Greater Atlantic Region

Fishing Vessel Trip Report (VTR) Reporting Instructions

January 23, 2017

These instructions may be found on the Greater Atlantic Regional Office website under Programs => APSD

VESSEL TRIP REPORTING (VTR) OVERVIEW

If you have any questions regarding these instructions, please don't hesitate to contact the VTR support team at (978) 281-9246. This line is heavily used, so if you get voicemail, please leave your name and number—in most cases, we are able to return calls within one business day.

VTR Requirements by Vessel Permit Type

Permit Type	Frequency of Reporting	Reporting Deadline
If a vessel is issued a permit for: *Atlantic herring; *Atlantic mackerel; *Illex squid; *Longfin squid/butterfish; *Northeast multispecies; *Ocean quahogs: *Surfclams	Then the owner/operator must submit trip reports weekly	Reports must be postmarked or received by midnight of the Tuesday following the reporting week (Sunday through Saturday). If a trip starts in one week, and offloads in the next, it should be reported in the week the catch was offloaded.
If a vessel is issued a permit for: *Atlantic bluefish *Atlantic deep-sea red crab *Atlantic sea scallop *Black sea bass *Monkfish *Northeast skate *Scup *Spiny dogfish *Summer flounder *Tilefish	Then the owner/operator must submit trip reports monthly	Reports must be postmarked or received within 15 days of the end of the month. If a trip starts in one month, and offloads in the next, it should be reported for the month in which the catch was offloaded
If a vessel is issued a permit for American lobster **and** no other Greater Atlantic Region vessel permit	Then the owner/operator is not required to submit trips reports (check with your state, which may require reporting).	--

Defining fishing trip activity that requires a VTR

If your vessel is issued any of the fishery permits with reporting requirements shown in the table above, you are required to complete a VTR for every fishing trip, whether the vessel is fishing in state or federal waters, or in another region of the country, such as Gulf of Mexico. This is true for all trips, no matter what species is being fished for or caught. Having an observer or at-sea monitor on board during a trip does not relieve you from this requirement.

These instructions clarify that a VTR is required for any trip on a federally permitted vessel when you catch fish, or when your operations include activities that would support fishing, such as preparing to catch or harvest fish, or attempting to catch or harvest fish. All such fishing activities must be reported, even if no landings are made. The trip is the period of time during which these activities are conducted, beginning when the vessel leaves port and ending when the vessel returns to port.

There are only two instances where a VTR isn't required for a specific trip:

- **If you are transiting without any product onboard and don't engage in any fishing activity. For example, you're moving your vessel to a shipyard or you're returning to your home port.**
- **If you are operating under a scientific Letter of Acknowledgement**

You are required to report fishing trips even if no fish are caught or onboard if the following events occur:

- If you begin a fishing trip, but must return to port before setting or retrieving gear because of issues like bad weather or mechanical problems, then you must still complete a VTR. In this case, you must complete the information in VTR Fields 1-6, along with fields 24-27, and enter "No Effort" in the lower portion of the VTR.
- If you make a fishing trip just to set out gear you must still complete a VTR. Complete the information in VTR fields 1-6, along with fields 24-27, and enter "Set Only" in the lower portion of the VTR.
- If you make an unsuccessful trip, and don't catch any fish, you must still complete a VTR. In this case, you must complete all of the trip information in VTR Fields 1-16, and enter "No Catch" or "NC" in the species code field (#17).

When to complete and submit more than one VTR page

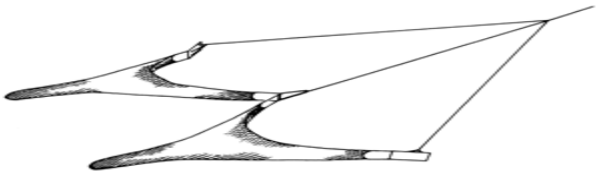
You must complete all of the fields on a new VTR page each time you change your fishing area or gear. This means a new page is required each time you:

- Change the chart area (inshore or offshore) in which you are fishing;
- Change the type of gear you are using; or
- Change the mesh size or ring size in the gear you are using.

New gear codes

VTR Field #7 requires you to identify the type of gear you used. New codes have been added to the gear code table (page 9) so that we can get better information about fishing gears. The scallop dredge codes are critical for evaluating the effectiveness of scallop dredge gear modifications for reducing interactions with sea turtles. The codes are summarized below:

- DRS – this code should be used for the standard scallop dredge
- DSC – this code should be used for the standard scallop dredge with chain mat
- DTS – this new code should be used for the scallop turtle deflector dredge
- DTC – this new code should be used for the scallop turtle deflector dredge with chain mat
- OTT – this code should be used for otter trawls (OTF) that are joined together in a "Twin Trawl" configuration. A "Twin Trawl" refers to two nets that are joined together in the middle as shown in below (Figure 1).



How to report when you fish in more than one chart area

If your fishing activity occurs in more than one chart area, you must submit a VTR for each chart area where you started to haul back or retrieve gear. 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. For the gear types shown in the gear code table on page 9, this means:

- For mobile gear (trawl gears and dredges), you report the area where the hauling equipment is put into gear with the intention of hauling back and retrieving a net or dredge;
- For fixed gear (gillnets, longline, pots, traps, and weirs) you report the area where the hauling equipment is put into gear or retrieval of one end of the set begins.
- For purse seine gear, and other seine gears, you report the area where the skiff hits the water upon setting the gear, or when the first piece of gear hits the water, whichever occurs first.
- For handline, rod and reel, and the gears listed as "other gears", you report the area where the gear is completely retrieved and aboard the vessel.

For example, if you start a tow in chart area 522, start hauling back in area 525, and land 100 pounds of monkfish, then all the catch from this tow would be reported in chart area 525.

Protected Species

You must report all species caught (both kept and discarded), including all protected species. To report sea turtles or ESA-listed fish species (e.g., Atlantic salmon or sturgeon) incidentally caught, injured, or killed, enter the species code for each turtle or fish under the species code name column (#17) on the VTR. Enter the actual number (count) of sea turtles or listed fish caught in the discard column (#19). Under the dealer name column (#21), comment on the condition of the sea turtles or listed fish (e.g., alive, injured, or dead).

When an incidental mortality or injury of a marine mammal (seals, dolphins, porpoises, and whales) occurs during commercial fishing activities, you must also fill out and return the Marine Mammal Authorization Program Mortality & Injury Reporting Form within 48 hours of returning from the trip on which the incident occurred. You may obtain additional information, including a reporting form, by visiting the Greater Atlantic Region's website or calling (978) 281-9328.

The National Marine Fisheries Service requires vessel trip 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 NOAA Fisheries, 55 Great Republic 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.

Privacy Act Statement

Authority: The collection of this information is authorized under the Magnuson-Stevens Fishery Conservation and Management Act, 16 U.S.C 1801 et seq..

Purpose: The Magnuson-Stevens Act requires that conservation and management measures must prevent over fishing while achieving, on a continuing basis, the optimum yield from each fishery. Vessel logbooks are essential tools in the management of fishery resources. Section 303(a)(5) of the Magnuson-Stevens Act specifically identifies the kinds of data to be collected for fishery management plans (FMPs).

Routine Uses: The Department will use this information for effective fishery management. Disclosure of this information is permitted under the Privacy Act of 1974 (5 U.S.C. Section 552a), to be shared within NMFS offices, in order to coordinate monitoring and management of sustainability of fisheries and protected resources, as well as with the applicable State or Regional Marine Fisheries Commissions and International Organizations. Disclosure of this information is also subject to all of the published routine uses as identified in the Privacy Act System of Records Notices.

Disclosure: Submission is mandatory for those persons falling under the requirements of 50 CFR 648.7 (b).

FISHING VESSEL TRIP REPORT

NOAA Form No. 88-30
OMB No. 0648-0212
Expires 6/30/2019

VTR Serial Number: 12345678

1. Vessel Name	2. USCG Documentation or State Registration	3. NMFS Vessel Permit Number

4. Date and Time Sailed	5. Date and Time Landed
Date: _____ / _____ / _____ (MM DD YY) Military Time: _____ : _____ (HH MM)	Date: _____ / _____ / _____ (MM DD YY) Military Time: _____ : _____ (HH MM)

6. Trip Type – check one box and record the number of crew including the captain. Party/Charter must also include the number of anglers.

