

**NOAA FISHERIES**

# Fishing Vessel Trip Report (VTR) Reporting Instructions



**NOAA FISHERIES**  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

| **Greater Atlantic Region**



## Change Log

**Table 1: Change Log**

Date	Page or Section	Description
N/A	N/A	Added change log.
N/A	N/A	Added page numbers
N/A	1	Added definitions for 'fishing' and 'fishing trip'
N/A	1	Added language seeking to clarify "reporting period" and "submission deadline".
N/A	1	Added Squid\Mackerel\Butterfish to listing of permits that are required to submit their VTR's on a weekly basis.
N/A	3	Changed 'Multiple Chart Area Trips' to 'Multiple Chart Area Fished Trips'
1 Jan 2015	3	Modified 'Multiple Chart Area Fished Trips' to reflect that the chart area is now determined by haul back location.
N/A	7	Box 6: Added text "If you intend to fish under a RSA\EFP for any portion of a trip you must check the RSA\EFP box."
N/A	7	Box 6, # of Crew: Added "If you have an Observer onboard do not include them in the crew count."
1 Jan 2015	8	Gear Code Table: Removed codes LLO and CAR. Added codes OTT, DTC & DTS
1 Jan 2015	9	Box 8: Add "mesh size" to the sentence "If more than one mesh/ring size was used in a haul (for example, multiple mesh sizes in a string of gillnets), enter the average per haul." So that it reads: "If more than one mesh/ring size was used in a haul (for example, multiple mesh sizes in a string of gillnets), enter the average mesh size per haul."
1 Jan 2015	10	Removed "total estimated" from sentence "Enter the total estimated amount of time fishing (hours and minutes)." So that it now reads: "Enter the amount of time fishing (hours and minutes)."
1 Jan 2015	11 – 12	Fishing Effort Information by Gear Type Table: Added "(Hours: Minutes)" to Tow\Soak Time for all gear.
1 Jan 2015	15	Species Codes Table: Removed codes SKATE, SKATEW, SKSMALL and SKLARGE.
1 Jan 2015	18	Broke out single question regarding 'No Effort' trips into three separate questions.
1 Jan 2015	18	Question 3 – We no longer require the reason for terminating a trip aside from writing 'No Effort' on the lower portion of the VTR.

## Fishing Vessel Trip Report (VTR) Reporting Instructions

Date	Page or Section	Description
N/A	18	Added a separate question and answer for "Do I have to give my VTR serial number to the dealer(s) that I sold my catch to?"
17 Apr 2017	17	Added codes for Hermit and Lady crabs.
17 Apr 2017	15	Added codes for skates heads and racks. These codes apply to all skate species.
28 Jun 2017	14-16	Species added to species tables.
21 Sep 2017	14-16	Forage species added to species tables.
21 Sep 2017	7	Added TTS gear code
23 Feb 2018	6	Added 'Recreational' to # of anglers and # of crew guidance
23 Feb 2018	10	Under Rod & Reel / Handline, Gear Quantity, changed to "Number of hooks per line" to "Average number of hooks per line"
12 Mar 2018	1	Row added to "VTR Requirements by Vessel Permit Type" describing the new Party & Charter reporting requirements.
4 May 2018	Species Codes Table	Added 21 additional species at the request of Matt Seeley with the MAFMC.
4 May 2018	Page 12/Block 23	Offloading Port – Removed redundant text
4 May 2018	Page 12/Block 19	Discards – Added note instructing that when reporting lobster discards only those lobsters that are dead should be annotated under discards.
4 Nov 2019	Cover Page	Amended hyperlink and text
4 Nov 2019	Species Codes Table	Turtles category amended to Sea Turtles
4 Nov 2019	Species Codes Table	Added 2 RAY species under Other category
12 Nov 2019	Species Codes Table	Added Jonah Crab Claws
21 Nov 2019	Gear Codes Table	Reformatted table, added OBP Gear Code
21 Nov 2019	1	Split out Longfin Squid and Butterfish Permit Types in "VTR Requirements by Vessel Permit Type" table
10 Dec 2019	Cover Page	Amended date
10 Dec 2019	17	Added Fish Online option for ordering VTRs
07 Jan 2020	All	Converted document format
21 Jan 2020	Gear Types Tables	Fixed in-text references to range of Gear Types Tables (11-22)
16 Jul 2020	13	Fixed Dredge gear code DSC to be DREDGE, SCALLOP, STANDARD W/CHAIN MAT

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## Overview

This guide provides the information that you need to satisfy the reporting requirements for fishing in the Greater Atlantic Region under a Federal permit.

**NOTE:** If you have any questions regarding these instructions, please don't hesitate to contact the VTR support team at (978) 281-9246. This line is actively used; if you reach voicemail, please leave your name and number. In most cases, we are able to return calls within one business day.

## VTR Requirements by Vessel Permit Type

[Table 2](#) provides information about the reporting requirements for each type of fishing permit in the Greater Atlantic Region.

**Table 2: VTR Requirements by Vessel Permit Type**

Permit Type	Frequency of Reporting	Reporting Deadline
Party or Charter permit for: Summer Flounder, Scup, Black Sea Bass, Atlantic Bluefish, Atlantic Mackerel / Squid / Butterfish, Tilefish	Electronically submit trip reports within 48 hours of landing for all Party or Charter trips, regardless of species targeted.	Reports must be electronically submitted using an approved eVTR reporting application within 48 hours of landing. This requirement applies to all Party or Charter trips regardless of species targeted otherwise use the below guidance.
Permit for: Atlantic Herring, Atlantic Mackerel / Squid / Butterfish, Northeast Multispecies, Atlantic Surfclam and Ocean Quahog	Submit trip reports weekly.	Reports must be postmarked or received by midnight of the Tuesday following the reporting week (Sunday through Saturday). If a trip starts in one week, and offloads in the next, it should be reported in the week the catch was offloaded.
Permit for: Atlantic Bluefish, Atlantic Deep-Sea Red Crab, Atlantic Sea Scallop, Black Sea Bass, Monkfish, Northeast Skate, Scup, Spiny Dogfish, Summer Flounder, Tilefish	Submit trip reports monthly.	Reports must be postmarked or received within 15 days of the end of the month. If a trip starts in one month, and offloads in the next, it should be reported for the month in which the catch was offloaded.
Permit for: American Lobster <i>and no other Greater Atlantic Region vessel permit</i>	No requirement to submit trips reports (check with your state, which may require reporting)	N/A

## Defining Fishing Trip Activity That Requires a VTR

If your vessel is issued any of the fishery permits with reporting requirements shown in [Table 2](#), you are required to complete a VTR for every fishing trip, whether the vessel is fishing in state or federal waters, or in another region of the country, such as Gulf of Mexico. This is true for all trips, no matter what species is being fished for or caught. Having an observer or at-sea monitor on board during a trip **does not** relieve you from this requirement.

