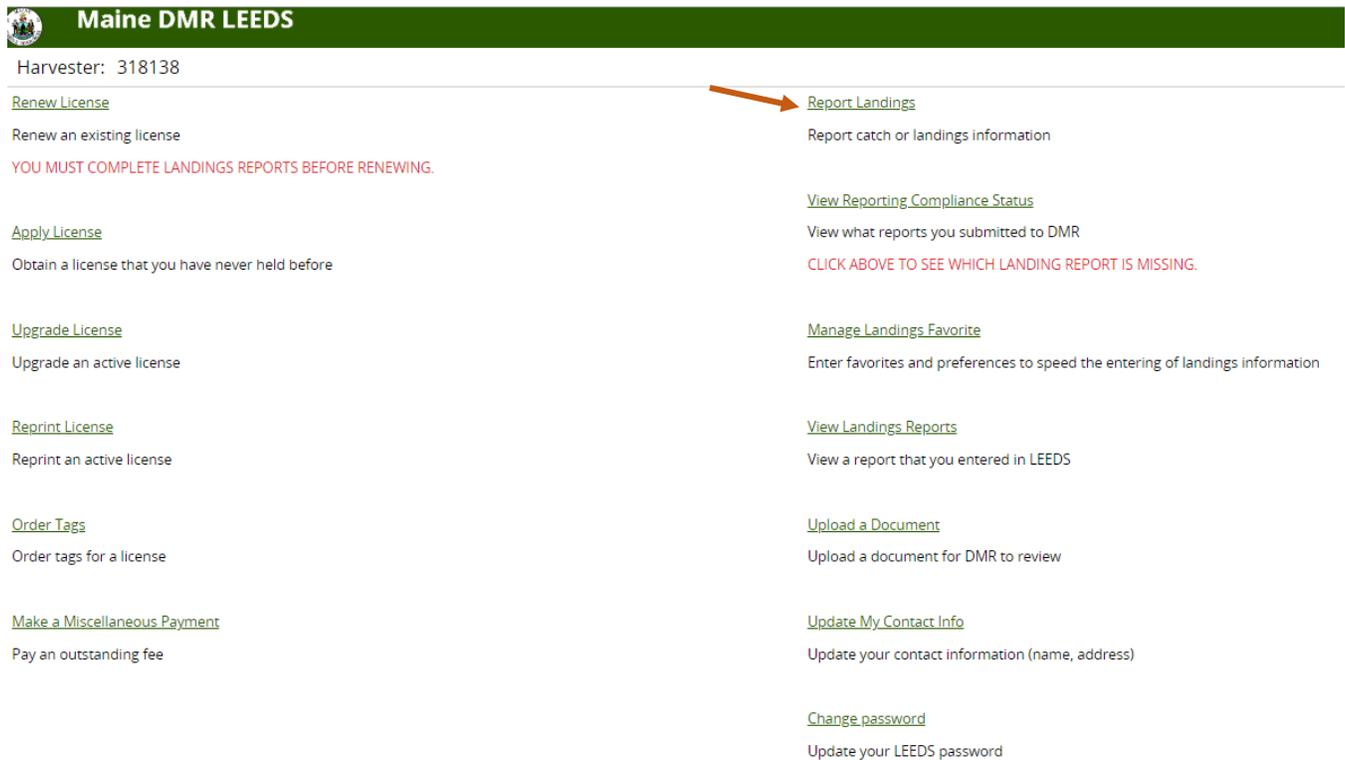# FILE A POSITIVE LANDINGS REPORT- COMMERCIAL PELAGIC & ANADRAMOUS

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
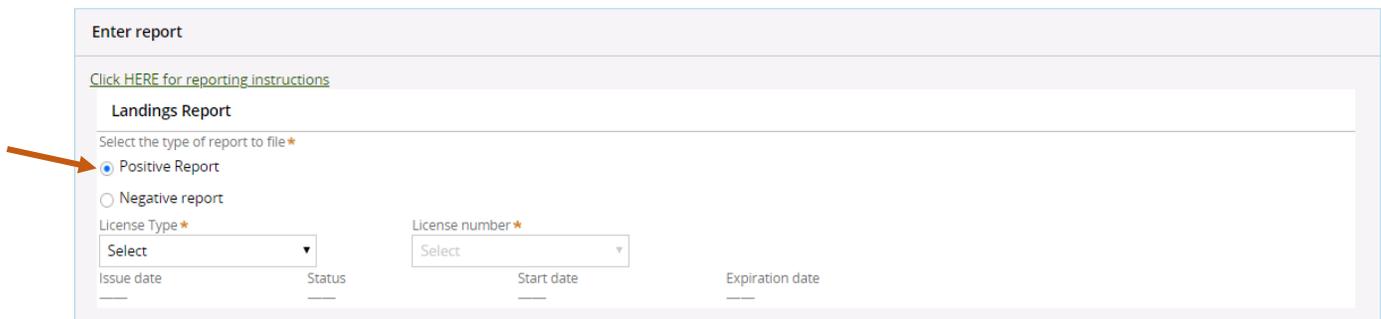Enter favorites and preferences to speed the entering of landings information

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 ★
Select ▼

License number ★
Select ▼

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 "Next."

