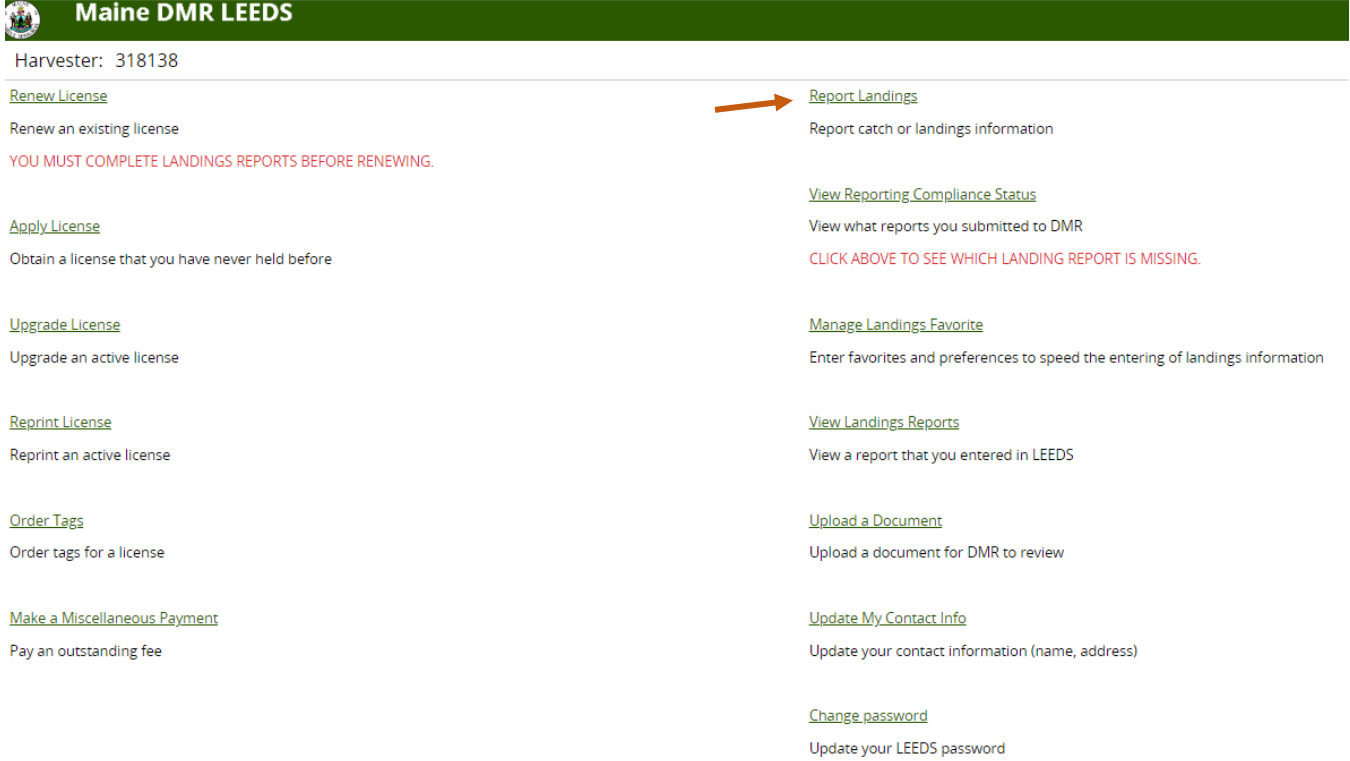


FILE A POSITIVE LANDINGS REPORT- MENHADEN

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

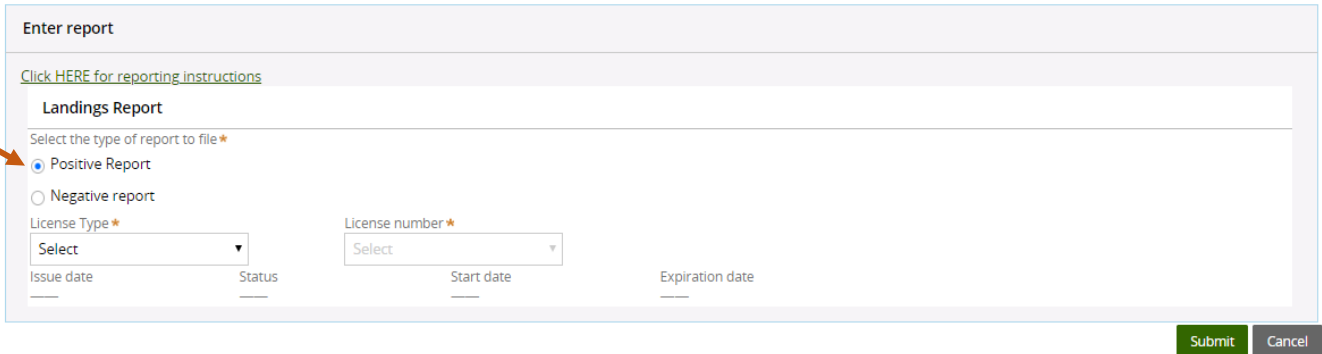
[View Landings Reports](#)
View a report that you entered in LEEDS

