

AFISHING VESSEL TRIP REPORT@ REPORTING INSTRUCTIONS

The following instructions have been compiled to aid the owner/operators of federally-permitted vessels in completing Fishing Vessel Trip Reports (FVTR). These instructions include new reporting requirements, revisions to past reporting instructions, and answers to commonly asked questions and issues raised by industry. Step by step instructions on how to complete the individual fields begin on page 5 of this instruction packet.

Using one logbook design to capture data from numerous fisheries has significant benefits, such as minimizing the number of vessel logs that a reporter needs to maintain and submit. Incorporating fishery specific instructions to address certain data elements, particularly those capturing gear and effort data, is a necessity of using a single logbook design. As a result, reporters should carefully review the detailed instructions, as they pertain to their particular fishing methods, to ensure that fishing activity is accurately and consistently recorded. Gear and effort data for gillnet, longline, and pot trips are examples of information that have been difficult to accurately capture on the FVTR. To assist in the accurate completion of these fields please refer to page 5 for field #10 and page 6, for fields #11 and #15. Examples are also located on page 8 for gillnet and pots. **NEW:** In response to industry, a mechanism has been provided to record data on total number of pots fished. The size of gear, field #11 will now be used to record the total number of pots in the water. The type of construction for pots will no longer be captured on the FVTR.

The owner/operator of a vessel issued a federal fishery permit with FVTR requirements is required to submit FVTRs for each trip taken. A new report page is necessary if there is any change in gear type, area fished, or mesh/ring size. The reporting requirements apply to those trips occurring in either federal or state waters, regardless of species fished for or retained. In essence, a vessel holding a federal fishery permit must report all of its activity, even if not fishing for a permitted species. For example, if a vessel holds a multispecies permit and is only fishing for lobster or tuna, the owner/operator must submit a FVTR for each trip the vessel makes in these fisheries. Having an observer present for a trip does not relieve you of this responsibility.

Please fill out FVTRs in **blue** or **black ink only** and be sure they are legible. Reports completed in pencil are unable to be processed and will be returned to the submitter to be completed in blue or black ink.

All fields must be completed on the FVTR, including signature and date. Incomplete FVTRs will be returned to the vessel owner for completion.

NEW PROTECTED SPECIES MANDATORY REPORTING

Incidental takes of sea turtles that occur during commercial fishing activities must be reported on the FVTR. This information will be used to assess the distribution, seasonality, and level of sea turtle bycatch in commercial fishing operations to better protect these species, as required by the Endangered Species Act of 1973. For additional information, contact the Protected Resources Division, Northeast Region, National Marine Fisheries Service, Gloucester, MA 01930, (978) 281-9328.

To report turtles incidentally caught, injured or killed, enter the species code for each turtle under the species code name column (#17) on the FVTR. The turtle species codes are found in Table 6, SPECIES CODE NAME. Enter the actual number (count) of sea turtles caught in the discard column (#19). Under the dealer name column (#21), comment on the condition of the sea turtles (e.g., alive, injured, or dead).

COMMON QUESTIONS and ISSUES

QUESTION: If I change gear, mesh size, or area fished during a trip, how do I document the trip?

ANSWER: Complete a separate report page for any change in gear type, mesh size or chart area.

QUESTION: I hold several federal permits. Do I have to complete more than one FVTR per trip?

ANSWER: No. Only one report is required for each trip regardless of how many permits a vessel holds.

QUESTION: Do I have to complete a report if I am going out just to set gear?

ANSWER: No. FVTRs do not have to be completed if the vessel only sets gear, returned to port prior to engaging in any fishing activity (e.g., mechanical break down, bad weather) or if the vessel is fishing recreationally (i.e., not for commercial purposes which includes party or charter vessels taking fishers for hire).

QUESTION: What if I do not land any fish on a trip?

ANSWER: If no species are landed, complete **all** of the trip information and gear information fields and enter **No Catch or NC** in the species code name column (#17).

QUESTION: If I send in several reports at one time, do I have to sign and date every report?

ANSWER: Yes. All FVTRs must be signed and dated or they will be returned to you for completion.