These instructions clarify that a VTR is required for any trip on a federally permitted vessel when you catch fish, or when your operations include activities that would support fishing, such as preparing to catch or harvest fish, or attempting to catch or harvest fish. All such fishing activities must be reported, even if no landings are made. The trip is the period of time during which these activities are conducted, beginning when the vessel leaves port and ending when the vessel returns to port.

## Reporting Under Specific Circumstances

Read this section to understand how specific circumstances can affect VTR reporting.

### *No Fish Caught or No Fish Onboard*

You are required to report fishing trips even if no fish are caught or onboard if the following events occur:

- If you begin a fishing trip, but must return to port before setting or retrieving gear because of issues like bad weather or mechanical problems, then you must still complete a VTR. In this case, you must complete the information in VTR Fields 1-6, along with Fields 24-27, and enter **No Effort** in the lower portion of the VTR. These fields are discussed in the section [VTR Fields](#) later in this document.
- If you make a fishing trip just to set out gear you must still complete a VTR. Complete the information in VTR Fields 1-6, along with Fields 24-27, and enter **Set Only** in the lower portion of the VTR. These fields are discussed in the section [VTR Fields](#) later in this document.
- If you make an unsuccessful trip, and don't catch any fish, you must still complete a VTR. In this case, you must complete all of the trip information in VTR Fields 1-16, along with Fields 24-27, and enter **No Catch** or **NC** in the Species Code field (VTR Field 17). These fields are discussed in the section [VTR Fields](#) later in this document.

### *No VTR Required*

There are several instances where a VTR isn't required for a specific trip:

- If you are transiting without any product onboard and don't engage in any fishing activity. For example, you're moving your vessel to a shipyard or you're returning to your home port.
- If you are operating under a scientific Letter of Acknowledgement (LOA)
- If you are operating as a Herring Carrier Vessel.

### *More Than One VTR Page*

You must complete all of the fields on a new VTR page each time you change your fishing area or gear. This means a new page is required each time you do the following:

- Change the chart area (inshore or offshore) in which you are fishing.
- Change the type of gear you are using.
- Change the mesh size or ring size in the gear you are using.

### *Fishing in More Than One Chart Area*

If your fishing activity occurs in more than one chart area, you must submit a VTR for each chart area where you started to haul back or retrieve gear. If your tow or the placement of your fixed gear (for example, gillnets) crosses chart area boundaries, the area you report must be the area you were in when you started to retrieve or haul back your gear. For the gear types shown in the Gear Code tables in this document ([Table 4: Trawl Gear Codes](#), [Table 5: Dredge Gear Codes](#), [Table 6: Pot and Trap Gear Codes](#), [Table 7: Gillnet Gear Codes](#), [Table 8: Hook and Line Gear Codes](#), and [Table 9: Other Gear Codes](#)), this means the following:

- For mobile gear (trawl gears and dredges), you report the area where the hauling equipment is put into gear with the intention of hauling back and retrieving a net or dredge.
- For fixed gear (gillnets, longline, pots, traps, and weirs) you report the area where the hauling equipment is put into gear or retrieval of one end of the set begins.
- For purse seine gear, and other seine gears, you report the area where the skiff hits the water upon setting the gear, or when the first piece of gear hits the water, whichever occurs first.
- For handline, rod and reel, and the gears listed as Other Gear Codes ([Table 9](#)), you report the area where the gear is completely retrieved and aboard the vessel.

For example, if you start a tow in chart area **522**, start hauling back in area **525**, and land 100 pounds of monkfish, then all the catch from this tow would be reported in chart area **525**.

### **Protected Species**

You must report all species caught (both kept and discarded), including all protected species. To report sea turtles or ESA-listed fish species (e.g., Atlantic salmon or sturgeon) incidentally caught, injured, or killed, enter the species code for each turtle or fish under the Species Code column (VTR Field 17). Enter the actual number (count) of sea turtles or listed fish caught in the Discard column (VTR Field 19). Under the Dealer Name column (VTR Field 21), comment on the condition of the sea turtles or listed fish (e.g., alive, injured, or dead). Refer to the section [VTR Fields](#) for more information about filling out these fields.

When an incidental mortality or injury of a marine mammal (seals, dolphins, porpoises, and whales) occurs during commercial fishing activities, you must also fill out and return the Marine Mammal Authorization Program Mortality & Injury Reporting Form within 48 hours of returning from the trip on which the incident occurred. You may obtain additional information, including a reporting form, by visiting the Greater Atlantic Region's website or calling (978) 281-9328.



The National Marine Fisheries Service requires vessel trip information for the conservation and management of marine fishery resources in accordance with the Magnuson-Stevens Fishery Conservation and Management Act.

The data reported will be used to develop, implement, and monitor fishery management strategies and for a variety of other uses. Submission is mandatory for those persons falling under the requirements of 50 CFR 648.7 (b). All data submitted will be handled as Confidential material in accordance with NOAA Administrative Orders. Public reporting burden for the survey is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to NOAA Fisheries, 55 Great Republic Drive, Gloucester, MA 01930.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.

## Privacy Act Statement

**Authority:** The collection of this information is authorized under the Magnuson-Stevens Fishery Conservation and Management Act, 16 U.S.C 1801 et seq.

**Purpose:** The Magnuson-Stevens Act requires that conservation and management measures must prevent over fishing while achieving, on a continuing basis, the optimum yield from each fishery. Vessel logbooks are essential tools in the management of fishery resources. Section 303(a)(5) of the Magnuson-Stevens Act specifically identifies the kinds of data to be collected for fishery management plans (FMPs).

**Routine Uses:** The Department will use this information for effective fishery management. Disclosure of this information is permitted under the Privacy Act of 1974 (5 U.S.C. Section 552a), to be shared within NMFS offices, in order to coordinate monitoring and management of sustainability of fisheries and protected resources, as well as with the applicable State or Regional Marine Fisheries Commissions and International Organizations.

Disclosure of this information is also subject to all of the published routine uses as identified in the COMMERCE/NOAA-6, Fishermen's Statistical Data.

**Disclosure:** Submission is mandatory for those persons falling under the requirements of 50 CFR 648.7 (b). If the information is not provided, permit status may be affected.



## Detailed Instructions for Filling Out the VTR

Refer to this section to learn how to fill out each field in the VTR. Note the following:

- All fields on the VTR must be completed using blue or black ink only.
- Incomplete, incorrect, and illegible VTRs will be returned to the vessel owner for correction.

### VTR Fields

**1. Vessel Name**

Enter the name of your vessel. If your vessel does not have a name, use UNNAMED.

**2. USCG Documentation or State Registration**

Enter the official documentation number of your vessel. If your vessel is not documented with the Coast Guard, enter the state registration number of your vessel.