[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 *

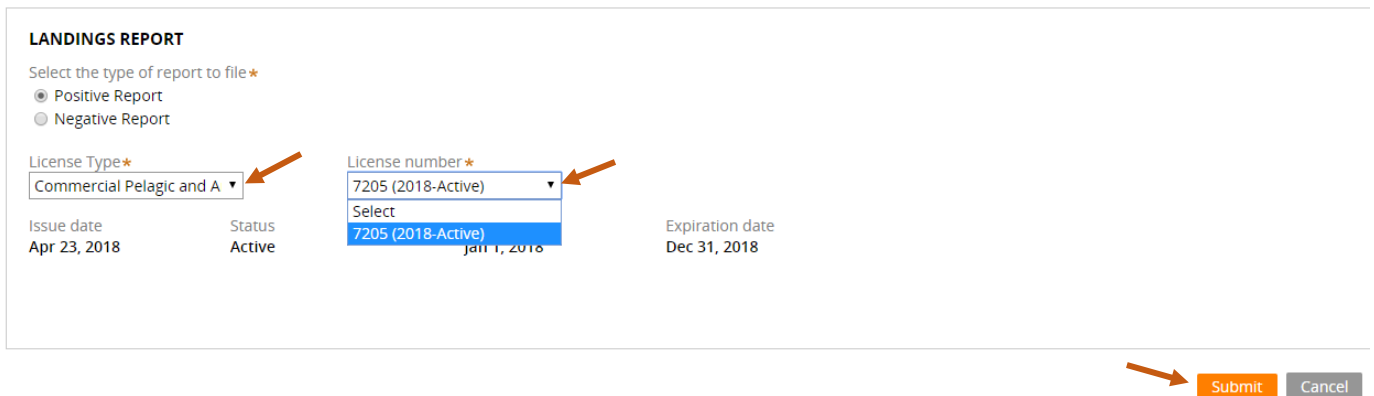
Positive Report

Negative report

License Type * License number *

Issue date _____ Status _____ Start date _____ Expiration date _____

3. Next, select the Commercial Pelagic and Anadromous Crew or Single License and License number that you want to report on by using the drop-down arrows. Once the license type and number have 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 will select the trip date and vessel. 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*

May 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today

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

5. The second section of the report is “Effort Information” and you will enter everything from gear to area fished. 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, could be a gill net
of Sets: # of times you set your seine or net
Fishing time: length of time seine or net 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

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

Additional instructions and examples for data entry are provided in the callout boxes above.

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

Number of Sets* 1

Depth* 1

Depth Unit* Fathoms

Sea Time* 8

Sea Time Units* Hours

Longitude

Long Degrees* 69

Long Minutes* 35

Long Second* 15

State Landed* Maine

Port Landed* Boothbay Harbor

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	

7. For the “Species Information” section, you will select menhaden for the species and indicate the quantity harvested. The grade and market description auto-populate to ungraded, unsized. For the “Catch Information” section, you will select what you did with the fish harvested. In this example, the harvester is keeping the catch for bait.