☐ Commercial: # of Crew_____

☐ Private Recreational – Private use of a federally permitted vessel # of Anglers _____

☐ Party: # of Crew _____ # of Anglers _____

☐ Charter: # of Crew _____ # of Anglers _____

COMPLETE A NEW FORM FOR EACH DIFFERENT CHART AREA, GEAR TYPE OR MESH/RING SIZE USED ON A TRIP.

7. Gear Code	8. Mesh/Ring Size	9. Gear Quantity	10. Gear Size	11. Fishing Depth (Fathoms)	12. Number of Hauls

13. Chart Area	14. Latitude	15. Longitude	16. Tow / Soak Time
	_____ : _____ (DEGREES MINUTES)	_____ : _____ (DEGREES MINUTES)	_____ : _____ (HOURS MINUTES)

17. Species Code	18. Kept	19. Discarded	20. Dealer Permit Number	21. Dealer Name	22. Date Sold MM/DD/YY	23. Offloading Port for each species City	State

I certify that the information provided on this form is true, complete and correct to the best of my knowledge, and made in good faith. Making a false statement on this form is punishable by law (18 U.S.C. 1001).

24. Operator Permit Number	25. Operator Name	26. Operator Signature	27. Date Signed MM/DD/YY

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DETAILED INSTRUCTIONS

- All fields on the VTR must be completed using blue or black ink only.
- Incomplete, incorrect, and illegible VTRs will be returned to the vessel owner for correction.

1. **Vessel Name**: Enter the name of your vessel. If your vessel does not have a name use UNNAMED.

2. **USCG Documentation or State Registration**: Enter the official documentation number of your vessel. If your vessel is not documented with the Coast Guard, enter the state registration number of your vessel.

3. **NMFS Vessel Permit Number**: Enter the six digit number printed on the fishing permit issued to your vessel by NMFS, Greater Atlantic Regional Office, Gloucester, Massachusetts.

4. **Date and Time Sailed**: Enter the month, day, year and time (**using the 24 hour clock/military time**) you sailed. For example, January 1, 2010 at 4:15 PM should be recorded as 1/1/10 for date and 16:15 for time.

5. **Date and Time Landed**: Enter the month, day, year and time (**using the 24 hour clock/military time**) you arrived in port. For example, January 1, 2010 at 4:15 PM should be recorded as 1/1/10 for date and 16:15 for time.

12 to 24 Hour Time Conversion Table

Midnight to Noon Conversion	Noon to Midnight Conversions
12:00 AM = 00:00 (Midnight)	12:00 PM = 12:00 (Noon)
1:00 AM = 01:00	1:00 PM = 13:00
2:00 AM = 02:00	2:00 PM = 14:00
3:00 AM = 03:00	3:00 PM = 15:00
4:00 AM = 04:00	4:00 PM = 16:00
5:00 AM = 05:00	5:00 PM = 17:00
6:00 AM = 06:00	6:00 PM = 18:00
7:00 AM = 07:00	7:00 PM = 19:00
8:00 AM = 08:00	8:00 PM = 20:00
9:00 AM = 09:00	9:00 PM = 21:00
10:00 AM = 10:00	10:00 PM = 22:00
11:00 AM = 11:00	11:00 PM = 23:00

6. **Trip Type**: Check the box for the appropriate trip type: Commercial, Recreational, Party or Charter. Note: Only a single trip type box should be checked for any given trip.

   - **# of Crew**: Enter the total number of crew members **including the captain**. If you have an Observer onboard **do not** include them in the crew count. Party/Charter vessels should include all crew members or employees on board for the trip.
   - **# of Anglers**: For **party/charter trips only:** enter the total number of anglers, **excluding** the vessel's crew.

7. **Gear Code**: Enter the three letter code found in the **Gear Codes Table** (below) of the gear being fished. If more than one gear type was used during this trip, **a separate report page must be completed for each gear used**. If you are fishing with a gear type not provided in the table below, please contact the Vessel Trip Reporting office at (978) 281-9246 for guidance.

Gear Codes Table

Gear	Code	Gear Description
TRAWL	OHS	OTTER TRAWL, HADDOCK SEPARATOR
	OTB	OTTER TRAWL, BEAM
	OTC	OTTER TRAWL, BOTTOM, SCALLOP
	OTF	OTTER TRAWL,BOTTOM,FISH
	OTM	OTTER TRAWL,MIDWATER
	OTO	OTTER TRAWL, BOTTOM, OTHER
	OTR	OTTER TRAWL, RUHLE
	OTS	OTTER TRAWL, BOTTOM, SHRIMP
	OTT	OTTER TRAWL, BOTTOM, FISH, JOINED (TWIN TRAWL)
	PTM	PAIR TRAWL,MIDWATER
	PTB	PAIR TRAWL,BOTTOM
	PUR	SEINE, PURSE
	SED	SEINE, DANISH
	SEH	SEINE, HAUL
	SES	SEINE, SCOTTISH
	STS	SEINE, STOP
GILLNETS	GND	GILL NET,DRIFT,LARGE MESH
	GNO	GILL NET, OTHER
	GNR	GILL NET,RUNAROUND
	GNS	GILL NET,SINK
	GNT	GILL NET,DRIFT,SMALL MESH
HOOK AND LINE	LLB	LONGLINE,BOTTOM
	LLP	LONGLINE, PELAGIC
	HND	HAND LINE/ROD & REEL

Gear	Code	Gear Description
DREDGES	DRC	DREDGE,OCEAN QUAHOG/SURF CLAM
	DRM	DREDGE,MUSSEL
	DRO	DREDGE,OTHER
	DRS	DREDGE, SCALLOP, STANDARD
	DSC	DREDGE, SCALLOP, STANDARD W/CHAIN MAT
	DTS	DREDGE, SCALLOP, TURTLE DEFLECTOR
	DTC	DREDGE, SCALLOP, TURTLE DEFLECTOR W/CHAIN MAT
	DRU	DREDGE, URCHIN
POTS AND TRAPS	PTC	POT, CRAB
	PTE	POT, EEL
	PTF	POT,FISH
	PTH	POT, HAG
	PTL	POT,LOBSTER
	PTO	POT,OTHER
	PTS	POT,SHRIMP
	PTW	POT, CONCH/WHELK
	PTX	POTS,MIXED
	TRP	TRAP
	WEI	WEIR
OTHER	CST	CAST
	DIV	DIVING GEAR
	FYK	FYKE NET
	HRP	HARPOON
	MIX	MIXED GEAR
	RAK	HAND RAKE
	OTH	OTHER GEAR

8. **Mesh/ Ring Size**: Enter mesh/ring size of the gear being fished. Use the definitions in the **Fishing Effort Information by Gear Type Table** located below. 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 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 page** for each mesh/ring size used.

9. **Gear Quantity**: Enter the quantity of gear being fished per haul. Use the definitions in the Fishing Effort Information by Gear Type table located below. If more than one of this gear type was used during the trip, enter the average quantity of gear used per haul.

10. **Gear Size**: Enter size of the gear being fished using the definitions in the Fishing Effort Information by Gear Type table located below.

11. **Fishing Depth**: Enter the average depth fished in fathoms.

12. **Number of 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 located below.

13. **Chart Area**: Enter the **three digit** area fished from the charts supplied below. Area fished may be an offshore area (indicated by bold font in the attached charts) or an inshore area (indicated by small font in charts). For each area (inshore or offshore) where the start of haul back occurred during a trip, **a separate VTR page** for each area must be completed using the three digit code from the appropriate chart found at the end of this document. For instance, if nine of your tows started and ended in one area you would report this area on your VTR log. If on the tenth tow you crossed into a new area and starting hauling back in that area, you would fill out a new VTR log and report the new chart area.
    - If you're fishing north of 35 degrees latitude and east of the demarcated area boundaries, enter 899
    - If you're south of 35 degrees latitude and east of the demarcated area boundaries, enter 799
    - If fishing in the areas found on the inshore charts for MA, RI, CT, and NY state waters (Charts 5, 6, and 7), use the inshore code (small font) when appropriate. For example, if you're fishing just off of the tip of Cape Ann (Chart 5) you would report area 116. Likewise, if you are fishing just off of New Haven in Long Island Sound (Chart 7) you would report area 143.

