



New Jersey Commercial Harvester Trip Report Reporting Instructions



These instructions are intended to aid owner/operators in determining when Harvester Trip Reports should be submitted and how the reports should be completed. **All updates and changes from the previous year are bolded.** If you have any questions, or require clarification, please do not hesitate to contact Matthew Heyl, Laura Versaggi or Tim Daniels at (609) 748-2020 or at the commercial reporting email address njcommercialreporting@dep.nj.gov.

General Reporting Instructions

- Harvester Trip Reports must be submitted monthly. Completed reports must be postmarked by the 10th day of the month following the month in which the trip(s) occurred. This includes "Did Not Fish" reports.
- Each month must be reported separately and include all trips and all species caught; **this includes all discards**. Do not combine multiple months into a single report.
- A new Harvester Trip Report is required if there is any change in gear type, chart area, or mesh/ring size during a trip.
- All fields on the Harvester Trip Reports must be completed using blue or black ink only.
- Incomplete, incorrect, and unreadable Harvester Trip Reports will be returned to owner for corrections, or you will be contacted for clarification.
- Only New Jersey Harvester Trip Reports will be accepted (attached). All older forms will not be accepted and will be noncompliant.
- New Jersey Harvester Trip Reports must be completed by fishermen who possess a New Jersey issued license or permit.

General Reporting Instructions for Vessels with Federal Reporting Requirements

- **As of November 10, 2021, all vessels with federal reporting requirements are mandated to submit Federal Electronic Vessel Trip Reports (eVTR). For additional information or help, please contact the National Marine Fisheries Service (NMFS) or the local NMFS port agent.**
- **State license holders with federal reporting requirements that exclusively fish on a federally permitted vessel no longer need to submit the blue State copy of the VTR for compliance. NJ Fish and Wildlife (NJFW) will review eVTR submissions online.**
- **State license holders with federal reporting requirements that fish on a non-federally permitted vessel must submit a NJ harvest Trip Report of fishing activity for the non-federally permitted vessel. This includes monthly harvest reports with discards and "Did Not Fish" reports.**
- **Questions, regulations and updated information in regards to the Atlantic Large Whale Take Reduction Plan can be found at <https://www.fisheries.noaa.gov/new-england-mid-atlantic/marine-mammal-protection/atlantic-large-whale-take-reduction-plan>.**

General Reporting Instructions for Specific Species

American Lobster

The Atlantic State Marine Fisheries Commission (ASMFC) requires additional data collection for all harvesters with an American lobster permit. All American lobster harvesters with federal permits that have a federal reporting requirement should follow reporting directions from NMFS. All American lobster harvesters that only have state licenses, or do not have a federal reporting requirement, must report to NJFW. Please notify NJFW staff for specific American lobster reporting forms.

Tautog

The ASMFC has implemented a commercial tagging program for tautog. Previously, both federally permitted vessels and state licensed vessels were required to record tag information on eVTR and on the NJ Harvester Trip Report. That system is now replaced with a postcard system. The harvester will still submit either an eVTR or a NJ Harvester Trip Report but will now provide tag data on a post card that is submitted to NJFW. Please contact us with any questions.

Submitting Reports

Reports can be submitted by two methods, 1.) electronically through the Standard Atlantic Fisheries Information System (SAFIS) or 2.) via the New Jersey Harvester Trip Report. To apply for an electronic SAFIS eTRIPS account, or to print out additional Harvester Trip reporting forms, please visit: <http://njfishandwildlife.com/forms.htm#fishing>. Please contact us with any additional questions.

1. Electronic Reporting

Trips can be submitted using a smartphone, tablet, desktop, and laptop computer.

2. NJ Harvest Trip Paper Reporting

New Jersey Harvester Trip Reports must be submitted in one of the following methods:

MAIL

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

FAX

(609) 748-2032

EMAIL

njcommercialreporting@dep.nj.gov

Reports must be postmarked by the 10th day of the month following the month in which the trip(s) occurred. This includes “Did Not Fish” reports. Example: April reports must be postmarked May 10th.

