



## 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 Matthew Heyl or Laura Versaggi at (609) 748-4334 or Tim Daniels at (609) 748-2064 or at our commercial reporting email address: [njcommercialreporting@dep.nj.gov](mailto:njcommercialreporting@dep.nj.gov).

- Harvester Trip Reports must be submitted in **full** on a monthly basis. Reports must be received by the Marine Fisheries Administration postmarked by the 10<sup>th</sup> 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 species caught. **DO NOT** combine multiple months into a single report.
- 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, 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 **NOT** count towards compliance
- New Jersey Harvester Trip Reports must be completed by fishermen who possess a New Jersey 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. State copies (blue copy) should be submitted to NJ Marine Fisheries (address listed on next page). If state copies of VTR's are submitted, fishermen do **NOT** need to submit Harvester Trip Reports. Blue state copies of VTRs are accepted towards compliance.
- Vessels with **Federal Permits** that **do not fish** for a particular month, must submit a no harvest report on the New Jersey Harvester Trip Report (attached).
- **Fishermen who submit trip reports electronically through SAFIS eTRIPS do not need to submit paper New Jersey Fishing Vessel Trip Reports.**

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>

## Submitting your forms

Copies of each completed Federal VTR, and New Jersey Harvester Trip Reports must be submitted in one of the following ways:

<b>MAIL</b> Trip Report Marine Fisheries Administration PO Box 418 Port Republic, NJ 08241	Or	<b>FAX</b> (609) 748-2032	Or	<b>EMAIL</b> njcommercialreporting@dep.nj.gov
---	----	------------------------------	----	--

## Instructions for completing the Harvester Trip Report

\*To submit a **DID NOT FISH** report, fill out **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 Marine Fisheries (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 area charts (attached). If fishing less than 3 miles from shore, use the "Nearshore Area Chart." If fishing more than 3 miles from shore, use the "Offshore Area Chart." If more than one chart area was fished during a trip, **a separate report must be completed for each area**. If your tow or the placement of your fixed gear (for example, gillnets) crosses chart area boundaries, the area you report must be the area you were in when you started to retrieve or haul back your gear.
6. **Gear type:** Enter the three-letter code found in the **Gear Codes Table** (attached) of the gear being fished. If more than one gear type was used during this trip, **A separate report must be completed for each gear used**. If you are fishing with a gear type not provided in the table below, please write in the full name of the gear being used.
7. **Gear quantity:** Enter the quantity of gear using the definitions in the **Fishing Effort Information by Gear Type** table (attached). If more than one of this gear type was used during the trip, enter the average quantity of gear used per haul.
8. **Gear size:** Enter size of the gear being fished using the definitions in the **Fishing Effort Information by Gear Type** table (attached).

9. **Mesh size:** Enter mesh/ring size of the gear being fished. Use the definitions in the **Fishing Effort Information by Gear Type** table (attached). If more than one mesh/ring size was used in a haul (for example, multiple mesh sizes in a string of gillnets), enter the average mesh/ ring size per haul. If you changed mesh/ring size during this trip (for example, changing from a large mesh trawl to a small mesh trawl), **complete a separate report** for each mesh/ring size used.
10. **Trip Date:** Enter the month, day, and year of the date your trip started (left port).
11. **# crew:** Enter the total number of crew members **including** the captain.
12. **# hauls:** Enter the total number of tows, sets, or strings you hauled as appropriate for your gear using the **Fishing Effort Information by Gear Type** table (attached).
13. **Soak time:** 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. 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**. Blue Crab fisherman many enter their catch as **bushels or numbers**. Baitfish may also be recorded in **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 **Dispositions** table (attached).
18. **Buyer:** Enter the full name of the company or individual your harvest was sold to. If harvest is sold to a federally permitted dealer, you may use their federal dealer permit number.
19. **County:** Enter the county of the port where each species was 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 any apply.
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.***

