

# FILE A POSITIVE LANDINGS REPORT- MUSSEL HAND

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.”

LANDINGS REPORT (CR-91841)

**New title**  
Select the type of report to file \*

Positive Report

Negative Report

License Type \*

License number \*

3. 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 “Next.”

LANDINGS REPORT (CR-121842) Cancel Close

**Landings Report**  
Select the type of report to file \*

Positive Report

Negative Report

License Type \*

License number \*

Issue date	Status	Start date	Expiration date
Oct 25, 2021	Inactive-Expired	Jan 1, 2021	Dec 31, 2021

- 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 (Do not select a Future Date) \*      Unload Date (Do not select a Future Date) \*      Vessel Name \* 



Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	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

▼ Today      × Close

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**Fishing & Sea Time**

Number of Crew (including Captain) \*

Total Harvest Time Hrs \*

**Fishing & Landing Area**

**Latitude**

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

**Longitude**

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

State Landed \*

- The second section of the report is “Effort Information.” Here you’ll type or select using the drop-down arrows the gear type, crew, total harvest 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 \*

**Fishing & Sea Time**

Number of Crew (including Captain) \*

Total Harvest Time Hrs \*

**Fishing & Landing Area**

**Latitude**

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

**Longitude**

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

State Landed \*

Port Landed \*

**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

- 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.

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 mussels harvested.

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="MIGIS LODGE (54661)"/>
Quantity  <input type="text" value="1000"/>	Catch Source <input type="text" value="Trip"/>
Quantity Unit  <input type="text" value="LB - Pounds"/>	

8. If you need to add more mussels to this trip, select “Add Another Catch.” 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.”

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="MIGIS LODGE (54661)"/>
Quantity  <input type="text" value="1000"/>	Catch Source <input type="text" value="Trip"/>
Quantity Unit  <input type="text" value="LB - Pounds"/>	

9. Another box will pop-up below the species information you just entered and you can add more mussel data to your trip.

Species Information	Catch Information
<p>Species * MUSSEL,BLUE</p> <p>Grade * Ungraded</p> <p>Market Description * unsized - unsized</p> <p>Quantity * 1000</p> <p>Quantity Unit * 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 MIGIS LODGE (54661)</p> <p>Catch Source Trip</p>
<p>Species * MUSSEL,BLUE</p> <p>Grade * Ungraded</p> <p>Market Description * unsized - unsized</p> <p>Quantity * 20</p> <p>Quantity Unit * LB - Pounds</p>	<p>Disposition in Compliance Reports * Personal Use</p> <p>Catch Source Trip</p>

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

+ Add Another Catch   - Delete Selected Catch

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 MIGIS LODGE (54661)
Quantity * 1000	Catch Source Trip
Quantity Unit * LB - Pounds	

Pick one: \*

Submit this report only

Submit this report and create another positive report

Submit this report and create another negative report

Submit   Back

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.

Pick one: \*

Submit this report only

Submit this report and create another positive report

Submit this report and create another negative report

Submit   Back



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.

Pick one: \*

Submit this report only

**Submit this report and create another positive report**

Submit this report and create another negative report

LANDINGS REPORT (CR-121843)

Do you want to report on the same license?

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

LANDINGS REPORT (CR-121843)

[Click HERE for reporting instructions](#)

**General Information**

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

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

Vessel Name \*

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

LANDINGS REPORT (CR-121843)

**Landings Report**

Select the type of report to file \*

Positive Report

Negative Report

License Type \*

License number \*

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.

Pick one: \*

Submit this report only

Submit this report and create another positive report

**Submit this report and create another negative report**

**Landings Report**

Select the type of report to file \*

Positive Report

Negative Report

Negative Report Start Date \*

Negative Report End Date \*

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

<input type="checkbox"/>	Menhaden Commercial (MENC) 8904 (2022-Active)
<input type="checkbox"/>	Sea Cucumber Drag (SCD) 8975 (2022-Active)
<input type="checkbox"/>	Sea Urchin Dragger (SUB) 9867 (2022-Active)
<input type="checkbox"/>	Sea Urchin Diver (SUH) 51816 (2022-Active)
<input type="checkbox"/>	Sea Urchin with Tender (SUWT) 25893 (2022-Active)