

**UNITED STATES DEPARTMENT OF COMMERCE
NATIONAL OCEANIC AND ATMOSPHERIC ADMIN.
NATIONAL MARINE FISHERIES SERVICE**

2010

TRIP SUMMARY FORMS

**FISHING VESSEL LOGBOOK RECORD
ATLANTIC HIGHLY MIGRATORY SPECIES
FISHERIES**

YOU ARE ADVISED THAT DISCLOSURE OF THE INFORMATION REQUESTED IN THIS REPORT IS MANDATORY FOR THE PURPOSE OF MANAGING THE FISHERIES IN ACCORDANCE WITH THE ATLANTIC TUNAS CONVENTION ACT (16 U.S. 971 ET. SEQ.) AND THE FISHERY CONSERVATION AND MANAGEMENT ACT OF 1976 (16 U.S.C. 1801 ET. SEQ.). FAILURE TO REPORT MAY RESULT IN CIVIL OR CRIMINAL SANCTIONS.

NAME OF VESSEL :

PERMIT NUMBER :

Instructions for the Trip Summary form

NOTE: All data provided are CONFIDENTIAL and will be used to determine the effects of existing and proposed management policies on fishery participants. Consistent and accurate reporting is critical for achieving the benefits of conservation and management of Atlantic Highly Migratory Species fisheries.

Please print all requested information clearly. A form with incomplete or unclear information may delay processing and will not be credited towards your compliance. This lack of compliance may result in your permit renewal being denied. **Monthly reporting for individuals holding a Swordfish and Shark permit will be considered complete and in compliance with the regulations only if:** 1.) A Trip Summary is completed for each trip made, 2.) individual Set forms are completed for each set made during a trip (longline) or 24 hour period of fishing activity (non-longline), 3.) Tally Records (individual dressed weights) for all fish sold are provided for each trip made; or 4.) a “No Fishing” reporting form is provided when no fishing occurred during a calendar month.

If a permitted vessel did NOT fish during a calendar month, a No Fishing Reporting Form must be completed. No Fishing Reporting Forms are located in the back of the Trip Summary Logbook, behind the trip report forms. Please note the following for No Fish Reports:

- A separate form must be completed for each month that no fishing occurred;
- Please do not submit one form for multiple months.
- Do not submit more than one form for each month.
- Put a check by each permit to indicate the fishery in which no fishing occurred.
- Multiple fisheries can be reported on one form.
- Do not check fisheries for which you do NOT have a permit.

Please mail **original** set forms, along with the **original** Trip Summary Form and **original** weigh out slips (tally records), or a No Fishing Reporting Form in the pre-addressed envelopes provided. The address is as follows:

**National Marine Fisheries Service
Logbook Program
P.O. Box 491740
Key Biscayne, Florida 33149-9915**

Logbook reports should be postmarked no later than the 7th day after offloading all Atlantic Highly Migratory Species, or (7) days after the end of a month which you are reporting no fishing activity. **Faxed reports are no longer accepted.**

The following instructions should be followed when **Fishing was conducted during a calendar month:**

The **Trip Summary Form** is a continuation of the set form and is mandatory for all permitted vessels.

Please use a ballpoint pen and print clearly to record the following on the Trip Summary Form (Blue Page):

- **Vessel Name and Vessel Number:** U.S. Coast Guard vessel identification number or state registration number as recorded on permit.
- **Contact Name, Telephone Number, and Signature:** Printed name, telephone number, and signature of the person completing the form (normally, this would be the captain for the trip, although the vessel owner may complete the Trip Summary and Trip Expense and Payment Summary form).
- **Operator Name:** Name of the operator (captain) of the vessel for the trip.
- **NHID Number:** Please put the NHID Number of the operator for the trip. The NHID Number is a unique identifier (“New Hampshire Identifier”) assigned by NMFS to each shark and swordfish limited access permit holder and vessel operator who uses longline or gillnet gear and has attended the “Protected Species Release, Disentanglement and Identification Workshop.”
- **Port & State of Departure:** Location of port from which the trip commenced.
- **Port & State of Landing:** Location of port that vessel arrived in.
- **Dealer Name(s):** List of names of dealers purchasing the harvest. If the catch was not sold to a dealer, please write in ‘PERSONAL USE.’ If there was no catch, please write in ‘NO CATCH.’
- **State Trip Ticket #:** For states with trip ticket programs, include the ticket # from your sales receipt next to the appropriate dealer name.

