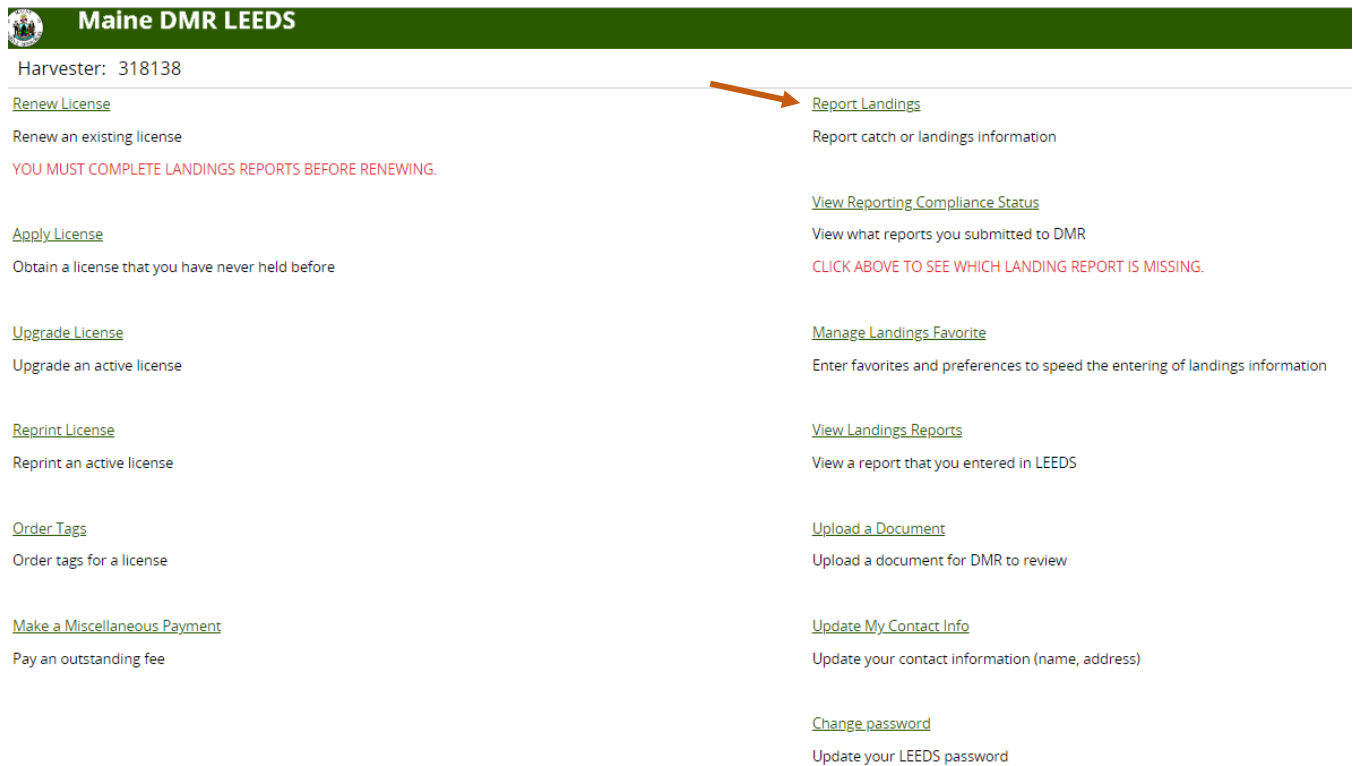


# FILE A POSITIVE LANDINGS REPORT- AQUACULTURE

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

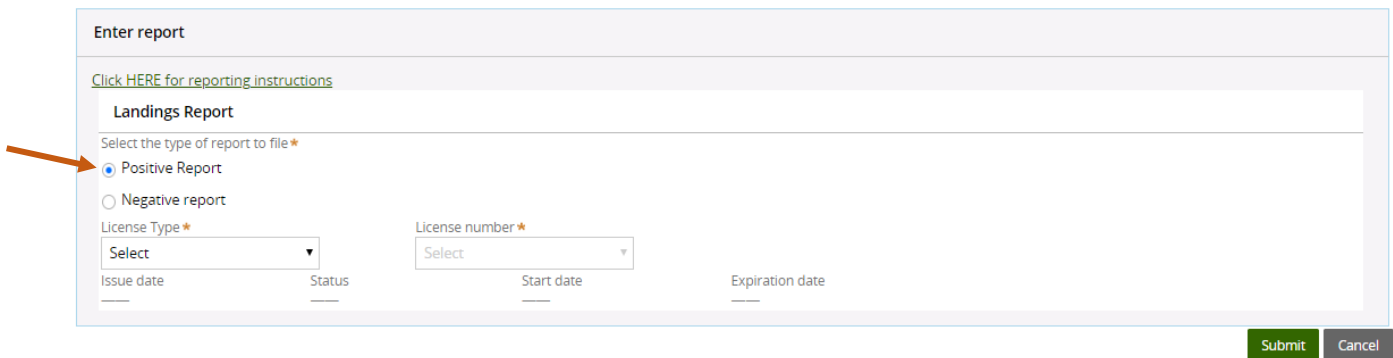
[View Landings Reports](#)  
View a report that you entered in LEEDS

[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

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

Enter report

[Click HERE for reporting instructions](#)

Landings Report

Select the type of report to file \*

Positive Report

Negative report

License Type \*

Aquaculture (AL) ▼

Issue date: Nov 25, 2020

Status: Active

License number \*

8747 (2020-Active) ▼

Select

8747 (2020-Active)

Expiration date: Apr 30, 2021

Submit Cancel

- The first section of the report is “General Information.” Here you’ll select the month of your report and vessel (if used). You can select the date by using the calendar icon or by using the drop-down arrows.  
**\*Remember:** Your report should summarize an entire month of harvest for each of your LPA or Site ID’s.