**3. NMFS Vessel Permit Number**

Enter the six digit number printed on the fishing permit issued to your vessel by the Greater Atlantic Regional Office.

**4. Date and Time Sailed**

Enter the month, day, year and time (using the 24 hour clock/military time) you sailed. For example, January 1, 2020 at 4:15 PM should be recorded as 1/1/20 for date and 16:15 for time.

**5. Date and Time Landed**

Enter the month, day, year and time (using the 24 hour clock/military time) you arrived in port. For example, January 1, 2020 at 4:15 PM should be recorded as 1/1/20 for date and 16:15 for time. Refer to [Table 3](#).

**Table 3: Converting 12-Hour Time to 24-Hour Time**

Midnight to Noon Conversion	Noon to Midnight Conversions
12:00 AM = 00:00 (Midnight)	12:00 PM = 12:00 (Noon)
1:00 AM = 01:00	1:00 PM = 13:00
2:00 AM = 02:00	2:00 PM = 14:00
3:00 AM = 03:00	3:00 PM = 15:00
4:00 AM = 04:00	4:00 PM = 16:00
5:00 AM = 05:00	5:00 PM = 17:00
6:00 AM = 06:00	6:00 PM = 18:00
7:00 AM = 07:00	7:00 PM = 19:00
8:00 AM = 08:00	8:00 PM = 20:00
9:00 AM = 09:00	9:00 PM = 21:00
10:00 AM = 10:00	10:00 PM = 22:00
11:00 AM = 11:00	11:00 PM = 23:00

**6. Trip Type**

Check the box for the appropriate trip type: Commercial, Recreational, Party or Charter.

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**NOTE:** Only a single trip type box should be checked for any given trip.

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- # of Crew**

Enter the total number of crew members including the captain. If you have an Observer onboard do not include them in the crew count. Party or Charter vessels should include all crew members or employees on board for the trip.

- # of Anglers**

For party, charter, or recreational trips only: enter the total number of anglers, excluding the vessel's crew.

**7. Gear Code**

For the fishing gear you used, enter the three-letter code found in the Gear Codes tables (Tables 4-9) in this document. If more than one gear type was used during this trip, a separate report page must be completed for each gear used. If you are fishing with a gear type not provided in the tables, please contact the Vessel Trip Reporting office at (978) 281-9246 for guidance.

**Table 4: Trawl Gear Codes**

Gear Code	Gear Description
OBP	OTTER TRAWL, LARGE MESH BELLY PANEL
OHS	OTTER TRAWL, HADDOCK SEPARATOR
OTB	OTTER TRAWL, BEAM
OTC	OTTER TRAWL, BOTTOM, SCALLOP
OTF	OTTER TRAWL, BOTTOM, FISH
OTM	OTTER TRAWL, MIDWATER
OTO	OTTER TRAWL, BOTTOM, OTHER
OTR	OTTER TRAWL, RUHLE
OTS	OTTER TRAWL, BOTTOM, SHRIMP
OTT	OTTER TRAWL, BOTTOM, FISH, JOINED (TWIN TRAWL)
TTS	OTTER TRAWL, BOTTOM, SHRIMP, JOINED (TWIN TRAWL)
PTM	PAIR TRAWL, MIDWATER
PTB	PAIR TRAWL, BOTTOM
PUR	SEINE, PURSE
SED	SEINE, DANISH
SEH	SEINE, HAUL
SES	SEINE, SCOTTISH
STS	SEINE, STOP

**Table 5: Dredge Gear Codes**

Gear Code	Gear Description
DRC	DREDGE, OCEAN QUAHOG/SURF CLAM
DRM	DREDGE, MUSSEL
DRO	DREDGE, OTHER
DRS	DREDGE, SCALLOP, STANDARD
DSC	DREDGE, SCALLOP, STANDARD W/CHAIN MAT
DTS	DREDGE, SCALLOP, TURTLE DEFLECTOR
DTC	DREDGE, SCALLOP, TURTLE DEFLECTOR W/CHAIN MAT
DRU	DREDGE, URCHIN

**Table 6: Pot and Trap Gear Codes**

<b>Gear Code</b>	<b>Gear Description</b>
PTC	POT, CRAB
PTE	POT, EEL
PTF	POT, FISH
PTH	POT, HAG
PTL	POT, LOBSTER
PTO	POT, OTHER
PTS	POT, SHRIMP
PTW	POT, CONCH/WHELK
PTX	POTS, MIXED
TRP	TRAP
WEI	WEIR

**Table 7: Gillnet Gear Codes**

<b>Gear Code</b>	<b>Gear Description</b>
GND	GILL NET, DRIFT, LARGE MESH
GNO	GILL NET, OTHER
GNR	GILL NET, RUNAROUND
GNS	GILL NET, SINK
GNT	GILL NET, DRIFT, SMALL MESH

**Table 8: Hook and Line Gear Codes**

<b>Gear Code</b>	<b>Gear Description</b>
LLB	LOGLINE, BOTTOM
LLP	LOGLINE, PELAGIC
HND	HAND LINE/ROD & REEL

**Table 9: Other Gear Codes**

<b>Gear Code</b>	<b>Gear Description</b>
CST	CAST
DIV	DIVING GEAR
FYK	FYKE NET
HRP	HARPOON
MIX	MIXED GEAR
RAK	HAND RAKE
OTH	OTHER GEAR

**8. Mesh/ Ring Size**

Enter mesh/ring size of the gear being fished. Use the definitions in the Fishing Effort Information by Gear Type tables ([Table 11](#) through [Table 22](#) in this document). If more than one mesh/ring size was used in a haul (for example, multiple mesh sizes in a string of gillnets), enter the average mesh size per haul. If you changed mesh/ring size during this trip (for example, changing from a large mesh trawl to a small mesh trawl), complete a separate report page for each mesh/ring size used.

**9. Gear Quantity**

Enter the quantity of gear being fished per haul. Use the definitions in the Fishing Effort Information by Gear Type tables ([Table 11](#) through [Table 22](#) in this document). If more than one of this gear type was used during the trip, enter the average quantity of gear per haul.

**10. Gear Size**

Enter size of the gear being fished using the definitions in the Fishing Effort Information by Gear Type tables ([Table 11](#) through [Table 22](#) in this document).

**11. Fishing Depth**

Enter the average depth fished in fathoms.

**12. Number of Hauls**

Enter the total number of tows, sets, or strings you hauled as appropriate for your gear using the Fishing Effort Information by the Gear Type tables ([Table 11](#) through [Table 22](#) in this document)

**13. Chart Area**

Enter the three-digit area fished from the charts supplied in Figures 3-9 at the end of this document. Area fished may be an offshore area (indicated by bold font in the charts) or an inshore area (indicated by small font in the charts). For each area (inshore or offshore) where the start of haul back occurred during a trip, a separate VTR page for each area must be completed using the three-digit code from the appropriate chart.

