



New Jersey Commercial Harvester Trip Report Reporting Instructions



These instructions are intended to aid owner/operators in determining when they need to submit Harvester Trip Reports and how to properly complete them. If you have any questions, or require clarification, please don't hesitate to contact Chad Power or Tim Daniels at (609) 748-4344 or (609) 748-4334.

- Harvester Trip Reports must be submitted in **full** on a monthly basis. Reports must be received by the Marine Fisheries Administration postmarked by the 10th day of the month following the month in which the trip occurred.
- Did Not Fish reports are due in accordance with the above submission schedule.
- Each trip must be reported separately and include **ALL** species caught from the trip. Do not combine multiple trips into a single report section.
- A new Harvester Trip Report is required if during a trip there is any change in gear type, chart area, or mesh/ring size.
- All fields on the Harvester Trip Reports must be completed using blue or black ink only.
- Incomplete, incorrect, and illegible Harvester Trip Reports will be returned to the vessel owner for correction.
- New Jersey Harvester Trip Reports must be completed by fishermen who possess only a State issued license or permit. Vessels with Federal Permits that are required to complete Federal Vessel Trip Reports must continue to do so for **ALL** species harvested.
- **Fishermen who submit trip reports electronically through SAFIS eTRIPS do not need to submit paper New Jersey Fishing Vessel Trip Reports.**

To apply for a SAFIS eTRIPS electronic account, or to print out additional Harvester Trip reporting forms, please visit: <http://njfishandwildlife.com/forms.htm#fishing>

Submitting the paper form

Copies of each completed Federal VTR, and New Jersey Harvester Trip Reports must be submitted to the mailing address below. Sign and date the form, signifying that the data are accurate, and submit the form to NJ DFW by the 10th of the month following the month of reporting. Reports must be submitted as follows:

Fax:
(609) 748-2032

or

Mail:
Trip Report
Marine Fisheries Administration
PO Box 418
Port Republic, NJ 08241

Instructions for completing the Harvester Trip Report

*To submit a DID NOT FISH report, check off the appropriate months in the **Did Not Fish** field located at the top of the page. Enter **Signature** and **Date** at the bottom of the form.

1. **Fisherman name:** Enter your full name, including suffixes (such as Sr., Jr., etc.).
2. **Gear ID:** Enter your four or five digit Marine Fisheries or Shellfisheries Gear Identification (BMFID) number.
3. **Vessel ID:** Enter the official federal (USCG) documentation number of your vessel. If your vessel is not documented with the Coast Guard, enter the State Registration number of your vessel. * If a vessel was not used, please check the box labeled, "I fished from shore."
4. **Vessel name:** Enter the registered name of your vessel. If the vessel has no official name, enter "NA". If no vessel was used, enter "No Vessel".
5. **Chart area:** Enter the **three-digit** area fished from the fishing area charts (attached). If fishing less than 3 miles from shore, use the "Nearshore Area Chart." If fishing more than 3 miles from shore, use the "Offshore Area Chart." If more than one chart area was fished during a trip, **a separate report must be completed for each area.** If your tow or the placement of your fixed gear (for example, gillnets) crosses chart area boundaries, the area you report must be the area you were in when you started to retrieve or haul back your gear.
6. **Gear type:** Enter the three letter code found in the **Gear Codes Table** (attached) of the gear being fished. If more than one gear type was used during this trip, **a separate report must be completed for each gear used.** If you are fishing with a gear type not provided in the table below, please write in the full name of the gear being used.
7. **Gear quantity:** Enter the quantity of gear being fished per haul. Use the definitions in the **Fishing Effort Information by Gear Type** table (attached). If more than one of this gear type was used during the trip, enter the average quantity of gear used per haul.
8. **Gear size:** Enter size of the gear being fished using the definitions in the **Fishing Effort Information by Gear Type** table (attached).
9. **Mesh size:** Enter mesh/ring size of the gear being fished. Use the definitions in the **Fishing Effort Information by Gear Type** table (attached). 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 mesh/ ring size 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** for each mesh/ring size used.
10. **Trip Date:** Enter the month, day, and year of the date your trip started (left port).
11. **# crew:** Enter the total number of crew members **including** the captain.

