

**\*\*\*\*\*IMPORTANT: PLEASE TAKE NOTICE\*\*\*\*\***

**Fixes for Commonly Encountered Errors in Logbook Entry:**

1. You must include the number of rods used in the Gear Quantity field when logging rod and reel trips.
2. If you haul pots multiple times in one day, include the total number of pots in the water in the gear quantity field, the number of pots you hauled in the “Number Hauled” field, and the soak time prior to your first haul for fishing time (e.g., 20 pots in the water, each hauled 2x is 40 hauled; See example 2, page 7).
3. Fishing time is required and refers to soak time (days) for fixed gear and time spent fishing (hours) for mobile gear.
4. Each species and gear type **MUST** be filled out on separate lines.
5. All commercial whelk/conch landings and activity must be recorded and submitted in the logbook.
6. You can use one sheet to record multiple months of activity or no activity.

**Reporting Requirements:**

1. You **MUST** indicate whether you were fishing (or not) for **EACH** month of the year. Be sure to fill out the lower right portion of the form to document inactivity.
2. Reports must be submitted and up to date before you can renew your license for the next year. Missing months will impede license renewals. To renew before January 15<sup>th</sup>, all logbook sheets must be submitted through November 30<sup>th</sup> prior to renewal. Any remaining reports must be submitted by January 15<sup>th</sup>. If you are renewing after January 15<sup>th</sup>, all months must be submitted prior to renewal.
3. Federal permit holders are required to submit all state (blue) copies of their vessel trip reports (VTRs) to RIDFW for Rhode Island landings. Those in the eVTR program or reporting negative reports to “Fish Online” will not need to submit paper copies of the trips reported online.
4. Dockside sales endorsement holders are required to document dockside sales in the separate Commercial Dockside Sales Logbook. Every month must be accounted for with either positive reports or documented inactivity.

Additional logbook pages can be printed from the RIDFW Marine Fisheries web page: <http://www.dem.ri.gov/topics/mftopics.htm> or are available at the Jamestown office.

**\*\*Online reporting is offered. See the RIDFW-Marine Fisheries website or contact Coly Ares at 401-423-1926 or nichole.ares@dem.ri.gov for more information.\*\***

## State of Rhode Island Division of Fish and Wildlife Commercial Harvester Catch and Effort Logbook Instructions

Commercial fishing may provide you with a substantial livelihood. The information provided by this logbook report will be confidential and will assist us in making commercial fisheries management decisions. Accurate information is essential to this process as incorrect or missing data may result in mismanagement of fisheries. Please help us to effectively manage commercial fisheries in Rhode Island by completing this logbook and by reporting as accurately as possible. Rhode Island Division of Fish and Wildlife (RIDFW) have designed this logbook to collect data from the finfish, whelk, squid, and crustacean fishing sectors. Incorporating fishery specific instructions to address certain data elements, particularly those capturing gear and effort data, is a necessity of using a single logbook design. As a result, reporters should carefully review the detailed instructions as they pertain to their particular fishing methods, to ensure that fishing activity is accurately and consistently recorded. To assist in the accurate completion of these fields please refer to the examples given below. The following instructions have been compiled to assist commercial license holders in completing the State of Rhode Island Commercial Harvester Catch and Effort Logbook.

### REPORTING REQUIREMENTS:

The following Rhode Island license holders are **required** by RIGL 20-2.1-4(d) & 20-4-5 to submit this logbook:

1. Multi-purpose license holders (MPURP)
2. Principal-effort license holders with finfish, crustacean, or whelk/conch endorsements (PEL with PRFIN, PNFIN, PLOBS, PNLOBS, PWLK)
3. Commercial fisher license holders with finfish, crustacean, or whelk/conch endorsements (CFL with CRFIN, CNFIN, CLOBS, CNLOBS, CWLK)

Commercial harvesters holding the above licenses must report trip level information on this form for **ALL** finfish, whelk, squid, and crustacean species caught while engaging in commercial fishing activity. For the purposes of this logbook Sea Scallops, *Plactopecten magellanicus*, are considered part of the finfish suite. All other shellfish, except for whelk/conch, do not need to be reported in the logbook.