For instance, if nine of your tows started and ended in one area you would report this area on your VTR log. If on the tenth tow you crossed into a new area and started hauling back in that area, you would fill out a new VTR log and report the new chart area.

- If you're fishing north of 35 degrees latitude and east of the demarcated area boundaries, enter **899**.
- If you're south of 35 degrees latitude and east of the demarcated area boundaries, enter **799**.
- If fishing in the areas found on the inshore charts for MA, RI, CT, and NY state waters ([Figure 4](#), [Figure 5](#), [Figure 6](#)), use the inshore code (small font) when appropriate. For example, if you're fishing just off of the tip of Cape Ann ([Figure 4](#)) you would report area **116**. Likewise, if you are fishing just off of New Haven in Long Island Sound ([Figure 6](#)) you would report area **143**.
- Catch should be reported based upon the chart area (and corresponding VTR) *where the start of your haul back occurred*.
  - For mobile gear (trawls and dredges), this is when the hauling equipment is put into gear with the intention of hauling back and retrieval of net/dredge begins.
  - For fixed gear (gillnets, longline, pots, traps, and weirs), this is when the hauling equipment is put into gear or retrieval of one end of the set begins.
  - For purse seine gear, and other seines, this is when the skiff hits the water upon setting the gear, or the first piece of gear hits the water, whichever occurs first.
  - For all other gears (handline, rod and reel, and the gears listed in [Table 9](#) as **Other**), you report the area where the gear is *completely* retrieved and aboard the vessel.

#### 14. Latitude

When multiple haul-backs occur in the same chart area, enter a single geographic position using the latitude (degrees and minutes) of the haul-back position where the majority of your fishing effort occurred.

#### 15. Longitude

When multiple haul-backs occur in the same chart area, enter a single geographic position using the longitude (degrees and minutes) of the haul-back position where the majority of your fishing effort occurred.

The Position to Report by Gear Type Table ([Table 10](#)) defines, by gear type, the position to report for the "majority of fishing effort".

**Table 10: Position to Report by Gear Type**

Gear Type	Reporting Position
Trawl	Location of the start of haul back for the longest tow
Dredge	Location of the start of haul back for the longest tow
Gillnet	Location of the start of haul back for the string with the most panels
Pots	Location of the start of haul back for the string with the most pots



Gear Type	Reporting Position
Seines	Location of the start of haul back for the longest soak
Rod & Reel / Hand Line	Location of the majority of casts (or if drifting, where the first cast of the drift occurred)
Diving	Location where the last dive ended
Longline	Location of the start of haul back for the longest line
Harpoon	Location of the majority of casts (or if drifting, where the first cast of the drift occurred)
Cast Net	Location of the majority of casts (or if drifting, where the first cast of the drift occurred)
Traps	Location of the start of haul back for the string with the most traps
Hand Rake	Location where the majority of raking occurred

## 16. Tow/Soak Time

- Depending upon the gear used, enter either the average tow time per haul, the total time that the gear soaked or the estimated time you spent fishing (not including travel time). Enter the amount of time fishing (hours and minutes):
  - Mobile Gear (trawl, dredges, etc.)
 

Enter the average amount of time per tow which is defined as from the time the gear is completely hooked up to when the gear is completely hauled back.
  - Fixed Gear (gill nets, long lines, pots, etc.)
 

Enter the average time that the gear soaked which is defined as starting when the first piece of gear is deployed and ending when the last piece of gear is hauled back.
  - Seines
 

Enter the average soak time per haul
  - Rod & Reel / Hand Line
 

Enter the total amount of time the lines were actually fishing.
  - Harpoon
 

Enter the total amount of time spent searching for targeted species.
  - Diving
 

Enter the dive time.

The Fishing Effort Information by Gear Type tables ([Table 11](#) through [Table 22](#) in this document) immediately following summarize how mesh/ring size, gear quantity, gear size, number of hauls and tow/soak time should be filled out for different gear types.

**Table 11: Fishing Effort Information by Gear Type = Trawl**

Reporting Field	Description
Mesh/Ring Size	Smallest mesh size used in Cod end or liner
Gear Quantity	Number of individual trawls being towed at one time
Gear Size	Sweep (foot rope) length in feet
Number of Hauls	Number of tows hauled per trip
Tow/Soak Time	Average tow time per haul (hours : minutes)

**Table 12: Fishing Effort Information by Gear Type = Dredge**

Reporting Field	Description
Mesh/Ring Size	Ring size
Gear Quantity	Number of individual dredges being towed at one time
Gear Size	Dredge width in inches
Number of Hauls	Number of tows hauled per trip
Tow/Soak Time	Average tow time per haul (hours : minutes)

**Table 13: Fishing Effort Information by Gear Type = Gillnet**

Reporting Field	Description
Mesh/Ring Size	Mesh size
Gear Quantity	Average number of nets per string
Gear Size	Average length of the nets used in a string (not the entire string)
Number of Hauls	Total number of strings hauled per trip (For example, a string 3000 feet in total length would typically consist of 10 nets (Gear Quantity) with an average length of 300 feet [Gear Size]).
Tow/Soak Time	Average soak time per haul (hours : minutes)

**Table 14: Fishing Effort Information by Gear Type = Pots**

Reporting Field	Description
Mesh/Ring Size	Entrance (ring, hoop) size
Gear Quantity	Average number of pots per string
Gear Size	Total number of pots in the water
Number of Hauls	Total number of strings hauled per trip
Tow/Soak Time	Average soak time per haul (hours : minutes)

**Table 15: Fishing Effort Information by Gear Type = Seines**

Reporting Field	Description
Mesh/Ring Size	Mesh size
Gear Quantity	Number of nets
Gear Size	Length of head rope in feet
Number of Hauls	Number of seines hauled per trip
Tow/Soak Time	Average soak time per haul (hours : minutes)

**Table 16: Fishing Effort Information by Gear Type = Rod & Reel / Handline**

Reporting Field	Description
Mesh/Ring Size	<Leave Blank>
Gear Quantity	Average number of hooks per line
Gear Size	<Leave Blank>
Number of Hauls	<Leave Blank>
Tow/Soak Time	Enter total amount of time the lines were fishing

**Table 17: Fishing Effort Information by Gear Type = Diving**

Reporting Field	Description
Mesh/Ring Size	<Leave Blank>
Gear Quantity	<Leave Blank>
Gear Size	<Leave Blank>
Number of Hauls	<Leave Blank>
Tow/Soak Time	Dive time (hours : minutes)

**Table 18: Fishing Effort Information by Gear Type = Longline**

Reporting Field	Description
Mesh/Ring Size	<Leave Blank>
Gear Quantity	Number of hooks per line
Gear Size	Main line length to the nearest tenth of a nautical mile (for example, 1.5)
Number of Hauls	Number of sets hauled
Tow/Soak Time	Average soak time per haul (hours : minutes)