12. # **hauls**: Enter the total number of tows, sets, or strings you hauled as appropriate for your gear using the **Fishing Effort Information by Gear Type** table (attached).

13. **Soak time**: Depending upon the gear used, you will enter either the **average** tow time per haul, the total time that the gear soaked or the estimated time you spent fishing (not including travel time). Enter the total estimated amount of time fishing (hours and minutes).

- **Mobile Gear (trawl, dredges, etc.)**: Enter the **average** amount of time per tow which is defined as from the time the gear is completely hooked up to when the gear is completely hauled back.
- **Fixed Gear (gill nets, long lines, pots, etc.)**: Enter the **average** time that the gear soaked which is defined as from when the first piece of gear is deployed until the last piece of gear is hauled back.
- **Rod & Reel / Hand Line**: Enter the **average** amount of time the lines were actually fishing.
- **Harpoon**: Enter the **total** amount of time spent searching for targeted species.
- **Diving**: Enter dive time

14. **Species**: Enter the code of each species caught. Use the codes found in the **Species Code Table** (attached). If other species were caught that are not provided in the table please enter the full name of the species.

15. **Kept lbs**: Enter the **total pounds** of each species in the KEPT LBS. column.

16. **Discards**: Enter the **total amount and units** of each species in the DISCARDS column

17. **Disposition**: Enter the intended use of the species kept using the **Dispositions** table (attached).

18. **Buyer**: Enter the full name of the company or individual your harvest was sold to. If harvest is sold to a federally permitted dealer, you may use their federal dealer permit number.

19. **County**: Enter the county of the port where each species was physically offloaded. This includes all catch that is offloaded but not sold to a seafood dealer.

20. **Signature**: Signature of the vessel operator, Captain or person responsible for the truth and accuracy of the trip report. ***Note: A trip report without a signature is considered incomplete and will be returned to the vessel owner for completion.**

21. **Date**: The month, day, and year that the trip report form was signed.

Remember to retain a copy of each submittal form for your records.

Gear Codes Table:

	CODE	GEAR DESCRIPTION		CODE	GEAR DESCRIPTION	
TRAWL	OHS	OTTER TRAWL, HADDOCK SEPARATOR	DREDGES	DRC	DREDGE,OCEAN QUAHOG/SURF CLAM	
	OTB	OTTER TRAWL, BEAM		DRM	DREDGE,MUSSEL	
	OTC	OTTER TRAWL, BOTTOM, SCALLOP		DRO	DREDGE,OTHER	
	OTF	OTTER TRAWL, BOTTOM, FISH		DRS	DREDGE,SCALLOP,SEA	
	OTM	OTTER TRAWL, MIDWATER		DSC	DREDGE, SCALLOP-CHAIN MAT	
	OTO	OTTER TRAWL, BOTTOM, OTHER		DRU	DREDGE, URCHIN	
	OTR	OTTER TRAWL, RUHLE		DRC	DREDGE, CRAB	
	OTS	OTTER TRAWL, BOTTOM, SHRIMP		PTC	POT, CRAB	
				PTE	POT, EEL	
				PTF	POT,FISH	
SEINES	PTM	PAIR TRAWL, MIDWATER	POTS AND TRAPS	PTH	POT, HAG	
	PTB	PAIR TRAWL, BOTTOM		PTL	POT,LOBSTER	
	PUR	SEINE, PURSE		PTO	POT,OTHER	
	SED	SEINE, DANISH		PTS	POT,SHRIMP	
	SHE	SEINE, HAUL		PTW	POT, CONCH/WHELK	
	SES	SEINE, SCOTTISH		PTX	POTS,MIXED	
GILLNETS	STS	SEINE, STOP		TRP	TRAP, MINNOW	
	GND	GILL NET, DRIFT, LARGE MESH		WEI	WEIR	
	GNO	GILL NET, OTHER		MFN	MINIATURE FYKE-NET	
	GNR	GILL NET RUNAROUND		CAR	HERRING CARRIER VESSEL	
	GNS	GILL NET, SINK		CST	CAST/BAIT NET	
	GNT	GILL NET, DRIFT, SMALL MESH		DIV	DIVING GEAR	
HOOK AND LINE	GNA	GILL NET, STAKED/ANCHORED		OTHER	FYK	FYKE NET
	LLB	LOGLINE,BOTTOM			HRP	HARPOON
	LLO	LOGLINE, OTHER			MIX	MIXED GEAR
	LLP	LOGLINE, PELAGIC			RAK	HAND RAKE
	HND	HAND LINE/ROD & REEL	OTH		OTHER GEAR	