Catch should be reported based upon the chart area where the start of your haul back occurred.

- For mobile gear (trawls and dredges), this is when the hauling equipment is put into gear with the intention of hauling back and retrieval of net/dredge begins.
- For fixed gear (gillnets, longline, pots, traps, and weirs), this is when the hauling equipment is put into gear or retrieval of one end of the set begins.
- For purse seine gear, and other seines, this is when the skiff hits the water upon setting the gear, or the first piece of gear hits the water, whichever occurs first.
- For all other gears (handline, rod and reel, and the gears listed in the Gear Code Table above as "other gears"), you report the area where the gear is completely retrieved and aboard the vessel.

14. **Latitude:** When multiple haul-backs occur in the same chart area, enter a **single geographic position using** either latitude (**degrees** and **minutes**) or loran of the haul-back position where the majority of your fishing effort occurred.

15. **Longitude:** When multiple haul-backs occur in the same chart area, enter a **single geographic position using** either longitude (**degrees** and **minutes**) or loran of the haul-back position where the majority of your fishing effort occurred.

The **Position to Report by Gear Type Table** below defines, by gear type, the position to report for the "majority of fishing effort".

Position to Report by Gear Type Table

Gear Type	Position to Report for "Majority of Fishing Effort"
Trawl	Location of the start of haul back for the longest tow
Dredge	Location of the start of haul back for the longest tow
Gillnet	Location of the start of haul back for the string with the most panels
Pots	Location of the start of haul back for the string with the most pots
Seines	Location of the start of haul back for the longest soak
Rod & Reel\Hand Line	Location where the majority of casts occurred; or if drifting, where the first cast of the drift occurred
Diving	Location where the last dive ended
Longline	Location of the start of haul back for the longest line
Harpoon	Location where the majority of casts occurred; or if drifting, where the first cast of the drift occurred
Cast Net	Location where the majority of casts occurred; or if drifting, where the first cast of the drift occurred
Traps	Location of the start of haul back for the string with the most traps
Hand Rake	Location where the majority of raking occurred

16. **Tow/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 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 starting when the first piece of gear is deployed and ending when the last piece of gear is hauled back.
- **Seines:** Enter the average soak time per haul
- **Rod & Reel / Hand Line:** Enter the **total** amount of time the lines were actually fishing.
- **Harpoon:** Enter the **total** amount of time spent searching for targeted species.
- **Diving:** Enter dive time

The **Fishing Effort Information by Gear Type Table** below summarizes how mesh/ring size, gear quantity, gear size, number of hauls and tow/soak time should be filled out for different gear types.

Fishing Effort Information by Gear Type Table

Gear Type	Reporting Field	Reporting Guidance
Trawl	Mesh/Ring Size	Smallest mesh size used in Cod end or liner
	Gear Quantity	Number of individual trawls being towed 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 (hours : minutes)
Dredge	Mesh/Ring Size	Ring size
	Gear Quantity	Number of individual dredges being towed at one time
	Gear Size	Dredge width in inches
	Number of Hauls	Number of tows hauled per trip
	Tow/Soak Time	Average tow time per haul (hours : minutes)
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	Total number of strings hauled per trip
	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).	
	Tow/Soak Time	Average soak time per haul (hours : minutes)
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	Total number of strings hauled per trip
	Tow/Soak Time	Average soak time per haul (hours : minutes)
Seines	Mesh/Ring Size	Mesh size
	Gear Quantity	Number of nets
	Gear Size	Length of head rope in feet
	Number of Hauls	Number of seines hauled per trip
	Tow/Soak Time	Average soak time per haul (hours : minutes)
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	Enter **total** amount of time the lines were fishing

Fishing Effort Information by Gear Type Table - Continued

Gear Type	Reporting Field	Reporting Guidance
Diving	Mesh/Ring Size	Leave blank
	Gear Quantity	Leave blank
	Gear Size	Leave blank
	Number of Hauls	Leave blank
	Tow/Soak Time	Dive time (hours : minutes)
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 (hours : minutes)
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 (hours : minutes)
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 (hours : minutes)
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 (hours : minutes)
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 (hours : minutes)

17. **Species Code**: Enter the code of each species caught. Use the codes found below in the **Species Code Table**. If other species were caught that are not provided in the table please call the Vessel Trip Reporting office at (978) 281-9246 for guidance.

18. **Kept**:
- **Commercial & RSA/EFP Trips:** Enter the **hail weight (in pounds)** of each species in the KEPT column. Groundfish catch retained for home consumption should have its fillet weight entered.
- **Party & Charter Trips:** Enter the **count** for each species in the KEPT column.

19. **Discarded**:
- **Commercial & RSA/EFP Trips:** Enter the **hail weight (in pounds)** of each species in the DISCARDED column.
- **Party & Charter Trips:** Enter the **count** of each species in the DISCARDED column.

20. **Dealer Permit Number**: Enter the NMFS Greater Atlantic 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 Number lines.

If any portion of the catch of a species landed is not sold to a Federally permitted dealer, enter the appropriate code listed in the **Dealer Codes Table** below.

Dealer Codes Table

Code	Definition
1	Seized for Violations
2	Sold to another vessel for bait or retained as bait
4	Retained for future sale
5	Sold to a non-Federal dealer (non-Federally regulated species only)
6	Sub legal catch landed for research
7	Legal catch landed for research (EFP trips only)
8	Landed, unmarketable catch (LUMF)
99998	Used for home consumption

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. **Offloading Port**: (Equivalent to Landing Port for Party\Charter vessels)
- **Commercial & RSA/EFP Trips:** Enter the city and state of the port where each species was physically offloaded. This includes all catch that is offloaded but not sold to a seafood dealer.
- **Party & Charter Trips***:* Enter the city and state of the port where the trip ended\landed.

24. **Operator Permit Number:** Print your NMFS Operator's Permit Number. This is the 8 digit number on the Operator's Permit issued by the NMFS/GARFO Permit Office.

25. **Operator Name**: Print your name as it appears on your Operator's Permit.

26. **Operator Signature**: Signature of the vessel operator, Captain or person responsible for the truth and accuracy of the VTR.

27. **Date Signed:** The date the report was signed in MM/DD/YY format.

Species Codes Table

Category	Code	Species Name
GROUNDFISH	COD	COD
	CUSK	CUSK
	HADD	HADDOCK
	RHAK	HAKE, RED/LING
	SHAK	HAKE, SILVER/WHITING
	SPHAK	HAKE, SPOTTED
	WHAK	HAKE, WHITE
	MONK	MONKFISH/ANGLERFISH/GOOSEFISH
	MONKH	MONK HEADS
	MONKL	MONK LIVERS
	MONKT	MONK TAILS
	POUT	OCEAN POUT
	POLL	POLLOCK
	RED	REDFISH/OCEAN PERCH
	CAT	WOLFISH/OCEAN CATFISH
	Code	**Species Name**
FLOUNDERS	FLDAB	AMERICAN PLAICE/DAB
	FLFSP	FOURSPOT
	FLSD	SAND-DAB/WINDOWPANE/BRILL
	FLSOU	SOUTHERN
	FLUKE	SUMMER/FLUKE
	FLBB	WINTER/BLACKBACK
	FLGS	WITCH/GRAY SOLE
	FLYT	YELLOWTAIL
	HAL	HALIBUT, ATLANTIC
	HALG	HALIBUT, GREENLAND