**Table 19: Fishing Effort Information by Gear Type = Harpoon**

Reporting Field	Description
Mesh/Ring Size	<Leave Blank>
Gear Quantity	Number of harpoons
Gear Size	<Leave Blank>
Number of Hauls	Number of throws
Tow/Soak Time	Total amount of time spent searching for targeted species (hours : minutes)

**Table 20: Fishing Effort Information by Gear Type = Cast Net**

Reporting Field	Description
Mesh/Ring Size	Mesh size
Gear Quantity	<Leave Blank>
Gear Size	Average radius of net(s)
Number of Hauls	Number of hauls
Tow/Soak Time	Total amount of time spent searching for targeted species (hours : minutes)

**Table 21: Fishing Effort Information by Gear Type = Traps**

Reporting Field	Description
Mesh/Ring Size	Mesh size of crib
Gear Quantity	Number of traps
Gear Size	Length of leader (feet)
Number of Hauls	number of sets lifted
Tow/Soak Time	Average soak time per haul (hours : minutes)

**Table 22: Fishing Effort Information by Gear Type = Hand Rake**

Reporting Field	Description
Mesh/Ring Size	<Leave Blank>
Gear Quantity	<Leave Blank>
Gear Size	<Leave Blank>
Number of Hauls	<Leave Blank>
Tow/Soak Time	Total time spent fishing (hours : minutes)

**17. Species Code**

Enter the code of each species caught. Find the codes, arranged into tables by category, in the section [Species Codes](#) later in this document. If other species were caught that are not provided in the species code tables, please call the Vessel Trip Reporting office at (978) 281-9246 for guidance.

**18. Kept**

- Commercial Trips

Enter the hail weight (in pounds) of each species in the **Kept** column. Groundfish catch retained for home consumption should have its fillet weight entered.

- Recreational Trips

Enter the count for each species in the **Kept** column.

- Party & Charter Trips

Enter the count for each species in the **Kept** column.

**19. Discarded**

- Commercial Trips

Enter the hail weight (in pounds) of each species in the **Discarded** column.

- Recreational Trips

Enter the count of each species in the **Discarded** column.

- Party & Charter Trips

Enter the count of each species in the **Discarded** column.

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**NOTE:** In the case of lobsters, only those that are dead should be annotated under Discards.

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**20. Dealer Permit Number**

Enter the NMFS Greater Atlantic Region permit number issued to each dealer purchasing your catch. If all species for the trip are sold to the same dealer, only enter the dealer number for the first species and draw a line down through the following Dealer Permit Number lines.

If any portion of the catch of a species landed is not sold to a Federally permitted dealer, enter the appropriate code listed in [Table 23](#), Dealer Codes, immediately following.

**Table 23: Dealer Codes**

Dealer Code	Definition
1	Seized for Violations
2	Sold to another vessel for bait or retained as bait
4	Retained for future sale
5	Sold to a non-Federal dealer (non-Federally regulated species only)
6	Sub legal catch landed for research
7	Legal catch landed for research (EFP trips only)
8	Landed, unmarketable catch (LUMF)
99998	Used for home consumption

#### 21. Dealer Name

Enter the name of the dealer who purchased each species of your catch for this trip. If all species for the trip are sold to the same dealer, only enter the dealer name for the first species and draw a line down through the following **Dealer Name** lines.

#### 22. Date Sold

Enter the month, day and year that each species of your catch for this trip was sold or otherwise disposed of. If all species for the trip are sold on the same date, only enter the date sold for the first species and draw a line down through the following **Date Sold** lines.

#### 23. Offloading Port (Equivalent to **Landing Port** for Party or Charter vessels)

Enter the city and state of the port where each species was physically offloaded, or where the trip ended\landed, as appropriate.

#### 24. Operator Permit Number

Print your NMFS Operator's Permit Number. This is the 8-digit number on the Operator's Permit issued by the NMFS/GARFO Permit Office.

#### 25. Operator Name

Print your name as it appears on your Operator's Permit.

#### 26. Operator Signature

Signature of the vessel operator, Captain or person responsible for the truth and accuracy of the VTR.

#### 27. Date Signed

The date the report was signed in MM/DD/YY format.

## Species Codes

Use this section to locate the alphabetic species codes by category (for example, groundfish or pelagics). Use a species code to supply the value in VTR Field 17.

**Table 24: Species Codes for Groundfish**

Species Code	Species Name
COD	COD
CUSK	CUSK
HADD	HADDOCK
RHAK	HAKE, RED/LING
SHAK	HAKE, SILVER/WHITING
SPHAK	HAKE, SPOTTED
WHAK	HAKE, WHITE
MONK	MONKFISH/ANGLERFISH/GOOSEFISH
MONKH	MONK HEADS
MONKL	MONK LIVERS
MONKT	MONK TAILS
POUT	OCEAN POUT
POLL	POLLOCK
RED	REDFISH/OCEAN PERCH
CAT	WOLFISH/OCEAN CATFISH

**Table 25: Species Codes for Flounders**

Species Code	Species Name
FLDAB	AMERICAN PLAICE/DAB
FLFSP	FOURSPOT
FLSD	SAND-DAB/WINDOWPANE/BRILL
FLSOU	SOUTHERN
FLUKE	SUMMER/FLUKE
FLBB	WINTER/BLACKBACK
FLGS	WITCH/GRAY SOLE
FLYT	YELLOWTAIL

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Species Code	Species Name
HAL	HALIBUT, ATLANTIC
HALG	HALIBUT, GREENLAND

**Table 26: Species Codes for Skates**

Species Code	Species Name
SKHEAD	SKATE,HEAD
SKRACK	SKATE,RACK
SKBARN	SKATE,BARNDOR
SKCL	SKATE, CLEARNOSE
SKL	SKATE,LITTLE (SUMMER)
SKLWIN	SKATE, LITTLE/WINNER
SKROSE	SKATE, ROSETTE
SKSM	SKATE, SMOOTH
SKTHOR	SKATE, THORNY
SKWIN	SKATE, WINTER
SKBARNW	SKATE WINGS, BARNDOR
SKCLW	SKATE WINGS, CLEARNOSE
SKLW	SKATE WINGS, LITTLE(SUMMER)
SKLWINW	SKATE WINGS, LITTLE/WINTER
SKROSEW	SKATE WINGS, ROSETTE
SKSMW	SKATE WINGS, SMOOTH
SKTHORW	SKATE WINGS, THORNY
SKHEAD	SKATE,HEAD

**Table 27: Species Codes for Pelagics**

Species Code	Species Name
ALWF	ALEWIFE
ANCH	ANCHOVY
HERR	HERRING, ATLANTIC
HRAT	HERRING, ATLANTIC THREAD