Disposition Table:

Disposition	Code
Food	HF
Bait	BT
Reduction	RD
Personal use	PU
Aquaculture	AQ
Animal food	AF
Other	OT

Fishing Effort Information by Gear Type

Trawl	Mesh/Ring Size	Smallest mesh size used in Cod end or liner
	Gear Quantity	Number of individual trawls being hauled at one time
	Gear Size	Sweep (foot rope) length in feet
	Number of Hauls	Number of tows hauled per trip
	Tow/Soak Time	Average tow time per haul
Dredge	Mesh/Ring Size	Ring size
	Gear Quantity	Number of dredges
	Gear Size	Dredge width in inches
	Number of Hauls	Number of tows hauled per trip
	Tow/Soak Time	Average tow time per haul
Gillnet	Mesh/Ring Size	Mesh size
	Gear Quantity	Average number of nets per string
	Gear Size	Average length of the nets used in a string (not the entire string)
	Number of Hauls	Number of strings hauled per trip
		<i>For example, a string 3000 feet in total length would typically consist of 10 nets (Gear Quantity) with an average length of 300 feet (Gear Size).</i>
	Tow/Soak Time	Average soak time per haul
Pots	Mesh/Ring Size	Entrance (ring, hoop) size
	Gear Quantity	Average number of pots per string
	Gear Size	Total number of pots in the water
	Number of Hauls	Number of strings hauled per trip
	Tow/Soak Time	Average soak time per haul
Seines	Mesh/Ring Size	Mesh size
	Gear Quantity	Number of nets
	Gear Size	Length of head rope in feet
	Number of Hauls	Number of strings hauled per trip
	Tow/Soak Time	Average soak time per haul
Rod & Reel \ Hand Line	Mesh/Ring Size	Leave blank
	Gear Quantity	Number of hooks per line
	Gear Size	Leave blank
	Number of Hauls	Leave blank
	Tow/Soak Time	Total length of trip minus steam time

Fishing Effort Information by Gear Type (continued)

Diving	Mesh/Ring Size	Leave blank
	Gear Quantity	Leave blank
	Gear Size	Leave blank
	Number of Hauls	Leave blank
	Tow/Soak Time	Dive time
Longline	Mesh/Ring Size	Leave blank
	Gear Quantity	Number of hooks per line
	Gear Size	Main line length to the nearest tenth of a nautical mile (e.g. 1.5)
	Number of Hauls	Number of sets hauled
	Tow/Soak Time	Average soak time per haul
Harpoon	Mesh/Ring Size	Leave blank
	Gear Quantity	Number of harpoons
	Gear Size	Leave blank
	Number of Hauls	Number of throws
	Tow/Soak Time	Total amount of time spent searching for targeted species
Cast Net	Mesh/Ring Size	Mesh size
	Gear Quantity	Leave blank
	Gear Size	Average radius of net(s)
	Number of Hauls	Number of hauls
	Tow/Soak Time	Total amount of time spent searching for targeted species
Traps	Mesh/Ring Size	Mesh size of crib
	Gear Quantity	Number of traps
	Gear Size	Length of leader (feet)
	Number of Hauls	number of sets lifted
	Tow/Soak Time	Average soak time per haul
Hand Rake	Mesh/Ring Size	Leave blank
	Gear Quantity	Leave blank
	Gear Size	Leave blank
	Number of Hauls	Leave blank
	Tow/Soak Time	Total time spent fishing