QUESTION: My vessel engages in dayboat fishing, why do I have to complete the date four times on a report?

ANSWER: All fields that require a date or time must be completed for the following reasons:

Date/Time Sailed field (#4) and **Date/Time Landed** field (#24) are necessary to determine the length of the trip.

Date sold column (#22) is needed to ensure the FVTR data coincides with the landing data reported by the dealer.

Signature Date field (#26) is required to certify that the information provided on the FVTR is true, complete and correct to the best of the owner/operator's knowledge.

QUESTION: Why are there so many copies of the FVTR?

ANSWER: The white copy of the FVTR is submitted to NMFS and the yellow copy should be retained for your own records. The blue copy is for your State agency. Contact your State fisheries agency to determine if the blue copy is required. If necessary, the green or goldenrod copies may be submitted to the dealer(s) to whom you sold your catch so dealer and vessel data can be verified.

QUESTION: My supply of FVTRs is getting low. How do I get more?

ANSWER: FVTRs can be obtained by mailing in the pink renewal form contained in each logbook package to the NMFS address below. You may also obtain FVTRs by contacting the NMFS Data Center office staff, either in person, or by telephone at (978) 281-9246 or by contacting your local NMFS Field Office.

QUESTION: How long do I have to keep copies of my logbook and where should it be stored?

ANSWER: FVTRs and any records upon which the reports were based must be kept on board the vessel for at least one year and retained by the owner/operator for a total of three years after the date of the last entry on the report.

DID NOT FISH REPORTS

If a vessel did not fish for an entire calendar month, it is necessary to submit a ADID NOT FISH@ report. Only **one** such trip report is needed per month regardless of the number of permits held. To correctly file a ADID NOT FISH@ report, complete the following steps on the FVTR:

*Record the month and year in the ADID NOT FISH@ section at the top of the form.

*Fill in the vessel name, USCG documentation or state registration number, and NMFS Northeast Region vessel permit number where indicated.

*Sign and date the form on the lines designated at the bottom of the form.

SUBMISSION OF REPORTS:

FVTRs must be received or postmarked by the 15th of the following month from which the trip landed (e.g., trips landing in June are due by July 15). All vessels issued a federal NorthEast multispecies permit are now required to submit VTRs on a weekly basis. VTRs, including “did not fish” reports, must be submitted by midnight of the first Tuesday following the reporting week (i.e., Sunday through Saturday) in which fish were offloaded. Any fishing activity during a reporting week, including starting a trip, landing, or offloading catch, counts as fishing during that reporting week and eliminates the need to submit a “did not fish” report for that week. Submit the white original to:

NMFS
Fishery Data Center
55 Great Republic Drive
Gloucester, MA 01930

If you have any questions regarding the FVTRs, please call NMFS at (978) 281-9246.

The National Marine Fisheries Service requires this information for the conservation and management of marine fishery resources in accordance with the Magnuson-Stevens Fishery Conservation and Management Act. The data reported will be used to develop, implement, and monitor fishery management strategies and for a variety of other uses. Submission is mandatory for those persons falling under the requirements of 50 CFR 648.7 (b). All data submitted will be handled as Confidential material in accordance with NOAA Administrative Orders. Public reporting burden for the survey is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to NMFS, One Blackburn Drive, Gloucester, MA 01930.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.