- **Date of Departure:** Calendar date (month/day) on which the trip was started. **Use current year logbooks only.**
- **Date of First Set:** Calendar date (month/day) of first set made on trip.
- **Date of Last Set:** Calendar date (month/day) of last set made on trip.
- **Date of Landing:** Calendar date (month/day) the vessel arrived back at port. This can be different from the offloading date.
- **First Date of Offload:** Calendar date (month/day) that vessel began offloading fish. Use current year logbooks only.
- **Number of Sets:** Number of times the fishing gear was set out during the trip.
- **Number of Crew Members:** Number of persons paid as crew (excluding captain).

Remove the blue page, attach corresponding set forms and tally sheet(s), and mail within 7 days after last offloading date. Faxes are no longer accepted

The Green Page (Trip Expense and Payment Summary) is mandatory only if your vessel has been selected by the Highly Migratory Species (HMS) Management Division and you have been notified in writing by NOAA Fisheries Service that this information is required of you. The form is voluntary for all other vessels. However, non-selected vessels are encouraged to supply this information. For selected vessels, the following information must be mailed within 30 days after last offloading date. Faxes are not accepted:

- **Fuel:** Price per gallon paid for fuel used during trip. (*If you did not refuel for the trip, record price paid when fuel was last purchased.*); indicate gallons actually **used** during the trip. (*Exclude fuel purchased but not used.*)
- **Bait:** Record price per pound and the amount of bait purchased. If no bait is purchased, then record a zero.
- **Light Sticks:** Record price per light stick and number of light sticks **used** during the trip (*If a light stick was re-used, only count it once.*)
- **Ice:** Indicate the price per unit. Also indicate the **Quantity of Ice** purchased and circle the correct unit size.
- **Ice Maker:** Indicate if an ice maker is used on the vessel by marking 'Yes' or 'No.'
- **Grocery expenses:** Indicate grocery costs (food, toiletries, etc.).
- **Other Trip Costs:** Other costs incurred for this trip form (for example, docking/offloading fees (if separate from broker fee), crew travel/lodging, fishing supplies). **Exclude** items listed elsewhere on this trip summary.
- **Total Trip Sales:** Record the amount of gross revenue received from dealer(s) for the fish sold during the trip.
- **Crew Shares:** Crew share is compensation based upon percentage of net revenues. If you did not use crew share compensation on a trip, then calculate payments as percentage of (*estimated*) gross revenues (i.e., Total Trip Sales). The sum of the Owner Share, Captain Share, and Crew Share Average times the number of crew members, should total 100%.
 - **Owner Share:** Percentage of net revenue (*gross revenue less total shared costs*) paid to owner.
 - **Captain Share:** Percentage of net revenue paid to captain.
 - **Crew Share:** Average percent share of net revenue paid to crew, excluding captain.
 - **Was Crew Share Compensation Used:** Indicate 'yes' or 'no'.
 - **Was the Owner on Board:** Indicate 'yes' or 'no'.

Total Shared Costs: Record the sum of all costs incurred for this trip that are subtracted from gross revenues (i.e., Total Trip Sales) prior to calculating crew share payments, **including** (*estimated*) shared gear, repair and maintenance costs. If vessel does not use crew shares, record zero.

