

Massachusetts Trip Level Reporting Instructions

REPORTING REQUIREMENTS:

Commercial lobster permit holders who have been randomly selected for trip level reporting must report trip level information on this form for **ALL** marine species landed under their lobster permit, except for species covered under the following endorsements Horseshoe Crab, American Eel, Surf Clam, Contaminated Surf Clam, Ocean Quahog, and Northern Quahog-Dredge. These species are to be reported on their respective trip level reports. For example, if you have a Striped Bass endorsement on your Coastal Lobster permit, you must report all Striped Bass landed, on these reports.

Reports must be submitted monthly by the tenth of the following month. For months without fishing activity, indicate the month(s) in the space provided at the top of the form and check the line indicating “Did Not Fish” at the bottom left of the form. You may report multiple months of no fishing activity on one sheet. If you know you will not be fishing for future months you may submit reports in advance.

You must sign and date each report. Reports can be mailed or faxed to MADMF’s Gloucester location.

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.

Mailing Address:

**MADMF Statistics Project
30 Emerson Ave
Gloucester, MA 01930**

Fax Number:

(800) 532-3474

Questions:

For information or assistance contact Story Reed at (978) 282-0308 ext. 115

DETAILED INSTRUCTIONS FOR FILLING OUT YOUR REPORT

Top Portion

1. **Name:** Print your first and last name.
2. **Phone #:** Print the best phone number to reach you if there are any questions about your report.
3. **Permit ID #:** Print the Permit ID # that appears on your commercial fishing permit issued to you by the MA Division of Marine Fisheries. This is a 4-6 digit number which was formerly called DMF ID #.
4. **Port/ State landed #1:** Print the location where the catch was brought ashore.
5. **Port/State landed #2:** Print the second location where the catch was brought ashore if applicable.
6. **Vessel Name:** Print the name of your vessel.
7. **Vessel Reg. or Doc. #:** Print the state registration or US Coast Guard documentation number of your vessel.
8. **Month & Year:** Print the month and year you are reporting for.
9. **Report Page #:** Please number the pages of your monthly report (if there are multiple pages for one month).

Lower Portion

1. **Date:** Print the date of landing (MM/DD) for the fishing trip. Print this date on each row with information pertaining to the trip. The date field should also be filled in for any days you sell lobster stored in a car or crate that were caught on a previous date (see example).
2. **Trip Start Time:** Print the time you began your fishing trip.
3. **Port # 1 or # 2:** If you landed in two ports during the month covered by this sheet indicate which port from the top portion applies to this trip.
4. **Statistical Area Fished:** 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. ** For shellfish landings, please indicate the Designated Shellfish Growing Area where you harvested your shellfish (see example).
5. **LMA: FOR LOBSTER ONLY** indicate the Lobster Fishery Management Area fished from the attached map.
6. **Gear Code:** Enter the code for the gear(s) used on the fishing trip. Use a different row if multiple gear types were employed on the same trip.
7. **Trip Gear Quantity:** Enter the amount of gear hauled for this trip. For trap fisheries this is the number of traps hauled. For gillnets this is the number of half nets (300 ft) hauled. This does not apply to rod and reel fishing.
8. **Soak Time:** For fixed gear (gillnets, traps, weirs, longlines) enter the amount of time, in days or hours, gear has been soaking prior to haul. For other gear (rod and reel, otter trawls, dredges, scuba, shellfish gears) enter the number of hours spent fishing.

9. **Gear Quantity:** Enter the total amount of gear you had in the water fishing at the beginning of this trip. For trap fisheries this is the total number of traps fishing (max traps). For gillnets this is the number of half nets fished. For long lines this is the number of hooks fished.
10. **Disposition Code:** Disposition of the catch is an indication of what occurred after landing. Refer to the codes and descriptions listed below. Use a different row for each disposition of any species. This is where carred/crated catches are accounted for (see example).
11. **Species Code:** Print the code from the list below for **ALL** marine species landed from the trip. Use a different row for each species.
12. **Quantity:** Print the quantity of the portion of the catch described by this row.
13. **Unit of Measure:** Print whether you landed the catch as pounds, count (pieces), meat pounds, or bushels.
14. **Dealer Sold To:** If you sold your catch to a dealer, print the corporate name of the dealer in the space provided. If you have a Retail Boat dealer license and sold the catch yourself, please indicate yourself as the dealer.

Complete list of Species Codes and Common names:

BON	Bonito
BLU	Bluefish
BSB	Black Sea Bass
BUT	Butterfish
CLR	Clam, Razor
CLSE	Clam, Sea
CLSO	Clam, Soft Shell
CLSU	Clam, Surf
COD	Cod
CRG	Crab, Green
CRJ	Crab, Jonah (Rock Crab)
CRR	Crab, Rock (Sand Crab)
CUN	Cunner
EEL	American Eel
FAL	False Albacore (Little Tunny/ Boo-Hoo)
HAD	Haddock
HER	Atlantic Herring
HSC	Horseshoe Crab
LOB	Lobster, American
MAC	Atlantic Mackerel
MEN	Menhaden (Pogies/Bunker)
MON	Monkfish (Goosefish)
MUS	Mussel
OTH	Other
OYS	Oyster
QCHER	Quahog, Cherrystone
QCHO	Quahog, Chowder
QLIT	Quahog, Littleneck

