

2003 LOGBOOK TRIP REPORT FORM INSTRUCTIONS

Please read instructions carefully

This form is to be used to report fishing activity for South Atlantic snapper-grouper, King and Spanish mackerel and shark permits. Under current regulations, **ALL** fishermen are responsible for submitting a logbook for every fishing trip for the permits listed above.

All forms must be submitted no later than seven (7) days after the completion of each trip (the date of landing) or 7 days after the end of a month for which you are reporting no fishing activity. Completed forms are to be mailed to:

**National Marine Fisheries Service
Logbook Program
P.O. Box 491500
Key Biscayne, Florida 33149-9916**

When additional forms or envelopes are needed, include a note with your logbook submission. Include your name, address and your vessel identification number. If you have any questions, please contact the Logbook Program at (305) 361-4581.

Please print all requested information clearly. A form with incomplete or unclear information cannot be entered into the database and will be returned. This missing form may cause you to be out of compliance and your permit renewal denied.

The following instructions are for fishing forms:

You must fill out a separate form for EACH fishing trip made. DO NOT report multiple trips on one form. Do not submit more than one log for each fishing trip. All information for one fishing trip should be entered on one form. There are three sections for each form.

VESSEL SECTION - Fill in each information block on each log as described below:

Captain's Signature - The person responsible for the operation of the vessel during the trip must sign the form to verify all information.

Vessel ID. Number - Enter the official US Coast Guard documentation number or state registration number for the vessel as it appears on the permit application.

Vessel Name - Enter the vessel name as it appears on the permit application.

Trip ticket number - Please include the trip ticket number from your state sales receipt (FL,GA,NC,LA).

Phone Number - Include a phone number where you can be reached.

Start Date - Enter the numerical date (month, day and year) when the vessel departed for the trip.

Unload Date - Enter the numerical date (month, day and year) when the catch was unloaded at a dealer. If the catch was unloaded at more than one dealer, enter the date when the catch was unloaded at the **first** dealer.

Days At Sea - Enter the number of days spent away from port. Include traveling time to and from fishing area. Count any fraction of a day as a whole day. If you left in the morning and returned any time before midnight, you would enter '1'.

Number Of Crew - Enter the total number of people that fished during the trip. The captain is to be included in the number of crew.

County and State of Unloading - Enter the name of the county and the state where the fish from the trip were unloaded. Do not use code numbers.

Dealer Number - enter the state dealer number, if known.

Dealer Name - Enter the complete name of the seafood dealer to whom you sold your catch. If the catch was unloaded at more than one dealer, enter the name of either the dealer where the **majority** of the catch was sold, or in the case of equal sales, the first dealer where the catch was sold. If you kept the catch, write in PERSONAL USE. If there was no catch, please write in NO CATCH.

GEAR SECTION - Check the box in the header of each type of gear used: traps, longline, trolling, line, hook & line/bandit, diving, or other gear. Fill in ALL information blocks under each gear type you used.

Traps - This category includes fish traps or fish pots. This category does not include lobster or crab traps.

Traps Used - Enter the total numbers of traps that were used.

Hauls - Enter the total number of hauls made. For example, if you used 10 traps and pulled each trap 3 times, enter 30 trap hauls. Include hauls with no catch.

Soak Time - Enter the total time in HOURS that the traps were in the water for the trip. For example, if you hauled 30 traps and each trap was in the water for 4 hours, then soak time would be 120 hours.

Mesh - Mesh size refers to the size of the openings in the material that covers the trap. Enter the mesh size in inches (a mesh size of 1 in. x 2 in. should be entered as 1x2, a mesh size of 1 ½ in. x 1 ½ in. should be entered as 1.5x1.5).

In the catch section, enter a **T** in the column labeled 'Gear' next to each species where trap gear was used.

Longline - This gear refers to mid-water or bottom longline.

of Sets Made - Enter the number of times that this gear was set.

of Hooks/Line - Enter the average number of hooks used per line.

Line Length (miles) - Enter the average length in miles of the line used.

Total Soak Time (hrs) - Enter the total time in hours that this gear was used. For example, if you made 4 sets and each set was 2 hours, then total time fished would be 8 hours.

