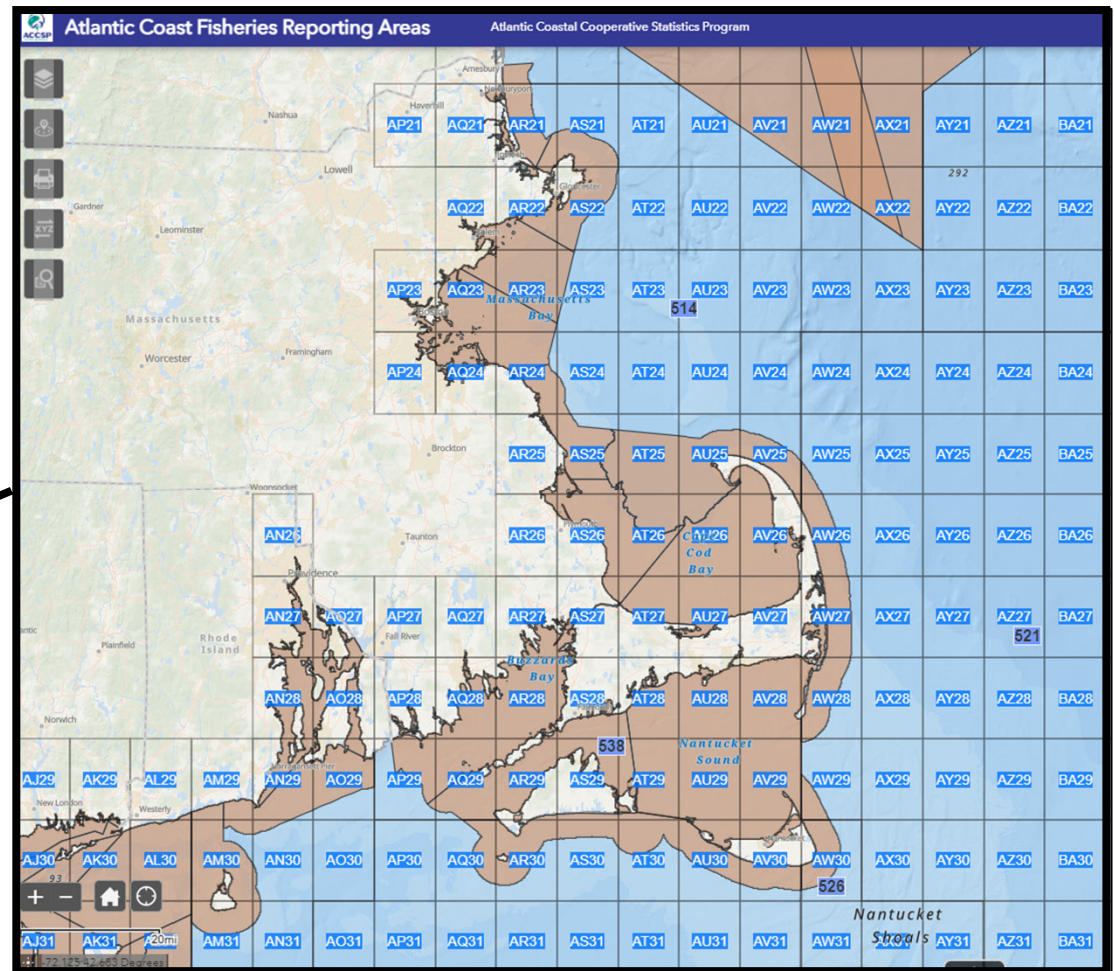
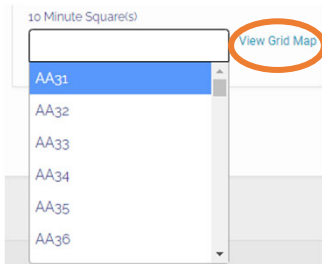
Number of Buoy Lines  
80

Total Buoy Lines in Water  
160

10 Minute Square(s)

View Grid Map

- All **10 Minute square(s)** fished must be filled out 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 10 Minute squares. Select the name(s) of the 10 minute square(s) from the dropdown to populate the field.
- Note, these can be saved to your favorites.



- Once all Effort fields are complete click **“Save and Add Catches”** in the upper right-hand corner of the screen.