**Gear Codes Table:**

	CODE	GEAR DESCRIPTION		CODE	GEAR DESCRIPTION
<b>TRAWLS</b>	<b>OHS</b>	OTTER TRAWL, HADDOCK SEPERATOR	<b>DREDGE</b>	<b>DRM</b>	DREDGE, MUSSEL
	<b>OTB</b>	OTTER TRAWL, BEAM		<b>DRC</b>	DREDGE, CRAB
	<b>OTC</b>	OTTER TRAWL, BOTTOM, SCALLOP			
	<b>OTF</b>	OTTER TRAWL, BOTTOM FISH			
	<b>OTM</b>	OTTER TRAWL, MIDWATER	<b>POTS AND TRAPS</b>	<b>PTC</b>	POTS, CRAB
	<b>OTR</b>	OTTER TRAWL, RUHLE		<b>PTE</b>	POTS, EEL
	<b>OTS</b>	OTTER TRAWL, BOTTOM, SHRIMP		<b>PTF</b>	POTS, FISH
	<b>PTM</b>	PAIR TRAWL, MIDWATER		<b>PTM</b>	POTS, KILLIES/ MINNOW
	<b>PTB</b>	PAIR TRAWL, BOTTOM		<b>PTL</b>	POTS, LOBSTER
		<b>PTS</b>		POTS, SHRIMP	
		<b>PTW</b>		POTS, CONCH/ WHELK	
		<b>WEI</b>		WEIR	
		<b>TRP</b>		TRAP NET	
<b>SEINES</b>	<b>PUR</b>	SEINE, PURSE			
	<b>SED</b>	SEINE, DANISH			
	<b>SHE</b>	SEINE, HAUL			
	<b>SES</b>	SEINE, SCOTTISH			
<b>GILL NETS</b>	<b>GND</b>	GILL NET, DRIFT, LARGE MESH	<b>OTHER</b>	<b>CST</b>	CAST/ BAIT NET
	<b>GNR</b>	GILL NET, RUNAROUND		<b>DIV</b>	DIVING GEAR
	<b>GNS</b>	GILL NET, SINK		<b>FYK</b>	FYKE NET
	<b>GNT</b>	GILL NET, DRIFT, SMALL MESH		<b>HRP</b>	HARPOON
	<b>GNA</b>	GILL NET, STAKED/ ANCHORED		<b>RAK</b>	HAND RAKE
				<b>PND</b>	POUND NET

**Disposition Table:**

DISPOSITION	CODE
FOOD	HF
BAIT	BT
REDUCTION	RD
PERSONAL USE	PU
ANIMAL FOOD	AF
OTHER	OT

## Fishing Effort Information by Gear Type

<b>GEAR TYPE</b>	<b>MESH/ RING SIZE</b>	<b>GEAR QUANTITY</b>	<b>GEAR SIZE</b>	<b>NUMBER OF HAULS</b>	<b>TOW/ SOAK TIME</b>
<b>TRAWL</b>	Smallest mesh size used in cod end or liner	Number of individual trawls being hauled at one time	Sweep (foot rope) length in feet	Number of tows hauled per trip	Average tow time per haul (from deployment to full retrieval)
<b>DREDGE</b>	Ring size	Number of dredges	Width of entrance in inches	Number of tows hauled per trip	Average tow time per haul (from deployment to full retrieval)
<b>GILLNET</b>	Mesh size	Average number of nets per string	Average length of the nets used in a string (not the entire string)	Number of strings hauled per trip	Average soak time per haul (from deployment to retrieval)
<b>POTS</b>	Outer Entrance (ring, hoop) size	Average number of pots per string	Total number of pots in the water	Number of strings hauled per trip	Average soak time per haul (from deployment to retrieval)
<b>SEINES</b>	Mesh size	Number of nets	Length of head rope in feet	Number of strings hauled per trip	Average soak time per haul (from deployment to retrieval)
<b>ROD &amp; REEL/ HAND LINE</b>	Leave blank	Number of hooks per line	Number of lines fishing	Leave blank	Total amount of time the lines were fishing.
<b>DIVING</b>	Leave blank	Leave blank	Leave blank	Leave blank	Dive time
<b>CAST NET</b>	Mesh size	Leave blank	Average radius of net(s)	Number of hauls	Total amount of time spent searching for targeted species
<b>FYKE/ TRAP NET</b>	Mesh size of crib/ inner mesh	Number of traps	Length of leader/ wings in feet	Number of sets lifted	Average soak time per haul (deployment to retrieval)