Category	Code	Species Name
PELAGICS	ALWF	ALEWIFE
	HERR	HERRING, ATLANTIC
	HRBB	HERRING, BLUE BACK
	MEN	MENHADEN
	ESC	ESCOLAR
	SMLT	SMELT
	BLU	BLUEFISH
	BON	BONITO
	BUT	BUTTERFISH
	HARV	HARVEST FISH
	MACK	MACKEREL, ATLANTIC
	MACC	MACKEREL, CHUB
	FRI	MACKEREL, FRIGATE/BOO HOO
	KGM	MACKEREL, KING
	SSM	MACKEREL, SPANISH
	SHAD	SHAD, AMERICAN
	SHDG	SHAD, GIZZARD
	SHDH	SHAD, HICKORY
	DOL	DOLPHIN FISH/MAHI MAHI
	BUM	MARLIN, BLUE
	WHM	MARLIN, WHITE
	SUN	OCEAN SUNFISH/ MOOLA
	SWO	SWORDFISH
	OPAH	OPAH/MOONFISH
	Code	**Species Name**
SKATES	SKBARN	SKATE, BARNDOOR
	SKCL	SKATE, CLEARNOSE
	SKL	SKATE,LITTLE (SUMMER)
	SKLWIN	SKATE, LITTLE/WINNER
	SKROSE	SKATE, ROSETTE
	SKSM	SKATE, SMOOTH
	SKTHOR	SKATE, THORNY
	SKWIN	SKATE, WINTER
	SKBARNW	SKATE WINGS, BARNDOOR
	SKCLW	SKATE WINGS, CLEARNOSE
	SKLW	SKATE WINGS, LITTLE(SUMMER)
	SKLWINW	SKATE WINGS, LITTLE/WINTER
	SKROSEW	SKATE WINGS, ROSETTE
	SKSMW	SKATE WINGS, SMOOTH
	SKTHORW	SKATE WINGS, THORNY
	SKWINW	SKATE WINGS, WINTER

Species Codes Table - Continued

Category	Code	Species Name
OTHER FINFISH-NOTHERN	SAL	ATLANTIC SALMON
	BBR	BLACK BELLIED ROSEFISH
	BSB	BLACK SEA BASS
	CUN	CUNNER
	JDO	JOHN DORY
	LUMP	LUMPFISH
	PERW	PERCH, WHITE
	PUF	PUFFER, NORTHERN
	RPG	RED PORGY
	RSC	ROUGH SCAD
	SCUL	SCULPINS
	SCUP	SCUP/PORGY
	SRAV	SEA RAVEN
	SROB	SEA ROBINS
	SIL	SILVERSIDES, ATLANTIC
	SPOT	SPOT
	STB	STRIPED BASS/ROCKFISH
	STUR	STURGEON, ATLANTIC
	STSN	STURGEON, SHORT-NOSE
	TAU	TAUTOG
	TILEB	TILEFISH, BLUELINE
	TILEG	TILEFISH, GOLDEN
	TILES	TILEFISH, SAND
	TOAD	TOADFISH, OYSTER
	WHB	WHITING, BLACK
	Code	**Species Name**
TUNA	ALB	ALBACORE
	AMB	AMBERJACK
	BET	BIG EYE
	BLKFT	BLACKFIN
	BFT	BLUEFIN
	LTA	LITTLE
	SKJ	SKIPJACK
	YFT	YELLOWFIN

Category	Code	Species Name
OTHER FINFISH - SOUTHERN	BARRA	BARRACUDA
	BAR	BARRELFISH
	RUNB	BLUE RUNNER
	COBIA	COBIA
	CREV	CREVALLE
	CRO	CROAKER, ATLANTIC
	DRUMB	DRUM, BLACK
	DRUMR	DRUM, RED
	GAR	GARFISH
	GRPSN	GROUPER, SNOWY
	GRPR	GROUPER, 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
	WHK	WHITING, KING/KINGFISH
	WRK	WRECKFISH

Species Codes Table - Continued

Category	Code	Species Name
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,MAKOM SHORTFIN
	SHNI	SHARK,NIGHT
	SHNU	SHARK,NURSE
	SHPB	SHARK,PORBEAGLE
	SHST	SHARK,SAND TIGER
	SHSB	SHARK,SANDBAR
	SHSN	SHARK,SHARPNOSE
	SHSI	SHARK,SILKY
	SHSP	SHARK,SPINNER
	SHTH	SHARK,THRESHER
	SHTB	SHARK,THRESHER, BIGEYE
	SHTI	SHARK,TIGER
	SHWH	SHARK,WHITE
	SHWT	SHARK, WHITETIP
	Code	**Species Name**
OTHER	EELA	EEL, AMERICAN
	EELC	EEL, CONGER
	HAG	HAGFISH

Category	Code	Species Name
SHELLFISH	CLBA	CLAM, BLOOD ARC
	CLA	CLAM, ARCTIC SURF
	CLR	CLAM, RAZOR
	CLSO	CLAM, SOFT
	CLSU	CLAM, SURF
	CLH	HARD QUAHOG
	CLQU	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 (PANAEID)
	SHR	SHRIMP (PANDALID)
	SCAL	SCALLOP, SEA
	SCALS	SCALLOP, SEA, IN SHELL
	SCB	SCALLOP, BAY
	SCC	SCALLOP,CALICO
	SCI	SCALLOP,ICELANDIC
	WHKC	WHELK, CANNELED
	WHKN	WHELK, KNOBBED
	WHKL	WHELK, LIGHTNING
	WHWV	WHELK, WAVED
	MUS	MUSSELS
	OYS	OYSTERS
	Code	**Species Name**
INVERTEBRATES	JLY	JELLY FISH
	OCT	OCTOPUS
	CUC	SEA CUCUMBERS
	URCH	SEA URCHINS
	ILX	SQUID/ILLEX
	LOL	SQUID/LOLIGO
	STAR	STARFISH
	Code	**Species Name**
TURTLES	GRTU	GREEN
	HATU	HAWKSBILL
	RITU	KEEMPS RIDLEY
	LETU	LEATHERBACK
	LOTU	LOGGERHEAD
	UNTU	UNIDENTIFIED

Frequently Asked Questions

Question: If I change gear type, mesh size, or chart area fished during a trip, how do I complete my VTR?
Answer: Complete a separate report for any change in gear type, mesh/ring size or chart area.

Question: Do I have to complete a report if I am going out just to set gear?
Answer: Yes. If you make a fishing trip just to set out gear you must still complete a VTR. Complete the information in VTR fields 1-6, along with fields 24-27, and enter "Set Only" in the lower portion of the VTR.

Question: Do I have to complete a report if I return to port prior to engaging in any fishing activity (e.g., mechanical breakdown, bad weather)?
Answer: Yes. If you begin a fishing trip, but must return to port before setting or retrieving gear because of issues like bad weather or mechanical problems, then you must still complete a VTR. In this case, you must complete the information in VTR Fields 1-6, along with fields 24-27, and enter "No Effort" in the lower portion of the VTR.

Question: Do I have to complete a report if I'm using my federally permitted vessel to fish recreationally?
Answer: Yes. Federally permitted vessels must report every trip that they take. Recreational trips which use a federally permitted vessel require a VTR to be filled out and submitted. All of the sections, including species caught and\or discarded, are to be filled out. The only difference in how you would fill out a VTR for a recreational trip involves boxes 20 and 21. For Box 20, Dealer Permit Number, enter '99998' (the code for home consumption) and leave Box 21, Dealer Name, blank.

Question: What if I don't land any fish on a trip?
Answer: If during fishing operations no species are caught (kept or discarded), you must still complete a VTR. In this case, you must complete all of the trip information in VTR Fields 1-16, and enter "No Catch" or "NC" in the species code field (#17).

Question: If I send in several reports at one time, do I have to sign and date every report?
Answer: Yes. All VTRs must be signed and dated or they will be returned to you for completion.

Question: Do I have to give my VTR serial number to the dealer(s) that I sold my catch to?
Answer: Yes. You are required to provide the VTR serial number to each Federal dealer to whom you sell your catch. If your trip required you to fill out more than one VTR page please provide the dealer with the first VTR that you filled out for the trip..

Question: I gave the wrong VTR serial number to my dealer. Can I alter the serial number on my VTR to match the number I gave my dealer?
Answer: No. The serial number is a preprinted unique number and must not be altered or the VTR will be returned to you. Contact your dealer(s) to have them correct their dealer reports.

Question: My supply of VTRs is getting low. How do I get more?
Answer: VTRs can be obtained by mailing the renewal form contained in each VTR packet to the NMFS address below. You may also obtain VTRs by contacting the NMFS Vessel Trip Reporting Office, either in person, or by telephone at (978) 281-9157 or by contacting your local NMFS Field Office.

Question: How long am I required to keep copies of my VTRs?

Answer: VTRs 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.

Question: If I'm fishing outside of the Greater Atlantic Region (e.g. in the Gulf of Mexico or off the coast of Florida or on the High Seas for Tuna) do I have to submit VTR's?