PAPERWORK REDUCTION ACT STATEMENT: Atlantic highly migratory species (HMS) vessel logbooks provide information on fishing effort, target catch and bycatch in the fisheries for tunas, sharks and swordfish. This is the basis for quota monitoring and stock assessment and is used to meet international obligations to report fishery statistics to the International Commission for the Conservation of Atlantic Tunas. Collection of economic information through vessel logbooks provides current data on costs and earnings for vessels participating in the Atlantic HMS fisheries and aids NMFS in assessment of impacts of fishery regulations. Public reporting burden for this information collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining data, and reviewing completed collection of information, is estimated to average: 12 minutes per response for set form (daily report); 30 minutes per response for the trip expense and earnings summary; 2 minutes per response for no-fishing report; and 30 minutes per response for annual expenditures form. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden to: National Marine Fisheries Service, F/SF1, 1315 East West Highway, Silver Spring MD 20910. Providing requested information on the trip summary form is mandatory, if selected, for managing the Atlantic HMS fisheries in accordance with Atlantic Tunas Convention Act (16 U.S.C. 971 et seq.) and Magnuson-Stevens Fishery Conservation and Management Act (16 U.S.C. 1801 et seq.). In accordance with NOAA Administrative Order 216-100, it is agency policy not to release confidential information, other than in aggregate form. Notwithstanding any other provision of law, no person is required to respond, nor shall any person be subject to a penalty for failure to comply with information collection subject to requirements of Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number. This is an approved information collection under OMB #0648-0371 that expires October 31, 2009.

**2010 ATLANTIC HIGHLY MIGRATORY SPECIES LOGBOOK
TRIP SUMMARY FORM**

OMB 0648-0371 Exp 10/31/2011
Version Date 09/09
NOAA Form 88-191

Please Use <u>Blue or Black Ink</u> only	<i>NMFS Use Only:</i>	Received Date:	Schedule Number:
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Vessel Name: _____ Vessel Number:

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<p>Contact Name (Please Print): _____</p> <p>Contact Phone No.: () - _____</p> <p><i>I certify that the information contained on this form is accurate and complete to the best of my knowledge.</i></p> <p>Contact's Signature: _____</p> <p>Operator's Name (Please Print): _____</p>	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;"></td> <td style="width:15%; text-align: center;">Month</td> <td style="width:15%;"></td> <td style="width:15%; text-align: center;">Day</td> <td style="width:15%;"></td> <td style="width:15%; text-align: center;">Year</td> </tr> <tr> <td>Date of Departure:</td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> </tr> <tr> <td>Date of First Set:</td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> </tr> <tr> <td>Date of Last Set:</td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> </tr> <tr> <td>Date of Landing:</td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> </tr> <tr> <td>Date of Offload:</td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> </tr> </table>		Month		Day		Year	Date of Departure:						Date of First Set:						Date of Last Set:						Date of Landing:						Date of Offload:					
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Date of Landing:																																					
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NHID Number:

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Port & State of Departure: _____

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Port & State of Landing: _____

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Number of Sets:

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Number of Crew Members:
(excluding captain)

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<p>Dealer Name(s):</p> <p>1.) _____</p> <p>2.) _____</p> <p>3.) _____</p>	<p>State Trip Ticket Number(s):</p> <p>1.) _____</p> <p>2.) _____</p> <p>3.) _____</p>
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Vessel Name: _____ Vessel Number:

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Contact Name (Please Print): _____ Date of Departure:

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Contact Phone No.: () - _____ Date of First Set:

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I certify that the information contained on this form is accurate and complete to the best of my knowledge.

Date of Last Set:

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Contact's Signature: _____ Date of Landing:

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Operator's Name (Please Print): _____ Date of Offload:

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NHID Number:

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 Number of Sets:

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Port & State of Departure: _____

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 Number of Crew Members:

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(excluding captain)

Port & State of Landing: _____

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Dealer Name(s):	State Trip Ticket Number(s):
1.) _____	1.) _____
2.) _____	2.) _____
3.) _____	3.) _____

TRIP EXPENSE & PAYMENT SUMMARY (Mandatory if selected; otherwise voluntary)

	Unit Cost		Quantities Used (Whole numbers only)									
Fuel	Price per Gallon \$ <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> . <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>						Gallons Used <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>					
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Light Sticks	Price per Stick \$ <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> . <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>						Light Sticks Used <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>					
Ice	Price per Unit \$ <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> . <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>						Quantity of Ice <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> Please circle one: Tons Blocks Lbs					
Ice Maker	Yes <input type="checkbox"/> No <input type="checkbox"/>											
Grocery Expenses			\$ <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> . <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>									
Other Trip Costs (Other costs incurred on this trip, excluding items listed elsewhere on this trip summary form. See instructions.)			\$ <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> . <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>									

Total Trip Sales	\$ <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> . <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								
Crew Shares:	Owner: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> %				Was crew share compensation used? Yes <input type="checkbox"/> No <input type="checkbox"/>				
	Captain: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> %				Was the owner on board? Yes <input type="checkbox"/> No <input type="checkbox"/>				
	Crew: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> %								
Total Shared Costs (Includes only those costs subtracted from gross revenues to calculate crew payments. See instructions.)	\$ <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> . <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								

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Vessel Name: _____ Vessel Number:

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Contact Name (Please Print): _____ Date of Departure:

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Contact Phone No.: () - _____ Date of First Set:

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I certify that the information contained on this form is accurate and complete to the best of my knowledge.

