



Southeast Fisheries Science Center Logbook Program

Frequently Asked Questions for:

- I. Coastal Logbook (Southeast Coastal Fisheries Trip Report Form)
 - a. Trip Expense & Payment Section****
- II. Discard Logbook (Supplemental Discard and Gear Interaction Trip Report)**
- III. Pelagic Logbooks (Fishing Vessel Logbook Record – Atlantic HMS Fisheries -Set and Trip Summary forms)**
- IV. HMS Dealer Logbook**
- V. Other Dealer Reporting**

I. Coastal Logbook

Q: Who is required to submit a Southeast Coastal Fisheries Trip Report Form (Coastal logbooks)?

A: Any fisherman whose vessel has any of the following FEDERAL fishing permits:

1. Gulf of Mexico Reef Fish (RR)
2. South Atlantic Snapper-Grouper (SG)
3. King Mackerel (KM)
4. Spanish Mackerel (SM)
5. Shark (SK) – may be reported on Pelagic logbooks instead of Coastal logbooks.
6. Atlantic Dolphin/Wahoo (ADW) – may be reported on Pelagic logbooks instead of Coastal logbooks.

Q: How do I get a logbook?

A: All permit holders of the above permit types will be sent the current year logbook approximately two weeks after being permitted. If you have a federally issued permit and did not receive a logbook, or require additional supplies, please contact the SEFSC Logbook Program at 305/361-4581 or by email (sefsc.logbook@noaa.gov). Specify the logbook type (if you have both coastal and pelagic permits) and if envelopes are needed. Additionally the logbook program staff sends the upcoming year's logbook supplies to all permit holders each December.

Q: When should I complete a trip report?

A: All commercial trips (no paying customers onboard) which target and/or land any one of the fish species listed on your commercial Federal permits must be reported. If no trips were made during a given month, please submit a 'No Fishing' activity form.

Q: How often do I need to report?

A: You are required to report within 7 days after each trip. If no trips were made during a given month, a 'No Fishing' activity form must be submitted 7 days following the end of that month.

Q: What about other species I may catch during my trip, do I have to report them on the logbook too?

A: Yes. All species that are caught and landed must be reported to NMFS. If the species is not listed on the reporting form, use the blank spaces toward the bottom of the form to write them in. Having all landed species reported is essential for catch composition analyses.

Q: If I report my IFQ catch to the IFQ program, do I still need to submit a logbook?

A: Yes. It is critical that the Southeast Fisheries Science center collects data on those trips as these data are essential for various fisheries analyses, including stock assessments. The data submitted to the IFQ program is insufficient to perform these analyses.

Q: Do charter permit holders have to report coastal logbooks?

A: A charter permit holder does not have to report **coastal logbooks** unless they have a commercial permit and are commercial fishing. Those fishermen with charter and commercial permits and No Fishing activity need to report a 'No Fishing' report for their commercial permits.

NOTE: Charter permit holders should contact Ken Brennan (252)728-8618 to see if there are any requirements for reporting charter activity.

Q: How do I change the Address on my permit?

A: Please fill out 'Change of Information' form to change address or any other information associated with your permit and send it to the Southeast Regional Office, Permit Department (http://sero.nmfs.noaa.gov/operations_management_information_services/constituency_services_branch/permits/permit_apps/documents/other/ChangeOfAddress.pdf).

Q: How do I request the catch history for my vessel?

A: Please complete a 'Catch History Request form' and send the original to the NOAA Fisheries Southeast Regional Permit Office (http://www.sefsc.noaa.gov/docs/catch_request_form2.pdf)

Q: Am I up to date/current on my logbook reports?

A: You can check your status by calling the Logbook program at (305)361-4581.

Q: How do I transfer a permit from one vessel/owner to another vessel/owner?

A: All logbooks must be completed and received by the SEFSC up to the date of transfer in order for a transfer to be processed by the Southeast Regional Office, Permits Department. Please mail or fax (Coastal only) all necessary reports to: National Marine Fisheries Service NOAA, Logbook Program, PO Box 491740, Key Biscayne, FL 33149-9875. For faxing coastal reports: (305)361-4460.

I a. Trip Expense & Payment Section – Coastal Logbooks

Q: Who is required to complete the Trip Expense & Payment Section on the bottom of the Southeast Coastal Fisheries Trip Report Form (Coastal logbooks)?

A: Any fisherman who is required to submit a Coastal logbook and was selected to report economic information. About 20% of fisherman required to submit a Coastal logbook are selected and will be notified by mail. If uncertain of your selection status, please contact the SEFSC Logbook Program at (305)361-4581.

Q: What are the economic data being used for?