QTOP	Quahog, Topneck
QMIX	Quahog, Mixed
RHAK	Hake, Red (Ling)
SRB	Sea Robin
SCB	Scallop, Bay
SCAL	Sea Scallop
SCU	Scup
SFL	Summer Flounder (Fluke)
SHAK	Hake, Silver (Whiting)
SHR	Shrimp, Pandalid
SKT	Skates
SMD	Smooth Dogfish
SPD	Spiny Dogfish
SPM	Spanish Mackerel
SQL	Squid, Loligo
SQI	Squid, Illex
SRV	Sea Raven
STB	Striped Bass
TAU	Tautog
WDP	Windowpane (Sand Dab/Brill)
WEA	Weakfish (Squeteague)
WFL	Winter Flounder (Blackback)
WHAK	Hake, White
WHKC	Whelk, Channeled
WHKN	Whelk, Knobbed
WHKNS	Conch, Unspecified
WORM	Marine Worm
YTL	Yellowtail Flounder

Disposition Codes:

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

Gear Codes

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

Please reference the following example to assist you in filling out your report:

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, 2009, 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 hauled 150 of his 450 lobster traps that are in the water in Statistical Area 2, LMA 1. The traps had been fishing for roughly 3 days. He sold 125 lbs of lobster to Gloucester Lobster Co. and put 80 lbs into his lobster car.

July 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. His gear used to harvest the clams was a rake.

July 8th- John Doe went lobstering, hauled 200 traps and placed 185 lbs in his car. His traps had been soaking for 5 days in Area 2.

July 10th- John Doe hauled the same number of traps from the same area as his trip on the 8th. He indicated this with ditto marks. He caught and placed 173 lbs of lobster in his car. He also sold 328 lbs of lobster from his car/crate to Gloucester Lobster Co (which included his catch from today's trip). He reported this on two separate lines so it was clear what was caught that day versus 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 392 lbs to Salem Seafood Co.

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

July 14th- John Doe went clamming in area N7 for 4 hours, using a rake, selling 145 lbs to Cape Ann Shellfish Co. He landed in Gloucester.

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

July 20th- John Doe sold 110 pounds of lobsters from his car to Gloucester Lobster Co.

July 24th- John Doe went lobstering and sold 223 lbs to Gloucester Lobster Co. He hauled 200 traps from Area 2, landing in Gloucester.

July 26th- John Doe went striped bass fishing again, selling 413 lbs. He fished for 6 hours in Area 3 and landed in Salem.

MA Monthly Trip Level Report

Name: *John Doe*

Phone #: 987-654-3210

Vessel Name: *Big Bug*

Permit ID #: 9999

Vessel Reg. or Doc. #: *MS 9999 AA*

Port / State Landed #1: *Gloucester*

Month & Year (ie Oct. 2007): *July, 2009*

Port / State Landed #2: *Salem*

Report Page #: 1

Statistical/LMA Fished = where fishing occurred. For lobster indicate both stat area and LMA (see maps).	Gear Quantity = Total amount of gear in the water fishing.	Trip Gear Quantity = # traps/nets hauled on day indicated.	Soak Time = # of days fixed gear has been soaking prior to haul or # of hours spent fishing mobile gear.	Disposition Code = Fate of all landed catch.	Dealer Sold To = Company name of dealer catch was sold to. Please be as specific as possible.
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Date	Trip Start Time	Port # (1 or 2)	Stat. Area Fished	LMA	Gear Code	Trip Gear Quantity	Soak Time	Gear Quantity	Disposition Code	Species Code	Quantity	Unit of Measure	Dealer Sold To
7/4	0600	1	2	1	0800	150	3 days	450	001	LOB	125	Lbs	Gloucester Lobster Co
7/4	"	"	"	"	"	"	"	"	003	LOB	80	Lbs	
7/5	0600	1	N7		0411		4 hours	1	001	CLSO	120	Lbs	Cape Ann Shellfish Co
7/8	0530	1	2	1	0800	200	5 days	450	003	LOB	185	Lbs	
7/10	0600	"	"	"	"	"	"	"	003	LOB	173	Lbs	Gloucester Lobster Co
7/10									004	LOB	328	Lbs	Gloucester Lobster Co
7/12	0600	2	3		0912		6 hours	1	001	STB	392	Lbs	Salem Seafood Co
7/13	0600	"	"		"		7 hours	"	"	"	319	Lbs	Salem Seafood Co
7/14	0800	1	N7		0411		4 hours	1	001	CLSO	145	Lbs	Cape Ann Shellfish Co
7/16	0600	1	2	1	0800	250	7 days	450	001	LOB	273	Lbs	Gloucester Lobster Co
7/16	"	"	"	"	"	"	"	"	002	CRJ	25	Lbs	
7/20									004	LOB	110	Lbs	Gloucester Lobster Co
7/24	0600	1	2	1	0800	200	7 days	450	001	LOB	223	Lbs	Gloucester Lobster Co
7/26	0545	2	3		0912		6 hours	1	001	STB	413	Lbs	Salem Seafood Co

Did Not Fish (check here): ☐

Signature: *John Doe*

Date: 8/2/09

Submit report(s) by the 10th of following month either by **FAX: (800-532-3474)** or by **mail: MA Division of Marine Fisheries, 30 Emerson Ave, Gloucester, MA 01930**

* Additional information on the back and in the instructions, including species codes, gear codes, and disposition codes