



## **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 ([www.mass.gov/marinefisheries/commercialfishing/trip\\_level.htm](http://www.mass.gov/marinefisheries/commercialfishing/trip_level.htm)), or call us at the number below and we will mail you blank forms.

**Please read the instructions on page 2 for filling out the report and see the example on pages 4 and 5.** The codes you will need to complete the report can be found on page 3 and on the back of the report itself. A statistical area map is provided on the last page of these instructions. 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:**

(800) 532-3474 or (617) 727-3337

**Trip-Level Reporting Program Website:**

[www.mass.gov/marinefisheries/commercialfishing/trip\\_level.htm](http://www.mass.gov/marinefisheries/commercialfishing/trip_level.htm)

**Questions:**

Email: [dmf.stats@state.ma.us](mailto:dmf.stats@state.ma.us)  
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.

### 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. **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.
5. **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).
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. For pot & trap fishermen, please fill-in the code for the specific pot/trap type you are using. See list of Gear Codes.
7. **Gear Hauled (Fixed Gear Only):** 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.
8. **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.
9. **Gear Total (Fixed Gear Only):** Enter the maximum amount of gear you had *in the stat area fished* during this trip. 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 a given stat area. This does not apply to rod and reel fishing.
10. **Catch Source:** Enter the code for the "catch source". Use this field to denote carried 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, or 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.

### 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	002
Sold (Bait)	008	Seized by Enforcement	602
Sold (Biomedical)	005		

### 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, 2012, 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 in Statistical Area 2, LMA 1, and 75 of his 150 lobster traps in Statistical Area 3, LMA 1. The traps in each area had been fishing for roughly 3 days. He sold 70 lbs of lobster from Area 2 and 60 lbs from Area 3 to Gloucester Lobster Co. (#1234) and put 80 lbs from Area 2 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 (#1111). His gear used to harvest the clams was a rake.

**July 8<sup>th</sup>**- 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.

**July 10<sup>th</sup>**- John Doe hauled the same number of traps from the same areas as his trip on the 8<sup>th</sup>. He caught and sold 101 lbs of lobster from Area 2 and 72 lbs from Area 3 to Gloucester Lobster Co. He also sold 155 lbs of lobster from his car/crate to Gloucester Lobster 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 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 (#2222).

**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 again in area N7 for 4 hours, using a rake, selling 145 lbs to Cape Ann Shellfish Co.

**July 16<sup>th</sup>**- John Doe went lobstering only in Area 2, selling 273 lbs of lobster and taking home 25 lbs of Jonah Crab.

**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 again only from Area 2 to Gloucester Lobster Co.

**July 26<sup>th</sup>**- John Doe went striped bass fishing again for 6 hours, selling 413 lbs

## MA Division of Marine Fisheries - Monthly Trip-Level Commercial Report *EXAMPLE*



Name: John Doe Phone #: 987-654-3210

Permit ID #: 009999 Email: john.doe@jmail.com

Port or Town Landed #1: Gloucester

Port or Town Landed #2: Salem

Vessel Name: Big Bug

Vessel Reg. or Doc. #: MS 9999AA

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

Report Month & Year: July 2015

Stat Area = 1 - 25 (see map); MNG (Management) Area = LMA (1-3, OC) or Growing Area (BB4, N7, etc.)			Gear Hauled = fixed gear; amt hauled by area on trip date		Fishing Time = soak time (days) for fixed gear; hours fishing for mobile/ hand gear			Gear Total = fixed gear only; total traps/nets/ hooks in water <b>BY AREA</b>		Catch Source* = denote trip as standard, carred, or aquaculture		Disp Code* = Fate of all landed catch		Dealer Sold To = Company name of dealer catch was sold to. Please be as specific as possible. <small>*See reverse for codes and notes</small>
Date	Trip Start Time	Port # 1 or #2	Stat Area	MNG Area	Gear Code*	Gear Hauled	Fishing Time	Gear Total	Catch Source	Disp Code	Species Code	Quantity*	Unit*	Dealer Sold To (Include dealer permit number)
7/12	08:00	1		N9	620		4 hrs		S	001	CLSO	150	LB	John Doe Dealer #9999
7/13	06:00	2	2	1	160	250	3 days	750	S	001	LOB	115	LB	Everyday Lobster Dealer #0000
7/4	0600	1	2	1	160	150	3 days	450	S	001	LOB	70	LB	Gloucester Lobster Co #1234
7/4	"	"	"	"	"	"	"	"	C	"	LOB	80	LB	
7/4	"	"	3	"	"	75	"	150	S	"	LOB	60	LB	Gloucester Lobster Co #1234
7/5	0600	"		N7	620		4 hours		S	"	CLSO	120	LB	Cape Ann Shellfish #1111
7/8	0530	"	2	1	160	200	5 days	450	C	"	LOB	127	LB	
7/8	"	"	3	"	"	50	5 days	150	C	"	LOB	58	LB	
7/10	0600	"	2	"	"	200	8 days	450	S	"	LOB	101	LB	Gloucester Lobster Co #1234
7/10	"	"	3	"	"	50	8 days	150	S	"	LOB	72	LB	Gloucester Lobster Co #1234
7/10									W	"	LOB	155	LB	Gloucester Lobster Co #1234
7/12	0600	2	3		300		6 hours		S	"	STB	392	LB	Salem Seafood Co #2222
7/13	0600	"	"		"		7 hours		S	"	"	319	LB	"
7/14	0800	1		N7	620		4 hours		S	"	CLSO	145	LB	Cape Ann Shellfish #1111
7/16	0600	"	2	1	160	250	8 days	450	S	"	LOB	273	LB	Gloucester Lobster Co #1234
7/16	"	"	"	"	"	"	"	"	S	002	CRJ	25	LB	
7/20									W	001	LOB	110	LB	Gloucester Lobster Co #1234
7/24	0600	1	2	1	160	200	14 days	450	S	"	LOB	223	LB	Gloucester Lobster Co #1234
7/26	0545	2	3		300		6 hours		S	"	STB	413	LB	Salem Seafood Co #2222

Did Not Fish (check here):  Month(s) & Year: \_\_\_\_\_

Signature: John Doe Date: 8/4/2015

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: (800-532-3474 or 617-727-3337), email (dmf.stats@state.ma.us), or by mail: MA DMF, 30 Emerson Ave, Gloucester, MA 01930