Answer: Yes. If your vessel is issued a permit from the Greater Atlantic region you are required to submit a VTR to us regardless of where the fishing activity took place or the species targeted. The one exception to this is for vessels that are **only** permitted for American Lobster.

Change Log

Effective Date of Change	Page/Section	Change
N/A	N/A	Added this change log.
N/A	N/A	Added page numbers
N/A	1	Added definitions for 'fishing' and 'fishing trip'
N/A	1	Added language seeking to clarify "reporting period" and "submission deadline".
N/A	1	Added Squid\Mackerel\Butterfish to listing of permits that are required to submit their VTR's on a weekly basis.
N/A	3	Changed 'Multiple Chart Area Trips' to 'Multiple Chart Area Fished Trips'
1 Jan 2015	3	Modified 'Multiple Chart Area Fished Trips' to reflect that the chart area is now determined by haul back location.
N/A	7	Box 6: Added text "**If you intend to fish under a RSA\EFP for any portion of a trip you must check the RSA\EFP box."**
N/A	7	Box 6, # of Crew: Added "If you have an Observer onboard **do not** include them in the crew count."
1 Jan 2015	8	Gear Code Table: Removed codes LLO and CAR. Added codes OTT, DTC & DTS
	9	Box 8: Add "mesh size" to the sentence "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." So that it reads: "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 size per haul."
	10	Removed "total estimated" from sentence "Enter the total estimated amount of time fishing (hours and minutes)." So that it now reads: "Enter the amount of time fishing (hours and minutes)."
	11 – 12	Fishing Effort Information by Gear Type Table: Added "(Hours: Minutes)" to Tow\Soak Time for all gear.
	15	Species Codes Table: Removed codes SKATE, SKATEW, SKSMALL and SKLARGE.
1 Jan 2015	18	Broke out single question regarding 'No Effort' trips into three separate questions.
1 Jan 2015	18	Question 3 – We no longer require the reason for terminating a trip aside from writing 'No Effort' on the lower portion of the VTR.
N/A	18	Added a separate question and answer for "Do I have to give my VTR serial number to the dealer(s) that I sold my catch to?"

