



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 Lloyd Lomelino 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: www.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 enter the **Start date**, **End date**, **Fisherman name**, and **Gear ID number** for the reporting month in the top left hand corner. 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 number:** Enter your four or five digit Marine Fisheries or Shellfisheries Gear Identification (BMFID) number.
3. **State license number:** Enter the Marine Fisheries License/Permit number if applicable, an example is a Delaware Bay Gill Net Permit, that is associated to the specific gear or species permit being reported for.
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. **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.
6. **Trip type:** Check the box for the appropriate trip type.
7. **Number of crew:** Enter the total number of crew members **including** the captain.
8. **Date sailed:** Enter the month, day, and year of the date your trip started (left port).
9. **Time sailed:** Enter the time (in military/ 24 hour clock) that your trip started (left port).
10. **Date landed:** Enter the month, day, and year of the date your harvest was offloaded from your vessel.
11. **Time landed:** Enter the time (in military/ 24 hour clock) your harvest was offloaded from your vessel.

12. **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 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.

	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
	PTM	PAIR TRAWL, MIDWATER		PTE	POT, EEL
	PTB	PAIR TRAWL, BOTTOM		PTF	POT,FISH
SEINES	PUR	SEINE, PURSE	POTS AND TRAPS	PTH	POT, HAG
	SED	SEINE, DANISH		PTL	POT,LOBSTER
	SHE	SEINE, HAUL		PTO	POT,OTHER
	SES	SEINE, SCOTTISH		PTS	POT,SHRIMP
	STS	SEINE, STOP		PTW	POT, CONCH/WHELK
GILLNETS	GND	GILL NET, DRIFT, LARGE MESH		PTX	POTS,MIXED
	GNO	GILL NET, OTHER		TRP	TRAP
	GNR	GILL NET RUNAROUND		WEI	WEIR
	GNS	GILL NET, SINK		MFN	MINIATURE FYKE NET
	GNT	GILL NET, DRIFT, SMALL MESH	OTHER	CAR	HERRING CARRIER VESSEL
	GNA	GILL NET, STAKED/ANCHORED		CST	CAST
HOOK AND LINE	LLB	LOGLINE,BOTTOM		DIV	DIVING GEAR
	LLO	LOGLINE, OTHER		FYK	FYKE NET
	LLP	LOGLINE, PELAGIC		HRP	HARPOON
	HND	HAND LINE/ROD & REEL		MIX	MIXED GEAR
				RAK	HAND RAKE
				OTH	OTHER GEAR
				PND	POUND NET
				WPN	WIRE POUND NET
				PRN	PARALLEL NET

13. **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/ 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.

14. **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.

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

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

17. **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.

Fishing Effort Information by Gear Type Table		
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 Table (cont.)		
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

18. 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.

19. **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 majority of your fishing effort occurred.

20. **Longitude:** 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 majority of your fishing effort occurred.

21. **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 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

22. **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.

23. **Kept:** Enter the **total amount** of each species in the KEPT column.

24. **Discarded:** Enter the **total amount** of each species in the DISCARDED column

25. **Units:** Enter the two letter code for catch units. Use the **Catch Unit Code Table** (below). This data is used with the “Kept” and “Discarded” data elements to determine total catch.

Catch Unit Code Table

Measurement	Code		Measurement	Code		Measurement	Code
Bags or sacks	BG		Grams	GM		Numbers	NO
Barrels	BR		Kilograms	KG		Ounces	OZ
Bushels or baskets	BU		Pounds	LB		Pounds in shell	PS
Boxes	BX		Liters	LT		Quarts	QT
Dozens	DZ		Meat pounds	MP		Thousands of standard	TH
Gallons	GL		Metric tons	MT		Short tons	TN

26. **Buyer name:** 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.

27. **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 day, only enter the date sold for the first species and draw a line down through the following DATE SOLD lines.

28. **Offload city and state:** 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.

29. **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.**

30. **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.