HOME

+ ENTER REPORT

EDIT REPORTS

FAVORITES

NO-FISHING REPORTS

DATA REPORTS

CARRED CATCHES

PROFILE

SELECT PERMIT

< Cancel Delete Effort

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

**Effort Favorites - License #99998 (MA)**

Trip Summary  
Commercial Trip taken on 01/14/2021 with UNKNOWN

Distance  
State Waters Inshore

Pick from Map

Latitude

Longitude

Fishing State  
Massachusetts

Local Area Name  
MA 2 - MA STATE WATERS - CAPE ANN

Gear Code  
POTS AND TRAPS, LOBSTER

Gear Quantity  
200

Fishing Time  
3

Hours/Days  
Days

Gear Sets  
20

Gears Fishing  
400

LMA  
LMA 1

Gear Size  
800

Depth  
20


Number of Buoy Lines  
80

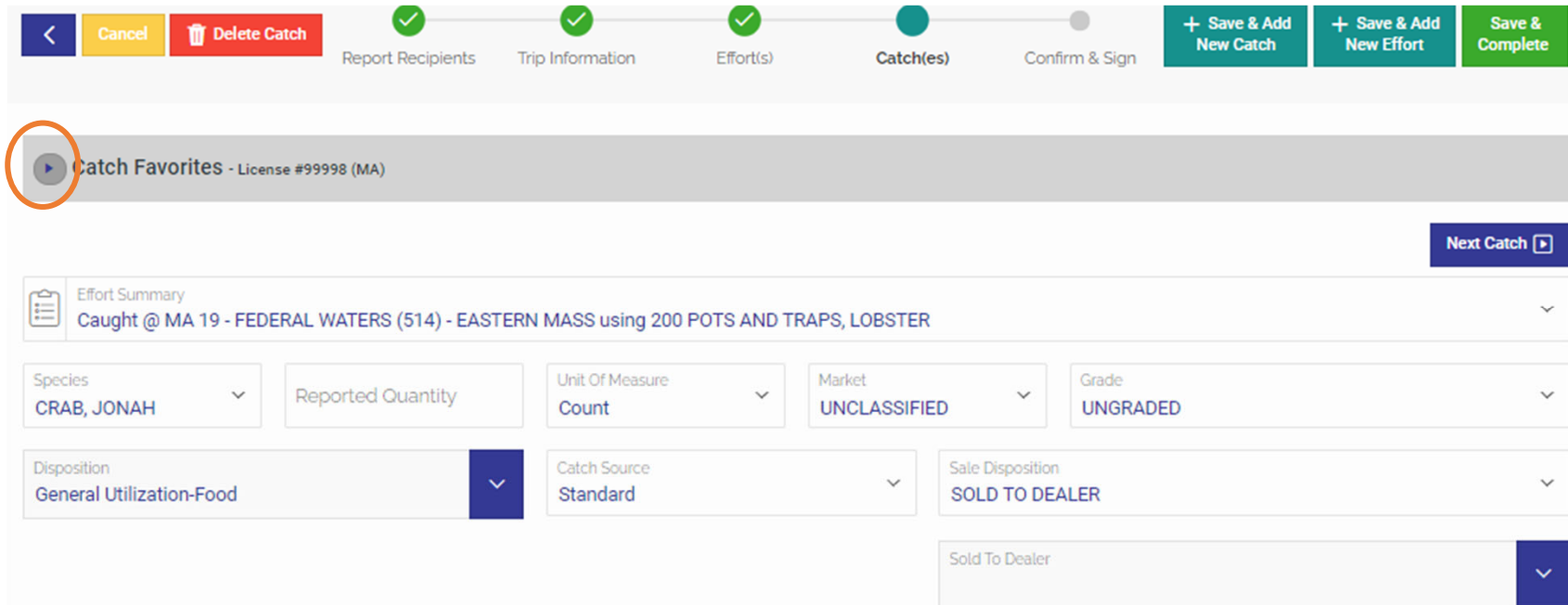
Total Buoy Lines in Water  
160

10 Minute Square(s)  
AS21

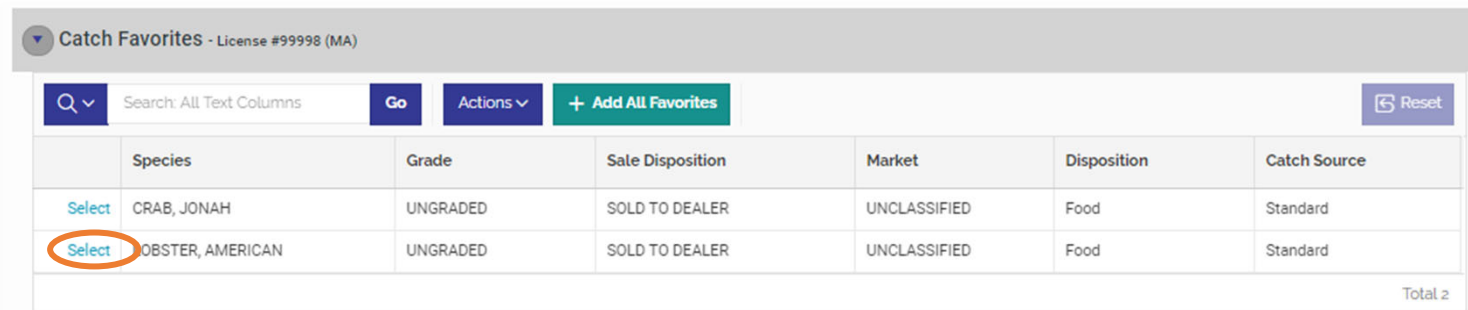
View Grid Map

Other Efforts

- You will now arrive at the catches screen. Begin by selecting the correct favorite species from catch favorites by clicking the  icon next to “**Catch Favorites**”. It will default to the first in your list of favorite species.



- A list of your favorite catches will appear. Click “**Select**” next to the species from your catch favorites which you wish to use.



	Species	Grade	Sale Disposition	Market	Disposition	Catch Source
Select	CRAB, JONAH	UNGRADED	SOLD TO DEALER	UNCLASSIFIED	Food	Standard
Select	LOBSTER, AMERICAN	UNGRADED	SOLD TO DEALER	UNCLASSIFIED	Food	Standard

Total 2

- 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.

Progress bar: Report Recipients (✓), Trip Information (✓), Effort(s) (✓), **Catch(es)** (●), Confirm & Sign (●)

Buttons: Cancel, Delete Catch, + Save & Add New Catch, + Save & Add New Effort, Save & Complete

Catch Favorites - License #99998 (MA)

Next Catch

Effort Summary: Caught @ MA 2 - MA STATE WATERS - CAPE ANN using 200 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 dropdown menu:

- ACCSP ACCSP ACCSP (123-ACCSP TEST)
- BLACK GOLD FISHERIES LLC (11226-WHOLESALE DEALER)
- BUZZARDS BAIT (11284-BAIT DEALER)
- HOLBROOK OYSTER RANCH INC (12252-WHOLESALE DEALER)
- JULIE MARIE LOBSTER COMPANY (12104-RETAIL BOAT)
- LOBSTER SPOT (12311-RETAIL BOAT)

Other Catches

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.
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 Save & Add New Catch 2 Save & Add New Effort 3 Save & Complete

Catch Favorites - License #99998 (MA)

Effort Summary  
Caught @ MA 2 - MA STATE WATERS - CAPE ANN using 200 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.

Cancel

Report Recipients

Trip Information

Effort(s)

Catches

Confirm & Sign

Finish

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

Yes No

Report Summary - 55307685

Edit Report

Print Report

Trip Summary

Commercial Trip taken on 01/14/2021 with UNKNOWN

Effort(s)

