Appendix 5

Quota Monitoring Permits Reporting Form (Log), Instructions and Example

North Carolina Department of Environment and Natural Resources

Division of Marine Fisheries

QUOTA MONITORING PERMITS DAILY REPORTING FORM (LOG)

Dealer Name	Dealer #	Date Landed
	D -	MO. / DAY / YR.

STRIPED BASS HARVEST		Permit #	
ATLANTIC OCEAN		*** CHECK OR "X" BOX IF NO LANDINGS** ☐	
Gill Net		**Trawl**		**Beach Seine**	
No. of Tags Used		No. of Tags Used		No. of Tags Used	
Pounds		Pounds		Pounds	
ALBEMARLE SOUND MANAGEMENT AREA	*** NO LANDINGS** ☐	**SOUTHERN AREA**	*** NO LANDINGS** ☐
No. of Tags Used		No. of Tags Used	
Pounds		Pounds	
CENTRAL AREA		*** CHECK OR "X" BOX IF NO LANDINGS** ☐	
Pungo River		**Neuse River**		**Bays (N of Far Creek) Pamlico Sound**	
No. of Tags Used		No. of Tags Used		No. of Tags Used	
Pounds		Pounds		Pounds	
Pamlico River		**Outer Banks, Pamlico Sound**		**White Oak River**	
No. of Tags Used		No. of Tags Used		No. of Tags Used	
Pounds		Pounds		Pounds	
Bay River		**Bays (Far Creek & S/E) Pamlico Sound**		**Carteret Co. (except White Oak River)**	
No. of Tags Used		No. of Tags Used		No. of Tags Used	
Pounds		Pounds		Pounds	

ASMA RIVER HERRING HARVEST		*** NO LANDINGS** ☐	Permit #	
Gill Nets		Chowan River Pound Nets		Gears Other Than Gill & Chowan Pound Nets	
Pounds		Pounds		Pounds	

ATLANTIC OCEAN FLOUNDER HARVEST		*** NO LANDINGS** ☐	Permit #	
Number of Vessels Used in Harvest		Pounds		

SPINY DOGFISH HARVEST		*** NO LANDINGS** ☐	Permit #	
Number of Vessels Used in Harvest		Pounds		

BLACK SEA BASS N. HATTERAS HARVEST		*** NO LANDINGS** ☐	Permit #	
Number of Vessels Used in Harvest		Pounds		

I certify that all information recorded above is true, accurate, and complete.

Permittee or Designee Signature: _____ Date: _____

North Carolina Division of Marine Fisheries, PO Box 769, Morehead City, NC 28557-0769

See Reverse for Instructions

INSTRUCTIONS FOR THE QUOTA MONITORING REPORTING FORM (LOG)

➔ ***If unable to fax, each reporting form must be maintained as a log, and all logs shall be submitted to the Division upon request or no later than five (5) days after closure of the season by proclamation. Other original reporting forms (those faxed or e-mailed) must be maintained in accordance with 15A NCAC 3I.0114.***

➔ ***Landings for Fridays or Saturdays may be submitted on the following Monday (submit one reporting form for each day).***

➔ ***If there are no landings for a day, the reporting form must still be submitted to DMF for that day.***

➔ ***Any permit changes can be made by contacting a License Agent in the Division office nearest you.***

- North Carolina Fish Dealers who hold permits to deal in quota-monitored fisheries from the North Carolina Division of Marine Fisheries (NCDMF) must report all landings for the prior day for the permitted fishery under a quota-monitoring requirement no later than **noon, daily**.

- The permitted Fish Dealer will report landings for quota-managed species only when proclamation or rule opens the commercial seasons for those species.

- NCDMF will provide reporting forms to Fish Dealers.

- The permitted Fish Dealer must FAX or e-mail information on the catch daily, by noon, for the previous day (midnight to midnight), including weekends to:

Permitted Species	FAX	E-mail Address	Telephone #
Striped Bass, Atlantic Ocean American Shad, ASMA River Herring	**1-252-264-3723**	LANDINGS@ncdenr.gov	1-800-338-7805
Atlantic Ocean Flounder, Spiny Dogfish, Black Sea Bass	**1-252-726-3903**	FLOUNDER@ncdenr.gov	1-800-682-2632

- Reporting forms must be submitted even if no landings occurred for the previous day, including weekends. Reports of zero (0) landings may be submitted up to a week in advance if the permittee will not be purchasing fish from the permitted fishery.

- Landings for Fridays and Saturdays may be submitted on the following Monday (by noon). Submit **one** reporting form for each day, even if no landings occurred. For example: on Monday, submit one form for Friday, one form for Saturday and one form for Sunday.