Date of Last Set:

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Contact's Signature: _____ Date of Landing:

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Operator's Name (Please Print): _____ Date of Offload:

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NHID Number:

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 Number of Sets:

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Port & State of Departure: _____

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 Number of Crew Members:

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(excluding captain)

Port & State of Landing: _____

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Dealer Name(s):	State Trip Ticket Number(s):
1.) _____	1.) _____
2.) _____	2.) _____
3.) _____	3.) _____

TRIP EXPENSE & PAYMENT SUMMARY (Mandatory if selected; otherwise voluntary)

	Unit Cost	Quantities Used (Whole numbers only)									
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Ice Maker	Yes <input type="checkbox"/> No <input type="checkbox"/>										
Grocery Expenses		\$ <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> . <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>									
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Total Trip Sales	\$ <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> . <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								
Crew Shares:	Owner: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> %				Was crew share compensation used? Yes <input type="checkbox"/> No <input type="checkbox"/>				
	Captain: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> %				Was the owner on board? Yes <input type="checkbox"/> No <input type="checkbox"/>				
	Crew: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> %								
Total Shared Costs (Includes only those costs subtracted from gross revenues to calculate crew payments. See instructions.)	\$ <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> . <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								

NO FISHING REPORTING FORM

OMB 0648-0371 Exp 10/31/2011
Version Date 09/08

NMFS Use Only: Opened:	Schedule #
---------------------------	------------

Vessel ID. NO. Vessel Name: _____

During the entire month of , year this vessel DID NOT FISH in the fisheries checked below:

- > more than one fishery may be checked
- > DO NOT check any fishery if your vessel does not have a permit for it
- > **Use Black Ink**

- Atlantic Highly Migratory Species (swordfish/tunas)
- South Atlantic Snapper-Grouper
- Gulf of Mexico Reef Fish
- Shark
- King Mackerel
- Spanish Mackerel
- Atlantic Dolphin/Wahoo

Signature: _____ Phone: () _____ - _____



MAIL THIS COPY TO NMFS, P.O. BOX 491740, MIAMI, FL 33149



NO FISHING REPORTING FORM

OMB 0648-0371 Exp 10/31/2011
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Signature: _____ Phone: () _____ - _____



MAIL THIS COPY TO NMFS, P.O. BOX 491740, MIAMI, FL 33149



**UNITED STATES DEPARTMENT OF COMMERCE
NATIONAL OCEANIC AND ATMOSPHERIC ADMIN.
NATIONAL MARINE FISHERIES SERVICE**

**2010
SET FORMS**

**FISHING VESSEL LOGBOOK RECORD
ATLANTIC HIGHLY MIGRATORY SPECIES
FISHERIES**

YOU ARE ADVISED THAT DISCLOSURE OF THE INFORMATION REQUESTED IN THIS REPORT IS MANDATORY FOR THE PURPOSE OF MANAGING THE FISHERIES IN ACCORDANCE WITH THE ATLANTIC TUNAS CONVENTION ACT (16 U.S. 971 ET. SEQ.) AND THE FISHERY CONSERVATION AND MANAGEMENT ACT OF 1976 (16 U.S.C. 1801 ET. SEQ.). FAILURE TO REPORT MAY RESULT IN CIVIL OR CRIMINAL SANCTIONS.

NAME OF VESSEL : _____

PERMIT NUMBER : _____

SET FORM INSTRUCTIONS

This form is to be used to report fishing activity for Atlantic highly migratory species (HMS) permit holders. Under current regulations, all fishermen are responsible for submitting a logbook for every fishing trip. Set forms must be filled out within 48 hours of that day's activities or before offloading, whichever is sooner.

