

# FILE A POSITIVE LANDINGS REPORT- COMMERCIAL FISHING CREW

1. Click on "Report Landings" to file a positive report.

**Maine DMR LEEDS**

Harvester: 318138

[Renew License](#)  
Renew an existing license  
**YOU MUST COMPLETE LANDINGS REPORTS BEFORE RENEWING.**

[Apply License](#)  
Obtain a license that you have never held before

[Upgrade License](#)  
Upgrade an active license

[Reprint License](#)  
Reprint an active license

[Order Tags](#)  
Order tags for a license

[Make a Miscellaneous Payment](#)  
Pay an outstanding fee

[Report Landings](#)  
Report catch or landings information

[View Reporting Compliance Status](#)  
View what reports you submitted to DMR  
**CLICK ABOVE TO SEE WHICH LANDING REPORT IS MISSING.**

[Manage Landings Favorite](#)  
Enter favorites and preferences to speed the entering of landings information

[View Landings Reports](#)  
View a report that you entered in LEEDS

[Upload a Document](#)  
Upload a document for DMR to review

[Update My Contact Info](#)  
Update your contact information (name, address)

[Change password](#)  
Update your LEEDS password

2. Select "Positive Report."

**Enter report**

[Click HERE for reporting instructions](#)

**Landings Report**

Select the type of report to file \*

Positive Report

Negative report

License Type \*  License number \*

Issue date \_\_\_\_\_ Status \_\_\_\_\_ Start date \_\_\_\_\_ Expiration date \_\_\_\_\_

3. Next, select the license type and number that you want to report for by using the drop-down arrows. Once the license type has been selected, click "Submit."

**LANDINGS REPORT**

Select the type of report to file \*

Positive Report

Negative Report

License Type \*  License number \*

Issue date **Apr 23, 2018** Status **Active** Start date **Jan 1, 2018** Expiration date **Dec 31, 2018**

4. The first section of the report is “General Information.” Here you’ll select the trip date and vessel (if used). You can select the date by using the calendar icon or by using the drop-down arrows to select month, day and year.

**GENERAL INFORMATION**

Trip Start Date\*

Unload Date\*

Vessel Name\*

**FISHING & SEA TIME**

Number of Crew (including Captain)\*

Soak time\*  Soak time units\*

Sea Time\*  Sea Time Units\*

**FISHING & LANDING AREA**

Latitude

Lat Degrees\*  Lat Minutes\*  Lat Second\*

5. The second section of the report is “Effort Information.” Here you’ll type or select using the drop-down arrows the gear type and quantity, fishing and sea time, area fished and port landed. You can only enter latitude and longitude in LEEDS. Loran/TDs cannot be entered here.

**Effort Information**

**Gear Information**

Gear\*

Total hooks hauled\*

Number of Sets\*

Total hooks fished\*

Depth\*  Depth Unit\*

**Fishing & Sea Time**

Number of Crew (including Captain)\*

Soak time\*  Soak time units\*

Sea Time\*  Sea Time Units\*

**Fishing & Landing Area**

**Latitude**

Lat Degrees\*  Lat Minutes\*  Lat Second\*

**Longitude**

Long Degrees\*  Long Minutes\*  Long Second\*

State Landed\*

Port Landed\*

**Gear:** likely longline bottom

**Total hooks hauled:** the **total #** of hooks hauled in one day (Ex. 5 lines of 50 hooks each dipped twice would be 5x50 = 250 hooks in the water at one time x 2 dips = 500 total hooks hauled)

**# of Sets:** the # of lines multiplied by the number of times the lines were put in the water (Ex. 5 lines dipped twice would be 5x2= 10 sets)

**Total hooks fished:** the total # of hooks in the water **at one time**

**Soak time:** length of time hooks were left in the water

**Sea time:** total time at sea (\*if you set your lines and then fish for another species while your lines soak, do not include that time in your sea time)

**For Decimal Degrees, enter like this:**  
 Lat Deg: 44.56215; Lat Min: 0; Lat Sec: 0  
 Long Deg: 66.45252; Long Min: 0; Long Sec: 0

**For Decimal Minutes, enter like this:**  
 Lat Deg: 44; Lat Min: 25.5231; Lat Sec: 0  
 Long Deg: 66; Long Min: 45.5282; Long Sec: 0