DETAILED INSTRUCTIONS

1. **VESSEL NAME:** Enter the name of your vessel. If vessel does not have a name, please respond by writing in Aunnamed.@"
 2. **USCG DOC. or STATE REG. NO:** Enter the official documentation number of your vessel or if your vessel is not documented with the Coast Guard, enter the state registration number of your vessel. USCG documentation numbers usually begin with either a 2, 5, 6, or 9. State registration numbers begin with a two letter abbreviation for your state (e.g. ME for Maine).
 3. **VESSEL PERMIT NUMBER:** Federally-permitted vessels enter the six digit number written on the fishing permit issued to your vessel by NMFS, Northeast Regional Office, Gloucester, Massachusetts. State-permitted vessels not holding a federal permit should leave this field blank.
 4. **DATE/TIME SAILED:** Enter the month, day, year and time (using the 24 hour clock/military time) you sailed. For example, January 1, 2002 at 4:15 PM should be recorded as 1/1/02 for date and 16:15 for time. **This entry does not need to reflect a vessel's days-at-sea call-out information.**
 5. **TRIP TYPE:** Check the box for the appropriate trip type - commercial, party or charter.
 6. **No. of CREW:** Enter the total number of crew members, including the captain. Party/Charter vessels should include all crew members or employees on board for the trip.
 7. **No. of ANGLERS:** **This field is to be completed for party/charter trips only.** Enter the total number of anglers, excluding the vessel's crew.
- NOTE: For each gear, chart area or mesh/ring size fished for a trip, a new REPORT PAGE must be completed.**
8. **GEAR FISHED:** Enter the code for the gear fished. Use the three letter codes in Table 4, CODES FOR GEAR FISHED. If more than one gear type was used during this trip, **a separate report page must be completed** for each gear. If you are fishing with a gear not provided in TABLE 4, write in the gear type.
 9. **MESH RING/SIZE:** Enter mesh/ring size of the gear being fished. Use the definitions in Table 5, "Gear Quantity, Size and Mesh/Ring Specifications" to determine the information to enter in this field for each gear type.

If more than one mesh/ring size was used in a haul (for example, multiple mesh sizes in a string of gillnets), enter the average per haul. If you changed mesh/ring size during this trip (for example, changing from a large mesh trawl to a small mesh trawl), **complete a separate report page** for each mesh/ring size used. Pot fishers should enter the size of the entrance to the pot (hoop, ring or opening size).
 10. **QUANTITY OF GEAR:** Enter the quantity of gear being fished per haul. Use the definitions in Table 5, "Gear Quantity, Size and Mesh/Ring Specifications" to determine the information to enter in this field for each gear type. If more than one of this gear type was used during the

trip, enter the average quantity of gear used per haul. **Rod and reel (handline, jig) should enter the total number of hooks used.**

11. **SIZE OF GEAR:** Enter size of the gear being fished. Use the definitions in Table 5, "Gear Quantity, Size and Mesh/Ring Specifications" to determine the information to enter in this field for each gear type. If several gear sizes were used, enter the average gear size used per haul. Pot fishers should enter the number of pots in the water.
12. **CHART AREA:** Enter the **three digit** area fished from the charts supplied. If fishing south of the area depicted on chart #8, enter 799; if fishing east of charts 1, 2, 4, or 8, enter 899. If more than one chart area from charts 1, 2, 3, 4, 5, 6, 7, 8 or 9 was fished during this trip, **a separate report page** for each area must be completed. If fishing in the areas found on the inshore charts for MA, RI, CT, and NY state waters, use the codes supplied on the inshore charts. **Note: Do not fill out a separate trip report if fished in more than one inshore chart area, as long as they are within the same offshore area.**
13. **AVG DEPTH:** Enter the average depth fished in **fathoms**.
14. **LATITUDE/LONGITUDE or LORAN:** Enter a **single set** of latitude and longitude bearings (**degrees** and **minutes**) where **most** of your fishing effort occurred in the chart area; or enter the 5 digit LORAN cross bearings where **most** of your fishing effort occurred in the chart area. If multiple bearings are fished, record the center point of the bearings.
15. **No. of HAULS:** Enter the total number of tows, sets, or strings you hauled or lifted. Harpoon gear, enter the number of throws.
16. **AVERAGE TOW/SOAK TIME:** Enter the total estimated amount of time fishing (hours and minutes), not including travel time.

Table 1.

Mobile Gear (trawls, dredges, etc.): Tow time is defined as from the time the gear is completely hooked up to when the gear is completely hauled back.

Fixed Gear (gillnets, long lines, pots, etc.): Soak time is defined as from when the first piece of gear is deployed until the last piece of gear is hauled back.
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Rod and Reel / Handline: Enter the average time (hours and minutes) lines were actually fishing. Not to include travel time.

Diving: Enter dive time.

Harpoons: Enter the total amount of time spent searching for targeted species.