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

Instructions for completing the Harvester Trip Report

*To submit a “DID NOT FISH” report, complete Name, Gear ID, and check off the appropriate months in the “Did Not Fish” field located at the top of the page. Sign and date at the bottom of the form.

1. **Fisherman name:** Enter your full name as it appears on your commercial licenses and permits.
2. **Gear ID:** Enter your four or five-digit Bureau of Marine Fisheries 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”.
5. **Chart area:** Enter the three-digit area fished from the **fishing chart area (attached)**. If fishing less than 3 miles from shore, use the “Nearshore Area Chart. (**Chart 2, 3, and 4**)”. 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 **Fishing Effort Information by Gear Type 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 using the definitions in the **Fishing Effort Information by Gear Type table (attached)**.
8. **Gear size:** Enter the size of the gear being fished using the definitions in the **Fishing Effort Information by Gear Type table (attached)**.
9. **Mesh size:** Enter the mesh/ring size of the gear being fished. Use the definitions in the **Fishing Effort Information by Gear Type table (attached)**.
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)**.

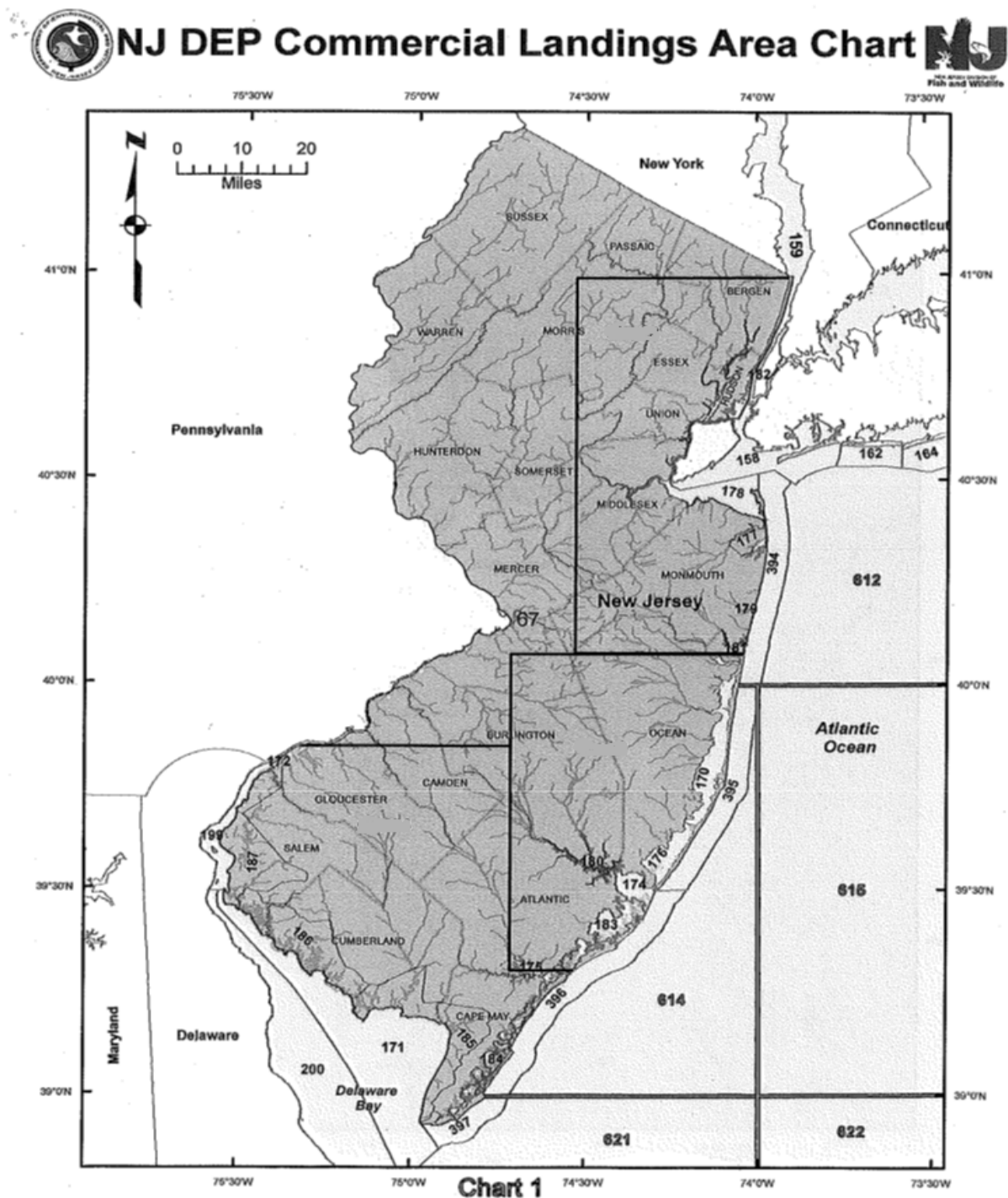
13. **Soak time:** Refer to the **Fishing Effort Information by Gear** Type table (attached) to determine how to calculate your soak time.
14. **Species:** Enter the code of each species caught **and discarded**. Use the codes found in the **Species Code Table (attached)**. If other species were caught that are not provided in the table, please enter the full name of the species.
15. **Kept:** Enter the total pounds of all species, except for blue crab and baitfish (killifish, silversides, mullet, etc.). Blue crab harvesters may submit their catch as pounds, bushels, or numbers. Baitfish harvest may also be recorded in pounds, quarts, or gallons. Please identify what unit you are reporting on the form.
16. **Discards:** Enter the total pounds of each species except for species listed above in the “Kept” section.
17. **Disposition:** Enter the intended use of the kept species using the **Disposition and Buyer Tables (attached)**.
18. **Buyer:** Enter the full name of the company or individual your harvest was sold to using the **Disposition and Buyer Tables (attached)**. If harvest is sold to a federally permitted dealer, you may use their federal dealer permit number.
19. **County:** Enter the port or county where each species was landed. This includes all catch even if it is not sold to a buyer.
20. **Federal Permits:** Check either the first, second, or both boxes if applicable.
21. **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.
22. **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.