6. Once you are done with the effort information, click “Add Catch Information” and another window will drop down.

Total hooks fished \*

150

Depth \* 20 Depth Unit \* Fathoms

State Landed \* Maine

Port Landed \* Boothbay Harbo

Species & Catch Information for this trip

+ Add Catch Information - Delete Selected Catch Information

Species Information	Catch Information
No items	

You should add at least one catch before you can submit

Cancel Back

7. For the “Species Information” section, you’ll select species and quantity harvested, and for the “Catch Information” section, you’ll select what you did with the fish harvested. **Include ALL fish that you caught (discards and legal length). If you caught a tagged halibut, contact Bill DeVoe at (207) 592-7084. If you did not catch any fish, select EMPTY/NO CATCH as the Species and NO CATCH for the Disposition.**

Species & Catch Information for this trip

+ Add Catch Information - Delete Selected Catch Information

SPECIES INFORMATION	CATCH INFORMATION
Species * HALIBUT, ATLANTIC	Disposition in Compliance Reports * Sold to Dealer
Grade * with head, no guts, with tail	Enter first few letters then select from drop down
Market Description * unsized - unsized	Dealer name BOOTHBAY LOBSTER WHARF
Quantity * 50	Length with head on * 45 Length Units * Inches
Units * LB - Pounds	Catch Source * <input checked="" type="radio"/> Trip <input type="radio"/> Carred <input type="radio"/> Aquaculture <input type="radio"/> Seized by Enforcement

Submit this report only Submit & file next

Submit & file negative for other licenses Cancel

8. If you caught more than one fish on this trip (legal or discard), select “Add Catch Information.”

Species & Catch Information for this trip

SPECIES INFORMATION	CATCH INFORMATION
Species* HALIBUT,ATLANTIC	Disposition in Compliance Reports* Sold to Dealer
Grade* with head, no guts, with tail	Enter first few letters then select from drop down
Market Description* unsized - unsized	Dealer name BOOTHBAY LOBSTER WHARF
Quantity* 50	Length with head on* 45 Length Units* Inches
Units* LB - Pounds	Catch Source* <input checked="" type="radio"/> Trip <input type="radio"/> Carred <input type="radio"/> Aquaculture <input type="radio"/> Seized by Enforcement

9. Another box will pop-up below the species information you just entered and you can add more fish data to your trip. Click “Add Catch Information” again if you need to enter more catch data to your trip.

Species & Catch Information for this trip

SPECIES INFORMATION	CATCH INFORMATION
Species* HALIBUT,ATLANTIC	Disposition in Compliance Reports* Sold to Dealer
Grade* with head, no guts, with tail	Enter first few letters then select from drop down
Market Description* unsized - unsized	Dealer name BOOTHBAY LOBSTER WHARF
Quantity* 50	Length with head on* 45 Length Units* Inches
Units* LB - Pounds	Catch Source* <input checked="" type="radio"/> Trip <input type="radio"/> Carred <input type="radio"/> Aquaculture <input type="radio"/> Seized by Enforcement

  

Species* HALIBUT,ATLANTIC	Disposition in Compliance Reports* Personal Use
Grade* with head, no guts, with tail	Length with head on* 51 Length Units* Inches
Market Description* unsized - unsized	Catch Source* <input checked="" type="radio"/> Trip <input type="radio"/> Carred <input type="radio"/> Aquaculture <input type="radio"/> Seized by Enforcement
Quantity* 65	
Units* LB - Pounds	

10. Once you're done entering your data, you'll select whether you want to "Submit this report only," "Submit & file next," or "Submit & file negative for other licenses."

- **Submit this report only**- submits the landings data you entered for the specific license and date chosen
- **Submit & file next**- submits the landings data you entered for the specific license and date chosen and you'll receive a pop-up box giving you the option to submit another report for the same license or pick another license
- **Submit & file negative for other licenses**- submits the landings data you entered for the specific license and date chosen and files negative reports for any other licenses you may have that require reporting

Species & Catch Information for this trip

+ Add Catch Information ✕ Delete Selected Catch Information

SPECIES INFORMATION	CATCH INFORMATION
Species* HALIBUT, ATLANTIC	Disposition in Compliance Reports* Sold to Dealer
Grade* with head, no guts, with tail	Enter first few letters then select from drop down
Market Description* unsized - unsized	Dealer name BOOTHBAY LOBSTER WHARF
Quantity* 50	Length with head on* 45 Length Units* Inches
Units* LB - Pounds	Catch Source* <input checked="" type="radio"/> Trip <input type="radio"/> Aquaculture <input type="radio"/> Carred <input type="radio"/> Seized by Enforcement

Submit this report only    Submit & file next  
Submit & file negative for other licenses

11. If you choose to "Submit this report only," you'll receive a notification telling you the report was filed successfully. Click "Close" to return to the home screen.