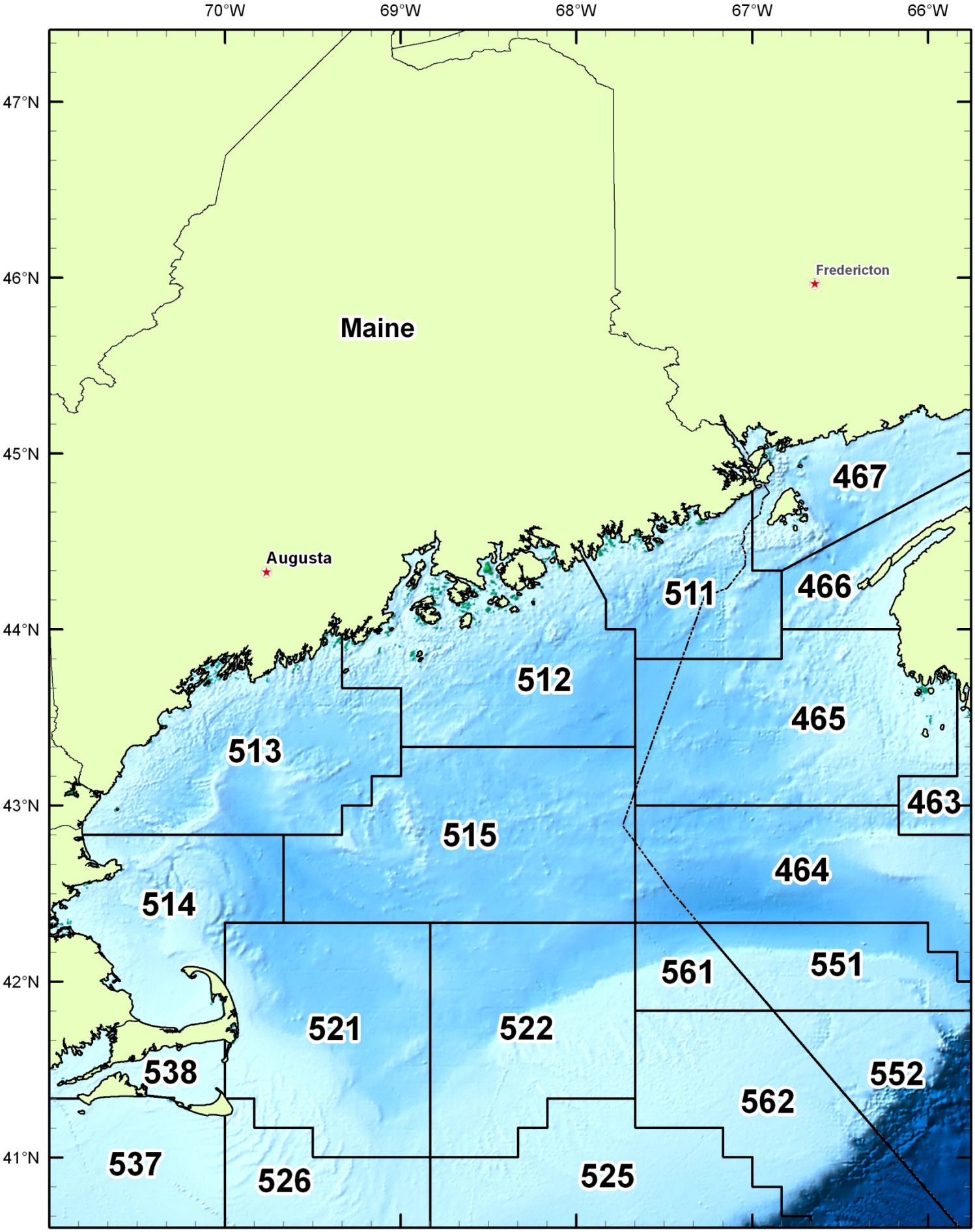

Chart 1. Gulf of Maine

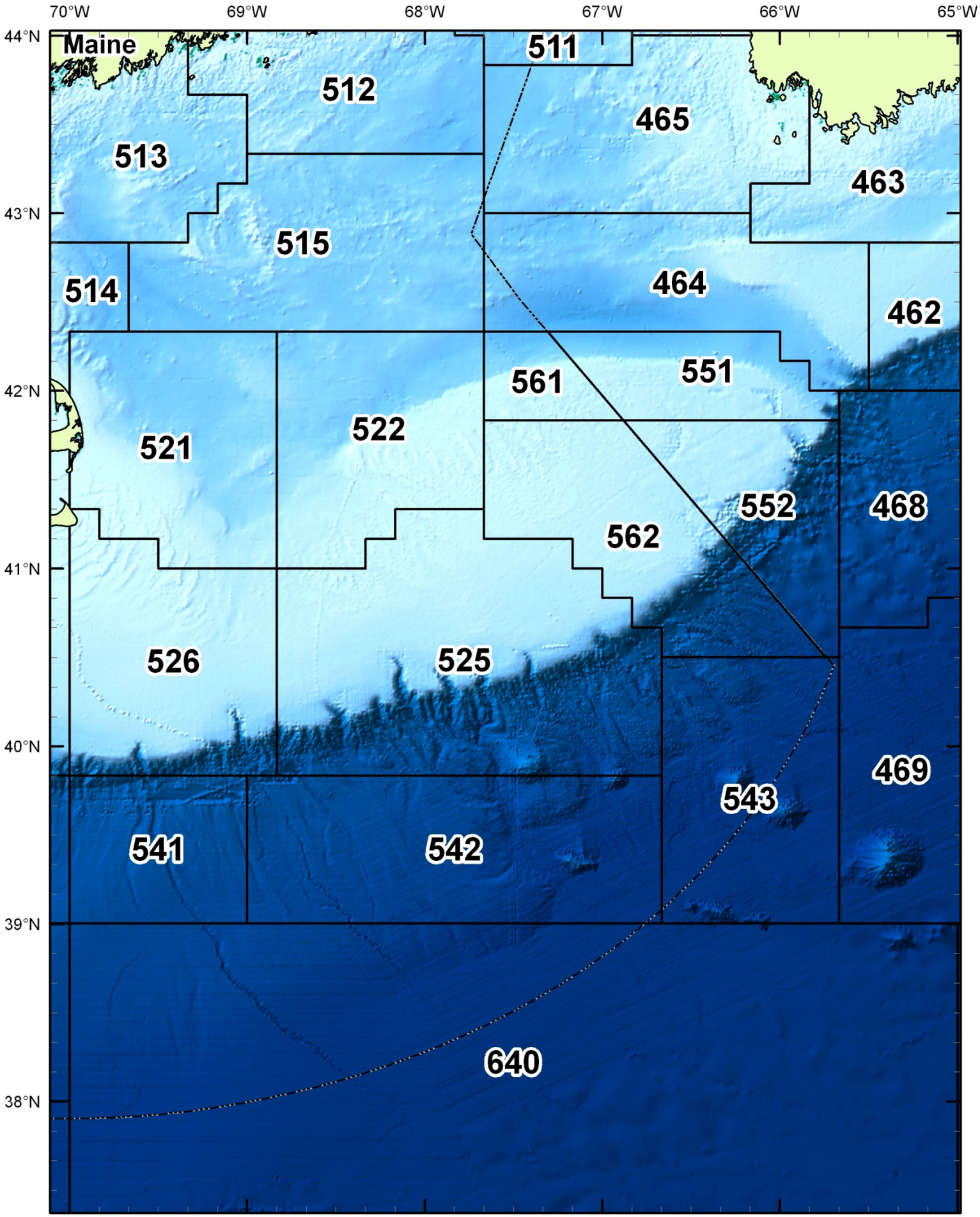

Chart 2. Georges Bank

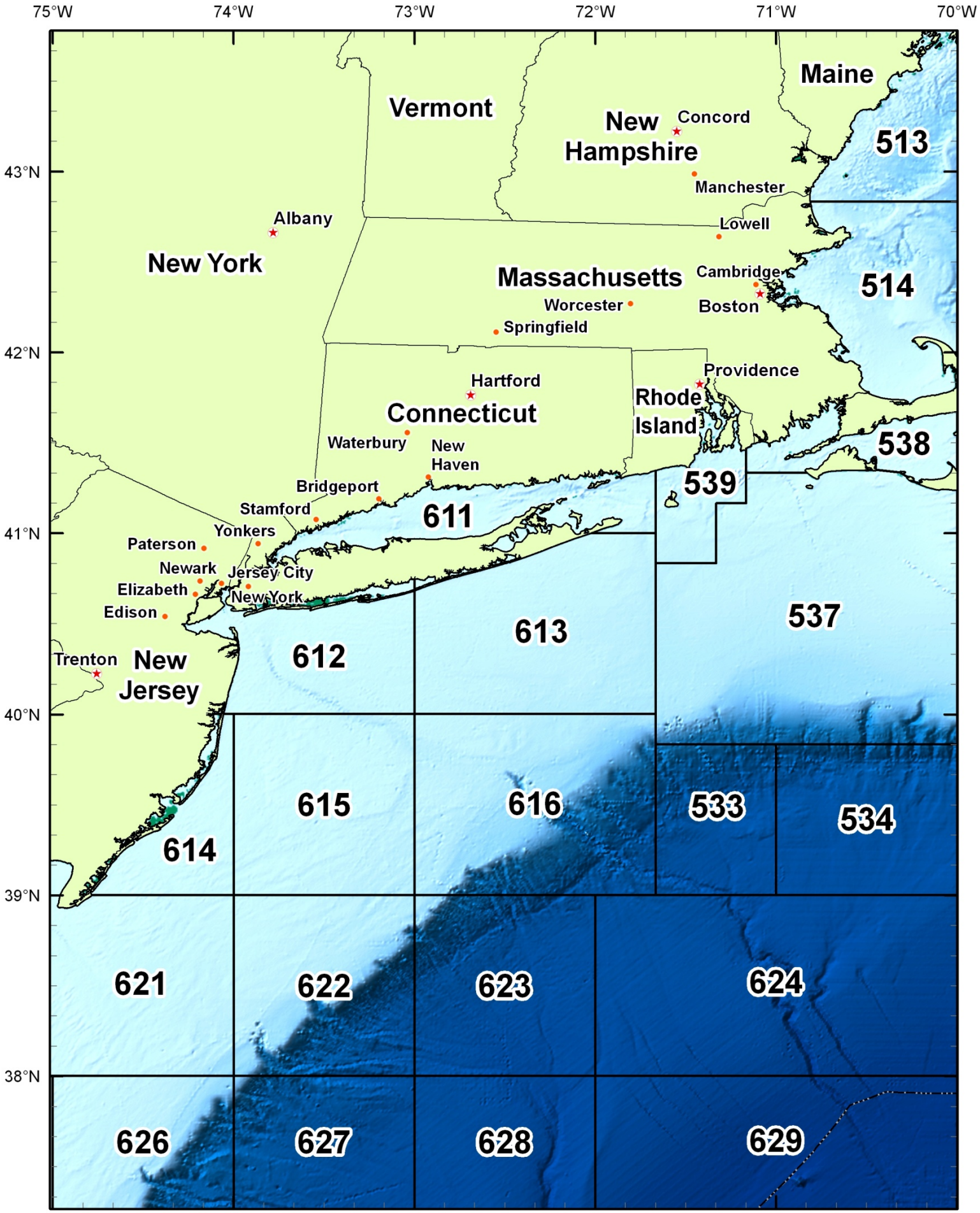

Chart 3. Southern New England

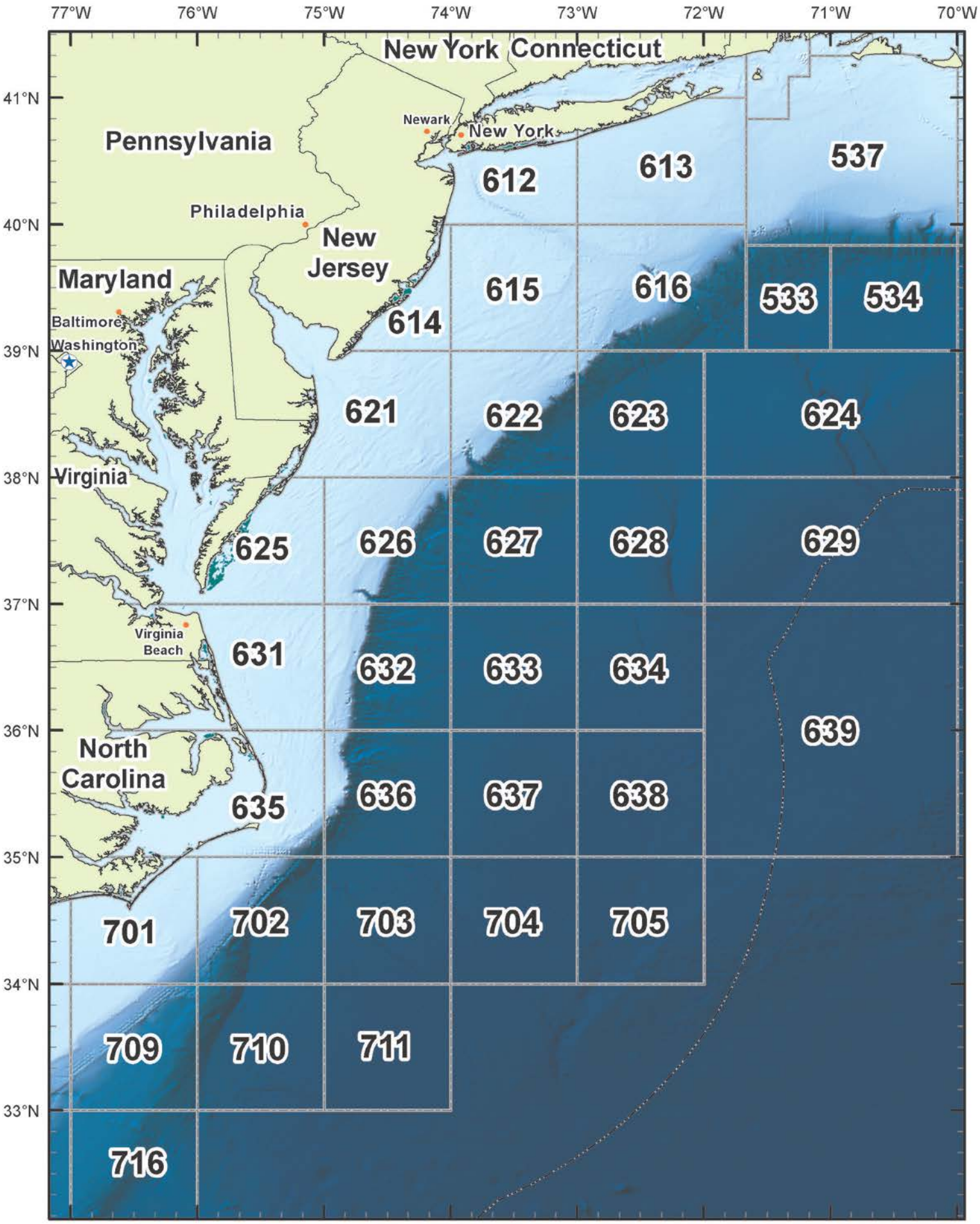