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Species Code	Species Name
HRBB	HERRING, BLUE BACK
HRRD	HERRING, ROUND
MEN	MENHADEN
HSNS	HERRING AND SARDINE
ESC	ESCOLAR
SMLT	SMELT
BLU	BLUEFISH
BON	BONITO
BUT	BUTTERFISH
HALF	HALFBEAK
HARV	HARVEST FISH
MACK	MACKEREL, ATLANTIC
MACC	MACKEREL, ATLANTIC CHUB
MACB	MACKEREL, BULLET
FRI	MACKEREL, FRIGATE/BOO HOO
KGM	MACKEREL, KING
SSM	MACKEREL, SPANISH
SARSC	SARDINE, SCALED
SARSP	SARDINE, SPANISH
SAURY	SAURY, ATLANTIC
SHAD	SHAD, AMERICAN
SHDG	SHAD, GIZZARD
SHDH	SHAD, HICKORY
DOL	DOLPHIN FISH/MAHI MAHI
BUM	MARLIN, BLUE
WHM	MARLIN, WHITE
SUN	OCEAN SUNFISH/ MOOLA
SWO	SWORDFISH
OPAH	OPAH/MOONFISH

**Table 28: Species Codes for Other Finfish (Northern)**

Species Code	Species Name
SAL	ATLANTIC SALMON
BBR	BLACK BELLIED ROSEFISH
ARGT	ARGENTINE
BSB	SEA BASS, BLACK
CUN	CUNNER
GREN	GREENEYE
JDO	JOHN DORY
LANT	LANTERNFISH
LUMP	LUMPFISH
HATCH	HATCHETFISH/PEARLSIDES
PERW	PERCH, WHITE
PUF	PUFFER, NORTHERN
JPG	PORGY, JOLTHEAD
RPG	PORGY, RED
WPG	PORGY, WHITEBONE
RSC	ROUGH SCAD
SAND	SAND LANCE
SCUL	SCULPINS
SCUP	SCUP/PORGY
SRAV	SEA RAVEN
SROB	SEA ROBINS
SIL	SILVERSIDES, ATLANTIC
SILNS	SILVERSIDE, NOT SPECIFIED
SPOT	SPOT
STB	STRIPED BASS/ROCKFISH
STUR	STURGEON, ATLANTIC
STSN	STURGEON, SHORT-NOSE

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Species Code	Species Name
TAU	TAUTOG
TILEB	TILEFISH, BLUELINE
TILEG	TILEFISH, GOLDEN
TILES	TILEFISH, SAND
TOAD	TOADFISH, OYSTER
WHB	WHITING, BLACK

**Table 29: Species Codes for Other Finfish (Southern)**

Species Code	Species Name
BARRA	BARRACUDA
BAR	BARRELFISH
RUNB	BLUE RUNNER
COBIA	COBIA
CREV	CREVALLE
CRO	CROAKER, ATLANTIC
DRUMB	DRUM, BLACK
DRUMR	DRUM, RED
GAR	GARFISH
GRPCO	GROUPE, CONEY
GAG	GROUPE, GAG
GRAYSBY	GROUPE, GRAYSBY
GRPRE	GROUPE, RED
SCAMP	GROUPE, SCAMP
GRPSN	GROUPE, SNOWY
GRPW	GROUPE, WARSA
GRPR	GROUPE, OTHER
GRUNT	GRUNT
GRUNTW	GRUNT, WHITE
TOMT	GRUNT, TOMTATE

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Species Code	Species Name
HINDRED	HIND, RED
HINDRO	HIND, ROCK
HINDSP	HIND, SPECKLE
HGF	HOGFISH
LADY	LADYFISH
MUL	MULLETS
NSG	STARGAZER, NORTHERN
PERSA	PERCH, SAND
PIG	PIGFISH
POM	POMPANO, COMMON
RIB	RIBBONFISH
BANK	SEA BASS, BANK
SHEEP	SHEEPSHEAD
SNAPR	SNAPPER, RED
SNAPV	SNAPPER, VERMILLION
SNAPG	SNAPPER, GRAY
SNAP	SNAPPER, OTHER
SPADE	SPADEFISH
SQRF	SQUIRRELFISH
TRIG	TRIGGERFISH
TRIGGR	TRIGGERFISH, GRAY
WAH	WAHOO
WKSQ	WEAKFISH/ SEA TROUT SQUETEAGUE
WKSP	WEAKFISH/ SEA TROUT SPOTTED
WHK	WHITING, KING/KINGFISH
WRK	WRECKFISH

**Table 30: Species Codes for Tuna**

Species Code	Species Name
ALB	ALBACORE
AMB	AMBERJACK
AMBGR	AMBERJACK, GREATER
AMBLR	AMBERJACK, LESSER
BET	BIG EYE
BLKFT	BLACKFIN
BFT	BLUEFIN
JACKA	JACK, ALMACO
LTA	LITTLE
RUDB	RUDDERFISH, BANDED
SKJ	SKIPJACK
YFT	YELLOWFIN

**Table 31: Species Codes for Sharks**

Species Code	Species Name
DGCH	DOGFISH, CHAIN
DGSM	DOGFISH, SMOOTH
DGSP	DOGFISH, SPINY
SHBA	SHARK, BASKING
SHBN	SHARK, BIGNOSE
SHBT	SHARK, BLACKTIP
SHBL	SHARK, BLUE
SHBU	SHARK, BULL
SHDU	SHARK, DUSKY
SHFI	SHARK, FINETOOTH
SHHA	SHARK, HAMMERHEAD
SHLE	SHARK, LEMON
SHML	SHARK, MAKO, LONGFIN

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Species Code	Species Name
SHMS	SHARK, MAKOM SHORTFIN
SHNI	SHARK, NIGHT
SHNU	SHARK, NURSE
SHPB	SHARK, PORBEAGLE
SHST	SHARK, SAND TIGER
SHSB	SHARK, SANDBAR
SHSN	SHARK, SHARPNOSE
SHSI	SHARK, SILKY
SHSP	SHARK, SPINNER
SHTH	SHARK, THRESHER
SHTB	SHARK, THRESHER, BIGEYE
SHTI	SHARK, TIGER
SHWH	SHARK, WHITE
SHWT	SHARK, WHITETIP

**Table 32: Species Codes for Other**

Species Code	Species Name
EELA	EEL, AMERICAN
EELC	EEL, CONGER
CSKEEL	EEL, CUSK
HAG	HAGFISH
RAYCO	RAY, COWNOSE
RAYMA	RAY, MANTA ATLANTIC