Please print all requested information clearly. A form with incomplete or unclear information may delay processing and will not be credited towards your compliance. This lack of compliance may result in your permit renewal being denied. **Monthly reporting for individuals holding Swordfish and Shark permits will be considered complete and in compliance with the regulations only if:** 1.) A Trip Summary is completed for each trip made, 2.) individual Set forms are completed for each set made during a trip (longline) or 24 hour period of fishing activity (non-longline), 3.) Tally Records (individual dressed weights) for all fish sold are submitted for each trip made; or 4.) A "No Fishing" reporting form is submitted when no fishing occurred during a calendar month.

If a permitted vessel did NOT fish during a calendar month, a No Fishing Reporting Form must be submitted. No Fishing Reporting Forms are located in the back of the Trip Summary Logbook, behind the trip report forms. Please note the following for No Fish Reports:

- A separate form must be completed for each month that no fishing occurred;
- Please do not submit one form for multiple months.
- Do not submit more than one form for each month.
- Put a check by each permit to indicate the fishery in which no fishing occurred.
- Multiple fisheries can be reported on one form.
- Do not check fisheries for which you do NOT have a permit.

Please mail **original** set forms, along with the **original** Trip Summary Form and **original** weigh out slips (tally records), or a No Fishing Reporting Form in the pre-addressed envelopes provided. The address is as follows:

**National Marine Fisheries Service
Logbook Program
P.O. Box 491740
Key Biscayne, Florida 33149-9915**

Set forms must be completed within 48 hours of that day's activities or before offloading, whichever is sooner. Reports should be postmarked no later than the 7th day after offloading all Atlantic Highly Migratory Species, or (7) days after the end of a month for which you are reporting no fishing activity. **Faxed reports are no longer accepted.** When additional forms or envelopes are needed, please include a note with your logbook submission or call the Logbook Program at the number listed below. Include your name, address and your vessel identification number. Alternatively, you can download forms from our website at <http://www.sefsc.noaa.gov/fls.jsp> . If you have any questions regarding logbook reporting, please contact the Logbook Program at (305) 361-4581, or Matt Maiello at 305-361-4574. If you have questions regarding HMS fisheries (regulations, permit requirements, reporting, etc.), please call 301-713-2347 or visit <http://www.nmfs.noaa.gov/sfa/hms/> .

Please use a separate set form for each set made (longline) or day of fishing activity (non-longline). If using multiple gears per trip, a separate set form will be required for each gear type used during that day of fishing activity. Please complete the required information listed below on each set form submitted:

- **Official Vessel Number** - Enter the official US Coast Guard documentation number or state registration number for the vessel as it appears on the permit.
- **Signature** – The **captain** must sign each set form to verify accuracy of information.
- **Target** - Designate the primary Target species. (Note: multiple species may be checked.).
- **Gear** - Record the gear used for the set. **Please note that when fishing with multiple gears**, a separate form must be used for each gear type. If gear is being used that is not fished in sets, one set form is required for each day (or 24 hour period) of fishing activity. If the gear type you are using is not on the form, please mark 'Other' and handwrite (list) the gear type in the space provided (ie. Greenstick gear).
- **Begin Set Date** – Enter the month and date that the set (longline) or fishing activity (non-longline) began.
- **Begin Haulback Date** – Enter the month and date that the longline haulback began.

Enter Times when using **longline gear** in the fields listed below (Note: Do not use military time):

- **Begin Set** – Enter the time the set began. Designate **AM** or **PM**.
- **End Set** – Enter the time when the set had been placed. Designate **AM** or **PM**.
- **Begin Haulback** - Enter the time that haulback began. Designate **AM** or **PM**.
- **End Haulback** - Enter the time when haulback of the gear had been completed.

When using **non-longline** gear, please indicate the time fishing began in the ‘Begin Set Time’ field. Indicate the time fishing ended in the ‘End Haulback Time’ field.

