

## VESSEL TRIP REPORT (VTR) INFORMATION PACKET

This VTR Information Packet contains general information about VTRs, instructions on how to properly fill out VTRs, and tables for gear, species, and fishing area codes.

### Who should be submitting VTRs to DEC?

The vessel trip report (VTR) forms in the VTR logbook are used to record and document catch landed in New York State by New York State licensed fishermen. Fishermen who hold a state food fishing license, a food fish landing license, a marine bait permit, a menhaden purse seine permit, a lobster permit, a lobster landing permit, a lobster bait gill net permit, a crab permit, a horseshoe crab permit, a whelk permit, a Party/Charter Boat permit, any of the Hudson River commercial permits, or a Delaware River Eel Weir permit, are all required to complete and submit VTRs, documenting all species landed and other fishing trip details. New York State licensed fishermen who also hold federal fishing permits should follow the reporting requirements specified by NOAA National Marine Fisheries Service (NMFS) and complete a "Federal Confirmation" form for New York State. Under special permit reporting requirements, federal permit holders must submit a copy of their federal reports with commercial striped bass and horseshoe crab landings to DEC. Federal reports with landings other than striped bass or horseshoe crab **DO NOT** need to be submitted to DEC.

### When should VTRs be submitted to DEC?

VTRs should be submitted monthly, no later than the 15<sup>th</sup> of the following month. For example, VTRs for fishing trips landed in June should be submitted to DEC by July 15<sup>th</sup>. Certain fisheries (like horseshoe crab) or special programs (such as the Research Set-Aside Program) may specify more frequent submissions of VTRs for quota management or program purposes. Fishermen must also submit a VTR or "Not Fishing" form for the month or months they do not fish.

### Why do we request fishermen to complete and submit VTRs?

Marine resource management agencies, such as DEC Bureau of Marine Resources and NOAA National Marine Fisheries Service, collect, process, and share fisheries data with other agencies. The data are used for quota management, fishery stock assessments, protected species management and economic analyses. The collection and processing of fishery data are vital components in the development of fisheries management strategies.

Accurate data are required for the development of good fisheries management decisions. Consequently, it is **very** important that VTRs be filled out accurately and completely and signed. When DEC staff come upon blank or empty boxes on submitted VTRs, they must look to the fishermen for the missing answers. If a fisherman submits a VTR that is missing information, he will likely receive an email or telephone call from DEC staff looking for the missing information. VTRs that are missing a signature will be returned to the fisherman to be signed.

You should also know that the fisheries data you submit to DEC are kept private and confidential. New York State law and DEC regulations require that fisheries data collected from permit holders must be kept confidential and not disclosed to unauthorized users. Data that is released by DEC is in a summary or aggregate form, which does not reveal the identity of the fisherman.

### Do you have questions about VTRs? Please contact us at one of the telephone numbers below:

VTR Fisheries Data Management	631-444-0857	or	631-444-0473
Commercial Fishing Quotas	631-444-5621	or	631-444-5636
Crustaceans and Horseshoe Crabs	631-444-5636	or	631-444-0444
Striped Bass	631-444-0476	or	631-444-0473
Party and Charter Boats	631-444-0857	or	631-444-0473
Weekly Fluke Limit Program	631-444-5621	or	631-444-5636
Hudson & Delaware River Fisheries	845-256-3073	or	845-256-3009

## INSTRUCTIONS

These instructions are intended to help you complete your vessel trip report (VTR) form for New York State permit holders. If you have any questions or need further information, please call the DEC Fisheries Data Management Office at 631-444-0857. Please send completed trip reports to: ATTN- Trip Reports, 205 North Belle Mead Road, Suite 1, East Setauket, NY 11733. You may also fax your trip reports to 631-444-5628 or scan and send via email [VTR@dec.ny.gov](mailto:VTR@dec.ny.gov).

**DO NOT PHOTOCOPY VTRs!** Each VTR has a unique serial number. Serial numbers should not be changed or duplicated. Contact the Fisheries Data Management Office for VTR forms or to [sign up for electronic reporting](#).