This catch and effort logbook must be onboard your vessel at all times and filled out in **blue or black ink only** at the end of each day fished. Please retain the yellow copy for your personal records and submit the white copy to the address below. All fields of the Logbook must be filled out completely and correctly. Incomplete logbooks will be returned to the commercial license holder for completion or corrections.

Logbooks must be submitted quarterly according to the schedule below. For months without fishing activity indicate the date range in the space provided at the bottom right of the form. You can use one sheet to record multiple months of activity or no activity. We request that you provide your phone number(s) at the top of your logbook forms so that we may contact you if we need further clarification on your logbook sheets. You must sign and date each logbook sheet.

Quarter	Months in Quarter	Due Date
1	January, February, March	April 15 <sup>th</sup>
2	April, May, June	July 15 <sup>th</sup>
3	July, August, September	October, 15 <sup>th</sup>
4	October, November, December	January 15 <sup>th</sup> ***

**\*\*\*Reports must be submitted and up to date before you can renew your license for the next year. Missing months will impede license renewals. To renew before January 15<sup>th</sup>, all logbook sheets must be submitted through November 30<sup>th</sup> prior to renewal. Any remaining reports must be submitted by January 15<sup>th</sup>. If you are renewing after January 15<sup>th</sup>, all months must be submitted prior to renewal.**

Please mail all logbooks to:

**Division of Fish and Wildlife, Marine Fisheries  
ACCSP Program  
3 Fort Wetherill Road  
Jamestown, RI 02835**

Failure to report may result in suspension or revocation of your RI commercial license and is punishable by a fine of not more than \$500 or imprisonment for up to 90 days, or both (RIGL 20-1-16, 20-7-7 and 20-7-9)- (Penalty 20-7-7 and 20-1-16, Part 1.16 and 15.7). The provisions for this reporting requirement are found at length and covered under RIGL 20-2.1-4(d).

**SPECIAL NOTICE FOR FEDERAL PERMIT HOLDERS:**

If you fill out NOAA Fisheries Vessel Trip Reports (VTR's) you may become exempt from reporting as long as your reporting records are in good standing with the Fisheries Service. To become exempt from the RI Harvester Catch and Effort Logbook send **ALL** state (**blue**) copies of completed VTRs with your Rhode Island commercial fishing license number and federal permit number visibly written. If you are a part of the federal electronic vessel trip reporting (eVTR) program, you do not need to submit paper copies to RIDFW. You also do not need to submit paper copies of "did not fish" reports submitted to Fish Online. Failure to send in your completed VTRs will result in compliance issues and impede the renewal of your Rhode Island commercial fishing license.

## DETAILED INSTRUCTIONS FOR FILLING OUT YOUR LOGBOOKS

### Top Portion

1. **Name:** Print your first and last name.
2. **License number:** Print the prefix (MPURP, PEL, or CFL) and the six digit number that appears on your commercial fishing license issued to you by the RI Department of Environmental Management.
3. **Port and State landed #1:** Print the location where catch was brought ashore.
4. **Port and State landed #2:** Print the second location where catch was brought ashore if applicable.
5. **Vessel #1 Name:** Print the name of your vessel.
6. **Vessel #1 ID:** Print the state registration or US Coast Guard documentation number of your vessel.
7. **Federal Permit #1:** Print the six digit number that appears on the fishing permit issued to your vessel by the NMFS, Northeast Regional Office, Gloucester, Massachusetts.
8. **Number of Crew #1:** Print the total number of crew members, including the captain.
9. **Vessel #2 Name:** Print the name of your second vessel used during this sheets time period if applicable.
10. **Vessel #2 ID:** Print the state registration or US Coast Guard documentation number of your second vessel used during this sheets time period if applicable.
11. **Federal permit #2:** Print the six digit number that appears on the fishing permit issued to your second vessel by the NMFS, Northeast Regional Office, Gloucester, Massachusetts used during this sheets time period if applicable.
12. **Number of crew #2:** Print the total number of crew members, including the captain of second vessel used during this sheets time period if applicable.

