

FILE A POSITIVE LANDINGS REPORT- COMMERCIAL PELAGIC & ANADRAMOUS 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

- 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.”

- 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.

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*

Quantity of gear*

Number of Sets*

Depth* Depth Unit*

FISHING & SEA TIME

Number of Crew (including Captain)*

Fishing time* Fishing 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 a purse seine, gill net, pound net
of Sets: # of times you set your gear
Fishing time: length of time gear was in the water for each set
Sea time: total time at sea for the day

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.

Number of Sets*

Depth* Depth Unit*

Sea Time* Sea Time Units*

Longitude

Long Degrees* Long Minutes* Long Second*

State Landed*

Port Landed*

Species & Catch Information for this trip

+ Add Catch Information x Delete Selected Catch Information

SPECIES INFORMATION	CATCH INFORMATION
No items	

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.

Species & Catch Information for this trip

+ Add Catch Information ✕ Delete Selected Catch Information

SPECIES INFORMATION	CATCH INFORMATION
<p>Species* HERRING, ATLANTIC</p> <p>Grade* Ungraded</p> <p>Market Description* unsized - unsized</p> <p>Quantity* 500</p> <p>Units* LB - Pounds</p>	<p>Disposition in Compliance Reports* Sold to Dealer</p> <p>Enter first few letters then select from drop down</p> <p>Dealer name BOOTHBAY LOBSTER CO</p> <p>Catch Source* <input checked="" type="radio"/> Trip <input type="radio"/> Aquaculture <input type="radio"/> Carred <input type="radio"/> Seized by Enforcement</p>

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

8. If you need to add more fish species to this trip, select “Add Catch Information.”

Species & Catch Information for this trip

+ Add Catch Information ✕ Delete Selected Catch Information

SPECIES INFORMATION	CATCH INFORMATION
<p>Species* HERRING, ATLANTIC</p> <p>Grade* Ungraded</p> <p>Market Description* unsized - unsized</p> <p>Quantity* 500</p> <p>Units* LB - Pounds</p>	<p>Disposition in Compliance Reports* Sold to Dealer</p> <p>Enter first few letters then select from drop down</p> <p>Dealer name BOOTHBAY LOBSTER CO</p> <p>Catch Source* <input checked="" type="radio"/> Trip <input type="radio"/> Aquaculture <input type="radio"/> Carred <input type="radio"/> Seized by Enforcement</p>

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

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” if you need to enter more fish data.

Species & Catch Information for this trip

+ Add Catch Information ✕ Delete Selected Catch Information

SPECIES INFORMATION	CATCH INFORMATION
<p>Species* <input type="text" value="HERRING, ATLANTIC"/></p> <p>Grade* <input type="text" value="Ungraded"/></p> <p>Market Description* <input type="text" value="unsized - unsized"/></p> <p>Quantity* <input type="text" value="20000"/></p> <p>Units* <input type="text" value="LB - Pounds"/></p>	<p>Disposition in Compliance Reports* <input type="text" value="Sold to Dealer"/></p> <p>Dealer* <input type="text" value="MIGIS LODGE (54661)"/></p> <p>Catch Source* <input checked="" type="radio"/> Trip <input type="radio"/> Aquaculture <input type="radio"/> Carred <input type="radio"/> Seized by Enforcement</p>
<p>Species* <input type="text" value="MENHADEN,ATLANTIC"/></p> <p>Grade* <input type="text" value="Ungraded"/></p> <p>Market Description* <input type="text" value="unsized - unsized"/></p> <p>Quantity* <input type="text" value="450"/></p> <p>Units* <input type="text" value="LB - Pounds"/></p>	<p>Disposition in Compliance Reports* <input type="text" value="Sold to Dealer"/></p> <p>Dealer* <input type="text" value="MIGIS LODGE (54661)"/></p> <p>Catch Source* <input checked="" type="radio"/> Trip <input type="radio"/> Aquaculture <input type="radio"/> Carred <input type="radio"/> Seized by Enforcement</p>

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

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

The screenshot shows a form titled "Add Catch Information" with two main sections: "SPECIES INFORMATION" and "CATCH INFORMATION".

SPECIES INFORMATION:

- Species*: HERRING, ATLANTIC
- Grade*: Ungraded
- Market Description*: unsized - unsized
- Quantity*: 500
- Units*: LB - Pounds

CATCH INFORMATION:

- Disposition in Compliance Reports*: Sold to Dealer
- Dealer name: BOOTHBAY LOBSTER CO
- Catch Source*:
 - Trip
 - Carred
 - Aquaculture
 - Seized by Enforcement

Below the form are three orange buttons with arrows pointing to them from the form fields:

- 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.