**DID NOT FISH DURING check box:** You must submit at least one VTR per month, even if you did not fish. If you did not fish for an entire month, check the box and write the month(s) you did not fish (and year, for clarity). You may write multiple months in the blank space if you did not fish for more than one month. All the months should be in the same calendar year.

**Box 1. VESSEL NAME:** Enter the name of the vessel used for the particular fishing trip. If you used a vessel that is not named, enter "NOT NAMED" in Box 1. If you fished on another person's boat, enter the name of the other person's vessel on your VTR. If you did not use a vessel (fished from shore/pier/dock), check off "FROM SHORE" in Box 1.

**Box 2. STATE REG. NO. OR USCG DOC. #:** Enter the state registration number or the USCG documentation number of the vessel identified in Box 1. If the vessel is a small unregistered dingy, kayak, or dory, enter "UNREGISTERED." If you didn't use a vessel, check off "FROM SHORE" in Box 1.

**Permits:** Enter the permit numbers for as many permits as you hold in the next six boxes. Only ONE Permit Holder's permits should be listed, even if you are fishing with other Permit Holders:

**Box 3.** Enter the number for your Food Fishing, Non-resident Food Fish, Food Fish Landing, Hudson River commercial permit, or Delaware River Eel Weir permit.

**Box 4.** Enter the number for your Commercial Crab, Non-resident Crab, or Horseshoe Crab permit.

**Box 5.** Enter the number for your Whelk or Non-resident Whelk permit.

**Box 6.** Enter the permit number for your Commercial Lobster, Non-resident Lobster, Lobster Landing or Lobster Bait Gill Net permit.

**Box 7.** Enter the number for your Marine Bait or Menhaden Purse Seine permit.

**Box 8.** Enter the number for your Party or Charter Boat permit for marine waters.

**Box 9. DATE/TIME SAILED:** Enter the month, day, year, and time (using the 24 hour clock/military time) you left port. For example, January 1, 2016 at 4:15 PM should be recorded as 1/1/16 for the date and 16:15 for the time. If you are fishing from shore, enter the date and time that you left your home to travel to your fishing site.

**Box 10. TRIP TYPE:** Check the box for the appropriate trip type: Commercial, Party, Charter, Weekly Fluke, or RSA.

**Box 11. No. of CREW:** Enter the total number of crew members, including the captain. Enter 1 if you are fishing by yourself. If there is more than one person on the vessel, always include yourself in the

total number. Party and charter vessels should include all crew members or employees on board for the trip.

**Box 12.** No. of ANGLERS: **This is for Party and Charter trips only.** Enter the total number of anglers, excluding the vessel’s crew.

**Box 13.** GEAR FISHED: Enter the code for the gear used to fish. Please use the three letter codes provided in **Table 1: Fishing Gear Codes**. If you use more than one gear type during a trip, a separate vessel trip report form must be completed for each gear type. If you are fishing with a gear not listed in Table 1, write in the gear you used.

**TABLE 1: Fishing Gear Codes**

<u>TRAPS</u>		<u>POTS</u>	
WEI	WEIR	PTC	POT, CRAB
FYK	FYKE NET	PTF	POT, FISH
TRP	OTHER FIXED NET (TRAP NETS)	PTE	POT, EEL
		PTO	POT, OTHER
 <u>SEINE</u>		 <u>MISC.</u>	
SEH	COMMON/HAND SEINE	CST	CAST NET
SEI	OTHER SEINES	DIP	DIP NET
 <u>GILLNETS</u>		SCP	UMBRELLA/SCAP NET
GNA	GILLNET, ANCHOR	HDG	HAND GATHER
GND	GILLNET, DRIFT	OTH	OTHER (for rare gear types not listed in table)
GIL	GILLNET, OTHER		
GNS	GILLNET, SINK		

**Box 14.** NET MESH/ENTRANCE or RING SIZE: Enter the net mesh stretch/entrance or ring size of the gear being fished. If you are not certain how to fill out this box for your gear type, please refer to **Table 2: Fishing Effort: Mesh/Ring Size and Other Gear Details** for clarification. In the table, use the first column to identify the gear you are using and refer to the second column, “#14 Mesh/Ring Size (inches),” for the information you should enter.