LANDINGS REPORT (CR-9894)

[Click HERE for reporting instructions](#)

General Information

Trip Start Date (Do not select a Future Date) \*

Nov ▼ 1 ▼ 2020 ▼

Unload Date (Do not select a Future Date) \*

Nov ▼ 30 ▼ 2020 ▼

Vessel Name \*

t (TESSSS) ▼

Effort Information

Gear Information

Fishing & Landing Area

Area Fished \*

**Trip Start Date:** *Always* put the first day of the month in this field. (Example: If you are submitting your monthly report for November, put 11/1 for the start date).

**Unload Date:** This will automatically default to the Trip Start Date. You can leave the date as the default value or select the last day of the month you are submitting a report for.

- The second section of the report is “Effort Information.” Here you’ll type in the LPA or Site ID and select State and Port landed.

Effort Information

Gear Information

Fishing & Sea Time

Fishing & Landing Area

Area Fished \*

DAM 512

State Landed \*

Maine ▼

For the port, enter the first few letter of the port name, then select result from the drop down list displayed.

Port Landed \*

Damariscotta

**Area Fished:** this is where you enter the LPA or Site ID you are reporting on. You should only enter one LPA or Site ID per report.

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

Gear Information	Fishing & Sea Time	Fishing & Landing Area
		Area Fished ★ <input type="text" value="DAM 512"/>
		State Landed ★ <input type="text" value="Maine"/>
		Port Landed ★ <input type="text" value="Damariscotta"/>

For the port, enter the first few letters of the port name, then select result from the drop down list displayed.

Species & Catch Information for this trip

Species Information	Catch Information
No items	

You should add at least one catch before you can submit

- For the “Species & Catch Information” section, you’ll select the species and fill in the rest of the information for that product. For the “Catch Information” section, you’ll select what you did with the product once it was harvested.

**\*Remember:** The quantity harvested should *only* be for the LPA or Site ID you are reporting on, and it should be the *total quantity harvested (LB, BU, CT)* for the month you are reporting. The price can be the average price for the product for that month.

Species & Catch Information for this trip

Species Information	Catch Information
Species ★ <input type="text" value="MUSSEL,BLUE"/>	Disposition in Compliance Reports ★ <input type="text" value="Sold to Dealer"/>
Grade ★ <input type="text" value="Ungraded"/>	<input type="text" value="Enter first few letters then select from drop down"/>
Market Description ★ <input type="text" value="unsized - unsized"/>	Dealer name <input type="text" value="Damariscotta River Distribution (315207)"/>
Quantity ★ <input type="text" value="800"/>	
Units ★ <input type="text" value="LB - Pounds"/>	
Price ★ <input type="text" value="\$4.00"/>	
Price Units ★ <input type="text" value="Pound"/>	

8. If you **grew and harvested** more than one species from the LPA or Site ID during the month you are reporting on, you need to select “Add Catch Information” after entering the information for the first species.

Species & Catch Information for this trip

Species Information	Catch Information
Species MUSSEL,BLUE	
Grade Ungraded	
Market Description unsized - unsized	Disposition in Compliance Reports Sold to Dealer
Quantity 800	Enter first few letters then select from drop down
Units LB - Pounds	Dealer name Damariscotta River Distribution (315207)

9. Another box will pop-up below the species/product information you just entered, and you can add the next species to your report. You can continue clicking “Add Catch Information” until you have entered all species that were harvested from the LPA or Site ID during the month you are reporting on.

LB - Pounds

Price  
\$4.00

Price Units  
Pound

**Species**  
Select ...  
Value cannot be blank

Grade  
Select ...

Market Description  
Select ...

Quantity  
[ ]

Units  
Select ...

Price  
[ ]

Price Units  
Select..

Disposition in Compliance Reports  
Sold to Dealer

Enter first few letters then select from drop down

Dealer name  
ROB'S LOBSTER SHOPPE

10. Once you're done entering the harvest data from the LPA or Site ID that you are reporting on, 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 LPA or Site ID and month chosen and returns you to the main LEEDS page.
- **Submit & file next**- submits the landings data you entered for the specific LPA or Site ID and month chosen. You'll receive a pop-up box giving you the option to submit another report for your Aquaculture license. If you need to report on another LPA or Site ID, you would select "Yes" and then follow steps 4-9 until you have reported on all your LPA or Site ID's for any given month.
- **Submit & file negative for other licenses**- submits the landings data you entered for the specific LPA or Site ID and month chosen and allows you to file 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 MUSSEL, BLUE	Disposition in Compliance Reports Sold to Dealer
Grade Ungraded	Enter first few letters then select from drop down
Market Description unsized - unsized	Dealer name Damariscotta River Distribution (315207)
Quantity 800	
Units LB - Pounds	
Price \$4.00	
Price Units Pound	

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

Cancel Back

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.