MA 2 - MA STATE WATERS - CAPE ANN w/ 200 POTS AND TRAPS, LOBSTER

Effort #1

Catches

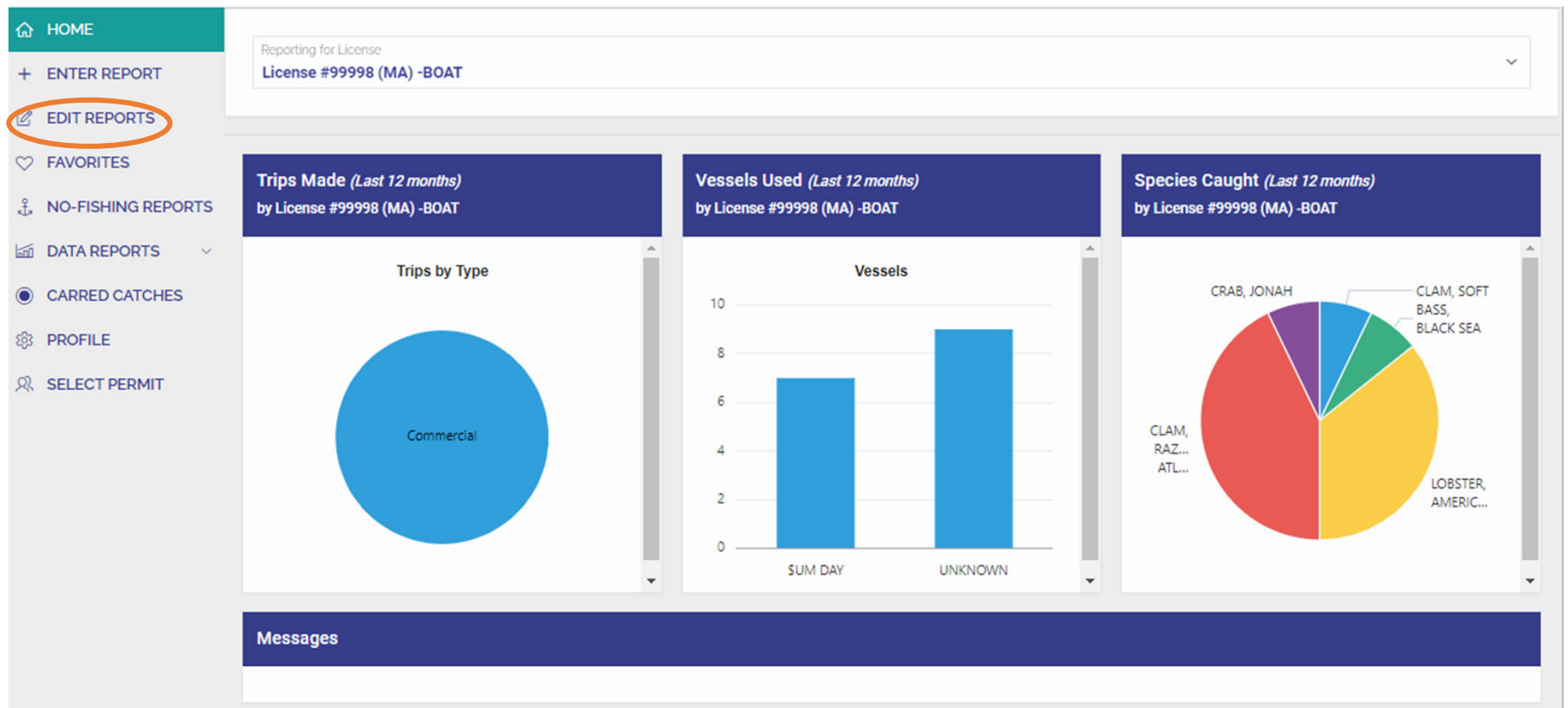
Lobster, American - 150 Lb (Food)



UNCLASSIFIED - UNGRADED

E #1

# 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.
  - Alternatively, select the  icon next to **Trip Reports Calendar**. More information on that method is on the next page.