**Species Codes Table:**

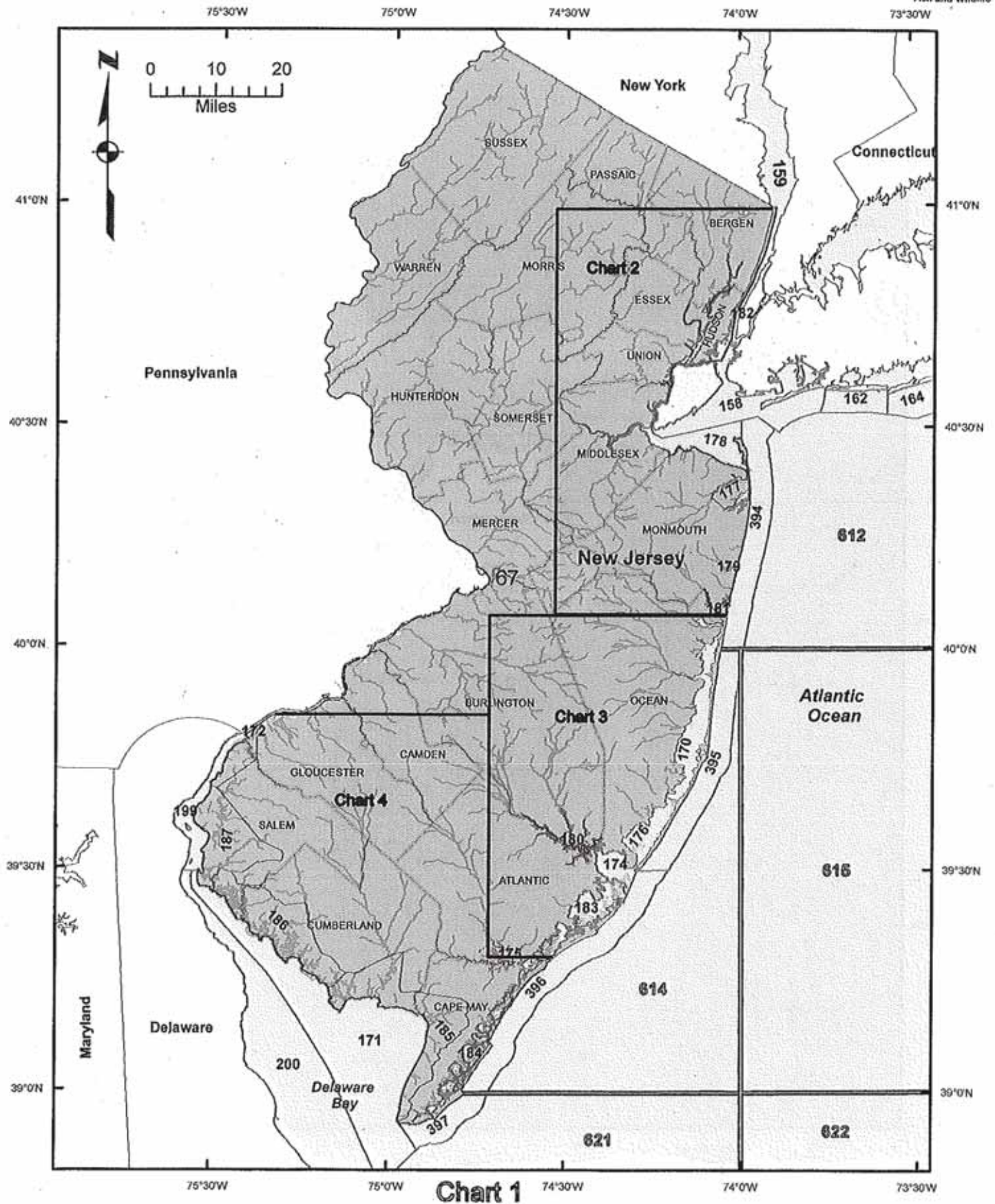
	CODE	SPECIES NAME		CODE	SPECIES NAME
GROUND FISH	CODE	COD	SKATES	SKBARN	SKATE, BARNDOR
	CUSK	CUSK		SKCL	SKATE, CLEARNOSE
	HADD	HADDOCK		SKL	SKATE, LITTLE (SUMMER)
	RHAK	HAKE, RED/ LING		SKLWIN	SKATE, LITTLE/ WINTER
	SHAK	HAKE, SILVER/ WHITING		SKROSE	SKATE, ROSETTE
	SPHAK	HAKE, SPOTTED		SKSM	SKATE, SMOOTH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