A: Economic data are needed to assess the socioeconomic impacts associated with increased regulations in the commercial finfish fisheries operating in the south Atlantic and Gulf of Mexico. Economic data are also used to describe the short-term and long-term financial performance of commercial fishing operations in the southeastern United States.

Q: How long do I need to report economic data?

A: Once a vessel is selected, economic data are required to be reported for each trip during the entire fishing season (i.e. calendar year) for which the vessel is selected. Economic data include an ‘Annual Expenditures Survey’ as well as the ‘Trip Expense & Payment Section’ found at the bottom of the Logbook Trip Report form. Selections for economic reporting are conducted yearly and are chosen randomly from a sample containing those boats meeting eligibility criteria.

II. Discard Logbook

Q: Who is required to submit a Supplemental Discard and Gear Interaction Trip Report (also referred to as the “Discard Logbook”)?

A: Any fisherman who is required to submit a Coastal logbook may be selected to report. About 20% of fisherman required to submit a Coastal logbook are selected and are notified by mail. If uncertain of your selection status, please contact the SEFSC Logbook Program at (305)361-4581.

Q: How is the discard selection made?

A: The goal is to ensure a representative sample is made across the various fisheries in the Gulf of Mexico and South Atlantic. To accomplish this, a weighted, random sample of vessels is taken from each of the various fisheries with consideration made for each of the fisheries using the previous year’s coastal logbook submissions. Types of permit, gears fished, and areas of catch are all taken into account. In addition, a random selection of vessels is also made from vessels who reported no-fishing reports or had no reports at all in the previous year.

Q: If selected, am I required to submit a ‘Discard’ form?

A: Yes.

Q: Am I required to count and weigh every discard?

A: Estimated counts and weights are requested.

Q: Can I be “deselected” from the Discard Program?

A: No. If you have been selected, it is a mandatory reporting requirement for one year.

Q: Do I have report all discards?

A: Yes, all target and non-target species discarded are needed.

III. Pelagic Logbooks – for the Atlantic Highly Migratory Fisheries

Q: Do I have to submit a weigh-out with my reports?

A: Yes. In order for a logbook submission to be considered complete, the trip summary report, the set form(s), and the weigh-out (or tally) sheet must be received. The weigh-out sheet must have individual dressed carcass weights for all swordfish and if recorded all other species individual dressed weights.

Q: Who is required to complete the “Trip Expense & Payment Summary” (green) portion of the Atlantic Highly Migratory Species Fisheries Trip Summary (Pelagic Logbook)?

A: Any fisherman who is required to submit a pelagic logbook and was selected to report economic

information. The selection letter is usually mailed a few months prior to the beginning of the year of required reporting.

Q: Do I have to report Pelagic Logbooks if I am fishing gear other than pelagic longline?

A: Yes. All fishermen who land swordfish on gear types (buoy gear, rod and reel, handline, trawl, harpoon, etc.) other than longline must also report on pelagic logbooks.

Q: Can I report multiple landing dates on one 'Trip Summary' form?

A: No. Each fishing trip landed must have separate trip summaries with associated set forms and weigh outs.

Q: If more than one gear was used, can I report all of them on the same 'Set' form?

A: No. Each gear type used must be on separate set forms even if they were used on the same day.

Q: How do I transfer a permit from one vessel/owner to another vessel/owner?

A: All logbooks must be completed and received by the SEFSC up to the date of transfer in order for a transfer to be processed by the Southeast Regional Office, Permits Department. Please mail all necessary pelagic reports to: National Marine Fisheries Service NOAA, Logbook Program, PO Box 491740, Key Biscayne, FL 33149-9875.

Q: How do I get a logbook?

A: All permit holders will be sent the current year logbook approximately two weeks after being permitted. If you have a federally issued permit and did not receive a logbook, or require additional supplies, please contact the SEFSC Logbook Program at 305/361-4581 or by email (sefsc.logbook@noaa.gov). Specify the logbook type (if you have both coastal and pelagic permits) and if envelopes are needed. Additionally the logbook program staff sends the upcoming year's logbook supplies to all permit holders each December.

For clarification on these or any other questions you have please contact Matt Maiello at (305) 361-4574.

IV. HMS Dealer Logbooks

Q: Are there any HMS Dealer reporting forms available on-line that I can download?

A: No. All HMS Dealer Reporting is conducted electronically. Weekly reporting (Sunday through Saturday) is expected by Tuesday of the following period. Please visit the HMS website for details on HMS Electronic Dealer Reporting requirements and system (<http://www.nmfs.noaa.gov/sfa/hms/compliance/edealer/index.html>).

