

ANNUAL SHELLFISH MANAGEMENT REVIEW
For the period
January 1st to December 31st, 20XX

Annual Review Form Instructions

Prepared for the Shellfish Committee

ANNUAL SHELLFISH MANAGEMENT REVIEW

Instructions for the Shellfish Committee.

The Annual Shellfish Management Review should be prepared by the Shellfish Committee. Enforcement and Budget Worksheets have been provided with instructions to expedite the collection of information from the Shellfish Warden and Town Clerk, respectively. The Enforcement and Budget Worksheets should be forwarded to the Shellfish Warden and Town Clerk as soon as possible. It is recommended that the Shellfish Committee schedule a workshop with the Marine Resource Scientist assigned to your municipality to complete the Review once all the necessary information has been obtained. Please read the following instructions now, and as you proceed through the Review. Additional instructions will be found in the Review itself. To find your Marine Resource Scientist, please visit our website <https://www.maine.gov/dmr/fisheries/shellfish/nearshore-marine-resources-program>.

Page 1

Shellfish Committee/Staff

This section provides information on the "whom" of your management program. It will provide for better communications between DMR and the committee. Please enter the information for the current shellfish committee and staff. Complete mailing addresses (include municipality and zip code for at least one individual if the same for all), phone numbers, and email addresses are requested.

Page 2

Meetings

This section characterizes the meeting activity of the shellfish committee. Regularly scheduled meetings and harvester participation are encouraged.

Ordinance

This section ensures that DMR has the most current version of your program's Shellfish Conservation Ordinance.

Statement of Management Goals and Implementation Actions

Information on this page is required by DMR regulation (Chapter. 7.30.4.)

- This section provides information on the "why, what and how" of your management program.
- The Goals section has four pairs of statements; each pair is made up of a dissimilar or opposing goal. **Check the one statement that more closely fits with your program's goals.**
- The Controls and Activities sections can have more than one answer; **check all that apply.** If a control or activity is absent from this list, check the "other" box and provide information about the activity on page 8.

Page 3

Warden Annual Appointment information

Please complete accurately all sections, **MUST be signed by town clerk.**

Enforcement Warden Activity Report

Information on this page is required by regulation (Chapter 7.30.4 & Chapter 4.40.4).

The Enforcement Activity Worksheet should be filled out by the Warden and returned to the Shellfish Committee to be used in completing this page. **Do not** simply attach the worksheet but transfer the information. Leave no blanks (i.e., use '0' , 'N/A' or '-' where appropriate).

Page 4

Conservation Credit

This question provides information on conservation credits. Even if credits are not required to obtain a license, indicate the number of hours necessary to obtain whatever benefit is given for the conservation work (e.g., picking up a license before the regular sale date, reduced license fee, etc.).

If conservation credits are not provided but conservation work is accomplished through the use of volunteers, enter the number of documented person-hours in the space provided (e.g., four people working for five hours = 20 person-hours).

Page 5

Summary of Conservation Activities (pages 5-9)

Conservation Closures

- The section is for conservation closures and openings. This is for conservation areas that are open most of the time but are closed for limited periods of time. We ask for the name of the conservation area, a description of the area, the species included in the closure, the date the area was closed, the date the area was opened.
- If a conservation area was closed or opened a number of times during the year, it may be listed as many times as necessary. Closures or openings that span more than the calendar year should have "n/a" listed in the Date columns where appropriate but do list the Total Days opened or closed for the reporting year.
- Please note that areas closed by the state should not be listed as conservation areas during the state closure. If a municipality places a conservation closure on a state closed area, for the purposes of this review, the municipal closure does not take effect until the state opens the area.

Page 6

Summary of Transplant Activities

This information is required by regulation (Chapter 7.30.4.).

- The information on Transplant Activities should include seeding with hatchery clams, transplanting natural seed (reseeded), and movement of any sized from municipal LPAs.
- All information to be completed for each event.
- Enter amounts in Bushels or count only.
- Check the 'no seeding/reseeding activities box' if none were conducted.

Page 7

Summary of Spatfall Enhancement

- List the location, date, and description of activity for any spatfall enhancement activities.
- 'Brushing/Roughing' is spatfall enhancement either through the placement of brush, fences, or netting on the flats or by preparing the sediments by hand or mechanical means.
- Check the 'no spatfall enhancement activities' box if none were conducted.

Predator Reduction/Protection Activities

- List the location, date, and description of activity for any predator reduction activities
- For the description, include the predator species targeted and the method.
- Check the 'no predator reduction/protection activities' box if none were conducted.

Page 8

Shellfish Resource Surveys

- This information summarizes the data obtained through shellfish resource surveys conducted during the year.
- If survey data and map have not already been submitted to DMR, please include them with the Annual Review.
- Check the 'no populations surveys' box at the top of the page if no surveys were conducted.

Page 9

Additional Activities

- List any other additional activities undertaken during the year, including (but not limited to): education, participation in regional councils, efforts to address water quality problems, shoreline clean-up.
- Check the 'no other activities' box at the top of the page if no other activities were undertaken.

Proposed Management Activities

This information is required by regulation (Chapter 7.20.B.).

- Think about the upcoming year and check off all proposed management activities and implementation means.
- License allocations, transplant permits, ordinance amendment approval, and conservation openings and closings approval must still be requested separately.

Don't Forget The Budget Worksheet!

- The Budget Worksheet is a separate form to be filled out by the Town Clerk.
- The information on the Budget Worksheet is required by regulation (Chapter 7.30.4.), and an Annual Review will not be accepted as complete without it.