**Species Codes Table (continued):**

	CODE	SPECIES NAME		CODE	SPECIES NAME
FINFISH, SOUTHERN	BARRA	BARRACUDA	SHARKS	DGCH	DOGFISH, CHAIN
	BARRA	BARRELFISH		DGSM	DOGFISH, SMOOTH
	RUNB	BLUE RUNNER		DHSP	DOGFISH, SPINY
	COBIA	COBIA		SHBA	BASKING
	CREV	JACK, CREVALLE		SHBN	BIGNOSE
	CRO	CROAKER, ATLANTIC		SHBT	BLACKTIP
	DRUMB	DRUM, BLACK		SHBL	BLUE
	DRUMR	DRUM, RED		SHBU	BULL
	GAR	GARFISH		SHDU	DUSKY
	GRPSN	GROUPEL, SNOWY		SHFI	FINETOOTH
	GRPR	GROUPEL, OTHER		SHHA	HAMMERHEAD
	GRUNT	GRUNT		SHLE	LEMON
	MUL	MULLET		SHML	MAKO, LONGFIN
	NSG	STARGAZER, NORTHERN		SHMS	MAKO, SHORTFIN
	POM	POMPANO, COMMON		SHNI	NIGHT
	RIB	RIBBONFISH		SHNU	NURSE
	SHEEP	SHEEPSHEAD		SHPB	PORBEAGLE
	SNAP	SNAPPER, OTHER		SHST	SAND TIGER
	SPADE	SPADEFISH		SHSB	SANDBAR
	TRIG	TRIGGERFISH		SHSN	SHARPNOSE
WAH	WAHOO	SHSI	SILKY		
WKSQ	WEAKFISH/ SEA TROUT, SQUETEAGUE	SHSP	SPINNER		
WKSP	WEAKFISH/ SEA TROUT, SPOTTED	SHTH	THRESHER		
KIN	WHITING, KING/ KINGFISH	SHTB	THRESHER, BIG EYE		
WRK	WRECKFISH	SHTI	TIGER		
			SHWH	WHITE	
			SHWT	WHITETIP	
OTHER	EELA	EEL, AMERICAN	TURTLES		
	EELC	EEL, CONGER		GRTU	GREEN
	KIL	KILLIES/ MINNOWS		HATU	HAWKSBILL
	HAG	HAGFISH		RITU	KEMPS RIDLEY
	SNTU	TURTLE, SNAPPING		LETU	LEATHERBACK
	DBT	DIAMONDBACK TERRAPIN		LOTU	LOGGERHEAD
			UNTU	UNIDENTIFIED	
INVERTS	JLY	JELLYFISH	CRUSTACEANS	MCRB	BLUE CRAB, MALE
	OCT	OCTOPUS		FCRB	BLUE CRAB, FEMALE
	ILX	SQUID, ILLEX		PCRB	BLUE CRAB, PEELER
	LOL	SQUID, LOLIGO		XCRB	BLUE CRAB, MIXED
				CRC	CRAB, CANCER
				CRG	CRAB, GREEN
				CRHS	CRAB, HORSESHOE
				CRJ	CRAB, JONAH
				CRRD	CRAB, RED
				CRRK	CRAB, ROCK
				CRSP	CRAB, SPIDER
				LOB	LOBSTER, AMERICAN
SHELLFISH	CLSU	CLAM, SURF	SHRM	SHRIMP, MANTIS	
	CLQU	CLAM, OCEAN QUAHOG	SHRP	SHRIMP, PANAEID	
	SCAL	SCALLOP, SEA	SHR	SHRIMP, PANDALID	
	SCALS	SCALLOP, SEA, IN SHELL			
	SCB	SCALLOP, BAY			
	WHKC	WHELK, CHANNELED			
	WHKN	WHELK, KNOBBED			
	WHKL	WHELK, LIGHTNING			
WHWV	WHELK, WAVED				
MUS	MUSSELS				
OYS	OYSTERS				