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

Trip Reports Calendar

Report Year  
2021















All Permits  
License #99998 (MA) -BOAT

Search: All Text Columns

Go

Actions

Reset

	Trip Id...	Trip Type	Trip Start Date	Submitted For	Coast Guard / State Reg #	Vessel Name	Date Entered
	55405971	Commercial	21-JAN-2021	Lobstah Test	MS9999	UNKNOWN	21-JAN-2021
	55383699	Commercial	20-JAN-2021	Lobstah Test	MS9999	UNKNOWN	20-JAN-2021
	55383567	Commercial	20-JAN-2021	Lobstah Test	MS9999	UNKNOWN	20-JAN-2021
	55383566	Commercial	18-JAN-2021	Lobstah Test	MS9999	UNKNOWN	20-JAN-2021
	55383564	Commercial	20-JAN-2021	Lobstah Test	MS9999	UNKNOWN	20-JAN-2021
	55383563	Commercial	19-JAN-2021	Lobstah Test	MS9999	UNKNOWN	20-JAN-2021
	55307685	Commercial	14-JAN-2021	Lobstah Test	MS9999	UNKNOWN	15-JAN-2021
	55305252	Commercial	15-JAN-2021	Lobstah Test	MS9999	UNKNOWN	15-JAN-2021
	55280365	Commercial	13-JAN-2021	Lobstah Test	MS9999	UNKNOWN	13-JAN-2021
	55204100	Commercial	08-JAN-2021	Lobstah Test	MS2725KW	SUM DAY	08-JAN-2021
	55189132	Commercial	07-JAN-2021	Lobstah Test	MS2725KW	SUM DAY	07-JAN-2021
	55148280	Commercial	05-JAN-2021	Lobstah Test	MS2725KW	SUM DAY	05-JAN-2021
	55112693	Commercial	01-JAN-2021	Lobstah Test	MS2725KW	SUM DAY	04-JAN-2021
	55109943	Commercial	04-JAN-2021	Lobstah Test	MS2725KW	SUM DAY	04-JAN-2021

Total 14

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

- 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.

The screenshot shows the 'Trip Reports Calendar' interface. On the left is a sidebar with navigation links: HOME, ENTER REPORT, EDIT REPORTS (highlighted), FAVORITES, NO-FISHING REPORTS, DATA REPORTS, CARRED CATCHES, PROFILE, and SELECT PERMIT. The main area displays a calendar for January 2021. At the top of the calendar, there are navigation arrows and a 'Today' button. The calendar grid shows dates from 10 to 31. Several dates have blue numeric trip IDs: 13 (55280365), 14 (55307685), 15 (55305252), 18 (55383566), 19 (55383563), 20 (55383567, circled in orange), 21 (55405971), and 22 (55305252). A vertical scrollbar is on the right side of the calendar grid. At the bottom of the main area is a dark blue bar with the text 'Edit Reports'.

- 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.

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

Cancel Delete Trip

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

Trip Favorites - License #99998 (MA)

