



Massachusetts Trip-Level Reporting Instructions

COMMERCIAL REPORTING REQUIREMENTS:



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

All commercial trips for a month must be reported on the trip-level reports. A commercial trip is defined as a trip where fishing occurred under the authority of the commercial permit. This could be a trip where marine species were sold to a dealer *or* were taken for personal consumption under the authority of the commercial permit. Simply put this means that the fish you retained were conforming to the commercial season as well as the commercial size and bag limits.

**** All cultured harvest (private aquaculture) should be reported through the trip-level reporting program. Cultured harvest should be reported against the commercial permit used when selling the product to a dealer. Cultured harvest transactions should use the Aquaculture catch source.**

Reports must be submitted monthly by the fifteenth of the following month. For months without fishing, check the box indicating “Did Not Fish” at the bottom left of the form and next to the box write what month(s) the report is for. You may report multiple months of consecutive no fishing activity on one sheet. If you know you will not be fishing for future months you may submit reports in advance.

You must sign and date each report if you are reporting on paper forms. Reports can be mailed or faxed to MADMF’s Gloucester office. Incomplete reports will be returned to the permit holder for completion. Failure to report may result in the non-renewal of your permit for the following year. Please remember that all months of the calendar year need to be accounted for regardless of when you got your permit or what species you fished for.

If you need more blank trip-level report forms they can be copied from existing blank forms, downloaded and printed from our website (<https://www.mass.gov/how-to/report-your-commercial-fishing-harvest-trip-level-reports>), or call us at the number below and we will mail you blank forms. Starting January 2021, the trip-level reporting form has changed and previous year forms cannot be used.

Please read the instructions on pages 2 and 3 for filling out the report and see the example on pages 5 and 6. The codes you will need to complete the report can be found on page 3 and on the back of the report itself. Statistical area and shellfish classification area maps are available at the website below. If you would like to report electronically, please call the phone number below or email us.

Mailing Address:

MADMF Statistics Project
30 Emerson Ave
Gloucester, MA 01930

Fax:

(617) 727-3337

Trip-Level Reporting Program Website:

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

Questions:

Email: dmf.stats@mass.gov
Phone: (978) 282-0308 ext. 101

DETAILED INSTRUCTIONS FOR FILLING OUT YOUR REPORT

Top Portion

1. **Name:** Print the name that appears on your commercial permit.
2. **Phone #:** Print the best phone number to reach you if there are any questions about your report.
3. **Permit ID #:** Print the Permit ID # that appears on your commercial fishing permit issued to you by the MA Division of Marine Fisheries. This is a 6-digit number which was formerly called the DMF ID #.
4. **Email:** Print the best email address to reach you at if you have one.
5. **Port Landed #1:** Print the location where the catch was brought ashore.
6. **Port Landed #2:** Print the second location where the catch was brought ashore (if applicable).
7. **Vessel Name:** Print the name of the vessel used. If a vessel was not used, write "From Shore." If two vessels were used in a month, please use a separate report form for each vessel.
8. **Vessel Reg. or Doc. #:** Print the state registration or U.S. Coast Guard documentation number of your vessel.
9. **Fishing from shore (please answer Yes or No)?:** If your fishing activity is occurring from shore answer yes, if your fishing activity is from a boat answer no.