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 VTR** for each mesh/ring size used, including the catch associated with each mesh/ring size.

Pot fishers should enter the size of the entrance to the pot (hoop, ring, or opening size).

**Box 15.** QUANTITY OF GEAR: Enter the amount of gear being fished per haul. Using **Table 2**, identify your gear type and refer to the third column, “#15 Quantity of Gear,” for the information you should enter. If more than one of this gear type was used during the trip, enter the average quantity of gear used per haul.

Pot fishers should enter the number of pots per string/trawl.

**Box 16. SIZE/LENGTH OF GEAR or TOTAL # OF POTS or # OF FISHING LINES:** Enter the size of the gear being fished. Use **Table 2** to identify your gear type and refer to the fourth column, labeled “#16 Size of Gear,” to determine what information you should enter

Pot fishers should enter the total number of pots they fished for the trip.

**Box 17. NO. OF HAULS:** Enter the total number of tows, sets, or strings you hauled or lifted as appropriate for your gear. Please refer again to **Table 2: Fishing Effort: Mesh/Ring Size and Other Gear Details** and use the fifth column, “#17 No. of Hauls,” to determine the information you should enter based on your gear type.

**Box 18. CHART AREA:** Enter the three digit NMFS sub area code for the area fished. Use **Table 3: NMFS Chart Areas for the Delaware River and Hudson River** or **Chart 1: Hudson River Fishing Areas** to locate the sub area where you were fishing. Choose the code for the area that best represents where you were fishing. Please use the three digit codes provided and do not write general areas (for example, use code 291 instead of writing Haverstraw Bay).

**Please Note:** Fill out a separate VTR form for each chart area, gear type, or mesh/ring size fished during a trip.

**Box 19. LMA:** This is for fishers with **Commercial Lobster, Non-resident Lobster, and Lobster Landing licenses only.** Enter the Lobster Management Area (LMA) for the area fished.

**Box 20. LATITUDE/LONGITUDE:** Enter a single set of latitude and longitude bearings (degrees and minutes) where most of your fishing effort occurred. Though latitude and longitudes are preferred, Hudson River Fishers may write in their fishing location town/landmark instead of coordinates.

**Box 21. AVERAGE TOW/SOAK or FISHING TIME:** Depending on the gear you used, you will enter the average tow time per haul, the total time the gear soaked, or the estimated time you spent fishing (not including travel time). The following information should help you determine the amount of time you should enter, or please refer to **Table 2**.

- **Mobile Gear (drift gill nets, trawls, dredges, etc.):** Enter the average amount of time from the time the gear is completely hooked up to when the gear is completely hauled back.
- **Fixed Gear (anchored gillnets, long lines, pots, traps, etc.):** Enter the total time that the gear is soaked, from when the first piece of gear is deployed until the last piece of gear is hauled back.

**Box 22. AVG. DEPTH:** Enter the average depth fished in fathoms. One fathom is equal to six feet.

**Box 23. SPECIES CODE:** Enter the appropriate code for each species caught during your trip. Use the letter codes provided in **Table 5: Species Codes**. If a species is caught that is not identified in Table 5, please write in the species name. If you are fishing with other licensed fishermen, be sure each fisherman lists their own catch on separate VTRs (under their own permit numbers) and not to report the same landings on more than one VTR.

**If you are reporting landings of river herring (blueback or alewife) and are unsure of the species, please report as River Herring (HRRV). If you know what species of river herring you have landed, please report as either Alewife (ALWF) or Blueback (HRBB).**

**For River Herring, Alewife, or Blueback, please enter the species code provided in Table 5 followed by either ‘F’ or ‘M’ to indicate female or male fish, if known.**

**Box 24. KEPT:** Please enter the amount of each species that was kept and landed during your trip. For commercial fishing trips, enter the **weight, in pounds**, in the POUNDS column and count/pieces, if known, in the COUNT column for each species kept during your trip. If you are fishing with other licensed fishermen, be sure each fisherman lists their own landings on separate VTRs (under their own permit numbers) and not to report the same landings on more than one VTR.