**Table 33: Species Codes for Shellfish**

Species Code	Species Name
CLBA	CLAM, BLOOD ARC
CLA	CLAM, ARCTIC SURF
CLR	CLAM, RAZOR
CLSO	CLAM, SOFT
CLSU	CLAM, SURF
CLH	HARD QUAHOG
CLQU	OCEAN QUAHOG
CRB	CRAB, BLUE
CRC	CRAB, CANCER
CRG	CRAB, GREEN
CRH	CRAB, HERMIT
CRHS	CRAB, HORSESHOE
CRJ	CRAB, JONAH
CRJC	CRAB, JONAH CLAWS
CRL	CRAB, LADY
CRQS	CRAB, QUEEN SNOW
CRRD	CRAB, RED
CRRK	CRAB, ROCK
CRSP	CRAB, SPIDER
LOB	LOBSTER, AMERICAN
SHRM	SHRIMP (MANTIS)
SHRP	SHRIMP (PANAEOID)
SHR	SHRIMP (PANDALID)
SCAL	SCALLOP, SEA
SCALS	SCALLOP, SEA, IN SHELL
SCB	SCALLOP, BAY
SCC	SCALLOP, CALICO

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Species Code	Species Name
SCI	SCALLOP, ICELANDIC
WHKC	WHELK, CANNELED
WHKN	WHELK, KNOBBED
WHKL	WHELK, LIGHTNING
WHWV	WHELK, WAVED
MUS	MUSSELS
OYS	OYSTERS

**Table 34: Species Codes for Invertebrates**

Species Code	Species Name
CRUST	CRUSTACEAN, NOT SPECIFIED
JLY	JELLY FISH
MOLL	MOLLUSK, NOT SPECIFIED
OCT	OCTOPUS
CUC	SEA CUCUMBERS
URCH	SEA URCHINS
ILX	SQUID/ILLEX
LOL	SQUID/LOLIGO
STAR	STARFISH

**Table 35: Species Codes for Sea Turtles**

Species Code	Species Name
GRTU	GREEN
HATU	HAWKSBILL
RITU	KEEMPS RIDLEY
LETU	LEATHERBACK
LOTU	LOGGERHEAD
UNTU	UNIDENTIFIED



## Frequently Asked Questions (FAQs)

This section provides answers for the most frequently-asked questions that arise in using VTRs to report the results of fishing trips.

1. **Question:** If I change gear type, mesh size, or chart area fished during a trip, how do I complete my VTR?  
**Answer:** Complete a separate report for any change in gear type, mesh/ring size or chart area.
2. **Question:** Do I have to complete a report if I am going out just to set gear?  
**Answer:** Yes. If you make a fishing trip just to set out gear you must still complete a VTR. Complete the information in VTR Fields 1-6, along with Fields 24-27, and enter **Set Only** in the lower portion of the VTR.
3. **Question:** Do I have to complete a report if I return to port prior to engaging in any fishing activity (e.g., mechanical breakdown, bad weather)?  
**Answer:** Yes. If you begin a fishing trip, but must return to port before setting or retrieving gear because of issues like bad weather or mechanical problems, then you must still complete a VTR. In this case, you must complete the information in VTR Fields 1-6, along with Fields 24-27, and enter **No Effort** in the lower portion of the VTR.
4. **Question:** Do I have to complete a report if I'm using my federally permitted vessel to fish recreationally?  
**Answer:** Yes. Federally permitted vessels must report every trip that they take. Recreational trips which use a federally permitted vessel require a VTR to be filled out and submitted. All of the sections, including species caught and/or discarded, are to be filled out. The only difference in how you would fill out a VTR for a recreational trip involves Fields 20 and 21. For Field 20, Dealer Permit Number, enter **99998** (the code for home consumption) and leave Field 21, Dealer Name, blank.
5. **Question:** What if I don't land any fish on a trip?  
**Answer:** If during fishing operations no species are caught (kept or discarded), you must still complete a VTR. In this case, you must complete all of the trip information in VTR Fields 1-16, and in Field 17 (Species Code) enter **No Catch** or **NC**.
6. **Question:** If I send in several reports at one time, do I have to sign and date every report?  
**Answer:** Yes. All VTRs must be signed and dated or they will be returned to you for completion.
7. **Question:** Do I have to give my VTR serial number to the dealer(s) that I sold my catch to?  
**Answer:** Yes. You are required to provide the VTR serial number to each Federal dealer to whom you sell your catch. If your trip required you to fill out more than one VTR page please provide the dealer with the first VTR that you filled out for the trip.
8. **Question:** I gave the wrong VTR serial number to my dealer. Can I alter the serial number on my VTR to match the number I gave my dealer?

**Answer:** No. The serial number is a preprinted unique number and must not be altered or the VTR will be returned to you. Contact your dealer(s) to have them correct their dealer reports.

9. **Question:** My supply of VTRs is getting low. How do I get more?

**Answer:** VTRs can be obtained by mailing the renewal form contained in each VTR packet to the NMFS address below. You may also obtain VTRs by contacting the NMFS Vessel Trip Reporting Office, either in person, by telephone at (978) 281-9157, by contacting your local NMFS Field Office or by logging into your Fish Online account.

10. **Question:** How long am I required to keep copies of my VTRs?

**Answer:** VTRs and any records upon which the reports were based must be kept on board the vessel for at least one year and retained by the owner/operator for a total of three years after the date of the last entry on the report.

11. **Question:** If I'm fishing outside of the Greater Atlantic Region (e.g. in the Gulf of Mexico or off the coast of Florida or on the High Seas for Tuna) do I have to submit VTRs?

**Answer:** Yes. If your vessel is issued a permit from the Greater Atlantic region you are required to submit a VTR to us regardless of where the fishing activity took place or the species targeted. The one exception to this is for vessels that are only permitted for American Lobster.

## Chart Areas

This section provides maps of the possible chart areas that you can reference when you are filling out your VTR.

