

Instructions for MHI Non-Commercial Bottomfish Trip Report

Please print all entries except for the signature at the bottom. Submit one (or more) logsheet(s) for each bottomfishing trip you make, or for any trip in which you catch a bottomfish. All fishing activities for all methods done on the bottomfishing trip must be recorded. Do not report more than one trip per logsheet.

1. Write in the full name (first, middle initial and last) of the Vessel Operator (captain) or Owner who is preparing and submitting the report.
2. Write the Federal MHI Non-commercial Bottomfish (NCBF) Permit number of the person submitting the report.
3. Write in the Vessel Name, and either the State of Hawaii vessel registration (HA) number or the U.S. Coast Guard Documentation number. One character per box.
4. Write the port of landing (where you landed the vessel).
5. Write the dates of the start of your trip (for example, 10/21/2008) and end of the trip.
6. Write the average number of hooks you use on your lines when bottomfishing.
7. Write the wind, wave, and current information for only the first time you drop the lines to bottomfish on the trip. Record directions as: E, NE, N, NW, W, SW, S, or SE.
8. Catch and Effort Table – the section with the grids is where you write in your fishing activity.
 - Day – write in the day of the month (1 to 31) for the fishing effort that day.
 - Area Fished – using the Area Code charts provided with the logbook, enter the code for the area you are fishing. If fishing at FADs, list each separately.
 - Position - Enter the latitude and longitude to the nearest degree (°) and minute (′) of the first drop that you make in any area. If you move to a new area start a new line.
 - Depth Fished - Write the depth (in fathoms) that you fished your lines.
 - Fishing Method - Write in the Fishing Method name or code for your fishing method using the code list provided.
 - Num. Hours - Write the number of hours fished by that method in that area on that day.
 - Num. Lines - Write the average number of lines used for that method on that day.
 - Anch. Y/N - Write “Y” or “N” to indicate if you anchored while you fished. Blanks indicate “N”.
 - Did Not Catch - If you did not catch any fish in the area you fished on that day, please put a checkmark (✓) in the Did Not Catch box.
 - Species Name - Write in the name of the fish you caught using the Species List provided, one species per line.
 - Num. Kept - Write in the number of fish of that species you caught and kept (even if you used it for bait later). Use a line for each species.
 - Lbs. Kept - Write in the estimated weight of the fish kept of each species. Use a line for each species.
 - Num. Released - If you released any of the fish you caught, identify the species and write in the number you released Alive or Dead. This number should be separate from those “caught and kept”.
 - Num. Lost - If you lost any fish of this species due to sharks or other predators, please mark the number in Num. Lost.
 - Therefore, number of (caught and kept)+(released alive)+(released dead)+(lost)=total catch.
9. When the day, area (location), fishing method, or species changes, please start a new line in the table. If you run out of lines, please use another page and mark the page number on the bottom right of the page where it says “Page ___ of ___”, so we know how many pages were used for each trip.
10. If you directly interact with any marine mammal, turtle, or seabird on your trip, please write in the species name and the number that were uninjured, injured, or dead as a result of the fishing operation using the protected species list provided.
11. Write in the Federal MHI Non-commercial Bottomfish Permit (NCBF) or State of Hawaii Commercial Marine License (CML) numbers of **all** persons fishing with you (Crew) on this trip. **Each person participating on the trip is required to have a NCBF permit or CML.** Check the box (✓) following the permit numbers if the number you wrote is a CML number.
12. Sign and date the logsheet at the bottom and submit within 72 hours (3 days) after the end of each trip. Your signature signifies that the information you provided is complete and true to the best of your knowledge. If the vessel operator fails to submit a logsheet, it is the vessel owner’s responsibility to submit the logsheet. It is a violation of federal law to file false information or fail to make, keep, maintain or submit a logbook (50 CFR § 665.15(d)).

Mail or deliver to:
NMFS Pacific Islands Fisheries Science Center
Attn: FMSD
2570 Dole St., Honolulu, HI 96822

If you have questions or need more logsheets,
please call (808) 983-5326.