Q: If I didn't purchase any HMS species, do I still have to report?

A: Yes. If you have a swordfish, shark, or tuna dealer permit issued by the NOAA Fisheries Service, you are required to report electronically for the reporting period for your permits even if no fish were purchased. **Please note** that if you maintain other federal dealer permits and purchases were made for these species, you must report them in the time period required.

Q: Is there information available specific to HMS dealers?

A: Yes. The Highly Migratory Species Office creates an HMS Compliance Guide every year with current information. This compliance guide may be requested from HMS (301-427-8503) or found on their website (<http://www.nmfs.noaa.gov/sfa/hms/compliance/guides/index.html>).

V. Other Dealer Reporting

Q: Which dealers have reporting requirements?

A: Any dealer who purchases fish managed by the following fishery management plans (FMPs) has reporting requirements as dictated by the established regulations. Links to the Management Councils information pages regarding the specific species are embedded below.

1. South Atlantic Fishery Management Plan
 - a. [Coastal Migratory Pelagic Resources](#)
 - b. [Golden Crab Fishery of the South Atlantic Region](#)
 - c. [*Shrimp Fishery of the South Atlantic Region \(*South Atlantic rock shrimp only\)](#)
 - d. [Snapper-Grouper Fishery of the South Atlantic](#)
 - e. [Spiny Lobster of the Gulf of Mexico and South Atlantic](#)
2. Gulf of Mexico Fishery Management Plan
 - a. [Coastal Migratory Pelagic Resources](#)
 - b. [Red Drum Fishery of the Gulf of Mexico](#)
 - c. [Reef Fish Resources of the Gulf of Mexico](#)
 - d. [Spiny Lobster of the Gulf of Mexico and South Atlantic](#)
3. Atlantic Fishery Management Plan
 - a. [Coastal Migratory Pelagic Resources](#)
 - b. [Dolphin and Wahoo Fishery off the Atlantic States](#)

This may include, but is not limited to, dealers of: Snappers, Groupers, Tilefish, Triggerfish, Amberjacks, Other jacks, Gulf red drum, Cobia, King Mackerel, Spanish Mackerel, South Atlantic wreckfish, South Atlantic rock shrimp, Spiny Lobster, Golden Crab.

Q: What permits are required for these dealers?

A: As of August 7, 2014, a single permit will accommodate the requirements for the species covered by the fishery management plans listed above. This permit is called the Gulf and South Atlantic Dealer permit and it may be obtained through the Southeast Regional Office (SERO) [Permits Department on-line](#).

Additional information on the GSAD permit and helpful links may be found on the SEFSC Dealer Reporting webpage (<http://www.sefsc.noaa.gov/fisheries/dealers.htm>).

Q: What reporting is required of these dealers?

A: As of August 7, 2014, dealers with permits in the above plans will be required to report electronically each period. Periods for most fisheries, unless specified otherwise, are **weekly** (*Sunday to Saturday and due before the end of Tuesday the following period*). One fishery, the King Mackerel Southern Gill Net in the West Coast Subzone, requires **daily reporting**, while the season is open (*daily due before 6:00am the following day*).

Reports **must** be received on-time (*and submitted with the Federally issued dealer permit number*) or a report will be considered delinquent for a reporting period. Failure to submit a report will automatically result in the dealer being ineligible to receive fish from federally permitted vessels. A dealer will only be authorized to receive the above managed species if the dealer's reports have been submitted and received from NOAA Fisheries.

Information electronically reported in a timely manner enables the SEFSC to monitor ACLs using landings from over 65 species.

Q: If I didn't purchase any seafood, do I still have to report?

A: Yes. If no transactions occurred during a given reporting period, you are required to report electronically that "no fish were purchased".

Q: How can I find out if my reports have been received by NOAA Fisheries?

A: You can email (sefsc.logbook@noaa.gov) or call (305/361-4581) the Fisheries Monitoring Branch and someone will get back to you within one business day.

Q: Where can I find specific information on dealer reporting?

A: Information on this amendment may also be found on several of NMFS webpages, including:

- SERO's webpage regarding the amendment:
http://sero.nmfs.noaa.gov/sustainable_fisheries/gulf_sa/generic/2013/dealer_reporting/index.html;
 - SEFSC's webpage on Dealer Reporting Requirements:
<http://www.sefsc.noaa.gov/fisheries/dealers.htm>;
 - and in the Federal Register, Vol 79, No 68, April 9, 2014:
http://sero.nmfs.noaa.gov/sustainable_fisheries/gulf_sa/generic/2013/dealer_reporting/documents/pdfs/dealer_reporting_final_rule.pdf
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