17. **SPECIES CODE NAME:** Enter the code of each species caught during this trip. Use the **three to five letter** codes found in Table 6, SPECIES CODE NAME. If other species were caught that are not provided on TABLE 6, write in the species name.

18. **KEPT:**
POUNDS (Comm): For commercial trips, enter **hail weight** of each species kept for this report page.
COUNT (Rec): For recreational trips (party/charter), enter the **count** of each species kept for this report page.
19. **DISCARDED:**
POUNDS (Comm): For commercial trips, enter **hail weight** of each species discarded for this report page.
COUNT (Rec): For recreational trips (party/charter), enter the **count** of each species discarded for this report page.
20. **DEALER PERMIT NO.:** Enter the NMFS Northeast Region permit number issued to each dealer purchasing your catch. If all species for the trip are sold to the same dealer, only enter the dealer number for the first species and draw a line down through the following DEALER PERMIT No. lines. Do not enter State or NMFS Southeast Region permit numbers.
- If a species, or a portion of the catch of a species, landed is not sold to a federally-permitted dealer, enter the appropriate code listed below:

Table 2.

CODES	DEFINITION
99998	Used for home consumption
00001	Seized for violations
00002	Sold to another vessel for bait, or retained for bait
00003	IWP/JV transfer (enter the vessel name in the dealer name field)
00004	Future Sale (do not report this catch on a future FVTR)

21. **DEALER NAME:** Enter the name of the dealer who purchased each species of your catch for this trip. If all species for the trip are sold to the same dealer, only enter the dealer name for the first species and draw a line down through the following DEALER NAME lines.
22. **DATE SOLD:** Enter the month, day and year that each species of your catch for this trip was sold or otherwise disposed of. If all species for the trip are sold on the same date, only enter the date sold for the first species and draw a line down through the following DATE SOLD lines.
23. **PORT AND STATE LANDED:** Enter the name of the port and state where any offloading of catch occurs and/or trip was completed. Up to two (2) ports may be entered.
24. **DATE LANDED/TIME LANDED:** Enter the month, day, year and time (using the 24 hour clock/military time) you arrived in each port listed. For example, January 1, 2002 at 4:15 PM should be recorded as 1/1/02 for date and 16:15 for time. **This entry does not need to reflect a vessel's days-at-sea call-out information.**
25. **OPERATOR'S NAME & PERMIT NUMBER:** Print your name and your NMFS Operator's Permit Number. This is the 8 digit number on the operator's permit issued by NMFS/NERO Permit Office.

26. **OPERATOR'S SIGNATURE/DATE:** Signature of the vessel operator, Captain or person responsible for the truth and accuracy of the FVTR, and the date the report was signed.

FOR INFORMATION ONLY:

To effectively gauge fishing effort, relative to gear type, it is critical that the gear and effort information (boxes #8-11 and 15-16) be filled out as accurately as possible. Listed in Table 3 are reminders to aid in the correct reporting of certain gear types.

Table 3.

Trawls	- For >Size of Gear= enter only one length, the sweep length in feet (sweep length refers to footrope length).
Dredge	- For >Mesh/Ring Size= enter only the ring size. An example is a scallop dredge which contains a 5.5" mesh and a 3.25" ring size. The FVTR entry for >Mesh/Ring Size= would be 3.25".
Gillnet	- >Quantity of Gear= is entered as the average number of nets per string, and >Size of Gear= is entered as the average length of the nets used in a string rather than the entire string. A string 3000' in total length might typically consist of 10 nets (Quantity of Gear) with an average length of 300' (Size of Gear). Record gear size in feet. For >No. of Hauls= enter the number of strings hauled per trip.
Pots	- >Quantity of Gear= is the average number of pots per string, and >Size of Gear= is the number of pots in the water. For >No. of Hauls= enter the number of strings hauled per trip.
Harpoons	- >Quantity of Gear= is the number of harpoons rigged for use on a trip. >Number of Hauls= is the number of throws made per trip. For >Tow/Soak Time=, enter the total amount of time spent searching for the targeted species.