Chart Areas

New Jersey Harvester Trip Report

Fisherman name _____	Fishing year _____	Chart area _____
Gear ID _____	Did Not Fish (select all that apply)	Gear type _____
Vessel ID _____ OR <input type="checkbox"/> I fished from shore	<input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> Jun <input type="checkbox"/> Jul <input type="checkbox"/> Aug <input type="checkbox"/> Sep <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec <input type="checkbox"/> I am done fishing for the year	Gear quantity _____
Vessel name _____		Gear size _____
		Mesh size _____
Trip date _____	# Crew _____ # Hauls _____ Soak time _____ Species _____	Kept _____ Discards _____ Disposition _____ Buyer _____ County _____





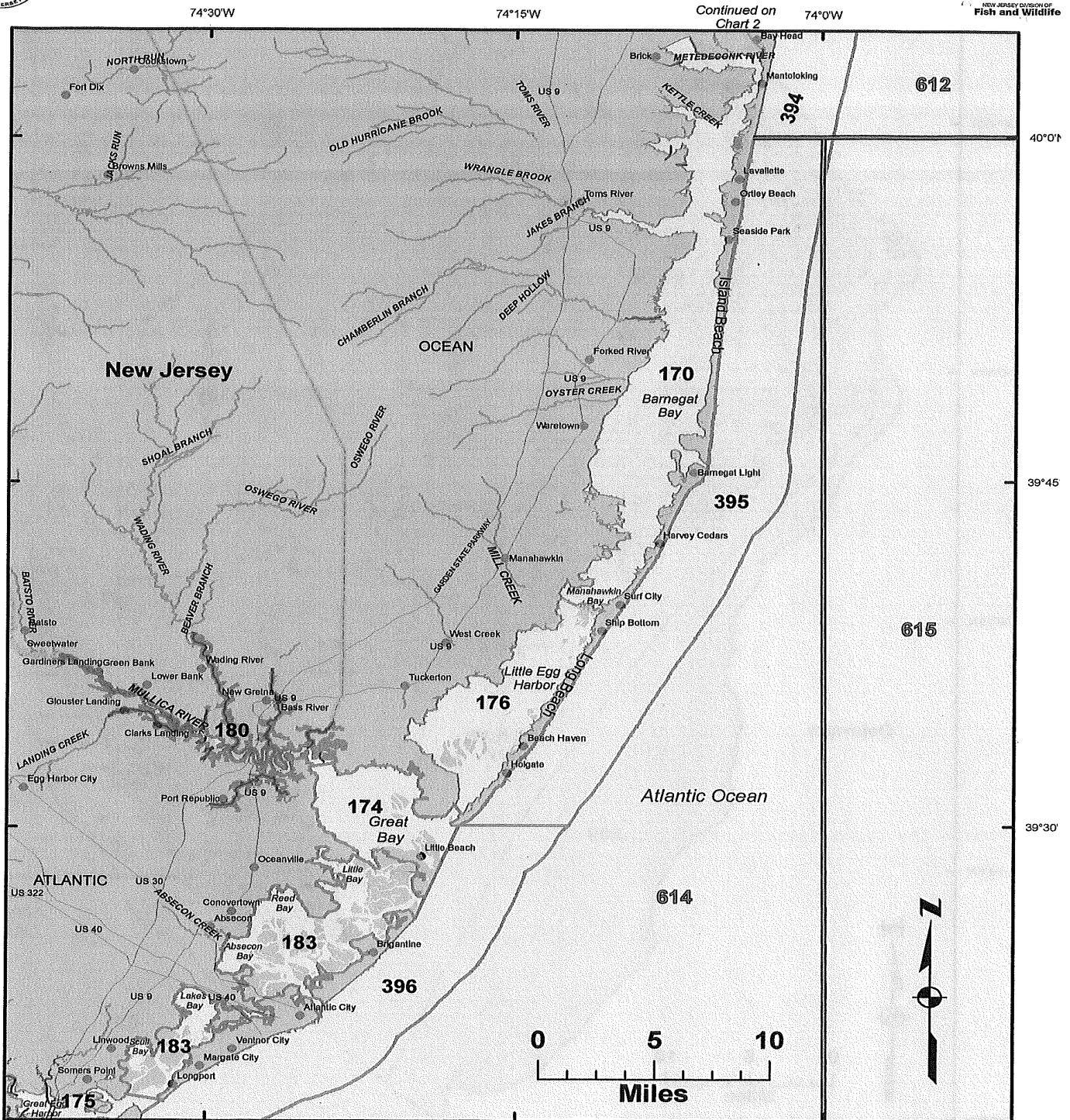


Chart 3

Chart # NJDFW CH3-08-1



NJ DEP Commercial Landings Area Chart

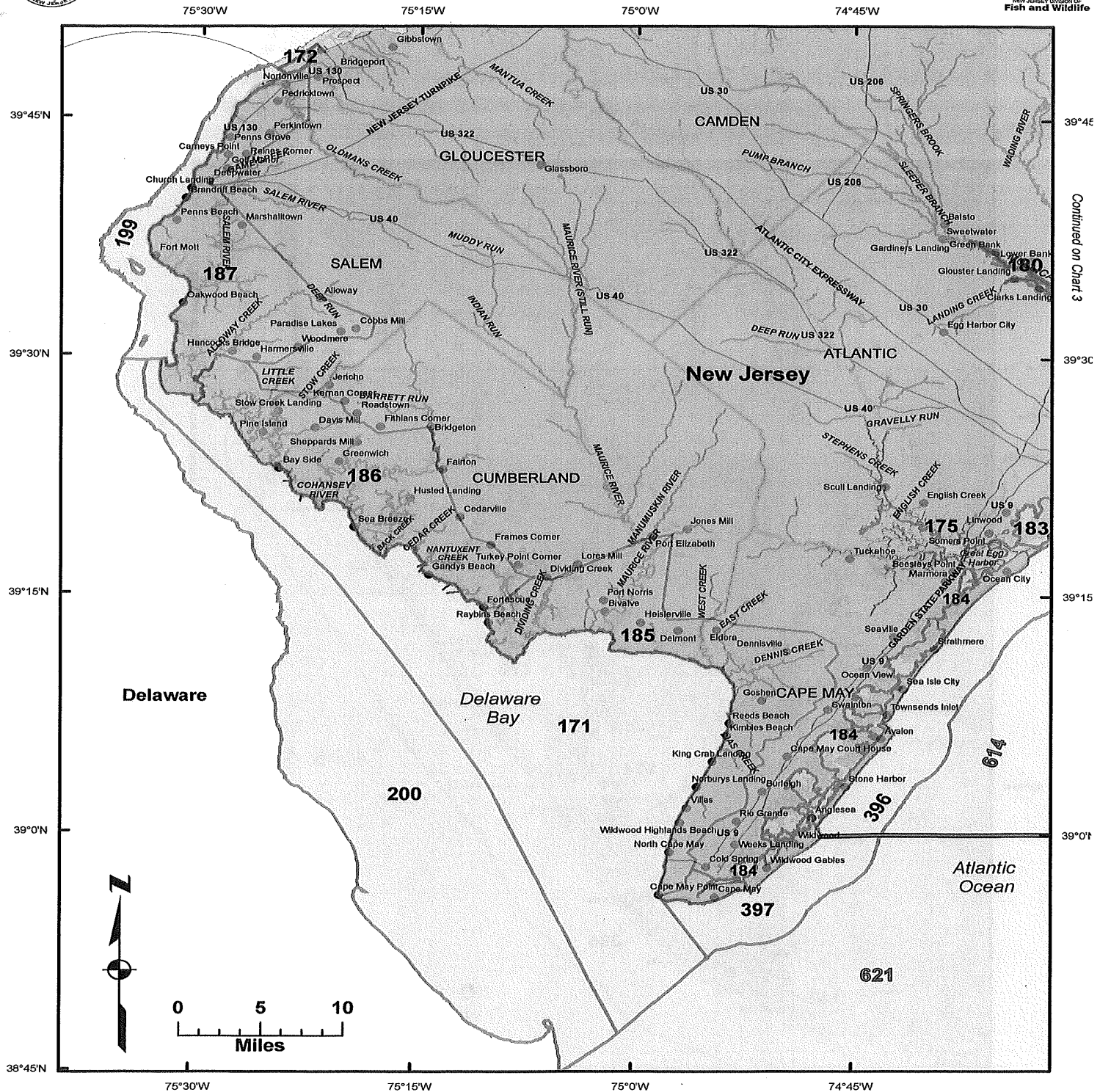


Chart 4

Chart # NJDFW CH4-08-1

Fishing Effort Information by Gear Type

New Jersey Harvester Trip Report

Fisherman name _____ Fishing year _____

Gear ID _____

Vessel ID _____ OR ☐ I fished from shore

Vessel name _____

Did Not Fish (select all that apply)

☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ Jun
☐ Jul ☐ Aug ☐ Sep ☐ Oct ☐ Nov ☐ Dec
☐ I am done fishing for the year

Chart area
 Gear type _____
 Gear quantity _____
 Gear size _____
 Mesh size _____

Trip date	# Crew	# Hauls	Soak time	Species	Kept	Discards	Disposition	Buyer	County

DREDGE

<u>TRIP REPORT</u>	<u>DATA REQUIRED</u>
GEAR TYPE	DRC - CRAB
GEAR QUANTITY	NUMBER OF DREDGES
GEAR SIZE	FISHING OPENING WIDTH (INSIDE MEASURE OF THE WIDEST POINT IN DREDGE FRAME IN FEET)
MESH SIZE	RING SIZE IN INCHES
# HAULS	NUMBER OF TOWS HAULED PER TRIP (TOTAL)
SOAK TIME	AVERAGE TOW TIME PER HAUL (FROM DEPLOYMENT TO FULL RETREIVAL. TOTAL FISHING TIME)