Lower Portion

Fields 1-15 are required of all harvesters

1. **Start-End Date:** Print the Start and End date for the fishing trip (MM/DD format. Print these dates on each row with information pertaining to the trip. The date sold should be filled in for any days you sell lobster stored in a car or crate that were caught on a previous date (see example).
2. **Start – End Time:** Print the time you began and ended your fishing trip (e.g., "dock to dock").
3. **Port # 1 or # 2:** If you landed in two ports during the month covered by this sheet indicate which port from the top portion applies to this trip.
4. **Gear Code:** Enter the code for the gear(s) used on the fishing trip. Use a different row if multiple gear types were employed on the same trip. For pot & trap fishermen, please fill-in the code for the specific pot/trap type you are using. See list of Gear Codes.
5. **Stat Area:** Enter the numeric code of the Statistical Area Fished from the attached map. If more than one Statistical Area was fished, then use a separate row for fishing activity in each area.
6. **MNG Area (For Lobster and Shellfish Only):** For Lobster landings indicate the Lobster Fishery Management Area fished from the enclosed map. For shellfish and horseshoe crab landings, please indicate the Designated Shellfish Growing Area where you harvested your shellfish (see example).
7. **Fishing Time:** For fixed gear (gillnets, traps, weirs, longlines) enter the amount of time, in days or hours, gear has been soaking prior to haul. For other gear (rod and reel, otter trawls, dredges, scuba, shellfish gears) enter the number of hours spent fishing.
8. **Depth Fished:** Average bottom depth fished in this area. Not required when harvesting on land in the intertidal zone using the following gears: rakes, other gear (aquaculture), or by hand no diving gear.
9. **Gear Hauled:** Enter the amount of gear hauled for this stat area. For trap fisheries, this is the number of traps hauled. For gillnets, this is the number of half nets (300 ft) hauled. For longlines, this is the number of hooks fished. For Fish Weirs, this is the Number of Pockets Lifted. This does not apply to rod and reel fishing.
10. **Catch Source:** Enter the code for the "catch source". Use this field to denote farmed catch, catch sold from aquaculture, and catch sold from a research set aside trip. Any other catch that does not fall into one of those three categories is a "Standard" landing. Use a different row for each catch source of any landed species.
11. **Disp Code:** Disposition of the catch is an indication of what occurred after landing. Refer to the codes and descriptions listed below. Use a different row for each disposition of any species.
12. **Species Code:** Print the code from the list below for **ALL** marine species landed from the trip. Use a different row for each species. If a species is not listed in the table on page 3, please write out the species name.
13. **Quantity:** Print the quantity of the portion of the catch described by this row. ***This should be the number of pounds, meat pounds, bushels, or the number of pieces harvested.***
14. **Unit of Measure:** Print whether the quantity is pounds, count (pieces), meat pounds, or bushels.
15. **Dealer Sold To:** If you sold your catch to a dealer, print the corporate name of the dealer in the space provided. If you have a Retail Boat dealer license and sold the catch yourself, please indicate yourself as the dealer.

Fields 16-21 are required of fixed-gear harvesters only

- 16. Strings Hauled:** Enter the amount of strings hauled for this stat area. A string or trawl consists of a set of fishing gear such as traps, hooks, or gillnets that are tied together. If fishing “single traps”, i.e., one trap attached to a buoy line, each trap is considered a string.
- 17. Gear in Area:** Enter the amount of gear you had ***in each stat area fished*** at the start of the day. For trap fisheries, this is the total number of traps fishing (max traps) in a given stat area. For gillnets, this is the total number of half nets fishing in a given stat area. For long lines, this is the max number of hooks fished in a given stat area. For fish weirs, this is the number of pockets operating in each stat area. This does not apply to rod and reel fishing.
- 18. B-lines in Area:** Enter the number of buoylines you had ***in each stat area fished*** at the start of the day.
- 19. Total gear:** Enter the amount of gear you had in the water ***regardless of stat area*** at the start of the day. For trap fisheries, this is the total number of traps fishing (max traps). For gillnets, this is the total number of half nets fishing. For long lines, this is the max number of hooks fished. For fish weirs, this is the number of pockets operating. This does not apply to rod and reel fishing.
- 20. Total B-lines:** Enter the maximum amount of buoylines you have in the water ***regardless of stat area*** at the start of the day.
- 21. Ten Min. Squares:** Federally permitted fixed gear fishermen must enter the appropriate ten minute square(s) (10 min latitude by 10 minutes longitude) fished in the area chosen. Ten-minute squares are specifically defined, and the appropriate name must be used. Maps are available on the web at www.mass.gov/marinefisheries --> Commercial Fishing Information --> Report Your Commercial Fishing Harvest.