Species Codes Table

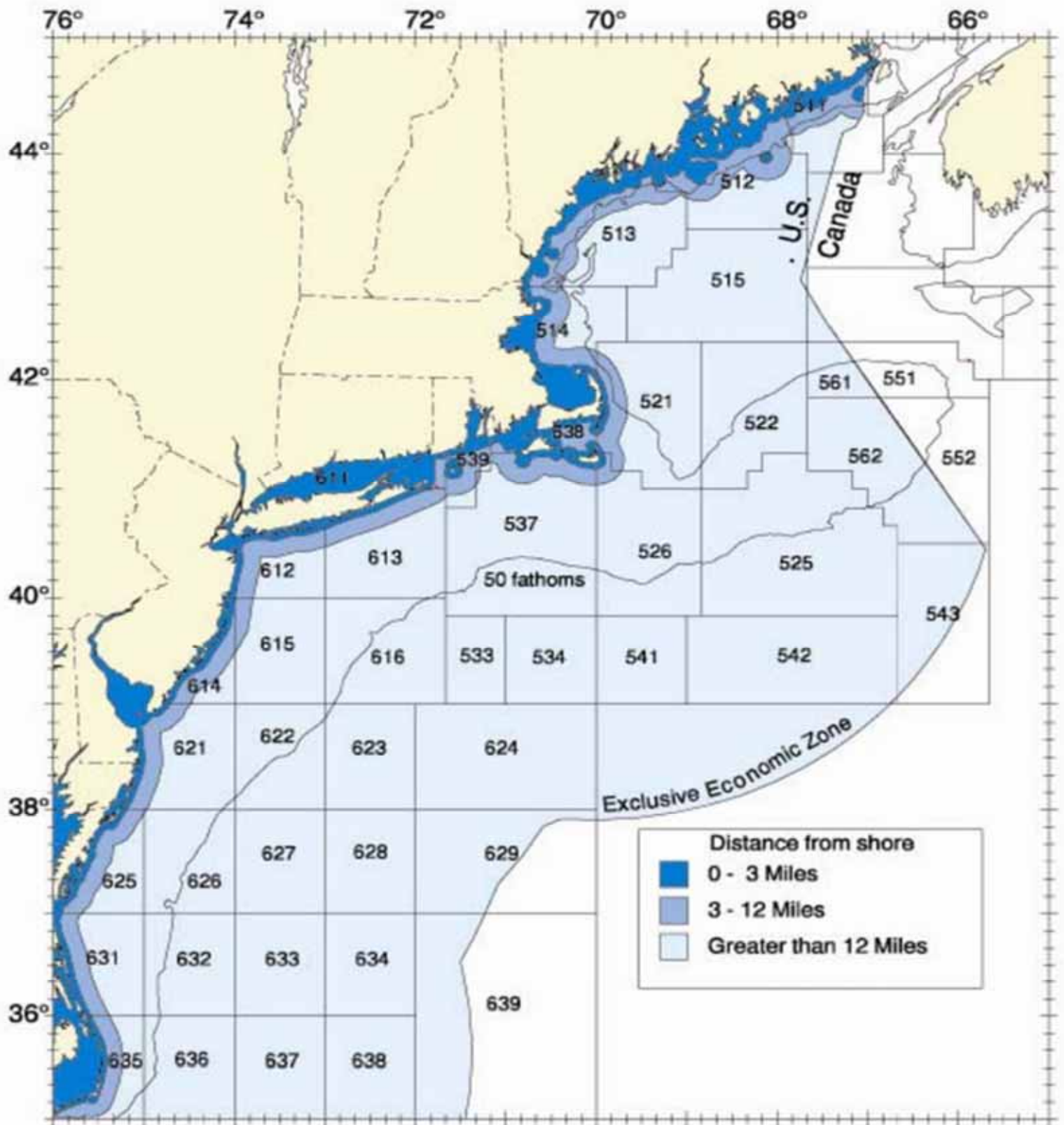
	Code	Species Name
GROUND FISH	COD	COD
	CUSK	CUSK
	HADD	HADDOCK
	RHAK	HAKE, RED/ LING
	SHAK	HAKE, SILVER/ WHITING
	SPHAK	HAKE, SPOTTED
	WHAL	HAKE, WHITE
	MONK	MONKFISH/ ANGLERFISH/ GOOSEFISH
	MONKH	MONK HEADS
	MONKL	MONK LIVERS
	MONKT	MONK TAILS
	POUT	OCEAN POUT
	POLL	POLLOCK
	RED	REDFISH/ OCEAN PERCH
	CAT	WOLFISH/ OCEAN CATFISH
FLOUNDERS	FLDAB	AMERICAN DAB/ 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
PELAGICS	ALWF	ALEWIFE
	HERR	HERRING, ATLANTIC
	HRBB	HERRING, BLUEBACK
	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/ MOLA
	SWO	SWORDFISH
	OPAH	OPAH/ MOONFISH