Below is an example of how the information requested may be used to determine effort:

Gillnet

Amount of gear fished = QUANTITY OF GEAR x SIZE OF GEAR x NO. OF HAULS
 Example = 10 nets x 300 ft x 4 hauls(strings) = 12000 units

Pots

Amount of gear fished = QUANTITY OF GEAR x NO. OF HAULS
 Example = 5 pots per string x 40 strings hauled = 200 units

When the >Average Tow/Soak Time= is combined with the >Amount of gear fished=, an overall fishing effort can be determined for any individual gear type.

Please note that the methods to quantify fishing effort vary among gear and fishery types, and these examples are intended only to illustrate the necessity of thorough data collection.

TABLE 6. SPECIES CODE NAME

		SKATE	SKATE / RAJA
		SKATW	SKATE WINGS
<u>GROUND FISH</u>			
COD	COD		
CUSK	CUSK	HAG	HAGFISH
HADD	HADDOCK		
RHAK	HAKE, RED/LING		
SHAK	HAKE, SILVER / WHITING	<u>PELAGIC SPECIES</u>	
WHAK	HAKE, WHITE	ALWF	ALEWIFE
MONK			
	MONKFISH/ANGLERFISH/GOOSEFISH	BLU	BLUEFISH
MONKL	MONKFISH LIVER	BON	BONITO
MONKT	MONKFISH TAILS	BUT	BUTTERFISH
CAT	OCEAN CATFISH / WOLFISH	HARV	HARVEST FISH
POUT	OCEAN POUT	HERR	HERRING, ATLANTIC
POLL	POLLOCK	HRBB	HERRING, BLUE BACK
RED	REDFISH / OCEAN PERCH		
		MEN	MENHADEN
<u>FLOUNDERS</u>		ESC	ESCOLAR
FLDAB	AMERICAN PLAICE / SEA		
	DAB	MACK	MACKEREL, ATLANTIC
FLBB	BLACKBACK / WINTER /	MACC	MACKEREL, CHUB
	CHANNEL	FRI	MACKEREL, FRIGATE,
FLSOU	FLOUNDER, SOUTHERN		BOO HOO
FLFSP	FOURSPOT	KGM	MACKEREL, KING
FLGS	GRAY SOLE /WITCH	SSM	MACKEREL, SPANISH
FLSD	SAND DAB / WINDOWPANE /		
	BRILL	SHAD	SHAD, AMERICAN
FLUKE	SUMMER / FLUKE	SHDG	SHAD, GIZZARD
FLYT	YELLOWTAIL	SHDH	SHAD, HICKORY
HAL	HALIBUT, ATLANTIC	SMLT	SMELT
HALG	HALIBUT, GREENLAND		
		DOL	DOLPHIN FISH/MAHI-
<u>OTHER FINFISH - NORTHERN</u>			MAHI
BBR	BLACK BELLIED ROSEFISH	BUM	MARLIN BLUE
BSB	BLACK SEA BASS	WHM	MARLIN WHITE
CUN	CUNNER	SUN	OCEAN SUNFISH
JDO	JOHN DORY	SWO	SWORDFISH
LUMP	LUMPFISH	OPAH	OPAH / MOONFISH
PERW	PERCH, WHITE		
PUF	PUFFER, NORTHERN	<u>SHARKS</u>	
RPG	RED PORGY	DGCH	DOGFISH, CHAIN
RSC	ROUGH SCAD	DGSM	DOGFISH, SMOOTH
SCUP	SCUP / PORGY	DGSP	DOGFISH, SPINY
SCUL	SCULPINS	SHBA	BASKING
SPOT	SPOT	SHBN	BIGNOSE
SRAV	SEA RAVEN	SHBT	BLACK TIP
SROB	SEA ROBINS	SHBL	BLUE
SIL	SILVERSIDES, ATLANTIC	SHBU	BULL
STB	STRIPED BASS / ROCKFISH	SHDU	DUSKY
STUR	STURGEON, ATLANTIC	SHHA	HAMMERHEAD
STSN	STURGEON, SHORT-NOSE	SHLE	LEMON
TAU	TAUTOG	SHML	MAKO LONGFIN
TILEB	BLUELINE TILEFISH	SHMS	MAKO SHORTFIN
TILEG	GOLDEN TILEFISH	SHNI	NIGHT
TILES	SAND TILEFISH	SHNU	NURSE
TOAD	TOADFISH, OYSTER	SHPB	PORBEAGLE
WHB	WHITING, BLACK	SHSB	SANDBAR