Trip ID: 55383567

Trip Type: Commercial

Port State: Massachusetts

End Port: Boston

Vessel Reg State: Massachusetts

Vessel: UNKNOWN - MS9999

Federal Vessel?: NO

Trip Start Date: 01/20/2021

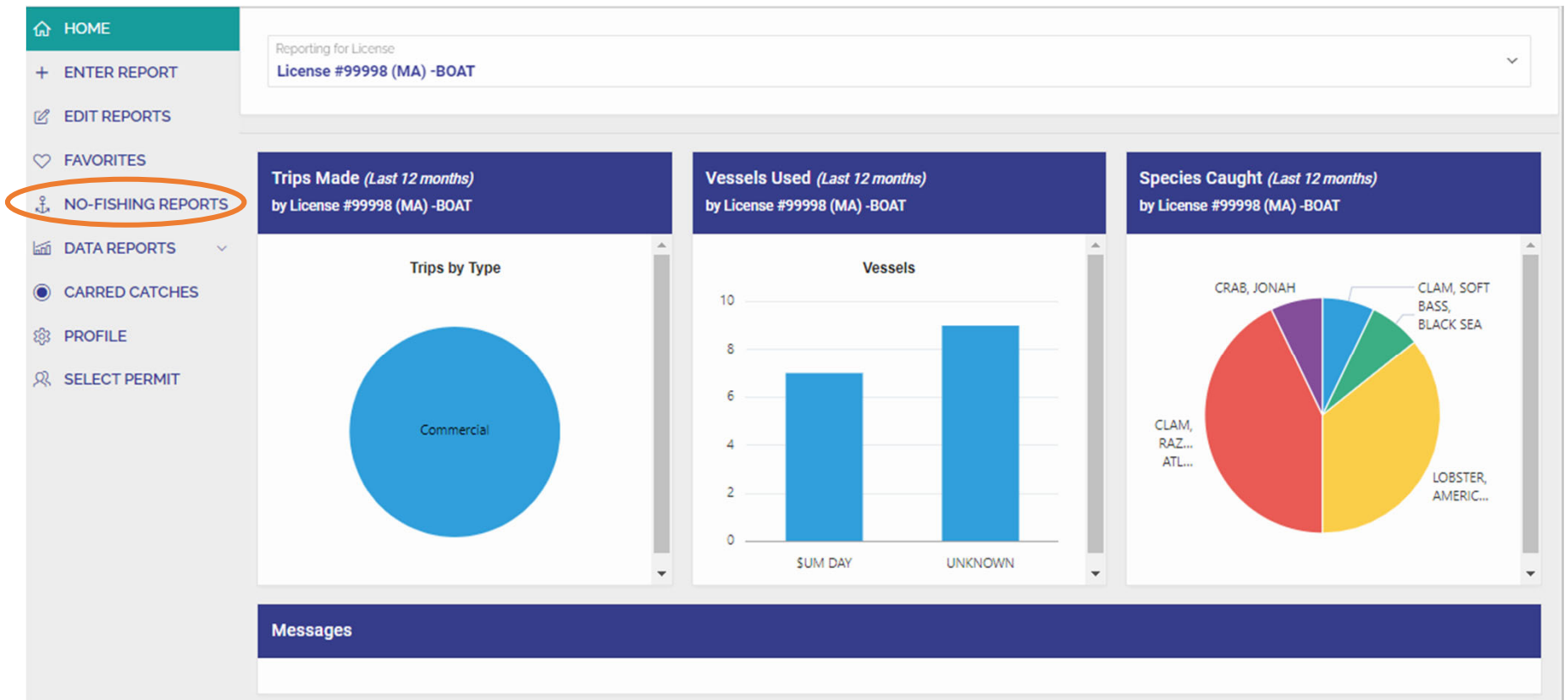
Trip Start Time (HH24): 1301

Trip End Date: 01/20/2021