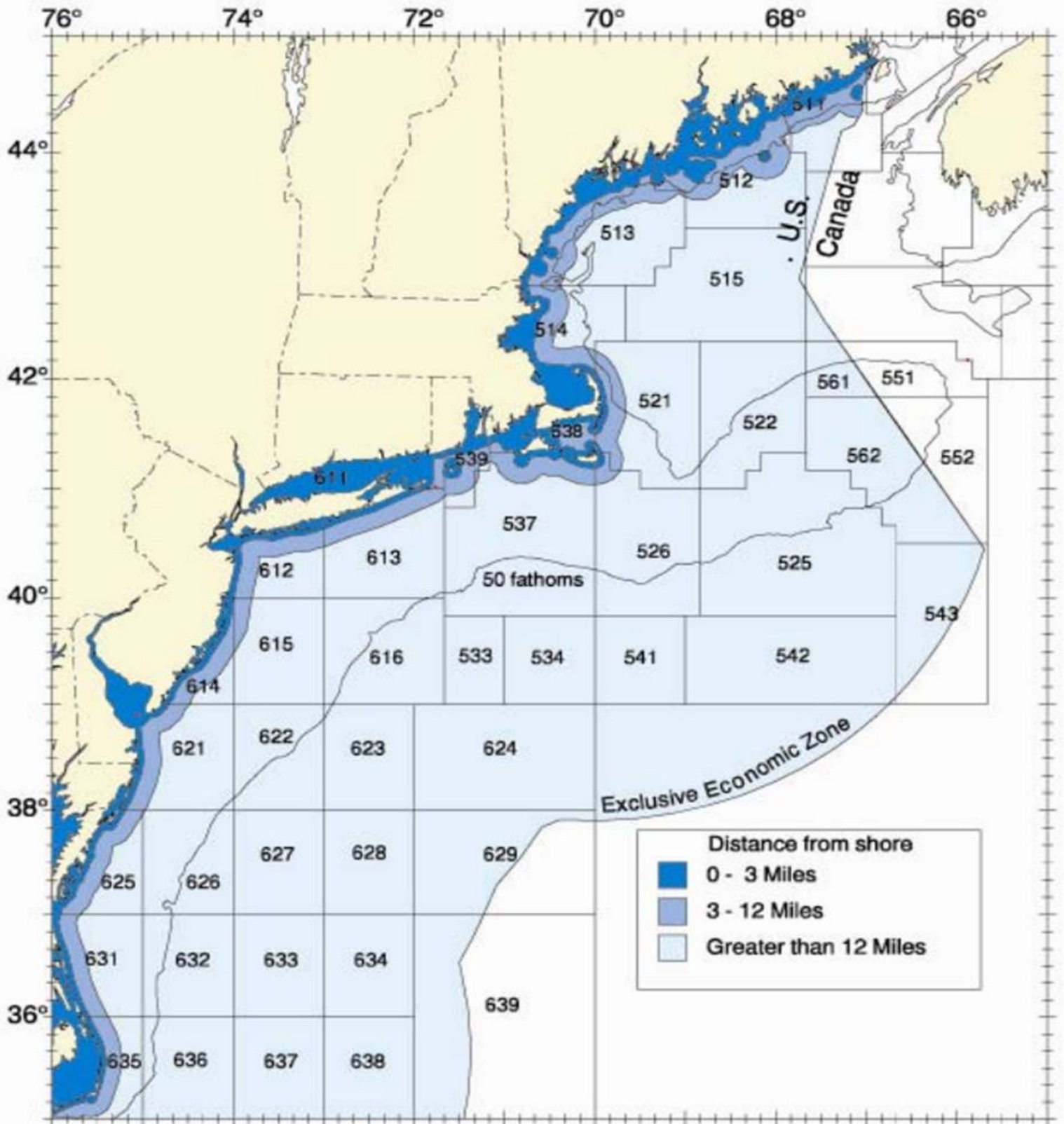
Species Codes Table:

	Code	Species Name			
GROUND FISH	COD	COD	SKATES	SKBARN	SKATE, BARNDOR
	CUSK	CUSK		SKCL	SKATE, CLEARNOSE
	HADD	HADDOCK		SKL	SKATE, LITTLE (SUMMER)
	RHAK	HAKE, RED/ LING		SKLWIN	SKATE, LITTLE/WINTER
	SHAK	HAKE, SILVER/ WHITING		SKROSE	SKATE, ROSETTE
	SPHAK	HAKE, SPOTTED		SKSM	SKATE, SMOOTH
	WHAL	HAKE, WHITE		SKTHOR	SKATE, THORNY
	MONK	MONKFISH/ ANGLERFISH/ GOOSEFISH		SKWIN	SKATE, WINTER
	MONKH	MONK HEADS		SKBARNW	SKATE WINGS, BARNDOR
	MONKL	MONK LIVERS		SKCLW	SKATE WINGS, CLEARNOSE
	MONKT	MONK TAILS		SKLW	SKATE WINGS, LITTLE (SUMMER)
	POUT	OCEAN POUT		SKLWINW	SKATE WINGS, LITTLE/ WINTER
	POLL	POLLOCK		SKROSEW	SKATE WINGS, ROSETTE
	RED	REDFISH/ OCEAN PERCH		SKSMW	SKATE WINGS, SMOOTH
	CAT	WOLFISH/ OCEAN CATFISH		SKTHORW	SKATE WINGS, THORNY
FLDAB	AMERICAN DAB/ DAB	SKWINW	SKATE WINGS, WINTER		
FLOUNDERS	FLFSP	FOURSPOT	OTHER FINFISH, NORTHERN	SAL	SALMON, ATLANTIC
	FLSD	SAND DAB/ WINDOWPANE, BRILL		BBR	ROSEFISH, BLACK BELLIED
	FLSOU	SOUTHERN		BSB	SEA BASS, BLACK
	FLUKE	SUMMER/ FLUKE		CUN	CUNNER
	FLBB	WINTER/ BLACKBACK		JDO	JOHN DORY
	FLGS	WITCH/ GRAY SOLE		LUMP	LUMPFISH
	FLYT	YELLOWTAIL		PERW	PERCH, WHITE
	HAL	HALIBUT, ATLANTIC		PERY	PERCH, YELLOW
	HALG	HALIBUT, GREENLAND		PUF	PUFFER, NORTHERN
	ALWF	ALEWIFE		RPG	PORGY, RED
HERR	HERRING, ATLANTIC	RSC		SCAD,ROUGH	
HRBB	HERRING, BLUEBACK	SCUL		SCULPINS	
MEN	MENHADEN	SCUP		SCUP/ PORGY	
ESC	ESCOLAR	SRAV		SEA RAVEN	
SMLT	SMELT	SROB		SEA ROBINS	
BLU	BLUEFISH	SIL	SILVERSIDES, ATLANTIC		
BON	BONITO	SPOT	SPOT		
BUT	BUTTERFISH	STB	STRIPED BASS/ ROCKFISH		
HARV	HARVEST FISH	STUR	STURGEON, ATLANTIC		
MACK	MACKEREL, ATLANTIC	STSN	STURGEON, SHORT-NOSE		
MACC	MACKEREL, CHUB	TAU	TAUTOG		
FRI	MACKEREL, FRIGATE/BOO HOO	TILEB	TILEFISH, BLUELINE		
KGM	MACKEREL, KING	TILEG	TILEFISH, GOLDEN		
SSM	MACKEREL, SPANISH	TILES	TILEFISH, SAND		
SHAD	SHAD, AMERICAN	TOAD	TOADFISH, OYSTER		
SHDG	SHAD, GIZZARD	WHB	WHITING, BLACK		
SHDH	SHAD, HICKORY	TUNA	ALB	ALBACORE	
DOL	DOLPHIN FISH/ MAHI MAHI		AMB	AMBERJACK	
BUM	MARLIN, BLUE		BET	BIG EYE	
WHM	MARLIN, WHITE		BLKFT	BLACKFIN	
SUN	OCEAN SUNFISH/ MOLA		BFT	BLUEFIN	
SWO	SWORDFISH		LTA	LITTLE	
OPAH	OPAH/ MOONFISH		SKJ	SKIPJACK	
			YFT	YELLOWFIN	

Species Codes Table (continued):