SKATES	SKBARN	SKATE, BARNDOR
	SKCL	SKATE, CLEARNOSE
	SKL	SKATE, LITTLE (SUMMER)
	SKLWIN	SKATE, LITTLE/WINTER
	SKROSE	SKATE, ROSETTE
	SKSM	SKATE, SMOOTH
	SKTHOR	SKATE, THORNY
	SKWIN	SKATE, WINTER
	SKBARNW	SKATE WINGS, BARNDOR
	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
OTHER FINFISH, NORTHERN	SAL	SALMON, ATLANTIC
	BBR	ROSEFISH, BLACK BELLIED
	BSB	SEA BASS, BLACK
	CUN	CUNNER
	JDO	JOHN DORY
	LUMP	LUMPFISH
	PERW	PERCH, WHITE
	PERY	PERCH, YELLOW
	PUF	PUFFER, NORTHERN
	RPG	PORGY, RED
	RSC	SCAD, ROUGH
	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
TUNA	ALB	ALBACORE
	AMB	AMBERJACK
	BET	BIG EYE
	BLKFT	BLACKFIN
	BFT	BLUEFIN
	LTA	LITTLE
	SKJ	SKIPJACK
	YFT	YELLOWFIN

Species Codes Table cont.

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	GROUPE, SNOWY
	GRPR	GROUPE, 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
OTHER	EELA	EEL, AMERICAN
	EELC	EEL, CONGER
	KIL	KILLIES/ MINNOWS
	HAG	HAGFISH
	SNTU	TURTLE, SNAPPING
	DBT	DIAMONDBACK TERRAPIN
INVERTEBRATES	CAT	CATFISHES
	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, 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, TRESHER, BIG EYE
	SHTI	SHARK, TIGER
	SHWH	SHARK, WHITE
	SHWT	SHARK, WHITETIP
SHELLFISH	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, CHANNELED
	WHKN	WHELK, KNOBBED
	WHKL	WHELK, LIGHTNING
	WHWV	WHELK, WAVED
	MUS	MUSSELS
	OYS	OYSTERS

Offshore Fishing Area Chart





NJ DEP Commercial Landings Area Chart



New Jersey Harvester Trip Report

DID NOT FISH	
Start Date	End Date
___/___/___	___/___/___

1. Fisherman name	2. Gear ID number	3. State license number
4. Vessel name	5. Vessel ID	6. Trip type
		<input type="checkbox"/> Commercial <input type="checkbox"/> RSA/EFP
7. Number of crew		
8. Date sailed	9. Time sailed	10. Date landed
___/___/___		___/___/___

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

12. Gear code	13. Mesh/ring size	14. Gear quantity	15. Gear size	16. Fishing depth	17. Number of hauls

18. Chart area	19. Latitude	20. Longitude	21. Tow/soak time
	Degrees Minutes	Degrees Minutes	Hours Minutes

22. Species	23. Kept	24. Discarded	25. Units	26. Buyer name	27. Date sold	28. Offload city and state
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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. I understand that if any of the information reported here is willfully false, I am subject to punishment.

29. Signature	30. Date signed

Submit completed forms by the 10th of the month following the month of reporting. Submit forms by fax to (609) 748-2032, or by mail to NJ Marine Fisheries Administration, PO Box 418, Port Republic, NJ 08241. Be sure to keep a copy for your own records.