**Box 25. DISCARDED:** Please record the amount of each species that you discard (“throw back”) or do not keep. For commercial trips, enter the weight, in pounds, in the POUNDS column and count/pieces, if known, in the COUNT column for each species discarded during your trip.

**Box 26. DEALER PERMIT NO.:** Enter the state permit number (or federal permit number if you do not know the dealer’s state permit) of each dealer purchasing your catch. If all species caught during your trip are sold to the same dealer, only enter the dealer permit number for the first species and draw a line down through the following DEALER PERMIT NO. lines.

If you are selling to more than one dealer, please divide the landings onto separate lines and enter the dealer permit number on the line corresponding to the portion sold to that dealer (please refer to the sample SVTR at the end of the packet).

For portions of your catch that you do not sell directly to a dealer, enter the appropriate code from **Table 4** located below:

**Table 4: Miscellaneous Codes for Box 26**

<u>Code</u>	<u>Disposition</u>
99998	Used for home or crew consumption
00000	Sold for cash, or barter
00001	Seized for violations
00002	Sold to another vessel for bait, or retained for bait
00004	Future sale (do not report this catch on a future VTR)

Party/Charter Boats: For any catch kept from a party and charter boat, enter code 99998 to indicate that the catch was kept by the anglers on board. If everything was thrown back, draw a line through Box 26 and write “DISCARDED” in Box 27.

**Box 27. DEALER NAME or REASON KEPT:** Enter the name of the dealer who purchased each species of your catch for this trip. If all species for the trip are sold to the same dealer, only enter the dealer name for the first species and draw a line down through the following DEALER NAME lines. If you sell to more than one dealer, please list the dealers’ names on the lines corresponding to the particular species or portion sold to that dealer (please refer to the sample VTR at the end of this packet).

If landings are not sold to a dealer please refer to **Table 4** and indicate what was done with the catch, i.e. Retained for Bait, Sold for Bait, Sold for Cash, Discarded, etc.

Party/Charter Boats: For party and charter trips, you can leave Box 27 blank for the species kept, since nothing can be sold, but please write “DISCARDED” for species where none were kept.

**Box 28. DATE SOLD:** Enter the month, day and year that each species of your catch for this trip was sold. If all species for the trip are sold on the same date, only enter the date sold for the first species and draw a line down through the additional DATE SOLD lines. If you kept species for home or crew consumption or for future sale, you can leave Box 28 blank.

**Box 29. STRIPED BASS TAG SERIAL NUMBERS USED: Commercial Striped Bass Tag holders only-** enter the individual striped bass tag serial numbers, or the range of tag serial numbers, that were used on the trip. This should not be the entire series of tags allotted to you, unless you, in fact, used all of your tags during the single trip.

**Box 30. PORT and STATE LANDED:** Enter the name of the town/city and state where any offloading of catch occurred or the trip was ended/ landed. When fishing from shore, enter the town/city and state where you were fishing.

**Box 31. DATE LANDED/TIME LANDED:** Enter the month, day, year, and time (using the 24 hour clock/military time) you arrived in each port listed.

**Box 32. NAME AS IT APPEARS ON THE PERMIT:** Print the Permit Holder's name that corresponds to the permit numbers entered in boxes 3-8, and to whom the landings belong. If the permit belongs to a business or corporation and not you personally, you must print the business or corporation name.

**Box 33. AUTHORIZED SIGNATURE and DATE:** Signature of the Permit Holder or, in the case of a business/corporation, the person responsible for the truth and accuracy of the VTR. Enter the date the report was signed.