GILL NET

<u>TRIP REPORT</u>	<u>DATA REQUIRED</u>
GEAR TYPE	GND - LARGE MESH DRIFT, GNS-SINK, GNT -SMALL MESH DRIFT, GNA -STAKED/ANCHORED
GEAR QUANTITY	TOTAL NUMBER OF PANELS FISHING
GEAR SIZE	AVERAGE LENGTH OF THE NETS USED (NOT THE ENTIRE STRING)
MESH SIZE	NET MESH SIZE IN INCHES
# HAULS	NUMBER OF STRINGS HAULED PER TRIP
SOAK TIME	AVERAGE SOAK TIME PER HAUL (FROM DEPLOYMENT TO RETRIEVAL)

FYKE NET

<u>TRIP REPORT</u>	<u>DATA REQUIRED</u>
GEAR TYPE	FYK – FYKE NET
GEAR QUANTITY	NUMBER OF TRAPS
GEAR SIZE	OVERALL LENGTH IN FEET
MESH SIZE	MESH SIZE OF CRIB/ INNER MESH
# HAULS	NUMBER OF SETS/HAULS LIFTED
SOAK TIME	AVERAGE SOAK TIME PER HAUL (DEPLOYMENT TO RETRIEVAL)

CAST NET

<u>TRIP REPORT</u>	<u>DATA REQUIRED</u>
GEAR TYPE	CST - CAST NET
GEAR QUANTITY	NUMBER OF NETS USED
GEAR SIZE	RADIUS OF GEAR IN FEET
MESH SIZE	MESH SIZE IN INCHES
# HAULS	NUMBER OF SETS/ HAULS
SOAK TIME	TOTAL AMOUNT OF TIME SPENT SEARCHING FOR TARGETED SPECIES

Fishing Effort Information by Gear Type (cont.)

POTS AND TRAPS (EXCLUDES LOBSTER*)

<u>TRIP REPORT</u>	<u>DATA REQUIRED</u>
GEAR TYPE	PTC - CRAB, PTE - EEL, PTF- FISH, PTM - MINNOW/ KILLIFISH, PTW - CONCH/WHELK
GEAR QUANTITY	NUMBER OF STRINGS HAULED
GEAR SIZE	TOTAL NUMBER OF POTS IN THE WATER
MESH SIZE	LENGTH AND WIDTH OF THE ENTRANCE OF THE POT IN INCHES
# HAULS	NUMBER OF POTS PULLED IN A TRIP
SOAK TIME	AVERAGE SOAK TIME PER HAUL (DEPLOYMENT OF RETRIEVAL)

*For additional information on how to report lobster harvest please contact the Nacote Creek Field Station at (609) 748-2020 before your planned trip.

HAND LINE/ HOOK AND LINE

<u>TRIP REPORT</u>	<u>DATA REQUIRED</u>
GEAR TYPE	HND - HAND LINE/ HOOK AND LINE
GEAR QUANTITY	NUMBER OF LINES FISHING
GEAR SIZE	NUMBER OF HOOKS FISHING
MESH SIZE	LEAVE BLANK
# HAULS	LEAVE BLANK
SOAK TIME	TOTAL AMOUNT OF TIME THE LINES WERE FISHING

TRAWLS

<u>TRIP REPORT</u>	<u>DATA REQUIRED</u>
GEAR TYPE	OTB -BEAM, OTF -BOTTOM FISH, OTM - MIDWATER, PRT - PAIR MIDWATER, PTB -PAIR BOTTOM
GEAR QUANTITY	NUMBER OF INDIVIDUAL TRAWLS BEING HAULED AT ONE TIME
GEAR SIZE	SWEEP/ FOOTROPE LENGTH IN FEET
MESH SIZE	SMALLEST MESH SIZE USED IN COD END OF LINER
# HAULS	AVERAGE TOW TIMER PER HAUL (FROM DEPLOYMENT OF FULL RETRIEVAL)
SOAK TIME	TOTAL AMOUNT OF TIME SPENT SEARCHING FOR TARGETED SPECIES