Chart 4. Mid-Atlantic

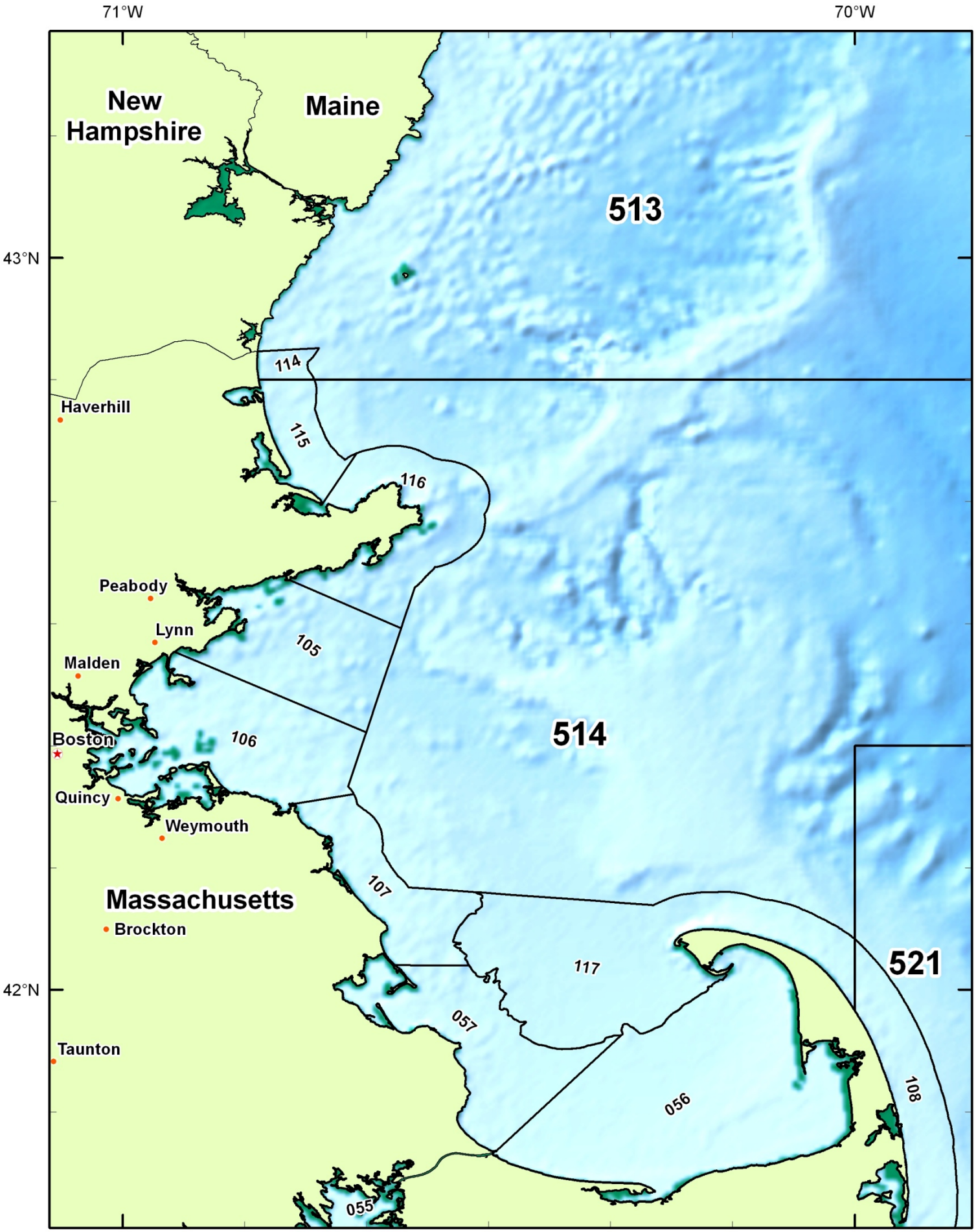

Chart 5. Massachusetts Bay and Cape Cod Bay NEMFIS Area Codes

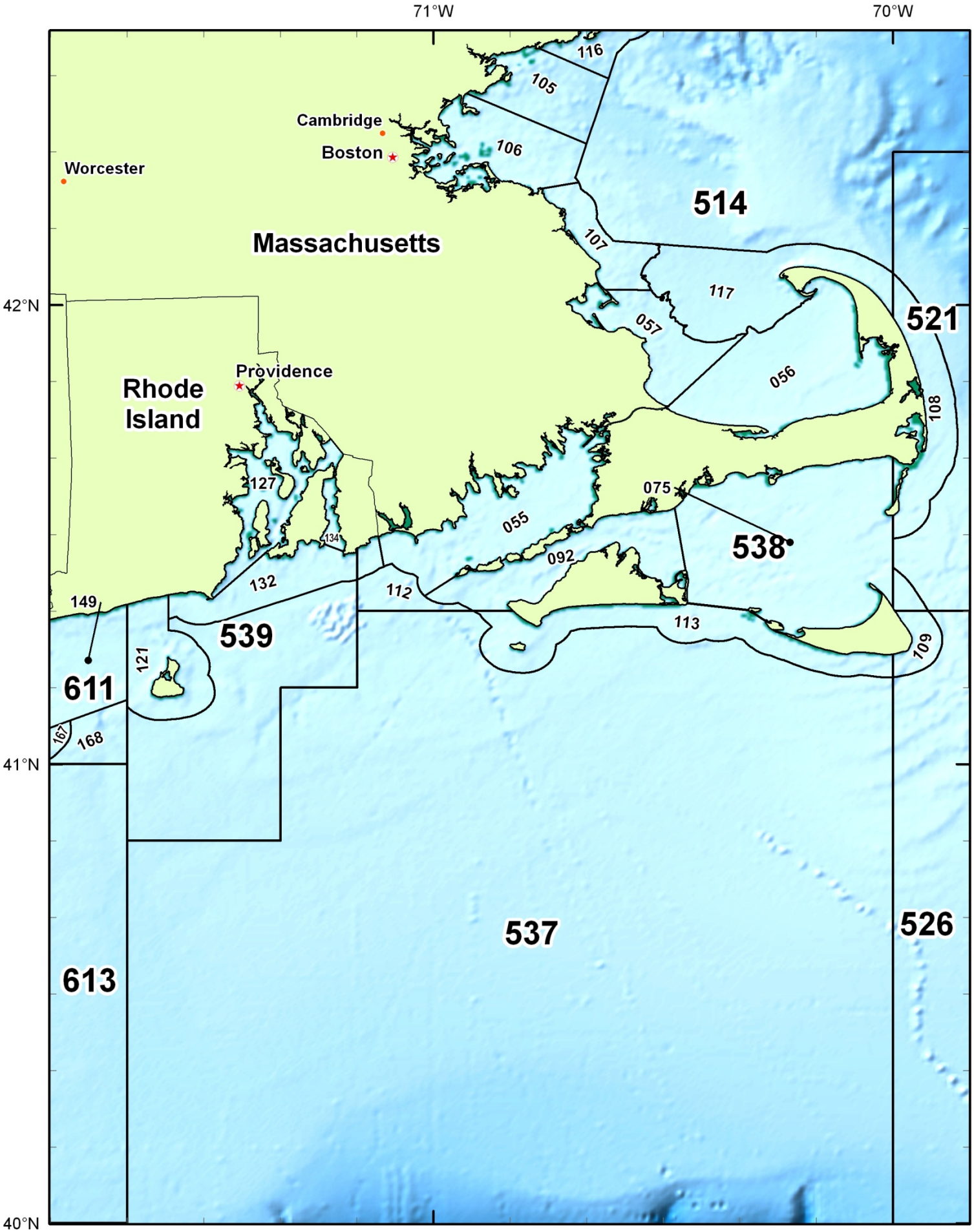

Chart 6. Rhode Island Sound, Cape Cod and Islands NEMFIS Area Codes

