

MASSACHUSETTS MASTER DIGGER REPORTING INSTRUCTIONS

Dear Master Digger Permit Holder,

In 2010, all Master Digger permit holders in Massachusetts are required to report their transactions of shellfish either dug themselves or from Subordinate Diggers on the supplied reporting form, and submit on a weekly basis. All data will be loaded into a coast-wide database system run by the Atlantic Coastal Cooperative Statistics Program (ACCSP) along with all Primary Buyer dealer data. This is a joint program managed by ACCSP in conjunction with all of the Atlantic States and the Federal Government.

NOTE: Be advised that the timeliness and completeness of these reports is extremely important and closely monitored. Reports must be completed and received within 3 days of the end of the week (see #4 below), in order to make this a successful program. Failure to comply may result in the suspension of your 2011 permit.

1. All transactions with Subordinate Diggers or clams dug yourself, must be reported.
2. Information or data elements to be collected for each transaction and submitted are as follows:
 - ❖ ***Date Trans*** – Date of the transaction – which in most cases is also the date landed. If you dug the clams, this would be the date landed/harvested.
 - ❖ ***Date landed*** – Date the clams were harvested.
 - ❖ ***Fisherman name*** – The name of fisherman in transaction as it appears on the state permit.
 - ❖ ***Permit ID Number*** – The number which appears on the state permit above the permit holder's name and to the left of the expiration date. This number ***used to be called*** the DMF ID Number. The ID number uniquely identifies the permit, and it is important that this number is recorded with each transaction.
 - ❖ ***Port landed*** – The port or town where the clams were landed (or brought to shore).
 - ❖ ***Gear Type*** – The gear type used to catch or harvest the clams which in all cases would be rakes.
 - ❖ ***Species*** – The species of clam purchased which in all cases would be soft shell clams.
 - ❖ ***Harv area*** – The shellfish area where clams were harvested. See the shellfish reference table enclosed or refer to the harvest areas on the DMF website.
 - ❖ ***Unit*** – The unit of measure of harvested clams. Report all transactions in pounds.
 - ❖ ***Disposition*** – The disposition or intention of the shellfish harvested. In most cases the disposition of the clams will be for food purposes.
 - ❖ ***Amount*** – The quantity of shellfish harvested in pounds.
 - ❖ ***Price per unit*** – The price per pound for the shellfish harvested.

To help identify a fisherman's PERMIT ID, (1) ask to see the Subordinate Digger's permit or (2) view the FISHERMAN look-up on the MarineFisheries web site at:

http://www.mass.gov/dfwele/dmf/dealers/fishermen_current.htm#lookup

3. Worksheets may be submitted in paper form to MA DMF either by mail, email or FAX (800-532-3474 or 617-727-3337). Once an account is established, transactions can also be entered electronically directly via the Internet to ACCSP using the SAFIS (Standard Atlantic Fisheries Information System) application. There are other options for submitting data such as upload from dealer accounting software or an Excel spreadsheet. If you are interested in this option please contact the MA DMF Office in Gloucester at 978-282-0308 x101.
4. A reporting period is defined as a week beginning 00:01 on Sunday and ending at 24:00 on the following Saturday. All transactions for a reporting period must be (a) postmarked, if by mail, or (b) received, if by fax, no later than 24:00 on Tuesday of the following week, or within 3 days of the end of the week. If no transactions or activity occurred for that reporting period, a "negative report" must be filed indicating so. A negative report is required for each reporting period, but one worksheet may be submitted spanning multiple continuous reporting periods.
5. If a transaction is missing price information, and this information is not known until after the reporting period due date, transactions can be resubmitted with updated information after the reporting period. Copies of the worksheet should be made before submitting, and then the missing information can be filled in when obtained. If the transactions are being resubmitted, it should be indicated as such under section (3d) on the initial page of the worksheet form.