Species & Catch Information for this trip

Species Information

Species* MENHADEN, ATLANTIC

Grade* Ungraded

Market Description* unsized - unsized

Quantity* 1000

Units* LB - Pounds

Catch Information

Disposition in Compliance Reports* Bait

Catch Source*

Trip Aquaculture

Carred Seized by Enforcement

8. If you need to add another disposition for your catch to this trip, click “Add Catch Information” again.

Species & Catch information for this trip

Species Information	Catch Information
Species* MENHADEN,ATLANTIC	Disposition in Compliance Reports* Bait
Grade* Ungraded	Catch Source* <input checked="" type="radio"/> Trip <input type="radio"/> Aquaculture <input type="radio"/> Carred <input type="radio"/> Seized by Enforcement
Market Description* unsized - unsized	
Quantity* 1000	
Units* LB - Pounds	
<input type="button" value="Submit this report only"/> <input type="button" value="Submit & file next"/>	
<input type="button" value="Submit & file negative for other licenses"/>	

9. Another box will pop-up below the species information you just entered, and you can add more data to your trip. For this example, the harvester kept 1000 pounds menhaden for bait and sold 6000 pounds to a dealer.

Species Information	Catch Information
Species* MENHADEN,ATLANTIC	Disposition in Compliance Reports* Bait
Grade* Ungraded	Catch Source* <input checked="" type="radio"/> Trip <input type="radio"/> Aquaculture <input type="radio"/> Carred <input type="radio"/> Seized by Enforcement
Market Description* unsized - unsized	
Quantity* 1000	
Units* LB - Pounds	
Species* MENHADEN,ATLANTIC	Disposition in Compliance Reports* Sold to Dealer
Grade* Ungraded	<input type="text" value="Enter first few letters then select from drop down"/>
Market Description* unsized - unsized	Dealer name ROB'S LOBSTER SHOPPE
Quantity* 6000	Catch Source* <input checked="" type="radio"/> Trip <input type="radio"/> Aquaculture <input type="radio"/> Carred <input type="radio"/> Seized by Enforcement
Units* LB - Pounds	
<input type="button" value="Submit this report only"/> <input type="button" value="Submit & file next"/>	

You will need to select “Sold to Dealer” for a disposition and then begin typing in the dealer’s name if you have not already saved them in your Favorites.

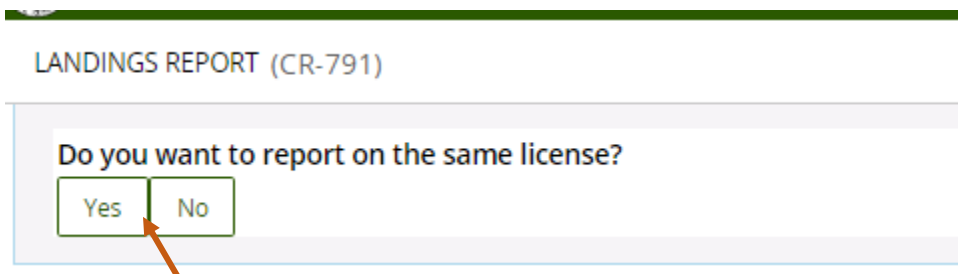
10. Once you are done entering your data, you will select whether you want to “Submit this report only,” “Submit & file next,” or “Submit & file negative for other licenses.”

The screenshot shows a form for entering landing report data. It is divided into two columns. The left column contains fields for: Quantity (1000), Units (LB - Pounds), Species (MENHADEN, ATLANTIC), Grade (Ungraded), Market Description (unsized - unsized), and Quantity (6000). The right column contains: Catch Source (Trip selected), Disposition in Compliance Reports (Sold to Dealer), Dealer name (ROB'S LOBSTER SHOPPE), and Catch Source (Trip selected). At the bottom, there are three buttons: "Submit this report only", "Submit & file next", and "Submit & file negative for other licenses". There are also "Cancel" and "Back" buttons on the right. Red arrows point to the three submission buttons.

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



If you choose to “Submit & File Next,” you will receive the following screen and can click “Yes” if you want to submit another report for your Commercial Pelagic License, or “No” if you want to report on another license. If you click “Yes” you will return to #4 above and if you select “No” you will return to #3 above.



If you choose to “Submit & file negative for other licenses,” you will receive the following screen where you will select the date range of the negative report, as well as check the boxes for the license type(s) you wish to submit a negative report for.

LANDINGS REPORT (CR-792)

[Click HERE for reporting instructions](#)

Landings Report

Negative report start date * Negative report end date *

Apr 7 2020 Apr 7 2020

Commercial Pelagic and Anadramous Crew (CPC) 1234 (2020-Active)

Lobster/Crab Class 1 (LC1) 1345 (2020-Active)

Scallop Dragger (SD) 8089 (2020-Active)

You will then click on “Submit this report only” or “Submit & file next” to submit your negative report.

Submit this report only Submit & file next Cancel