OTHER FINFISH, SOUTHERN	BARRA	BARRACUDA
	BARRA	BARRELFISH
	RUNB	BLUE RUNNER
	COBIA	COBIA
	CREV	JACK, CREVALLE
	CRO	CROAKER, ATLANTIC
	DRUMB	DRUM, BLACK
	DRUMR	DRUM, RED
	GAR	GARFISH
	GRPSN	GROUPEL, SNOWY
	GRPR	GROUPEL, OTHER
	GRUNT	GRUNT
	HGF	HOGFISH
	LADY	LADYFISH
	MUL	MULLETS
	NSG	STARGAZER, NORTHERN
	PERSA	PERCH, SAND
	PIG	PIGFISH
	POM	POMPANO, COMMON
	RIB	RIBBONFISH
	SHEEP	SHEEPSHEAD
	SNAPR	SNAPPER, RED
	SNAPV	SNAPPER, VERMILLION
	SNAP	SNAPPER, OTHER
	SPADE	SPADEFISH
	SQRF	SQUIRRELFISH
	TRIG	TRIGGERFISH
	WAH	WAHOO
	WKSQ	WEAKFISH/ SEA TROUT SQUETEAGUE
	WKSP	WEAKFISH/SEA TROUT SPOTTED
KIN	WHITING, KING/ KINGFISH	
WRK	WRECKFISH	
OTHER	EELA	EEL, AMERICAN
	EELC	EEL, CONGER
	KIL	KILLIES/ MINNOWS
	HAG	HAGFISH
	SNTU	TURTLE, SNAPPING
	DBT	DIAMONDBACK TERRAPIN
	CAT	CATFISHES
INVERTEBRATES	JLY	JELLYFISH
	OCT	OCTOPUS
	CUC	SEA CUCUMBERS
	URCH	SEA URCHINS
	ILX	SQUID, ILLEX
	LOL	SQUID, LOLIGO
TURTLES	STAR	STARFISH
	GRTU	GREEN
	HATU	HAWKSBILL
	RITU	KEMPS RIDLEY
	LETU	LEATHERBACK
	LOTU	LOGGERHEAD
UNTU	UNIDENTIFIED	
SHARKS	DGCH	DOGFISH, CHAIN
	DGSM	DOGFISH, SMOOTH
	DGSP	DOGFISH, SPINY
	SHBA	SHARK, BASKING
	SHBN	SHARK, BIGNOSE
	SHBT	SHARK, BLACKTIP
	SHBL	SHARK, BLUE
	SHBU	SHARK, BULL
	SHDU	SHARK, DUSKY
	SHFI	SHARK, FINETOOTH
	SHHA	SHARK, HAMMERHEAD
	SHLE	SHARK, LEMON
	SHML	SHARK, MAKO, LONGFIN
	SHMS	SHARK, MAKO, LONGFIN
	SHNI	SHARK, NIGHT
	SHNU	SHARK, NURSE
	SHPB	SHARK, PORBEAGLE
	SHST	SHARK, SAND TIGER
	SHSB	SHARK, SANDBAR
	SHSN	SHARK, SHARPNOSE
SHELLFISH	SHSI	SHARK, SILKY
	SHSP	SHARK, SPINNER
	SHTH	SHARK, THRESHER
	SHTB	SHARK, TRESHER, BIG EYE
	SHTI	SHARK, TIGER
	SHWH	SHARK, WHITE
	SHWT	SHARK, WHITETIP
	CLBA	CLAM, BLOOD ARC
	CLA	CLAM, ARCTIC SURF
	CLR	CLAM, RAZOR
	CLSO	CLAM, SOFT
	CLSU	CLAM, SURF
	CLH	CLAM, HARD QUAHOG
	CLQU	CLAM, OCEAN QUAHOG
	CRB	CRAB, BLUE
	CRC	CRAB, CANCER
	CRG	CRAB, GREEN
	CRHS	CRAB, HORSESHOE
	CRJ	CRAB, JONAH
	CRQS	CRAB, QUEEN SNOW
CRRD	CRAB, RED	
CRRK	CRAB, ROCK	
CRSP	CRAB, SPIDER	
LOB	LOBSTER, AMERICAN	
SHRM	SHRIMP (MANTIS)	
SHRP	SHRIMP (PANAID)	
SHR	SHRIMP (PANDALID)	
SCAL	SCALLOP, SEA	
SCALS	SCALLOP, SEA, IN SHELL	
SCB	SCALLOP, BAY	
SCC	SCALLOP, CALICO	
SCI	SCALLOP, ICELANDIC	
WHKC	WHELK, CHANNLED	
WHKN	WHELK, KNOBBED	
WHKL	WHELK, LIGHTNING	
WHWV	WHELK, WAVED	
MUS	MUSSELS	
OYS	OYSTERS	