Common Species and Codes:

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

Disposition Codes:

Sold (Food)	001	Personal use (Food)	031
Sold (Bait)	008	Personal use (Bait)	038
Sold (Biomedical)	005	Seized by Enforcement	602

Gear Codes:

By Hand, Diving Gear	750	Otter Trawl	090
By Hand, No Diving Gear	760	Pots & Traps, Black Sea Bass	147
Fish Weir	071	Pots & Traps, Conch	131
Gill Nets	200	Pots & Traps, Eel	138
Hand Lines	700	Pots & Traps, Other	180
Hand Rakes	620	Pots & Traps, Lobster	160
Harpoon	650	Pots & Traps, Scup	146
Longline	400	Purse Seine	030
Other Gears	800	Rod and Reel/Hook & Line	300
		Shellfish Dredge	500

Catch Source Codes:

Standard	S	Aquaculture	A
Carred	C	Research-Set-Aside	R
Withdrawal of Lobster from Car	W		

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

Example: This example is for one month's activity of a fictional fisherman, John Doe, who fishes on the F/V Big Bug, MS 9999 AA. In this particular month, July, 2020, he landed in two ports, Gloucester and Salem. This is a one page report.

John Doe has a Coastal Lobster permit with Shellfish and Striped Bass endorsements. The following is a description of his fishing activities for the month. Please see the example trip level report on the back of this page that corresponds to these activities.

July 4th- John Doe fishes 10 pot trawls and each trawl has two buoylines.

John hauled 150 traps (15 trawls) in statistical area 2, LMA 1. He has 450 traps and 90 buoylines in area 2. John hauled 80 lobster traps (8 trawls) in statistical area 3, LMA 1. He has 150 traps and 30 buoylines in area 3.

The traps in each area had been fishing for roughly 3 days and the average bottom depth is 25 fathoms. He has 600 total traps in the water with 120 buoylines total. He sold 70 lbs of lobster from Area 2 and 60 lbs from Area 3 to Gloustah Lobstah. (#1234) and put 80 lbs from Area 2 into his lobster car.

July 5th- John Doe went clamming in shellfish area N7 for 4 hours and sold 120 lbs of soft shell clams to Cape Ann Shellfish Co (#1111). His gear used to harvest the clams was a rake, because he dug on land in the intertidal zone depth was left blank.

July 8th- John Doe went lobstering, hauled 200 of his 450 traps in Area 2 and 50 of his 150 traps in Area 3 and placed 127 lbs from Area 2 and 58 lbs from Area 3 in his car. His traps had been soaking for 5 days and the average bottom depth was 15 fathoms.

July 10th- John Doe hauled the same number of traps from the same areas as his trip on the 8th. His gear had been soaking for roughly 6 days. He caught and sold 101 lbs of lobster from Area 2 and 72 lbs from Area 3 to Gloucester Lobster Co. He also sold 100 lbs of lobster from his car/crate to Gloustah Lobstah Co. He reported the removal of the lobsters for sale on a separate line so it was clear what was sold from the car/crate.

July 12th- John Doe went striped bass fishing for 6 hours, using rod & reel, and landed in Salem, his 2nd port. He fished in Statistical Area 3 and sold 150 lbs to Salem Seafood (#2222).

July 14th- John Doe went striped bass fishing again, selling 39 lbs to Salem Seafood Co. He used ditto marks to indicate identical information from line above except that he fished for 1 more hour in duration compared to the 12th.

July 16th- John Doe went clamming again in area N7 for 4 hours, using a rake, selling 145 lbs to Cape Ann Shellfish Co.

July 17th- John Doe went lobstering only in Area 2, selling 273 lbs of lobster and taking home 10 jonah crabs home to eat.

July 18th- John Doe sold the remaining lobsters in his car via dockside sales, he recorded the count of lobsters sold as he did not have an accurate total weight. He has a retail boat permit and uses his own name and permit number as the dealer.

