

# **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:**

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

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

**Disposition Codes:**

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

**Gear Codes**

|                          |      |                         |      |
|--------------------------|------|-------------------------|------|
| <b>Shellfish Dredge</b>  | 0410 | <b>Pots &amp; Traps</b> | 0800 |
| <b>Harpoon</b>           | 1010 | <b>Hand Rakes</b>       | 0411 |
| <b>Gill Net</b>          | 0700 | <b>Rod and Reel</b>     | 0912 |
| <b>Longline</b>          | 0920 | <b>Diving Gear</b>      | 1400 |
| <b>Otter/Beam Trawls</b> | 0310 | <b>Purse Seine</b>      | 0120 |
| <b>Hand Lines</b>        | 0911 | <b>Other Gear</b>       | 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 4<sup>th</sup>**- 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 5<sup>th</sup>**- John Doe went clamming in shellfish area N7 for 4 hours and sold 120 lbs of soft shell clams to Cape Ann Shellfish Co. His gear used to harvest the clams was a rake.

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

**July 10<sup>th</sup>**- John Doe hauled the same number of traps from the same area as his trip on the 8<sup>th</sup>. He indicated this with ditto marks. He caught and 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 12<sup>th</sup>**- John Doe went striped bass fishing for 6 hours, using rod & reel, and landed in Salem, his 2<sup>nd</sup> port. He fished in Statistical Area 3 and sold 392 lbs to Salem Seafood Co.

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

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

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

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

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

**July 26<sup>th</sup>**- 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/net 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. |
|--|--|---|--|--|---|

| 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