Offshore Fishing Area Chart





NJ DEP Commercial Landings Area Chart

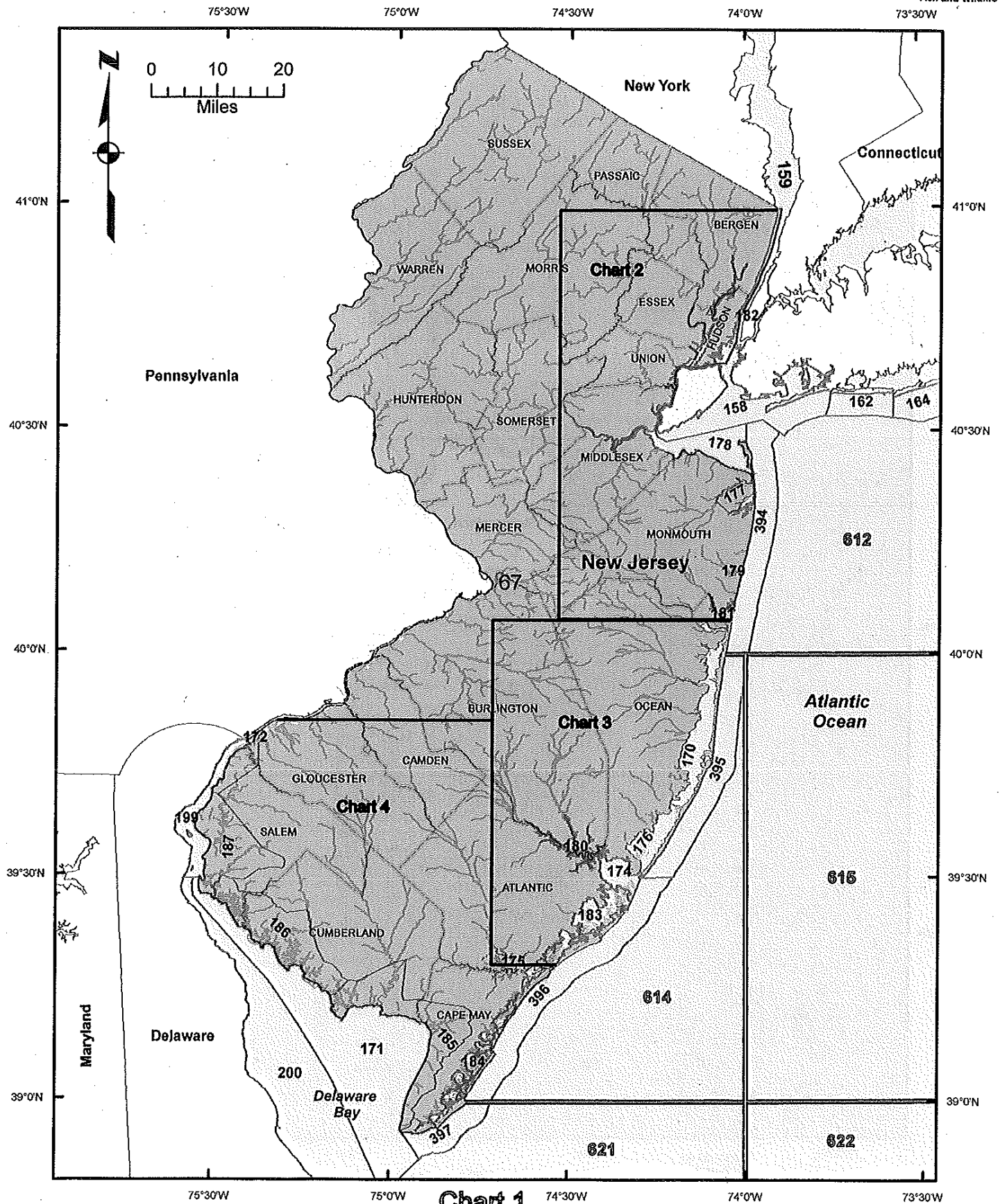


Chart 1