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

Name: John Doe Phone #: 508-123-4567

Permit ID #: 123456 Email: FVBigBug@Lobman.com

Port or Town Landed #1: Gloucester

Port or Town Landed #2: Salem

Vessel Name: FV Big Bug

Vessel Reg. or Doc. #: MS 9999 AA

Fishing from shore (please answer Yes or No)? No

Report Month & Year: July, 2020



Port: Port catch was landed Stat Area*: 1 - 25 (see maps) MNG Area*: LMA (1-3, OC) or DSGA (BB4, N7, etc.) Gear code*: Code of gear type used Depth Fished: Average bottom depth in fathoms, 1 fathom=6 feet Fishing Time: Soak time - days for fixed gear; hours for mobile/hand gear Gear Hauled: # Traps/nets/hooks hauled in stat area or DSGA	FIXED GEAR ONLY, gear & b-lines fields from start of trip Strings Hauled: Number of strings/trawls hauled in stat area Gear in area: # Traps/nets in stat area B-lines in area: # Buoylines in stat area Total Gear: Total # traps/nets in the water, regardless of stat area Total B-lines: Total # buoylines in water, regardless of stat area Ten Min. Square(s)*: 10 minute square(s) fished, fed permit only	Catch Source: Record trip as standard (S), carred (C), withdrawn from car (W), or aquaculture (A) Disp Code*: Fate of landed catch Tog CT: Count of individual tautog landed	Dealer Sold To: Company name and permit number of dealer catch was sold, please be specific.
*See reverse for codes and notes			

Start-End Date	Start - End Time	Port # 1 or 2	Gear Code*	Stat Area*	MNG Area*	Depth Fished	Fishing Time	Gear Hauled	Strings Hauled	Gear in Area	B-lines in Area	Total Gear	Total B-lines	Ten Min. Square(s)*	Catch Source	Disp Code*	Species Code*	Quantity*	Unit*	Dealer Sold To (Name & Permit #)	Tog CT
7/12-12	0800-1300	1	760		CCB4		5 H								A	001	OYS	2100	CT	John Doe Dealer #9999	
7/13-13	0600-1500	2	160	19	1	35	5 D	250	25	350	70	800	160	XX, YY	S	001	LOB	300	LB	Everyday Lobster #0000	
7/4-4	0500-1600	1	160	2	1	25	3 D	150	15	450	90	600	120		S	001	LOB	70	LB	Gloustah Lobstah #1234	
"	"	"	"	2	"	"	"	"	"	"	"	"	"		C		"	80	"		
"	"	"	"	3	"	"	"	80	8	150	30	"	"		S	001	"	60	"	Gloustah Lobstah #1234	
7/5-5	0700-1100	1	620		N7		4 H								S	"	CLSO	120	"	C.A. Shellfish Co. #1111	
7/8-8	0500-1600	1	160	2	1	15	8 D	200	20	450	90	600	120		C		LOB	127	"		
"	"	1	"	3	"	"	8 D	50	5	150	30	"	"		"		"	58	"		
7/10-10	0500-1600	1	160	2	1	15	6 D	200	20	450	90	600	120		S	001	"	101	"	Gloustah Lobstah #1234	
"	"	1	"	3	"	"	6 D	50	5	150	30	"	"		"	"	"	72	"	Gloustah Lobstah #1234	
7/10															W	"	"	100	"	Gloustah Lobstah #1234	
7/12-12	0500-1100	2	300	3		5	6 H								S	"	STB	150	"	Salem Seafood #2222	
7/14-14	"	"	"	"		"	7 H								"	"	"	39	"	Salem Seafood #2222	
7/16-16	1200-1600	1	620		N7		4 H								"	"	CLSO	145	"	C.A, Shellfish Co. #1111	
7/17-17	0500-1600	1	160	2	1	15	7 D	220	22	450	90	600	120		"	"	LOB	273	"	Gloustah Lobstah #1234	
"	"	"	"	"	"	"	"	"	"	"	"	"	"		"	031	CRJ	10	CT		
7/18															W	001	LOB	85	"	Doe Retail Boat #9999	

Did Not Fish (check here): ☐ Month(s) and Year: _____ Signature: _____ Date: _____

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

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

Please email or call the Statistics Project at 978-282-0308 x101 with any questions.

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