- To correctly complete the Quota Monitoring Reporting Form, record the following information:
  1. **Dealer Name** – record the name of the Dealer that has the Quota-Monitoring Permit.
  2. **Dealer #** - record the Dealer License Number (D - number) for the permitted dealer location.
  3. **Date Landed** – record the date of landing for the monitored species being reported.
  4. **Permit #** - record the permit number issued by the NCDMF. Each permit has a unique number. This permit number is not the same as the D – number.
  5. **No Landings** – check the box(s) if no landings occurred for a permitted fishery for the day being reported.
  6. **Record the required information, including no landings, for each permitted fishery** (Striped Bass, ASMA River Herring, Atlantic Ocean Flounder, spiny dogfish, and Black sea bass north of Cape Hatteras):
     a) Striped Bass – **Record the number of tags used and total pounds landed by gear and/or specific area for each validated area shown on the permit** (Atlantic Ocean, Albemarle Sound Management Area, Southern Area, and/or Central Area). *If the Striped Bass Harvest permit is validated for multiple areas and landings do not occur for all of those areas, ensure that the **NO LANDINGS** box is checked for those areas that apply.*
     b) Atlantic Ocean American Shad – **Record the total pounds harvested in each specific area.**
     c) ASMA River Herring – **Record the total pounds harvested for each specific gear.**
     d) Atlantic Ocean Flounder – **Record the number of vessels landing Atlantic Ocean Flounder and the total pounds landed**.
     e) Spiny Dogfish – Record the total pounds harvested.
     f) Black Sea Bass – N. Hatteras – Record the total pounds harvested North of Cape Hatteras.
  7. **Signature and Date** (the Permittee or Designee is responsible for ensuring that all information is correct in all the required fields, and must sign and date the form prior to submittal to DMF.)

- If the permitted Fish Dealer is unable to FAX or e-mail the Reporting Form, the permitted Fish Dealer must call in the previous day's landings and must maintain a completed Reporting Form as a log for the Quota Monitoring Permit. **This required log must be submitted to the NCDMF upon request or no later than five (5) days after the close of the season for the permitted fishery.**

- The completed Reporting Forms and other related documentation must be kept for a period of not less than 3 years, in accordance with 15A NCAC 3I.0114.

- Record the Dealer License number (D – number) on the bill of lading or receipt for each transaction or shipment from the permitted fishery.

- **This Reporting Form does not replace trip tickets**. All NCDMF Trip Ticket Program reporting requirements must continue to be followed.

North Carolina Department of Environment and Natural Resources

Division of Marine Fisheries

QUOTA MONITORING PERMITS DAILY REPORTING FORM (LOG)

Example

Dealer Name	Dealer #	Date Landed
John Q. Fish	**D -9999**	MO. DAY / YR.

STRIPED BASS HARVEST

Permit # **2100001**

ATLANTIC OCEAN **CHECK OR "X" BOX IF NO LANDINGS** ☐

Gill Net		Trawl		Beach Seine	
No. of Tags Used		No. of Tags Used		No. of Tags Used	
Pounds		Pounds		Pounds	

ALBEMARLE SOUND MANAGEMENT AREA	*** NO LANDINGS** ☐	**SOUTHERN AREA**	*** NO LANDINGS** ☐
No. of Tags Used	**20**	No. of Tags Used	
Pounds	**100**	Pounds	

CENTRAL AREA *** CHECK OR "X" BOX IF NO LANDINGS** ☐

Pungo River		Neuse River		Bays (N of Far Creek) Pamlico Sound	
No. of Tags Used		No. of Tags Used		No. of Tags Used	
Pounds		Pounds		Pounds	
Pamlico River		**Outer Banks, Pamlico Sound**		**White Oak River**	
No. of Tags Used		No. of Tags Used	**30**	No. of Tags Used	
Pounds		Pounds	**150**	Pounds	
Bay River		**Bays (Far Creek & S/E) Pamlico Sound**		**Carteret Co. (except White Oak River)**	
No. of Tags Used		No. of Tags Used		No. of Tags Used	
Pounds		Pounds		Pounds	

ASMA RIVER HERRING HARVEST

*** NO LANDINGS** ☐ Permit # **2100003**

Gill Nets		Chowan River Pound Nets		Gears Other Than Gill & Chowan Pound Nets	
Pounds	**275**	Pounds	**3000**	Pounds	**160**

ATLANTIC OCEAN FLOUNDER HARVEST

*** NO LANDINGS** ☐ Permit #

Number of Vessels Used in Harvest		Pounds	

SPINY DOGFISH HARVEST

*** NO LANDINGS** ☐ Permit # **2100004**

Number of Vessels Used in Harvest	**5**	Pounds	**25,000**

BLACK SEA BASS N. HATTERAS HARVEST

*** NO LANDINGS** ☐ Permit #

Number of Vessels Used in Harvest		Pounds	

I certify that all information recorded above is true, accurate, and complete.

Permittee or Designee Signature: _____ Date: _____

North Carolina Division of Marine Fisheries, PO Box 769, Morehead City, NC 28557-0769