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.

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 <u>only enter latitude and longitude in LEEDS</u>. Loran/TDs cannot be entered here.

Effort Information

Gear Information

Gear ★
PURSE SEINE ⌄

Quantity of gear ★
1

Number of Sets ★
6

Depth ★   Depth Unit ★
20   Fathoms ⌄

> **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

Fishing & Sea Time

Number of Crew (including Captain) ★
3

Fishing time ★   Fishing time units ★
1   Hours ⌄

Sea Time Hrs ★
8

Fishing & Landing Area

Latitude
Lat Degrees★   Lat Minutes ★   Lat Second ★
43   50   10

Longitude
Long Degrees★   Long Minutes ★   Long Second ★
69   35   15

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 ★   Boothbay Harbor

> **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, you will add catch information. If there is no catch associated with the trip, click "No Catch Associated with this Trip." If you choose this option, you will then be able to submit your report (see step #10).

> Clicking this will remove all catch data entered so far.
> No Catch Associated with this Trip

7. Below, you will see the "Species Information" and "Catch Information" sections. 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.

⊕ Add Another Catch | ⊗ Delete Selected Catch

Species Information	Catch Information
Species * HERRING, ATLANTIC, SEA ⌄ **Grade** * Ungraded ⌄ **Market Description** * unsized - unsized ⌄ **Quantity** * 500 **Quantity Unit** * LB - Pounds ⌄	 **Disposition in Compliance Reports** * Sold to Dealer ⌄ Enter first few letters then select from drop down **Dealer name** ROB'S LOBSTER SHOPPE (205343) **Catch Source** Trip ⌄

8. If you need to add more species to this trip, select "Add Another Catch" at the top of the current window. If you would like to delete a catch, you can click on the catch you would like to delete and then click "Delete Selected Catch."

⊕ Add Another Catch | ⊗ Delete Selected Catch

Species Information	Catch Information
Species * HERRING, ATLANTIC, SEA ⌄ **Grade** * Ungraded ⌄ **Market Description** * unsized - unsized ⌄ **Quantity** * 500 **Quantity Unit** * LB - Pounds ⌄	 **Disposition in Compliance Reports** * Sold to Dealer ⌄ Enter first few letters then select from drop down **Dealer name** ROB'S LOBSTER SHOPPE (205343) **Catch Source** Trip ⌄

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 Another Catch" again if you need to enter more catch data to your trip.

⊕ Add Another Catch ⊗ Delete Selected Catch

Species Information	Catch Information
Species * HERRING, ATLANTIC, SEA ⌄ **Grade** * Ungraded ⌄ **Market Description** * unsized - unsized ⌄ **Quantity** * 500 **Quantity Unit** * LB - Pounds ⌄	**Disposition in Compliance Reports** * Sold to Dealer ⌄ Enter first few letters then select from drop down **Dealer name** ROB'S LOBSTER SHOPPE (205343) **Catch Source** Trip ⌄
Species * MACKEREL, ATLANTIC ⌄ **Grade** * Ungraded ⌄ **Market Description** * unsized - unsized ⌄ **Quantity** * 20 **Quantity Unit** * LB - Pounds ⌄	**Disposition in Compliance Reports** * Bait ⌄ **Catch Source** Trip ⌄

10. Once you're done entering your data, you'll select whether you want to "Submit this report only," "Submit this report and create another positive report," or "Submit this report and create another negative report." Make sure to click the "Submit" button.

- **Submit this report only-** submits the landings data you entered for the specific license and date chosen
- **Submit this report and create another positive report-** 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 this report and create another negative report-** 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

11. a. 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.

b. If you choose to "**Submit this report and create another positive report**," a new page will ask you if you would like to report on the same license. Select "Yes" or "No" depending on what license you are creating a positive report for.

If you click "Yes," it will bring you to the General Information section to create a landings report for the same license.

If you click "No," it will bring you to the page where you can select the license and type of report to file.

c. If you select "**Submit this report and create another negative report**," it will bring you to a the page for filing a negative report. Select the start and end date for your negative report, and check the license you are creating a negative report for.

Cancel   Close

Landings Report

Select the type of report to file *

○ Positive Report
● Negative Report

Negative Report Start Date *   Negative Report End Date *

[-- ▾] [-- ▾] [-- ▾] 🗓   [-- ▾] [-- ▾] [-- ▾] 🗓

☐ Menhaden Commercial (MENC) 8904 (2022-Active)

☐ Sea Cucumber Drag (SCD) 8975 (2022-Active)

☐ Sea Urchin Dragger (SUB) 9867 (2022-Active)

☐ Sea Urchin Diver (SUH) 51816 (2022-Active)

☐ Sea Urchin with Tender (SUWT) 25893 (2022-Active)

Check off the license you are creating a negative report for.

Updated 10/18/22