In the catch section, enter **L** in the column labeled 'Gear' by species where trap gear was used.

Gill Nets - This gear is for runaround gill nets, etc.

Length - Enter the length of the net in yards.

Depth - Enter the depth of the net in yards.

Mesh - Enter the size of the net opening in **inches**. The size should be measured as the distance between two diagonal knots when the mesh is stretched fully closed.

Total Soak Time (hrs) - Enter the total time in hours that this gear was used. For example, if you made 4 sets and each set was 2 hours, then total time fished would be 8 hours. For strike and run-around nets with soak times less than 1 hour please report 1.

In the catch section, enter **GN** in column labeled 'Gear' by species where gill nets were used.

Rod & Reel Handline - This gear includes rod & reel and handlines. This gear type is associated with fishing when the boat is **not moving** under its own power, but stationary (or drifting) over a fishing location.

of Lines - Enter the number of lines used.

of Hooks/Line - Enter the average number of hooks per line.

Total Time Fished (hrs) - Enter the total time in hours that the gear was in the water fishing.

In the catch section, enter an **H** in the column labeled 'Gear' next to each species where handlines were used.

Electric Reel / Bandit - This gear includes bandits and electric reels. This gear type is associated with fishing when the boat is **not moving** under its own power, but stationary (or drifting) over a fishing location.

of Lines - Enter the number of lines used.

of Hooks/Line - Enter the average number of hooks per line.

Total Time Fished (hrs) - Enter the total time in hours that gear was in the water fishing.

In the catch section, enter an **E** in the column labeled 'Gear' next to each species where handlines were used.

Trolling Lines - These are lines that are used from a boat that is moving under its own engine power with the lines in the water trailing the boat.

of Lines - Enter the number of lines used.

of Hooks/Line - Enter the average number of hooks used per line.

Total Time Fished (hrs) - Enter the total time in hours that gear was in the water fishing.

In the catch section, enter a **TR** in the column labeled 'Gear' next to each species where trolling lines were used.

Diving - This includes speargun, gigs, powerhead, bangstick and hand caught while diving.

Type of Gear - Enter a **P** for gear with explosive devices (i.e., powerheads or bangsticks).

Enter an **S** for gear without explosive devices (i.e., spearguns, gigs, or by hand).

Divers - Enter the total number of divers that were in the water.

Total Time Fished (hrs) - Enter the total time in hours that the divers were in the water.

In the catch section, enter an **S** or **P** in the column labeled 'Gear' next to each species taken by divers.

Other Gear - This gear includes cast net, lobster pots, stone crab pots and any other type of gear.

Please do not record bandits, electric reels, or rod & reels here (See Handline instructions).

Type of gear - Enter the name of the gear.

Total Time Fished (hrs) - Enter the total time in hours this gear was used.

CATCH SECTION - Catch is defined as the pounds of fish that were caught and sold. Space is provided at the bottom of the log for species not listed.

Gutted Column - Enter the amount of catch in pounds for each species sold in gutted form in this column.

Whole Column - Enter the amount of catch in pounds for each species sold in whole form in this column.

Gear Column - Enter gear code (T, L, GN, II, E, TR, S, P, or O) for the type of gear that caught the species in the 'Gear' column. Gear codes are in the parentheses next to the type of gear in the GEAR SECTION.

Area Column - Enter the numeric code for the fishing area where the majority of your catch for this trip was made. Maps with the numeric codes and the associated latitudes and longitudes are on the following page. **Do not use** state codes or Loran coordinates.

Price Column - Enter price per pound received for fish reported in the Gutted or Whole columns.

Do not include fractions of pounds.

Do not enter the number of fish, only enter the weight in pounds.

Do not enter a number in both gutted and whole column for a species unless you actually sold fish in both forms.

You must enter a gear, area and price for each species reported.

Do not report the total amount received for your fish.

TRIP EXPENSE AND PAYMENT SECTION - Fill in the information blocks on each log as described below:

Gallons of Fuel Used This Trip - Estimate gallons of fuel actually used during this trip.

Price Per Gallon - Enter price per gallon paid for fuel when you last refueled.