**TABLE 2: Fishing Effort: Mesh/Ring Size and Other Gear Details**

<b>Box 13 Gear Fished</b>	<b>Box 14 Net Mesh/Entrance or Ring Size</b>	<b>Box 15 Quantity of Gear</b>	<b>Box 16 Size/Length of Gear or Total # of Pots or # of Fishing Lines</b>	<b>Box 17 No. of Hauls</b>	<b>Box 21 Tow/Soak Time</b>
Gillnet	Mesh Size (stretch)	No. of nets per string (avg)	Area of net: Length (in feet) x Depth (in feet)	No. of strings hauled	Average tow time per haul
Pots	Entrance size (ring, hoop or opening)	No. of pots hauled per string (avg)	Total number of pots in the water	No. of strings hauled	Average soak time per haul
Seine	Mesh Size	No. of seine nets	Length of head rope (feet)	No. of sets hauled	Average soak time per haul
Scoop/Dip/Scap Net	Mesh Size	No. of nets	Area of net: Length (in feet) x Width (in feet)	No. of hauls	Search time for target species
Cast Net	Mesh Size	No. of nets	Average radius of net	No. of hauls	Search time for target species
Fykes	Mesh Size	No. of nets	Length of net	No. of hauls	Average soak time per haul
Hand Gather	Leave Blank	1	Leave Blank	Leave Blank	Search time for target species
Traps/Weirs	Mesh Size of Crib/distance between each lath	No. of traps/nets	Length of leader/wing (feet)	No. of sets of traps lifted or times weir was checked	Average soak time per haul