# NJ DEP Commercial Landings Area Chart









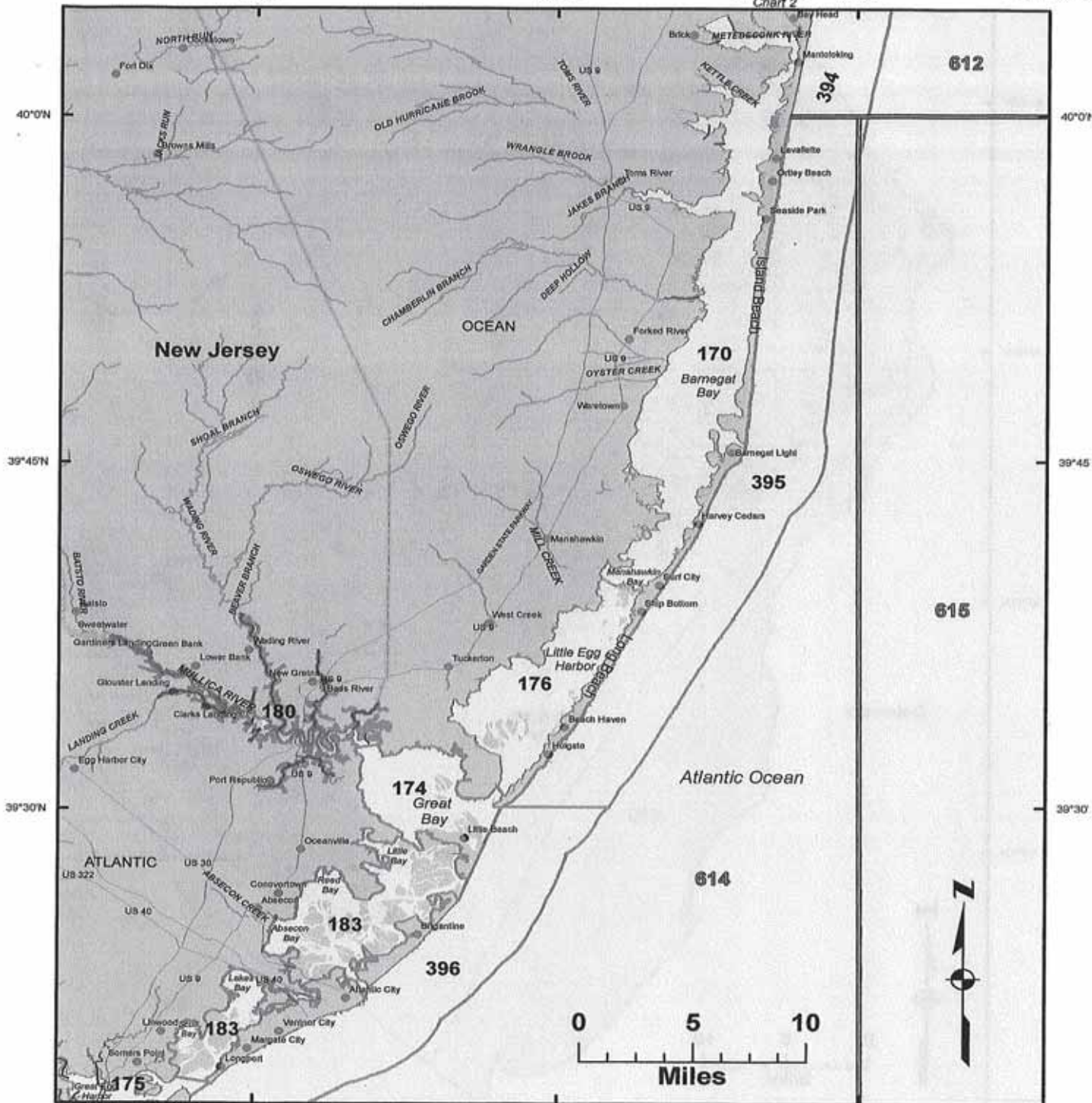
# NJ DEP Commercial Landings Area Chart



74°30'W

74°15'W

Continued on  
Chart 2 74°0'W



Continued on  
Chart 4 74°30'W

74°15'W

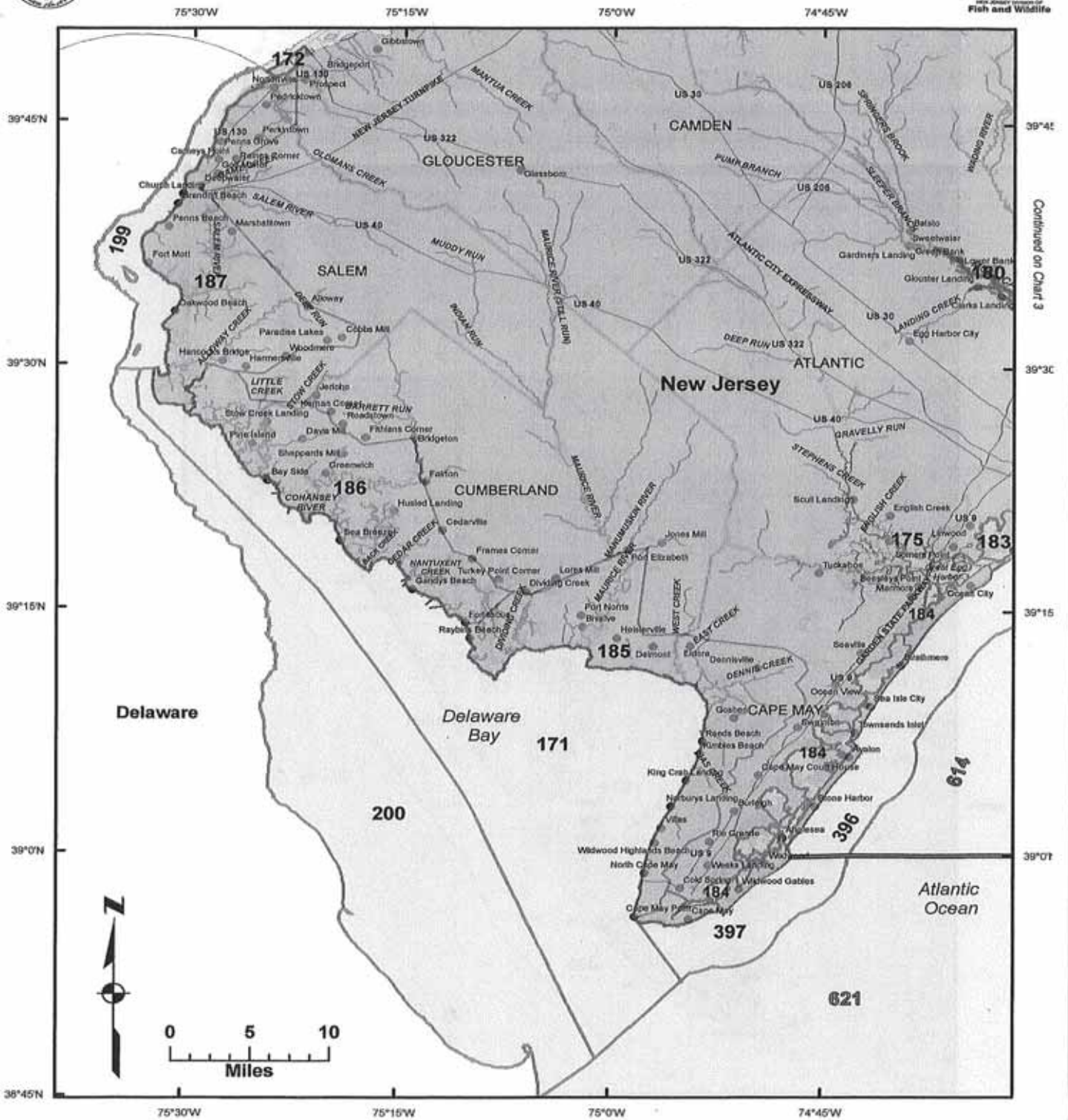
74°0'W

### Chart 3

Chart # NJDFW CH3-08-1



# NJ DEP Commercial Landings Area Chart



Continued on Chart 3

Chart 4

Chart # NJFW CH4-08-1

## COMMON COMMERCIAL FISHING LOCATIONS

AREA	DESCRIPTION
159	Hudson River (NY)
182	Newark Bay, Hackensack River, Liberty Park, Hudson River (NJ)
158	Upper Raritan Bay, Verrazano Channel, Old Orchard, West Bank Lt, Princes Bay, Breezy Pt, Rockaway NY, Kills, Ambrose Channel, Coney Isl, Hoffman Isl
178	Raritan Bay, Sandy Hook Bay, Union Bch, Cliffwood Beach, Matawan Creek, Keyport, Lawrence Harbor, Leonardo Bay, Belford, Keansburg, S Amboy, Port Monmouth, Pebble Bch, Horseshoe Cove, Atlantic Highlands, Johnson Park, Raritan River, <u>Bug Light</u> , Perth Amboy, Morgan Beach, Flynn's Knoll, False Hook, The Rip, Reach Channel, Chapel Hill, 11A Buoy, TC Buoy, Plum Isl
177	Navesink River, Shrewsbury River