Enclosed is a ***Master Digger Weekly Report worksheet form***. This is provided to help Master Digger permit holders report their own shellfish dug or transactions from Subordinate Diggers. MA DMF encourages, but does not require the use and submittal of this worksheet form report in order to comply with reporting requirements. **However, if this form is not used, all data on this form, as detailed above, must be submitted.** The form has an initial page to be used for each reporting period, and a continuation page, which would be used if more transactions are made than can be accommodated on the initial page for that period. Make blank copies of this form, and use on a weekly basis. Reference tables are provided as well for gear type, disposition, a list of those species of shellfish which require the submission of a shellfish harvest area as well as a link to where you can find a list of all shellfish harvest areas in Massachusetts.

Also enclosed is a list of frequently asked questions and answers. Please review these as they may answer a number of your questions. For further answers to questions about reporting requirements or blank forms, call DMF at 978-282-0308 x101, or visit the DMF website at www.mass.gov/marinefisheries/dealers/dealer_reporting.htm.

****** IMPORTANT *** The first reporting period in 2010 is from 00:01 on Sunday, January 3 to 24:00 on Saturday, January 9. If you are receiving these instructions later in the year, and have missed one or more reporting periods, you must submit reports starting on January 3. If no activity or transactions occurred for several reporting periods in succession (e.g. 01/03/10 – 01/30/10), you may fill out one reporting form and indicate the begin date of the first period and end date of the last period rather than completing separate forms for each period. You may also report ahead in a similar fashion if you do not anticipate any activity or transactions until later in the year, but must report all transactions during this time period if your negative reports are incorrect.***

******Online Reporting is now available, which eliminates submitting written reports on a weekly basis. If you haven't already, and are interested in setting up an online account please call 978-282-0308 x101.**

Frequently Asked Questions & Answers

1. ***Why are Master Diggers required to do this?*** Master Digger permits fall into a special category which technically is neither a dealer nor a commercial permit. As a result, fishing activity and/or transactions with Subordinate Digger permit holders have, in large part, slipped through the cracks in terms of the comprehensive dealer reporting program instituted in 2005 in Massachusetts. Master Diggers are now required to report much like a primary buyer so that all transactions under this permit are included with all other wild shellfish harvest in the dealer reporting program.
2. ***What is the permit ID Number? Why is it so important?*** The permit ID number (which used to be called the DMF ID Number), uniquely identifies each MA permit. It is not to be confused with the old 4-digit permit number which was often the last four digits of the fisherman's SSN. Because the old permit number was not unique between many permits, and because some fishermen had multiple permits with the same 4-digit permit number, DMF created the permit ID number to uniquely identify a permit. If a permit is renewed each year, the permit ID number stays with that permit. If a permit holder needs to change permit types or fails to renew for a year, requiring the purchase of a new permit, then a new ID number is assigned to the new permit. Therefore, it is imperative that the permit ID number on the permit is obtained and reported. This is also a good way to check that a permit holder has a valid 2010 permit.
3. ***Will I have to report daily?*** No. You will have until 3 days after the end of a week or reporting period (24:00 Tuesday), to submit a week's worth of information. A reporting period is from 00:01 Sunday to 24:00 of the following Saturday. Reports must either be (a) postmarked if sent by mail, or (b) received if sent by fax, no later than 24:00 of the following Tuesday. **The Division's FAX numbers are: 800-532-FISH or 617-727-3337.**
4. ***Do I need to report even if there is no activity or transactions over the course of the week?*** Yes. You must report for each reporting period even if there is no activity or you did no transact with any Subordinate Diggers (commonly referred to as a negative report). You must also report for all weeks in the year even if you received the permit late in the year. If reporting via paper reports, negative reports, which span multiple weeks in succession, can be reported on one reporting form, where the begin date is the first day of the first week, and the end date is the last day of the last week.
5. ***I have a computer and Internet access. Can I report my purchases over the Internet?*** Yes. In fact DMF encourages electronic submission. If you'd like to do this immediately, contact MA DMF at 978-282-0308 x117 and we will work with you to get set up to do so.
6. ***I don't have a computer, will I be able to continue to report via paper in the future or will I have to eventually report electronically?*** We anticipate that a number of Master Diggers may not have the resources to report electronically, and . We are sensitive to the burden of this program, and we want to make all options for reporting open to these permit holders.
7. ***I noticed that your report worksheet requires a signature and date for each reporting period. How do I sign for submissions made electronically if I begin to report this way?*** If and when you do begin submitting your purchases electronically you will be doing so under a specific account or process that essentially verifies your submission. This will suffice in lieu of a signed paper report.
8. ***I've submitted transactions for a particular reporting period. I noticed that I made a mistake on one of the transactions. How do I change that?*** Re-submit that one transaction with the update indicating a correction. If it is a new transaction for the period which was previously not reported, indicate that it is a new transaction for a prior reporting period.
9. ***Why do I have to report price information?*** Price information is an important component of the transaction with fishermen, and will be used only to evaluate the economic component of each fishery. When all state and federal partners along the Atlantic Coast decided on which data attributes to include in the set reported by dealers, fish value was considered extremely important when making management decisions. All transactional data is kept strictly confidential, and only individuals who have signed a memorandum of understanding about the confidentiality of the data will have access to non-summarized data.
10. ***I may not know the price until after the reporting period is over and I have already reported my transactions. Do I have to re-submit my transactions?*** Submit your transaction as an update of a previous