SEINES

<u>TRIP REPORT</u>	<u>DATA REQUIRED</u>
GEAR TYPE	PUR- PURSE, SHE - HAUL
GEAR QUANTITY	NUMBER OF NETS
GEAR SIZE	LENGTH OF HEAD ROPE IN FEET
MESH SIZE	MESH SIZE IN INCHES
# HAULS	NUMBER OF STRINGS HAULED PER TRIP
SOAK TIME	AVERAGE SOAK TIME PER HAUL (DEPLOYMENT OF RETRIEVAL)

If you have any questions about Fishing Effort Information or do not see your gear listed, please contact the Nacote Creek Field Station at (609) 748-2020 or email at njcommercialreporting@dep.nj.gov.

Species Code Table

New Jersey Harvester Trip Report

Fisherman name _____ Fishing year _____ Chart area _____
 Gear ID _____ Did Not Fish (select all that apply) _____
 Vessel ID _____ OR ☐ I fished from shore ☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ Jun
 Vessel name _____ ☐ Jul ☐ Aug ☐ Sep ☐ Oct ☐ Nov ☐ Dec
☐ I am done fishing for the year
 Trip date _____ # Crew _____ # Hauls _____ Soak time _____ Species _____ Kept _____ Discards _____ Disposition _____ Buyer _____ County _____
 Gear type _____
 Gear quantity _____
 Gear size _____
 Mesh size _____

CODE	SPECIES NAME	CODE	SPECIES NAME	CODE	SPECIES NAME
ANCH	ANCHOVY	FLSD	FLOUNDER, WINDOWPANE	RAYCO	RAY, COWNOSE
BLU	BLUEFISH	FLBB	FLOUNDER, WINTER	SAND	SAND LANCE
BON	BONITO	RHAK	HAKE RED/ LING	SCUP	SCUP/ PORGY
BUT	BUTTERFISH	SHAK	HAKE, SILVER/ WHITING	BSB	SEA BASS, BLACK
COMC	CARP, COMMON	SPHAL	HAKE, SPOTTED	SROB	SEA ROBINS
CAT	CATFISHES	WHAK	HAKE, WHITE	WKSP	SEA TROUT, SPOTTED
COBIA	COBIA	ALWF	HERRING, ALEWIFE	SHAD	SHAD, AMERICAN
COD	COD, ATLANTIC	HERR	HERRING, ATLANTIC	SHADB	SHAD, AMERICAN "BUCK"
CBRF	CRAB, BLUE "FEMALE"	HRAT	HERRING, ATLANTIC THREAD	SHADR	SHAD, AMERICAN "ROE"
CRBM	CRAB, BLUE "MALE"	HRBB	HERRING, BLUE BACK	SHDG	SHAD, GIZZARD
XCRB	CRAB, BLUE "MIXED"	CREV	JACK, CREVALLE	SHDH	SHAD, HICKORY
PCRB	CRAB, BLUE "PEELER"	JDO	JOHN DORY	SIL	SILVERSIDES, ATLANTIC
CRG	CRAB, GREEN	WHK	KINGFISH	SHEEP	SHEEPSHEAD
CRHS	CRAB, HORSESHOE	WHKN	KINGFISH, NORTHERN	SPOT	SPOT
CRJ	CRAB, JONAH	WHKS	KINGFISH, SOUTHERN	ILX	SQUID, ILLEX
CRJC	CRAB, JONAH "CLAWS"	LOB	LOBSTER, AMERICAN	LOL	SQUID, LOLIGO
CRRK	CRAB, ROCK	MACK	MACKEREL, ATLANTIC	NSG	STARGAZER, NORTHERN
CRSP	CRAB, SPIDER	MACC	MACKEREL, ATLANTIC CHUB	STB	STRIPED BASS
CRO	CROAKER, ATLANTIC	SSM	MACKEREL, SPANISH	STUR	STURGEON, ATLANTIC
DGSM	DOGFISH, SMOOTH	MEN	MENHADEN	STSN	STURGEON, SHORT NOSE
DGSP	DOGFISH, SPINY	MUL	MULLETS	TAU	TAUTOG
DRUMB	DRUM, BLACK	MUMM	MUMMICHOG	TOAD	TOADFISH, OYSTER
DRUMR	DRUM, RED	POUT	OCEAN POUT	TRIGGR	TRIGGER FISH, GRAY
EELA	EEL, AMERICAN	PERW	PERCH, WHITE	WKSQ	WEAKFISH
EELC	EEL, CONGER	PERY	PERCH, YELLOW	WHKC	WHELK, CHanneled
FLUKE	FLOUNDER, SUMMER	PUFN	PUFFER, NORTHER	WHKN	WHELK, KNOBBED