179	Shark River
181	Manasquan River, Pt Pleasant Canal
394	Sandy Hook to Normandy Bch (OCEAN) - Sandy Hook Channels, Between the Channels, Highlands Bridge, Highlands Bch, Elberon, Monmouth Bch, Long Branch, Sea Bright, Shrewsbury Rocks, 7 Presidents Bch, Farms, Red Church, Deal, Asbury Park, Bradley Bch, Avon, Allenhurst, Ocean Grove, Shark River Inlet, Manasquan Inlet, Belmar, Spring Lake, Sea Girt, Manasquan, Brielle, Pt Pleasant Bch, Bayhead, Brick, Mantoloking, Swash Channel, Romer Shoal, Romer Lt
170	Barnegat Bay, Metedeconk River, Oyster Creek, Manahawkin Bay, Double Creek, Forked River, Sedge Isl, Berkeley Isl Park, Toms River, <u>Pebble Beach</u>
176	LEH Bay, Middle Grounds, Tuckerton, Marshelder Channel
395	Silver Beach to S Beach Haven Hts (OCEAN) - Lavallette, Ortley Bch, Chadwick Bch, Ocean Bch, Seaside Hts, Seaside Park, IBSP, Governors Mansion, Barnegat Inlet, LBI, Holgate, Brant Bch, Bch Haven Inlet
174	Great Bay, Fish Factory, Little Bch, Graveling Pt, Mystic Island, Hatfield Ck, 7 Islands, Sheepshead Creek
180	Mullica River, Swan Bay, Nacote Creek