Trip End Time (HH24): 1504

# 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.

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

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.

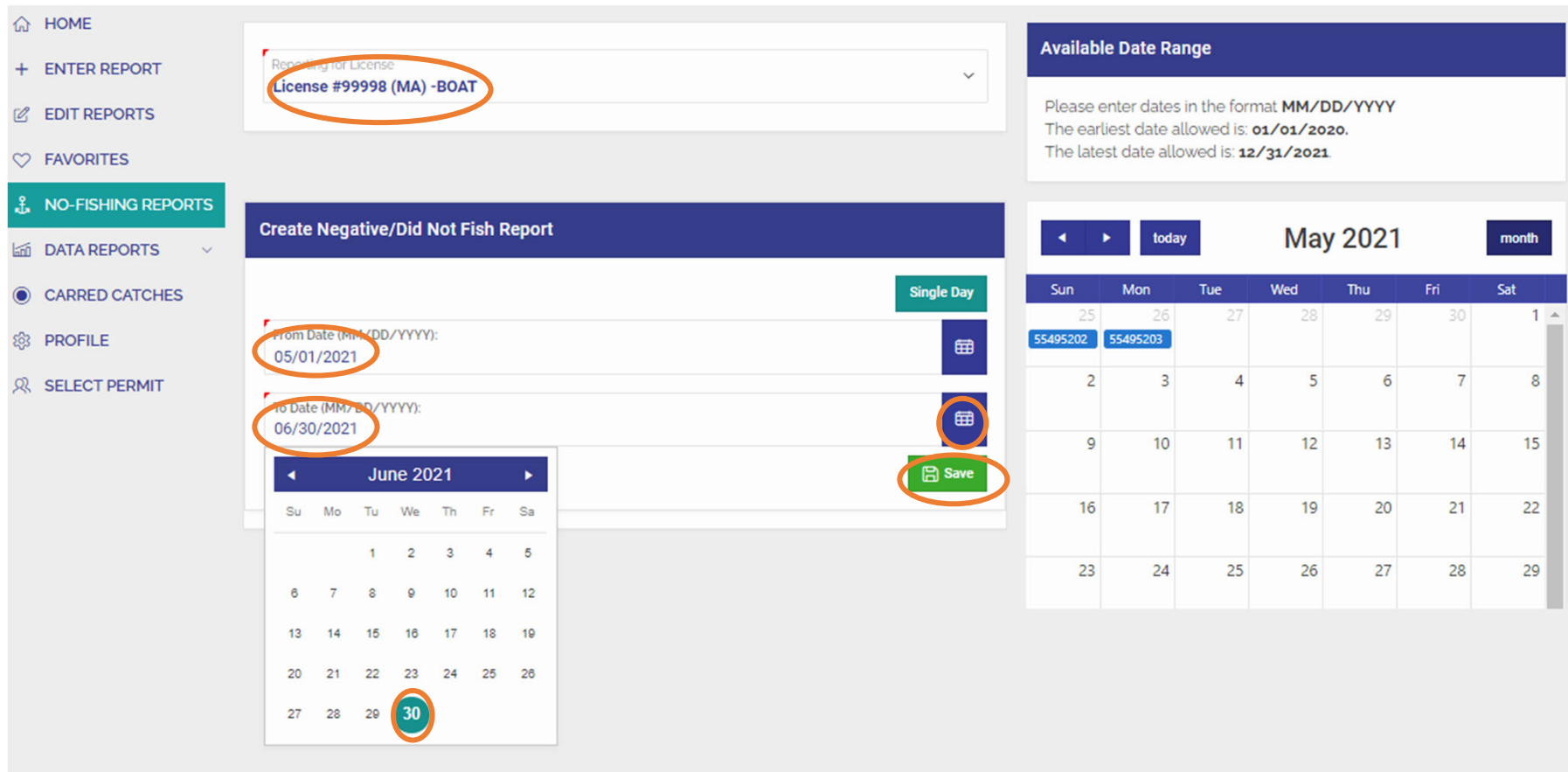
The latest date allowed is: 12/31/2021.