Trip Fuel Cost - Enter total cost of fuel used during trip.

Pounds of Frozen or Dead Bait Used - Please enter the approximate pounds of frozen or dead bait actually used on this trip. (Report total pounds of bait purchased only if the unused portion of the box cannot remain frozen for use on another trip.) **Enter zero** if you did not use frozen or dead bait.

Number of Live Bait Used - Please enter the number of bait fish used. (Report total number of live bait purchased only if unused bait cannot be saved for another trip.) **Enter zero** if you did not use live bait.

Trip Bait Cost - Enter total cost of bait (frozen, dead and live bait) used on this trip. **Enter zero** if there was no cost for bait.

Ice Pounds Used - Estimate pounds of ice used on this trip, including both purchased ice and ice from your own icemaker. **Enter zero** if you did not use ice on this trip.

Trip Ice Cost - Enter total cost of ice purchased for this trip. **Enter zero** if there was no cost for ice.

Other Trip Expenses - Record the sum of other trip-related expenditures, such as packing fees, groceries, oil and other lubricants, gas for dive tanks, and other costs that you usually incur each trip. Please do not include costs that may occur infrequently during the year, such as lost anchors and chains, lost tackle or gear, new gear purchases, major repairs to hull or engine, and so forth. **Enter zero** if there were no trip expenses other than fuel, bait and ice.

Owner on Board - Check **YES** if the boat's owner worked as captain or crew member on this trip. Check **NO** if the owner was not on board.

Wages paid to Captain and Crew - Record total labor payments to captain and crew. This amount can be calculated as total trip revenue minus boat share and trip costs. Please do not enter the amount of revenues earned from the sale of your catch. **Enter zero** if there were no labor payments to captain and crew. As owner-operator, you may pay yourself a captain's and/or crew share as payment for your labor on each trip, as well as a boat share to cover fixed and other ownership costs. If so, please add your labor payment as captain to your other crew payments, enter the amount in the boxes for "Labor Costs for Captain and Crew", and check "Yes" in the next question labeled "Do payments include owner's salary." However, you may not pay yourself on a regular trip by trip basis. If both boat and captain's shares remain in your business account and you pay yourself a salary at irregular intervals as needed, then please include only your cash payments to crew members in the boxes labeled "Labor Costs for Captain and Crew" and check "No" in the next question labeled "Do payments include owner's salary."

Do Payments Include Captain's Share - Check **YES** if the entry for "Labor Costs for Captain and Crew" includes a payment for labor by the owner as captain or crew member on this trip. Check **NO** if the owner's share for labor was not included.

The following instructions are for No Fishing forms:

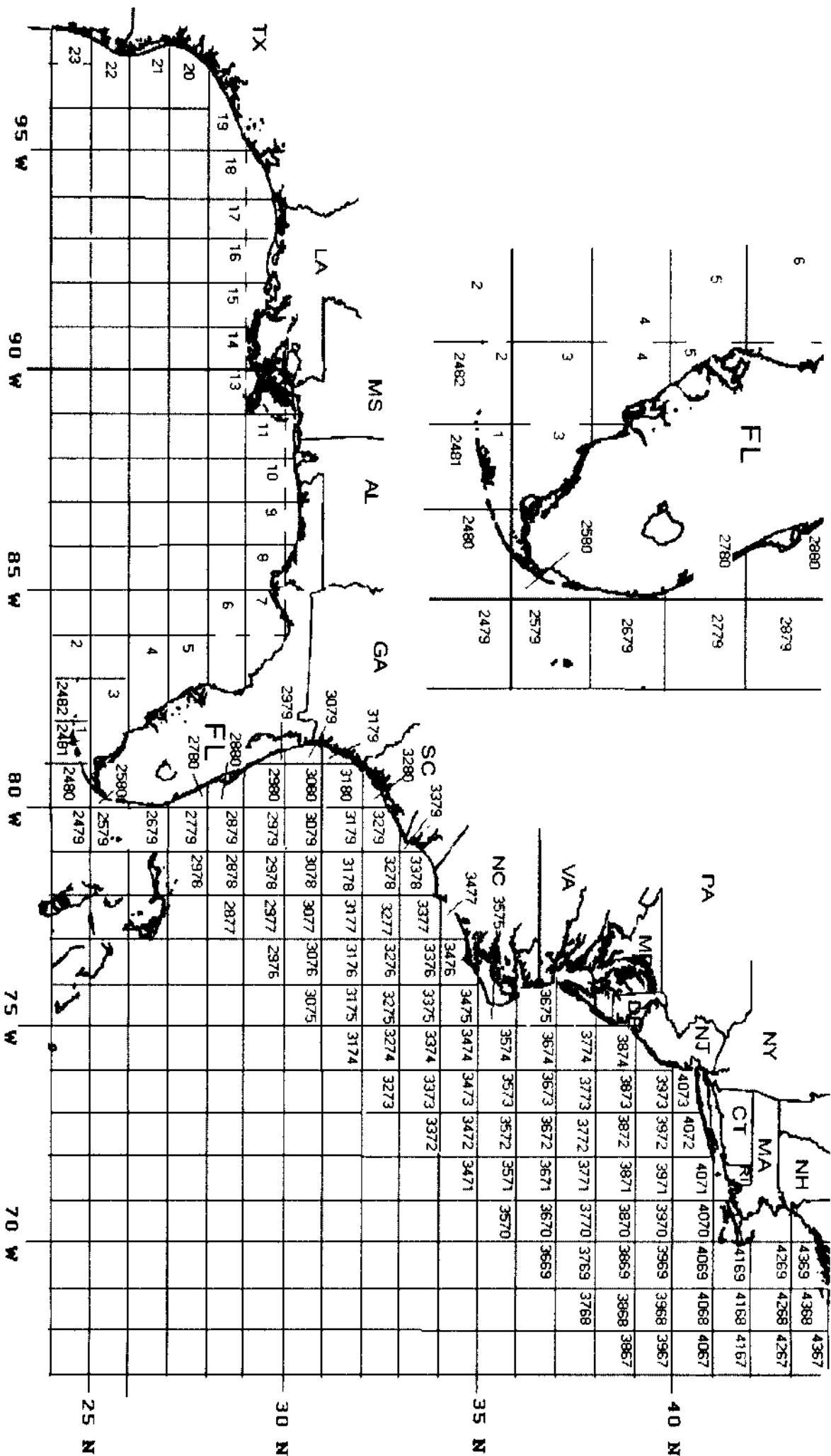
If a permitted vessel did **NOT** fish during a calendar month, a **NO-FISHING** form must be completed. NO-FISHING forms are in the **BACK** of the logbook, behind the trip forms. Please note the following:

A separate form must be completed for each month no fishing occurred.

Put a check by each permit for the fishery(ies) that no fishing occurred. Do not submit more than one form for each month, multiple fisheries can be reported on one form.

Do not check fisheries for which you do NOT have a permit.

Public reporting burden for this collection of information is estimated to average 20 minutes per response for fishing forms and 2 minutes to submit a no-fishing response including the time for reviewing the instructions, searching the 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 aspects of this burden to Robert Sadler, National Marine Fisheries Service, 9721 Executive Center Drive N., St. Petersburg, Florida 33702. This reporting is required under and is authorized under 50 CFR 622.5(a)(1)(v). Information submitted will be treated as confidential in accordance with NOAA Administrative Order 216-100. 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 displays a currently valid OMB Control Number. The NMFS requires this information for the conservation and management of marine fishery resources. These data will be used to monitor quotas in this fishery. Data about prices, trip expenses and labor payments will be used to evaluate the economic effects of proposed regulations in the fishery.



Area Map:

South Atlantic Statistical Grid Map – Grid Numbers follow lines of longitude and latitude. The first two digits in the four digit grid numbers are latitude degrees and the second two digits are longitude degrees.

Gulf of Mexico Statistical Grid Map – Use the grid number of the area you fished. Note that gulf grid numbers do not follow lines of longitude and latitude.

Florida Close-up (See Inset) - The close-up grid map of south Florida shows the 4 digit codes for the South Atlantic Region and the 1 digit code in the Gulf of Mexico Region.