### Lower Portion

1. **Trip Date:** Print the date of landing (MM/DD/YY) for the current fishing trip. Print this date on each row with information pertaining to the trip.
2. **Trip #:** If more than one fishing trip occurred during a day separate the trips by numbering them sequentially.
3. **Vessel #:** If more than one fishing vessel was used during the time period covered by this sheet indicate which vessel information from above is applicable to this trip (1 or 2).
4. **Statistical / LFM Area Fished:** Enter the numeric code of the Statistical Area fished from the attached map where fishing occurred. If more than one Statistical Area was fished then use a separate row for fishing activity in each area. **FOR LOBSTER ONLY** also indicate the Lobster Fishery Management area fished from the attached map. For example lobsters caught in Statistical area 539 and LFM 2 should read 539/2.

5. **Species Code:** Print the code from the list on page 6 for **ALL** finfish, whelk, squid, or crustacean species landed from the trip. Use a different row for each species.
6. **Pounds Landed:** Print the size of the portion of the catch described by this row in pounds.
7. **Disposition Code:** Disposition of the catch is an indication of what occurred after landing. Refer to the codes and descriptions listed below. Use a different row for each disposition of any species.
8. **Gear Code:** Enter the code for the gear(s) used on the fishing trip. Use a different row for each gear type used during a fishing trip.
9. **Gear Quantity:** Enter the total amount of gear you have in the water fishing. For lobster this is the number of traps being fished, for rod and reel, this is the number of rods used.
10. **Number of Sets/Hauls:** Enter the amount of gear you hauled on the trip. For lobster this is the number of traps hauled, for gillnets this is the number of strings hauled, and for trawls, this is the number of times the net was hauled. This is not applicable for rod and reel, bullrake, and scuba fishing trips.
11. **Fishing Time:** Enter the number of days gear has been soaking prior to haul of fixed gear or the number of hours spent fishing for mobile gear. Examples of fixed gear: gillnets, floating fish traps, or lobster traps. Examples of mobile gear: rod and reel, otter trawls, dredges, or scuba gear.
12. **Port # 1 or # 2:** If you landed in two ports during the period covered by this sheet indicate which port from above applies to the trip.
13. **Dealer Sold To:** If you sold your catch to a dealer print the corporate name of the dealer in the space provided.
14. **Sale Date:** Enter the date in which landings from this trip were sold.

**Disposition Codes:**

<b>Sold as Food</b>	001	<b>Placed in Live Car</b>	003
<b>Sold as Bait</b>	008	<b>Seized by Enforcement</b>	602
<b>Personal Use</b>	002	<b>Sold at Dock</b>	004

**Gear Codes:**

<b>Dredge</b>	DRG	<b>Pots &amp; Traps (Fish)</b>	PTF
<b>Floating Fish Trap</b>	FFT	<b>Pots &amp; Traps (Crab)</b>	PTC
<b>Gill Nets</b>	GNS	<b>Rod and Reel</b>	RR
<b>Scuba Gear</b>	SCUBA	<b>Pots &amp; Traps (Lobster)</b>	PTL
<b>Pots &amp; Traps (Wlk/Conch)</b>	PTW	<b>Trawl Nets</b>	OTF
<b>Pots &amp; Traps (Eel)</b>	PTE	<b>Bull Rakes</b>	BR

**List of Species Codes & Common names (Note: If a species is not listed, please write out the common name in the logbook):**