<
 today
 >
 January 2021
 month

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

+ ENTER REPORT

EDIT REPORTS

FAVORITES

NO-FISHING REPORTS

DATA REPORTS

CARRIED CATCHES

PROFILE

SELECT PERMIT

Reporting for License  
License #99998 (MA) -BOAT

Create Negative/Did Not Fish Report

Single Day

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

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

Save

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.

May 2021

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

June 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			

- 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

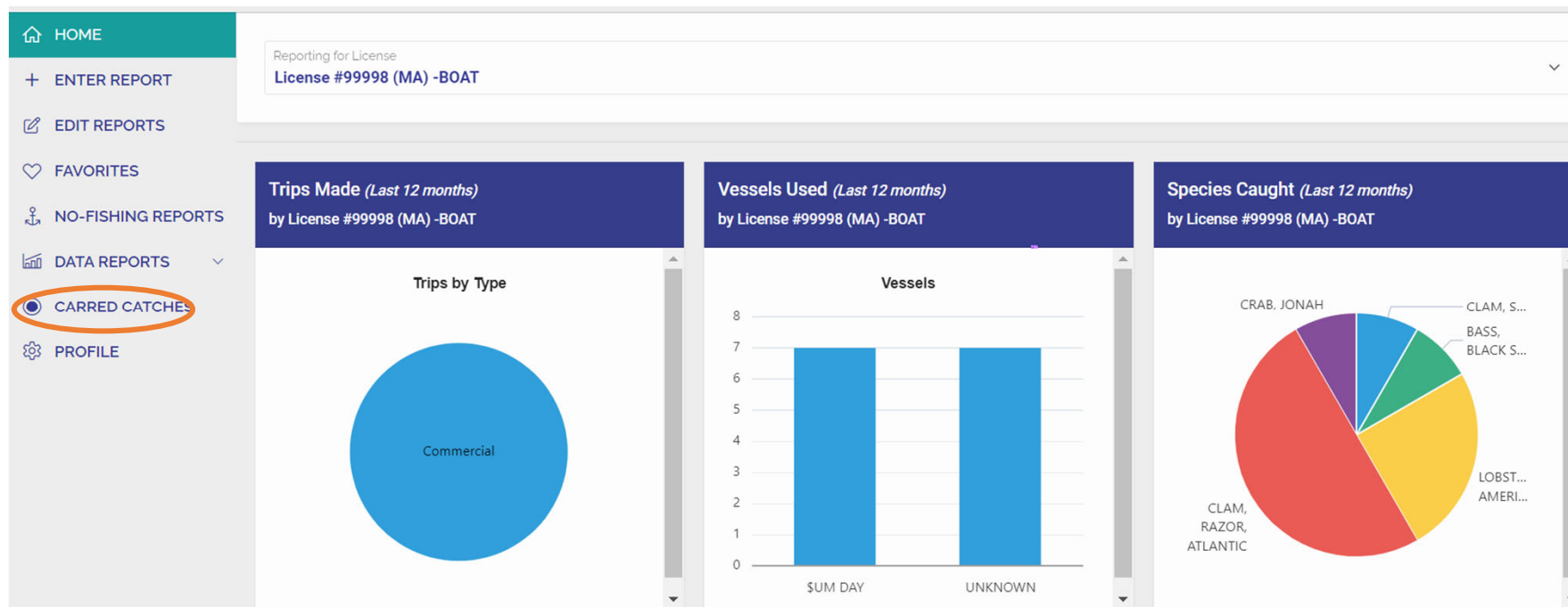
Download Negative Reports

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.