SHST	SAND TIGER	TABLE 6. SPECIES	PERSA	
SHSN	SHARPNOSE	CODE NAME		
SHSI	SILKY	(continued)		PERC
SHSP	SPINNER			H,
SHTH	THRESHER	<u>OTHER FINFISH -</u>		SAND
SHTB	THRESHER, BIGEYE	<u>SOUTHERN</u>	PIG	
SHTI	TIGER	BARRA		
SHWH	WHITE			PIGF
SHWT	WHITETIP			ISH
		BARRACUDA	POM	
		COBIA		POMPANO, COMMON
		COBIA		
		CREV		
		CREVALLE	RIB	
		CRO		RIBBONFISH
		CROAKER, ATLANTIC	RUNB	
		DRUMB		BLUE RUNNER
		DRUM, BLACK	SHEEP	
		DRUMR		SHEEPSHEAD
		DRUM, RED	SNAP	
		GAR		SNAPER, OTHER
		GARFISH		
		GRPR	SNAPR	
		GRUPE R - OTHER		SNAPER, RED
		GRPSN	SNAPV	
		GRUPE R, SNOWY		SNAPER, VERMILLION
		GRUNT		
		GRUNT		
		HGF	SPADE	
		HOGFISH		SPADEFISH
		LADY		
		LADYFISH	SQRF	
		MUL		SQUIRREL FISH
		MULLET	TRIGS	

	TRIGGERFI SH	CRG			SCALLO P, BAY		BIG EYE
WAH			CRAB, GREEN	SCC		BFT	
WKSQ	WAHOO	CRHS			SCALLO P, CALICO	BLKFT	BLUE FIN
	WEAKFISH / SQUETEAGU E / GRAY SEA TROUT	CRJ	CRAB, HORSES HOE	SCI			BLAC KFIN
WKSP			CRAB, JONAH		SCALLO P, ICELAN DIC	LTA	LITT LE
		CRQS		SCAL			
WHK	WEAKFISH, SPOTTED		CRAB, QUEEN SNOW		SCALLO P, SEA	SKJ	SKIP JACK
	WHITING, KING / KINGFISH	CRRD		WHKC		YFT	
			CRAB, RED		WHELK, CHANNE LED		YELL OWFI N
		CRRK					
<u>SHELLFISH</u>				WHKN			
CLA			CRAB, ROCK			EELA	
	CLAM, ARTIC SURF	CRSP			WHELK, KNOBBE D		EEL, AMER ICAN
CLH			CRAB, SPIDER	WHKL		EELC	
	CLAM, HARD, BAY QUAHOG	LOB			WHELK, LIGHTN ING		EEL, CONG ER
CLR			LOBSTE R	WHKNS			
		SHRM			CONCH, NON- SPECIF IED	<u>INVERTEBRATES</u> OCT	
CLSO	CLAM, RAZOR		SHRIMP , MANTIS				OCTO PUS
	CLAM, SOFT	SHR		OYS		CUC	
CLSU			SHRIMP , PANDAL ID	MUS	OYSTER		SEA CUCU MBER S
CLQU		SHRP			MUSSEL S	URCH	
	QUAHOG, OCEAN		SHRIMP , PENAEI D	<u>TUNAS</u> ALB			SEA URCH INS
CRB					ALBACO RE	SQI	
	CRAB, BLUE			AMB			SQUI D, ILLE X
CRC					AMBERJ ACK		
	CRAB, CANCER	<u>SHELLFISH</u> (continued) SCB		BET		SQL	

SQUID,
LOLIGO

STAR

STARFISH

SEA TURTLES

LOTU

LOGGERHEAD SEA
TURTLE

LETU

LEATHERBACK SEA
TURTLE

RITU

KEMP'S
RIDLEY
SEA
TURTLE

GRTU

GREEN SEA
TURTLE

HATU

HAWKSBILL
SEA
TURTLE

UNTU

UNIDENTIFIED SEA
TURTLE