<b>BON</b>	Bonito
<b>BLU</b>	Bluefish
<b>BSB</b>	Black Sea Bass
<b>BUT</b>	Butterfish
<b>CEEL</b>	Conger Eel
<b>COD</b>	Cod
<b>CRG</b>	Crab, Green
<b>CRJ</b>	Crab, Jonah (Rock Crab)
<b>CRR</b>	Crab, Rock (Sand Crab)
<b>CUN</b>	Cunner
<b>EEL</b>	American Eel
<b>FAL</b>	False Albacore (Little Tunny/ Boo-Hoo)
<b>HAD</b>	Haddock
<b>HER</b>	Atlantic Herring
<b>HSC</b>	Horseshoe Crab
<b>HSD</b>	Hickory Shad
<b>KIN</b>	Kingfish
<b>LOB</b>	Lobster, American
<b>MAC</b>	Atlantic Mackerel
<b>MEN</b>	Menhaden (Pogies/Bunker)
<b>MON</b>	Monkfish (Goosefish)
<b>RHAK</b>	Hake, Red (Ling)
<b>SRB</b>	Sea Robin
<b>SAN</b>	Sandbar Shark
<b>SCAL</b>	Sea Scallop
<b>SCU</b>	Scup
<b>SFL</b>	Summer Flounder (Fluke)
<b>SHAK</b>	Hake, Silver (Whiting)
<b>SKT</b>	Skates
<b>SMD</b>	Smooth Dogfish
<b>SPD</b>	Spiny Dogfish
<b>SPM</b>	Spanish Mackerel
<b>SQL</b>	Squid, Loligo
<b>SQI</b>	Squid, Illex
<b>SRV</b>	Sea Raven
<b>STB</b>	Striped Bass
<b>TAU</b>	Tautog
<b>TRG</b>	Gray Triggerfish
<b>WDP</b>	Windowpane (Sand Dab/Brill)
<b>WEA</b>	Weakfish (Squeteague)
<b>WFL</b>	Winter Flounder (Blackback)
<b>WHAK</b>	Hake, White
<b>WLK</b>	Whelk (Conch)
<b>YFT</b>	Yellowfin Tuna
<b>YTL</b>	Yellowtail Flounder

Please reference the following examples taken from John Doe’s fishing experience to assist you in filling out your logbooks:

**John Doe vessel information:**

Name: F/V Big Bug  
 USCG Doc#: 123456  
 Port: Point Judith, RI  
 Number of Crew: 2 (includes captain)

**Example 1 (trip date 6/3/13):**

- Hauled 100 Lobster pots in Block Island Sound
- Total pots in the water = 200
- Pots set for two days
- Caught 100 lbs Lobster, 75 lbs Jonah Crabs
- Sold 75 lbs Lobster to dealer YYZ; Kept 25 lbs for personal use
- Placed 75 lbs of Jonah Crabs in car and then sold to dealer ABC on 6/5/13

**Example 2 (trip date 6/7/13):**

- Hauled 30 Scup pots in Narragansett Bay
- Total pots in water = 30
- Pots set for one day; hauled each pot twice
- Caught 300 lbs of Scup
- Sold 300 lbs of Scup to dealer ABC

**Example 3 (trip date 6/8/13):**

- Fished with Rod and Reel for 3 hours near Watch Hill Reef
- Caught 100 lbs of Striped Bass
- Sold 100 lbs of Striped Bass to dealer YYZ

**RI Commercial Harvester Catch and Effort Logbook**

Name John Doe Vessel #1 Name Big Bug Vessel #2 Name \_\_\_\_\_  
 License # MPURP 123456 Vessel #1 ID 123456 Vessel #2 ID \_\_\_\_\_  
 Port and State Landed #1 P.J., R.I. Federal Permit # \_\_\_\_\_ Federal Permit #2 \_\_\_\_\_  
 Port and State Landed #2 \_\_\_\_\_ Number of Crew #1 2 Number of Crew #2 \_\_\_\_\_

Trip Date	Trip #	Vessel # 1 or 2	Stat /LFM Area	Species Code	Lbs. Landed	Disp. Code	Gear Code	Gear Quantity	# Sets/ Hauls	Fish Time	Port # 1 or 2	Dealer Sold to	Sale Date	Ex. # from above
6/3/13	1	1	539/2	LOB	75	001	PTL	200	100	2	1	YYZ	6/3/13	1
6/3/13	1	1	539/2	LOB	25	002	PTL	200	100	2	1			1
6/3/13	1	1	539/2	CRJ	75	003	PTL	200	100	2	1	ABC	6/5/13	1
6/7/13	1	1	539	SCU	300	001	PTF	30	60	1	1	ABC	6/7/13	2
6/8/13	1	1	611	STB	100	001	RR	1		3	1	YYZ	6/8/13	3

For information or assistance contact Coly Ares at (401) 423-1926 or [Nichole.ares@dem.ri.gov](mailto:Nichole.ares@dem.ri.gov)