If species harvested or discarded is not listed, please record the species name on the Harvester Trip Report. If you have any questions about the Species Code Table, please call (609) 748-2020 or email njcommercialreporting@dep.nj.gov

Disposition and Buyer Tables

New Jersey Harvester Trip Report

Fisherman name _____ Fishing year _____ Chart area _____
 Gear ID _____ Did Not Fish (select all that apply) Gear type _____
 Vessel ID _____ OR ☐ I fished from shore ☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ Jun Gear quantity _____
 Vessel name _____ ☐ Jul ☐ Aug ☐ Sep ☐ Oct ☐ Nov ☐ Dec Gear size _____
☐ I am done fishing for the year Mesh size _____

Trip date	# Crew	# Hauls	Soak time	Species	Kept	Discards	Disposition	Buyer	County

DISPOSITION	CODE
FOOD	HF
BAIT	BT
KEPT, UNKOWN	KU
PERSONAL USE	PU
NO CATCH	NC
DISCARD	DC

BUYER	CODE
DEALER	WRITE DEALER NAME
PRIVATE/ DOCKSIDE	PD
NO SALE KEPT	NSK
NO SALE RELEASE	NSR
CARRED (HELD, SOLD AT LATER DATE)	CAR

If you have any questions about Disposition or Buyer Tables or do not see your disposition or buyer code listed, please call (609) 748-2020 or email njcommercialreporting@dep.nj.gov.

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

New Jersey Harvester Trip Report

Fisherman name

Gear ID _____

Vessel ID _____ OR ☐ I fished from shore

Vessel name

Fishing year

Did Not Fish (select all that apply)

☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ Jun

☐ Jul ☐ Aug ☐ Sep ☐ Oct ☐ Nov ☐ Dec

☐ I am done fishing for the year

Chart area

Gear type _____

Gear quantity

Gear size

Mesh size

Trip date	# Crew	# Hauls	Soak time	Species	Kept	Discards	Disposition	Buyer	County
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☐ I currently have federal permits or am fishing on a federally permitted vessel ☐ I am sending a Vessel Trip Report (VTR) to the National Marine Fisheries Service

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.

Signature _____

Date _____

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. Please be sure to keep a copy for your own records. Questions or comments, please call (609) 748-4334 or (609) 748-2064. Form NJTRIP 2019-01



ONLINE REPORTING OPTIONS



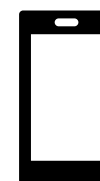
TIRED OF SUBMITTING MONTHLY REPORTS THROUGH THE MAIL OR FAX?
SAVE A STAMP OR A TRIP TO THE POST OFFICE.
INSTANT CONFIRMATION THAT YOUR REPORT WAS SUBMITTED
24 HOUR/ 7 DAY A WEEK SUPPORT FOR QUESTIONS
TRY ONLINE REPORTING BY USING:



Computer



Tablet



Smart phone

ONLINE REPORTING IS APPLE, ANDROID, AND WINDOWS 10 COMPATIBLE



Looking for additional information, videos, or to sign up?
<https://www.accsp.org/what-we-do/safis/etrips-mobile-instructions/>

OR

1 (800) 984 -0810 24 hours/7days

OR

Visit (Please call ahead)/ Email/ Call NJFW Nacote Creek Field Station
(609) 748-2020 or njcommercialreporting@dep.nj.gov