- **Latitude and Longitude** – Record the location at the start of each set to the nearest degree and minute, and the **Surface Water Temperature**, in degrees Fahrenheit.
- Enter the following data for each set if using pelagic or bottom **Longline** gear:
 - **Number of hooks** per set
 - **Number of hooks between floats**
 - **Number of light sticks**
 - **Length of Mainline** (in miles)
 - **Average Length of Gangions** (in fathoms)
 - **Average Length of Floatline** (in fathoms)
 - Indicate whether “**J**” **Hooks or Circle Hooks, or both** were used
 - Indicate what **size hooks** were used: 16/0, 18/0, or other size(s) (use space provided)
 - Indicate whether **offset hooks** were used: Yes or No
 - Indicate the **Bait Type** used: Dead, Live, or Artificial
 - Indicate if the **Bait Used** was Squid, Mackerel, or ‘Other’
- Enter the following data for each set if using **Hook and Line**. This would include all hook and line gear (i.e. handline, rod and reel, buoy gear, greenstick, etc.) except Pelagic Longline and Bottom Longline:
 - **Total Lines Fished** is the total number of lines fished (not including drifts, redeployment or branch lines).
 - **Total Hooks Fished** is the total number of hooks fished (not including drifts or redeployment).
 - Indicate whether “**J**” **Hooks or Circle Hooks (or both)** were used.
 - Indicate what **size hooks** were used on the space provided (ie. 7/0, 9/0, 11/0, etc.). You may list more than one size when applicable.
 - **Number of Buoy Gears deployed** (if applicable) refers to the number of buoy gear configurations, or units, deployed (not including drifts or redeployment).
 - Indicate the **Bait Type** used: Dead, Live, or Artificial
 - Indicate if the **Bait Used** was Squid, Mackerel, or ‘Other’
- Record numbers of **SWORDFISH and TUNA, SHARKS, AND ‘OTHER SPECIES’ KEPT AND THROWN BACK**. Write down the numbers of fish that were kept (**No. Kept**) for each species. For the fish that were thrown back, please specify the number that were released **Alive** and the number that were released **Dead**. For **Est. Lbs Kept**, write down the estimated dressed weight of fish kept for each species. For catches of species not listed on the form, print the species name in the blank spaces provided and record the requested catch information.
- Record numbers of **PROTECTED SPECIES** involved with the fishing gear:
 - **Total Number Involved**. Write down the total number of each protected species that were hooked and/or entangled with the fishing gear for the period of the report.
 - **Number Injured**. Write down the number of individuals of each protected species that was hooked or otherwise injured by the fishing gear.
 - **Number Dead**. Write down the number of individuals of each protected species that was dead or unresponsive as a result of being caught or impacted by the fishing gear.
 - **If another species is encountered** that is not listed, write the species name in the space provided.

*Mail all set forms with the corresponding
Trip Summary form and tally sheet(s) within 7 days after the last offloading date to
NATIONAL MARINE FISHERIES SERVICE,
P.O. BOX 491740,
MIAMI, FL, 33149.*

Retain the yellow copy of set forms for your records.

PAPERWORK REDUCTION ACT STATEMENT: Atlantic highly migratory species vessel logbooks provide information on fishing effort, target catch and bycatch in the fisheries for tunas, sharks and swordfish. This information is the basis for quota monitoring and stock assessment and is used to meet international obligations to report fishery statistics to the International Commission for the Conservation of Atlantic Tunas. Public reporting burden for this information collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining data needed, and completed & reviewing the collection of information, is estimated to average: 12 minutes per response for the set form (daily report); 30 minutes per response for the trip expense and earnings summary; 2 minutes per response for the no-fishing report; and 30 minutes per response for the annual expenditures form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Highly Migratory Species Management Division, National Marine Fisheries Service, F/SF1, 1315 East West Highway, Silver Spring, MD 20910. Providing the requested information in the vessel logbook is mandatory, if selected, and is necessary for managing the Atlantic highly migratory species fisheries in accordance with the Atlantic Tunas Convention Act (16 U.S.C. 971 et seq.) and the Magnuson-Stevens Fishery Conservation and Management Act (16 U.S.C. 1801 et seq.). In accordance with NOAA Administrative Order 216-100, it is agency policy not to release confidential fisheries statistics, other than in aggregate form. 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 of information displays a currently valid OMB Control Number. This is an approved information collection under OMB #0648-0371 and expires October 31, 2011.