Frequently Asked Questions & Answers

transaction, indicating that it is a correction.

11. ***What happens if I don't submit any reports?*** In 2010, if 80% or less of the weeks are not accounted for, then your MA permit renewal for 2011 will be held until all reports are received.

List of inshore harvest areas:

Area	Town	Name (Description)
GBH1.1	Hull	Hog Island
GBH1.2	Hull	Whitehead
GBH1.3	Hull	Clam Alley
GBH1.4	Hull	Caseys—or—Eaton's "B" flat
GBH1.5	Hull	Jakes
GBH1.7	Hingham	Weir River
GBH1.8	Hingham	Hingham Harbor/Bathing Beach
GBH1.9	Hingham	North Beach—Crow Point
GBH1.10	Weymouth	Wessagusset Beach
GBH1.11	Hingham	Stoddards Neck
GBH1.13	Weymouth	Eastern Shore of Eastern Neck
GBH1.14	Hingham	Back River/Bare Cove Park
GBH1.20	Weymouth	Kings Cove
GBH1.21	Weymouth	Fore River
GBH1.23	Quincy	Town River Bay/Sandy Beach
GBH1.25	Quincy	Gull Point
GBH1.26	Quincy	Rock Island Cove
GBH1.27	Quincy	Edgewater—or—Raccoon Island
GBH1.29	Weymouth	Back River/Great Esker Park
GBH2.1	Quincy	The Moons/Chickatabot Beach
GBH2.2	Quincy	Caddy Park
GBH2.4	Quincy	Best Buy
GBH2.5	Quincy	Orchard Street Beach/Moon Head
GBH3.2	Quincy	Causeway
GBH3.6	Boston	Carson Beach
GBH3.7	Boston	Pleasure Bay
GBH3.9	Boston	Thompson Island
GBH3.10	Boston	Long Island
GBH5.1	Winthrop	The Shores
GBH5.2	Boston/Winthrop	Airport
GBH5.3	Boston	Governors Island
GBH5.4	Boston	Wood Island
GBH5.5	Winthrop	Snake Island
GBH5.9	Boston	Orient Heights
GBH5.15	Winthrop	Crystal Cove
N2.1	Newburyport/Salisbury	Merrimack River Estuary
N2.2	Newburyport/Salisbury	Middle and Morrill Creeks
		Northern Plum Island River and
N2.3	Newbury	Approaches
N2.4	Newbury	Refuge Boat Ramp-High Sandy
N26.1	Revere/Saugus	Lower Pines River and Center Bar

For online maps of these areas, see:

<http://www.mass.gov/dfwele/dmf/programsandprojects/dsga.htm#shelsani>