183	Little Panama, Shad Isl, Pt Bay Thoro, Grassy Channel, Meadow Cut, Absecon Bay, Sunflower Isl, Clam Thoro, Broad Thoro, Risley Channel, Lakes Bay, Broad Creek, Reeds Bay, Bonita Tideway, Big Fish Thoro, Mankiller, Black Pt, Golden Hammock, Brigantine Channel, Northfield, Methodist Ditch, Dock Thoro, Skull Bay, Eagle Bay
396	Little Egg Inlet to Hereford Inlet (OCEAN) - Brigantine Inlet, Margate, Wreck Inlet, Absecon Inlet, Atlantic City, Longport, Great Egg Harbor Inlet, Ocean City, Ventnor, GE Bell, Peck Bch, Sea Isle City, Corsons Inlet, Strathmere, Whale Beach, Sea Isle Lump, Cuma Lumps, Townsends Inlet, Avalon, Stone Harbor, Peacock Shoal
175	Great Egg Harbor Bay/River, Gravelly Run, Rainbow Channel, Beesleys Pt, Tuckahoe River, Drag Isl/Channel, Somers Pt, Ship Channel
184	Cape May Canal, Spicer Creek, 2 Mile Bridge/Landing, Grassy Sound, Cold Spring Inlet, Jenkins Sound, Jarvis Sound, Cape May Harbor, Patty's Hole, Beach Creek, Turtle Thoro, Flat Creek, Ludlam Bay, Drum Thoro, Oldmans Creek, Middle Thoro, Peck Bay, Nummy Isl