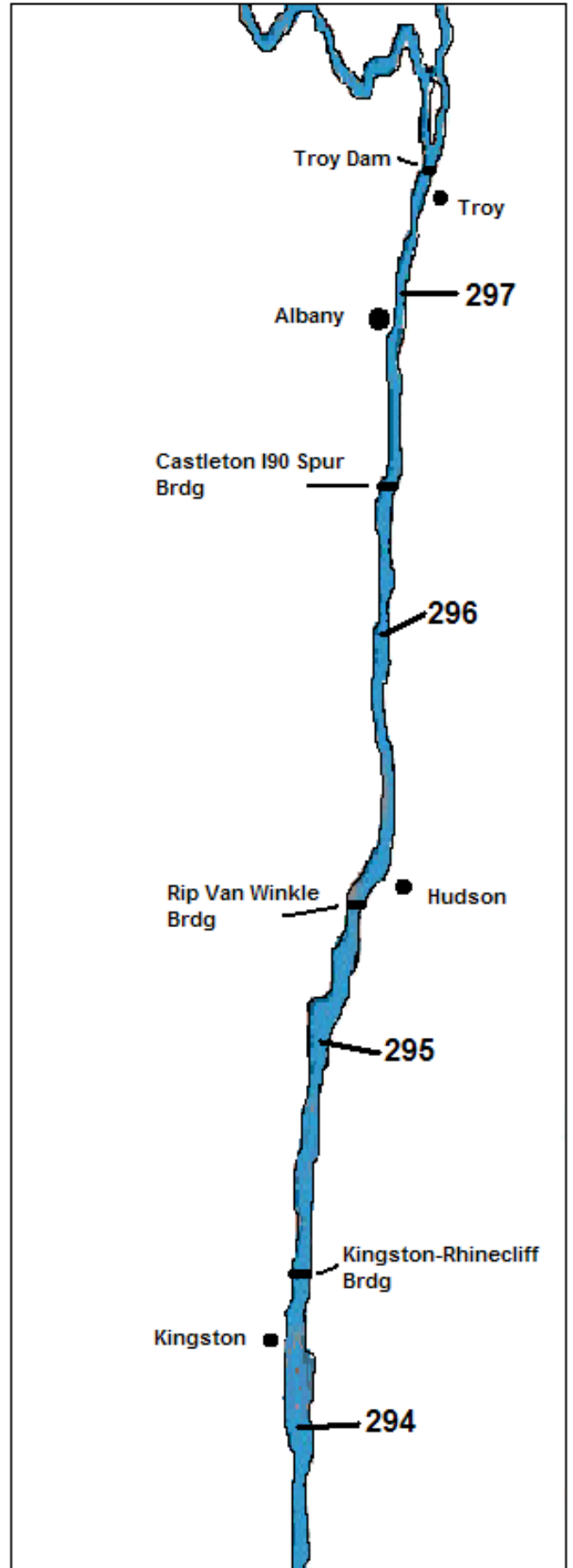
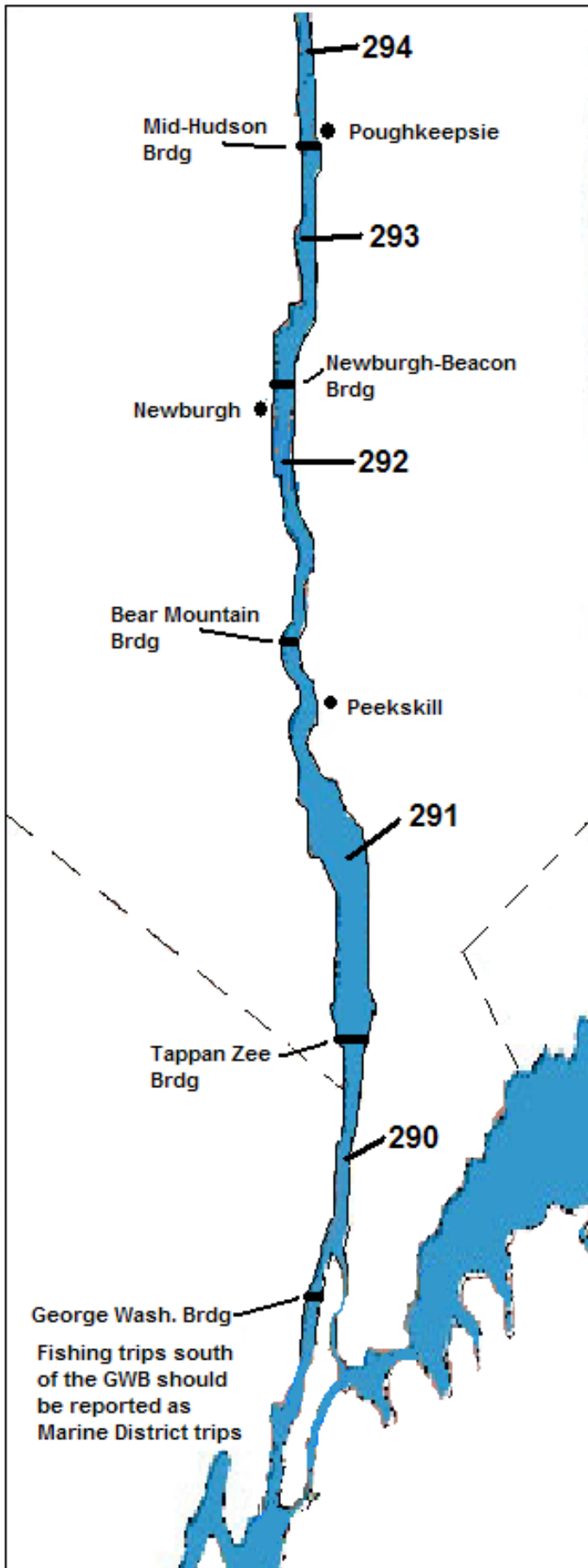
**TABLE 3: NMFS Chart Areas for the Delaware River and Hudson River**

CHART AREA	AREA DESCRIPTION
262	Delaware River - NY Neversink River
263	Delaware River - NY Port Jervis to Tusten
264	Delaware River - NY Tusten to Hancock
265	Delaware River - NY East Branch
266	Delaware River - NY West Branch
290	Verrazano Narrows Br to Tappan Zee Br - NY
291	Tappan Zee Br to Bear Mountain Br
292	Bear Mountain Br to Newburgh-Beacon Br
293	Newburgh-Beacon Br to Mid-Hudson Br
294	Mid-Hudson Br (Poughkeepsie) to Kingston-Rhinecliff Br
295	Kingston-Rhinecliff Br to Rip Vanwinkle Br (Hudson)
296	Rip Vanwinkle Br to Castleton I90 Spur Br
297	Castleton I90 Spur Br to Troy Dam