Qv ACCSP Go

Rows: 15 Actions

☒ 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 do.

**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' X

☒ Federal Permit X

	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

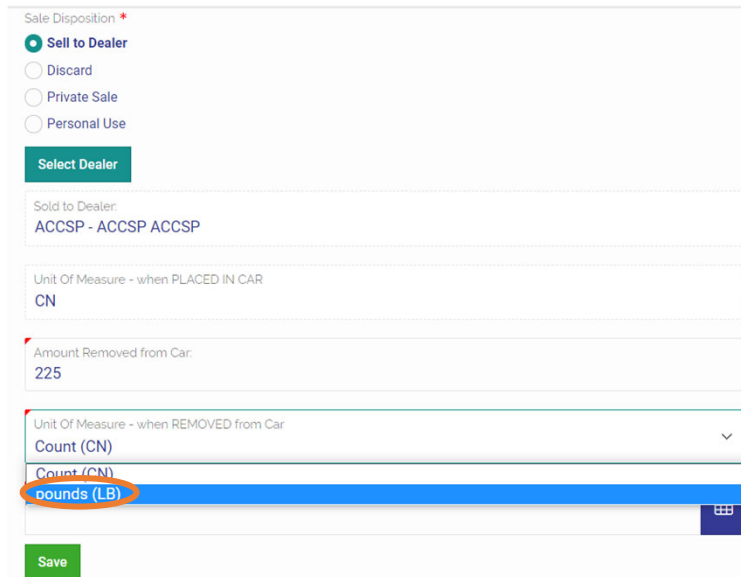
Amount Removed from Car:

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

Date:

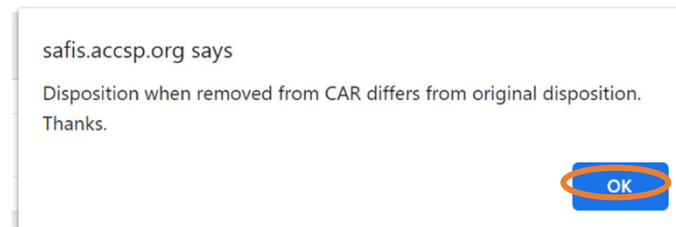
Save

- 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.

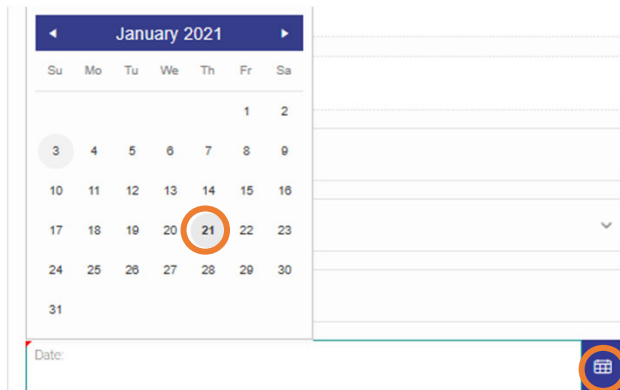


The screenshot shows a web form for recording a sale. The 'Sale Disposition' section has 'Sell to Dealer' selected. Below this, the 'Sold to Dealer' field contains 'ACCSP - ACCSP ACCSP'. The 'Unit Of Measure - when PLACED IN CAR' field contains 'CN'. The 'Amount Removed from Car' field contains '225'. The 'Unit Of Measure - when REMOVED from Car' dropdown menu is open, showing 'Count (CN)' as the current selection and 'Pounds (LB)' as the selected option, which is highlighted with a blue bar and an orange circle. A green '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



- 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)



- 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:

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**

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

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

**Phone Number: (978) 282-0308 Ext. 101**

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>