2010 ATLANTIC HIGHLY MIGRATORY SPECIES LOGBOOK - Set Form

OMB 0648-0371 Exp 10/31/2011
Version Date 09/09
NOAA Form 88-191

Please Use Black or Blue Ink only

Official Vessel Number: Signature: _____

I certify that the information contained on this form is accurate and complete to the best of my knowledge. NMFS Use Only: _____

TARGET: Swordfish Yellowfin Bigeye Mixed Tuna Sharks Dolphin Other (list) _____

GEAR SECTION NOTE: If fishing multiple gears, use separate forms for each gear type (See instructions).

GEAR: Pelagic Longline Bottom Longline Handline Harpoon Gillnet, Drift Gillnet, Other Rod & Reel Bandit Otter Trawl Squid Trawl Buoy Other (list) _____

Set:	Begin Set Date: <input type="text"/> / <input type="text"/> / 2010	Begin Set Time: <input type="text"/> : <input type="text"/> Oam Opm	End Set Time: <input type="text"/> : <input type="text"/> Oam Opm	If the <u>Longline Haulback</u> took more than 24 hours, then check here: <input type="radio"/>
Haulback:	Begin Haulback Date: <input type="text"/> / <input type="text"/> / 2010	Begin Haulback Time: <input type="text"/> : <input type="text"/> Oam Opm	End Haulback Time: <input type="text"/> : <input type="text"/> Oam Opm	

Latitude at beginning of set: North Longitude at beginning of set: West Surface Water Temp: °F Date Received: (NMFS Use Only)

LONGLINE:				USE SEPARATE FORMS FOR EACH TYPE OF GEAR	HOOK & LINE:	
Please do not use decimals or ranges. Use whole numbers only.					Use whole numbers only.	
Number of:	Length of:	Hook:	Bait Type:	Total Lines Fished	No. Buoy Gears Deployed	
Hooks <input type="text"/>	Mainline (nm) <input type="text"/>	Type? <input type="radio"/> "J" <input type="radio"/> Circle	<input type="radio"/> Dead <input type="radio"/> Live <input type="radio"/> Artificial	Total Hooks Fished <input type="text"/>	<input type="text"/>	
Hooks between Floats <input type="text"/>	Average Gangion (fm) <input type="text"/>	Size? <input type="radio"/> 16/0 <input type="radio"/> 18/0 <input type="radio"/> Other size	Bait Used: <input type="radio"/> Squid <input type="radio"/> Mackerel <input type="radio"/> Other	Type? <input type="radio"/> "J" <input type="radio"/> Circle	List Size(s) _____	Bait: Type: <input type="radio"/> Dead <input type="radio"/> Live <input type="radio"/> Artificial
Light Sticks <input type="text"/>	Average Floatline (fm) <input type="text"/>	Offset? <input type="radio"/> Yes <input type="radio"/> No		Used: <input type="radio"/> Squid <input type="radio"/> Other <input type="radio"/> Mackerel		

SWORDFISH and TUNA				SHARKS					
	No. Kept	No. Thrown Back		Est. Lbs. Kept		No. Kept	No. Thrown Back		Est. Lbs. Kept
		Alive	Dead				Alive	Dead	
Swordfish					PELAGIC SHARK				
Bonito Tuna					Blue				
Bluefin Tuna					Mako, Longfin				
Skipjack Tuna					Mako, Shortfin				
Yellowfin Tuna					Oceanic Whitetip				
Blackfin Tuna					Porbeagle				
Albacore Tuna					Thresher, Bigeye				
Bigeye Tuna					Thresher, Common				

OTHER SPECIES				COASTAL SHARK			
White Marlin				Bignose			
Blue Marlin				Blacktip			
Sailfish				Dusky			
Spearfish				White			
Escolar				Hammerhead			
Dolphin (Mahi)				Night			
Wahoo				Sandbar			
King Mackerel				Sharpnose			
Greater Amberjack				Silky			
Banded Rudderfish				Spinner			
				Tiger			

PROTECTED SPECIES							
	Involved	Injured	Dead		Involved	Injured	Dead
Leatherback				Pilot Whale			
Loggerhead				Risso's Dolphin			
Sm. tooth Sawfish				Other Species: _____			