Chart 1

# Hudson River Fishing Areas



**TABLE 5: Species Codes**HERRINGS & SHADS

ALWF	ALEWIFE
HERR	HERRING, ATLANTIC
HRBB	HERRING, BLUEBACK
HRRV	HERRING, RIVER (ALEWIFES & BLUEBACKS)
MEN	MENHADEN/BUNKER
SHAD	SHAD, AMERICAN
SHDG	SHAD, GIZZARD
SHDH	SHAD, HICKORY

FRESHWATER FINFISH

LMBS	BASS, LARGEMOUTH
RKBS	BASS, ROCK
SMBS	BASS, SMALLMOUTH
WHBS	BASS, WHITE
BLGL	BLUEGILL
CARP	CARP
CARPG	CARP, GRASS
CATBB	CATFISH, BROWN BULLHEAD
CATC	CATFISH, CHANNEL
CAT	CATFISH, OTHER
CATW	CATFISH, WHITE
PKL	CHAIN PICKEREL
RVC	CHUB
CPBL	CRAPPIE, BLACK
CPWH	CRAPPIE, WHITE
EELA	EEL, AMERICAN
FWD	FRESHWATER DRUM
GSH	GOLDEN SHINER
LAMP	LAMPREY
MINN	MINNOW
MSK	MUSKELLUNGE
PER	PERCH, OTHER
PERW	PERCH, WHITE
PERY	PERCH, YELLOW
PIKEN	PIKE, NORTHERN
PIKE	PIKE, OTHER
PMPKN	PUMPKINSEED
RUD	RUDD
SCKR	SUCKER, OTHER
WSCKR	SUCKER, WHITE
SNFSH	SUNFISH
TRTB	TROUT, BROWN
TRT	TROUT, OTHER
TRTR	TROUT, RAINBOW
WALL	WALLEYE

OTHER FINFISH

ANCH	ANCHOVY
NEED	ATLANTIC NEEDLEFISH
BSB	BLACK SEA BASS
BLU	BLUEFISH
BUT	BUTTERFISH
CRO	CROAKER, ATLANTIC
CUN	CUNNER
STKL4	STICKLEBACK, FOURSPINE
KIL	KILLIFISH
LAMPS	LAMPREY, SEA
WMQ	MOSQUITOFISH, WESTERN
MUL	MULLETS
PIPE	NORTHERN PIPEFISH
SIL	SILVERSIDES/SPEARING
SMLT	SMELT
SNAP	SNAPPER, OTHER
SNAPR	SNAPPER, RED
SNAPV	SNAPPER, VERMILLION
SPOT	SPOT
STB	STRIPED BASS/ ROCKFISH
STUR	STURGEON, ATLANTIC
STRG	STURGEON, OTHER
STSN	STURGEON, SHORT-NOSE
TAU	TAUTOG / BLACKFISH
TMCD	TOMCOD, ATLANTIC
WKSQ	WEAKFISH / SQUETEAGUE
WHK	WHITING, KING/KINGFISH

FLOUNDERS

FLBB	BLACKBACK/ WINTER/ CHANNEL
FLSOU	FLOUNDER, SOUTHERN
FLFSP	FOURSPOT
FLSD	SAND DAB/ WINDOWPANE/ BRILL
FLUKE	SUMMER/ FLUKE
HOG	HOGCHOKER

CRABS

CRB	CRAB, BLUE
CRL	CRAB, CALICO/LADY
CRG	CRAB, GREEN
CRHSF	CRAB, HORSESHOE, FEMALE
CRHSM	CRAB, HORSESHOE, MALE
CRSP	CRAB, SPIDER