Chart 7. Long Island Sound and New York NEMFIS Area Codes

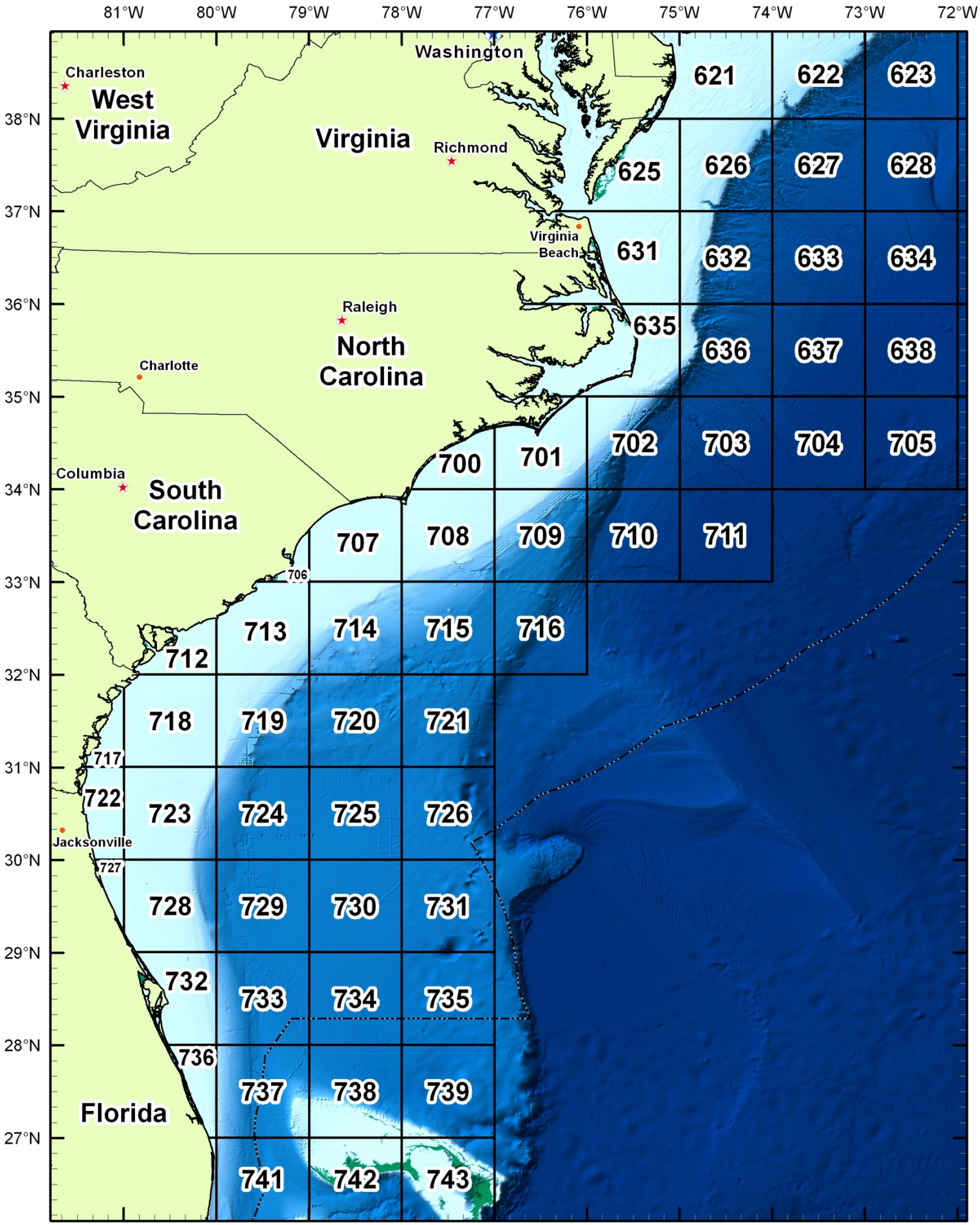

Chart 8. South of Cape Hatteras

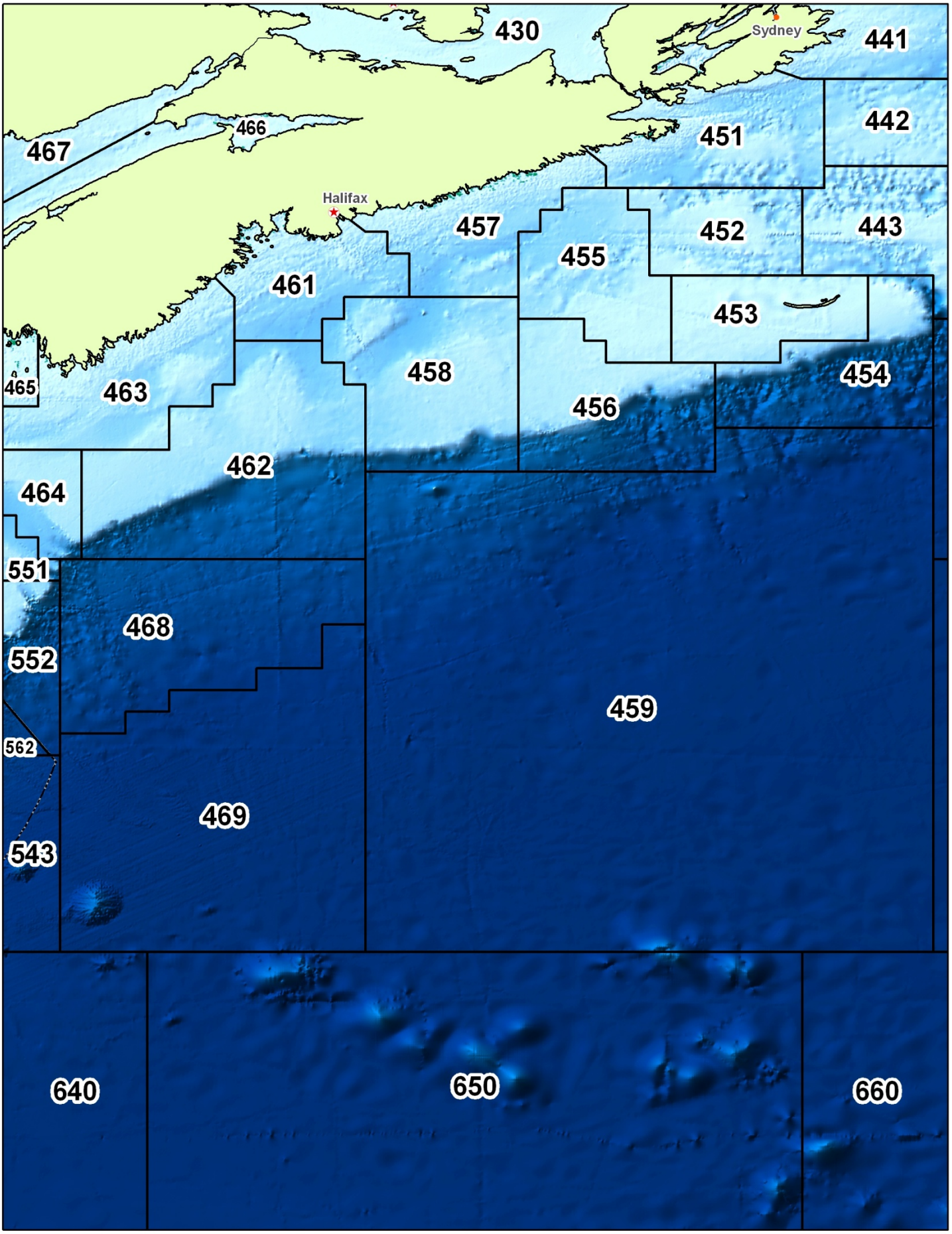

Chart 9. East of Nova Scotia