397	Wildwood to Cape May (OCEAN) - Cape May Inlet, Ottens Harbor, Poverty Bch, Jetties, Outer Falls, Prissywick Shoal, Eph Shoal, McCrie Shoal
171	Delaware Bay (NJ) - Cape May Pt, Cape May Rips, North Shoal, Middle Shoal, Overfalls Shoal, Somer Shoal, Bayshore Channel, Brandywine, Miah Maull, <u>Bug Light</u> , Port Norris, Horseshoe, 60' Slough, 20' Slough, #19 Buoy, #1 Buoy, #10 Buoy, Egypt, Banana Peel, Thompson Beach, Kimbles Bch, East Pt, Dead Man Shoal, Punk Grounds, Maurice River Cove, Pin Top, Tussey Slough (north and south), Shad Stakes, Crow Shoal, Egg Island Pt, Fortescue, Elbow Lt, #6 Buoy, #34 Buoy, #32 Buoy, Crossledge Lt, Ship John Lt, Abandoned Lt /House, Money Isl, SW Line, Sea Breeze, Ben Davis Pt/Shoal
200	Delaware Bay (DE) - Brown Shoal, Blakes Channel, 14' Lt, Broadkill Slough, Blakes Channel
185	Maurice River, Menantico Creek, Dividing Creek, Dennis Creek
186	Cohansey River, Back Creek, Gandys Bch, Madhorse Creek, Nuntuxent Creek
187	Salem River, Mannington Meadows
199	Delaware River (below CBB) - Elsinboro, Fort Mott, Carneys Pt, Cherry Isl Flats, DOD
172	Delaware River - Commodore Barry Bridge and above- Cinnaminson, Duck Isl



