

## 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. The blue page is a continuation of the set form and is *mandatory* for all permitted vessels. The green page (Trip Expense and Payment Summary) is *mandatory only if your vessel has been selected and you have been notified in writing by NOAA Fisheries that this information is required of you*. Vessels not selected are encouraged to supply the information on the green page on a *voluntary basis*. If you have any questions, please contact the Logbook Program at (305) 361-4581, or Mr. Andy Bertolino at (305) 361-4240. For additional logbook supplies, include a written request with your logbook submission. If your vessel did not fish during a given calendar month, fill out a No Fishing Reporting Form located at the back of this logbook. Instructions have been included in the Set Form Logbook, page 1.**

*Please use a ballpoint pen and print clearly to record the following on the Blue Page:*

- **Vessel Name and Vessel Number:** U.S. Coast Guard vessel identification number or state registration number as recorded on permit.
- **Contact Name and Telephone:** Printed name and telephone number of the person completing the form.
- **Captain Signature and Name:** Signature of the person completing the form (normally, this should be the captain for the trip although the vessel owner may complete the second portion of the form).
- **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.
- **Date of Departure:** Calendar date (month/day/2003) on which the trip was started.
- **Date of First Set:** Calendar date (month/day/2003) of first set made on trip.
- **Date of Last Set:** Calendar date (month/day/2003) of last set made on trip.
- **Date of Landing:** Calendar date (month/day/2003) the vessel arrived back at port. This can be different from the offloading date.
- **First Day Offload:** Calendar date (month/day/2003) that vessel began offloading fish.
- **Number of Sets Placed:** Number of times the fishing gear was set during the trip.
- **Number of Crew Members:** Number of persons paid as crew (excluding captain).
- **State Trip Ticket #:** For states that require trip tickets, include the ticket # from your sales receipt.

*Remove the blue page, attach corresponding set forms and tally sheet, and mail within 7 days after last offloading date.*

*The following information (found on the Green Page) is mandatory for selected vessels and voluntary for all other vessels. For selected vessels, the following information must be mailed within 30 days after last offloading date.*

- **Fuel:** Price per gallon paid for fuel used during trip. *If you did not use fuel 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 total cost of bait purchased and amount of bait used during trip by count or pounds.
- **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, the number of units purchased, and the unit size of ice purchased.
- **Grocery expenses:** Indicate grocery costs.
- **Total Shared Costs:** Record the sum of all costs incurred for this trip that are subtracted from gross revenues prior to calculating crew share payments, **including (estimated) shared gear, repair and maintenance costs.** If vessel does not use crew shares, record zero.
- **Other Trip Costs:** Other costs incurred for this trip **excluding** items listed elsewhere on this trip summary form. For example, include docking/offloading fees (if separate from broker fee), crew travel/lodging, fishing supplies.
- **Crew Shares:** If you did not use crew share system on a trip, then calculate payments as percentage of *(estimated)* gross revenues.
  - **Owner Crew Share:** Percentage of net revenue *(gross revenue less total shared costs)* paid to owner.
  - **Captain Share:** Percentage of net revenue paid to captain.
  - **Crew Average Share:** Average percent share of net revenue paid to crew, excluding captain.
- **Broker/Dealer Selling Expense or Broker/Dealer Percentage:** Report either the *(estimated)* broker/dealer fee or the percentage (by gross revenue or weight of fish) charged by the broker. *(If catch is sold to multiple brokers/dealers, please report for broker/dealer handling majority of catch or report the average charged across brokers/dealers.)*
- **Captain License Number and State:** Record license number and issuing state.

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. Collection of economic information through vessel logbooks provides current data on the costs and earnings for vessels participating in the Atlantic highly migratory species fisheries and aids NMFS in the 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 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: National Marine Fisheries Service, F/SF1, 1315 East West Highway, Silver Spring MD 20910. Providing the requested information on the trip summary form is mandatory, if selected, 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 information, other than an aggregate form. Notwithstanding any other provision of the law, no administrative 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 that expires June 30, 2005.