Figure 2: Gulf of Maine Chart Areas

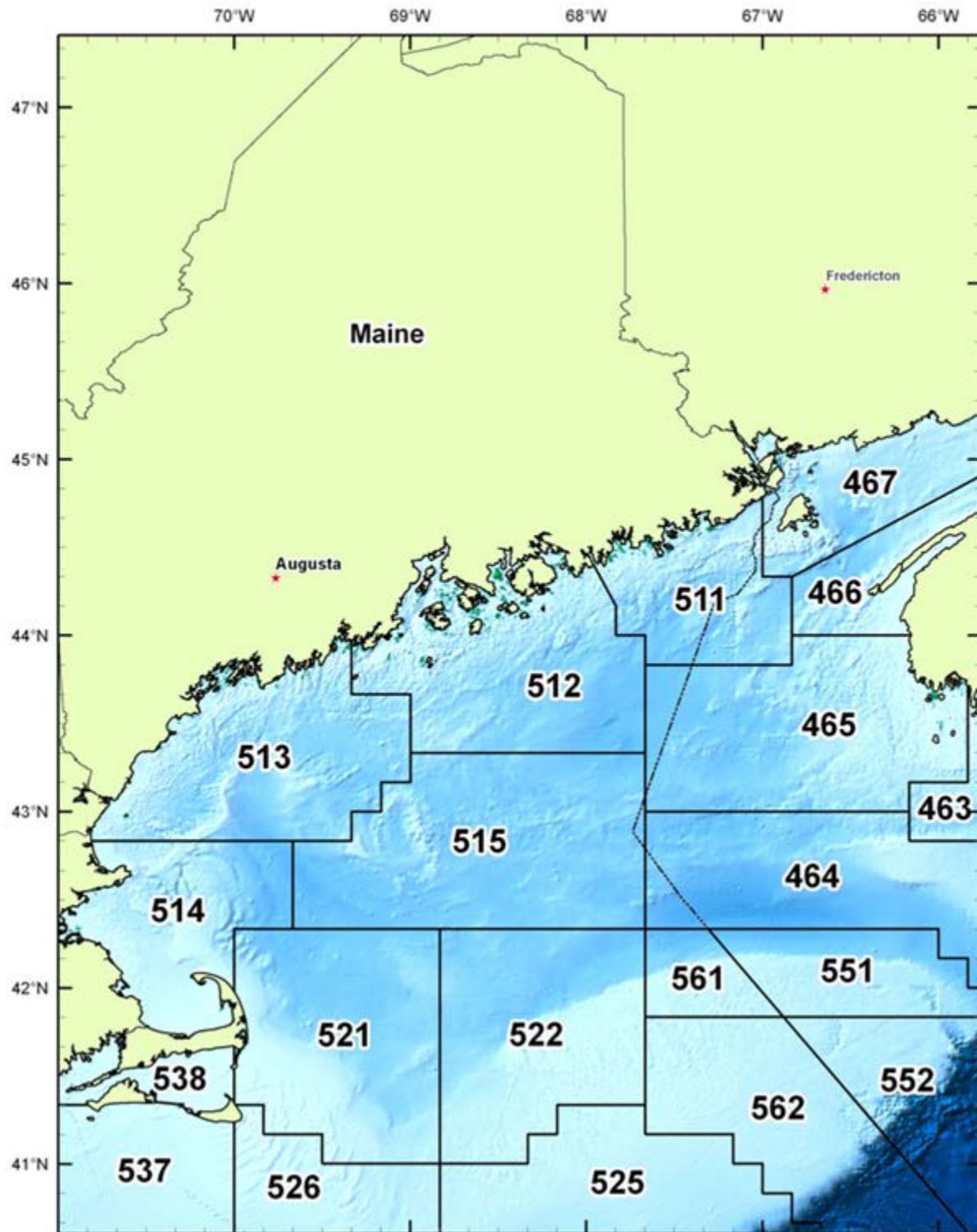


Figure 3: Georges Bank Chart Areas

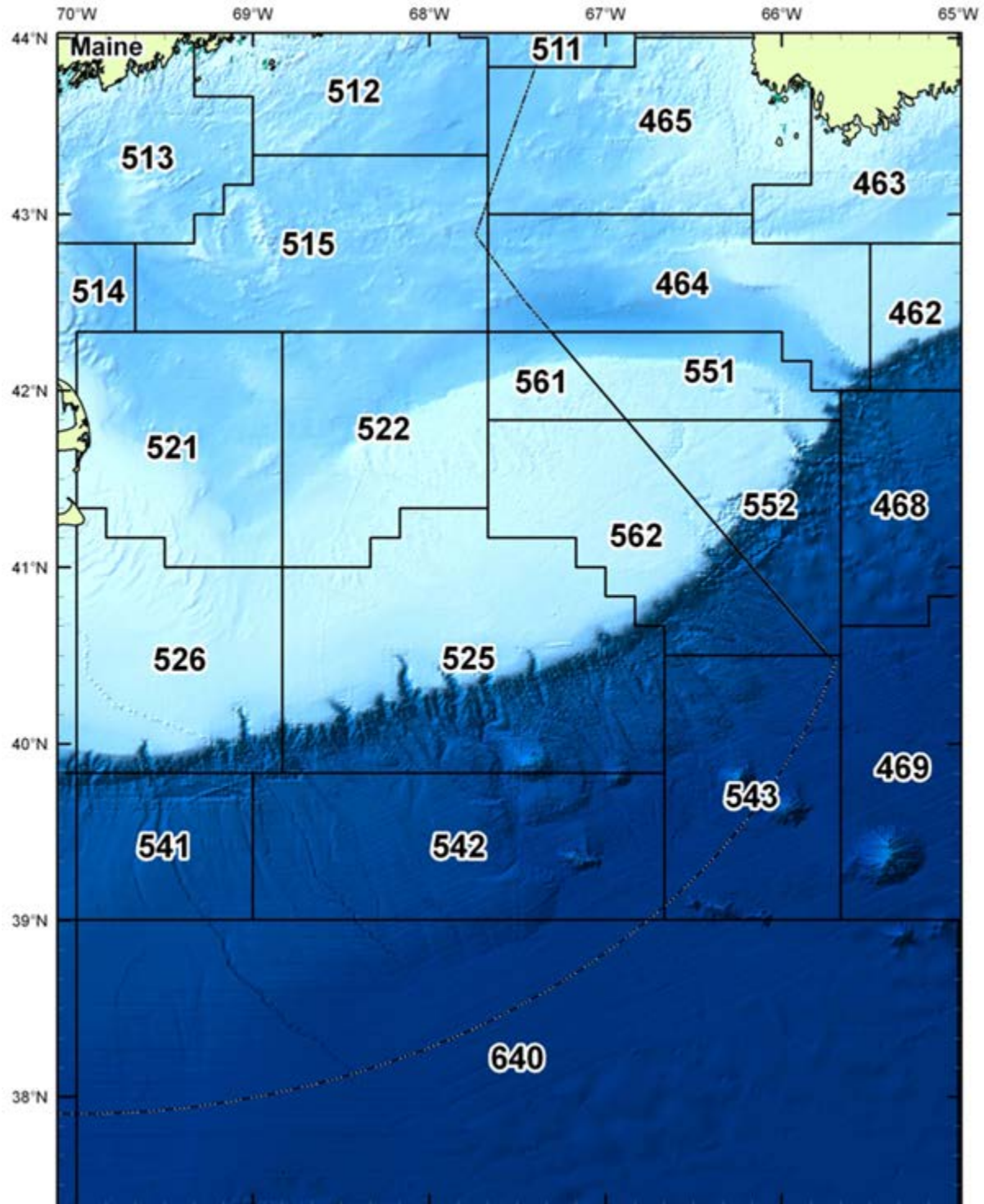




Figure 4: Southern New England Chart Areas

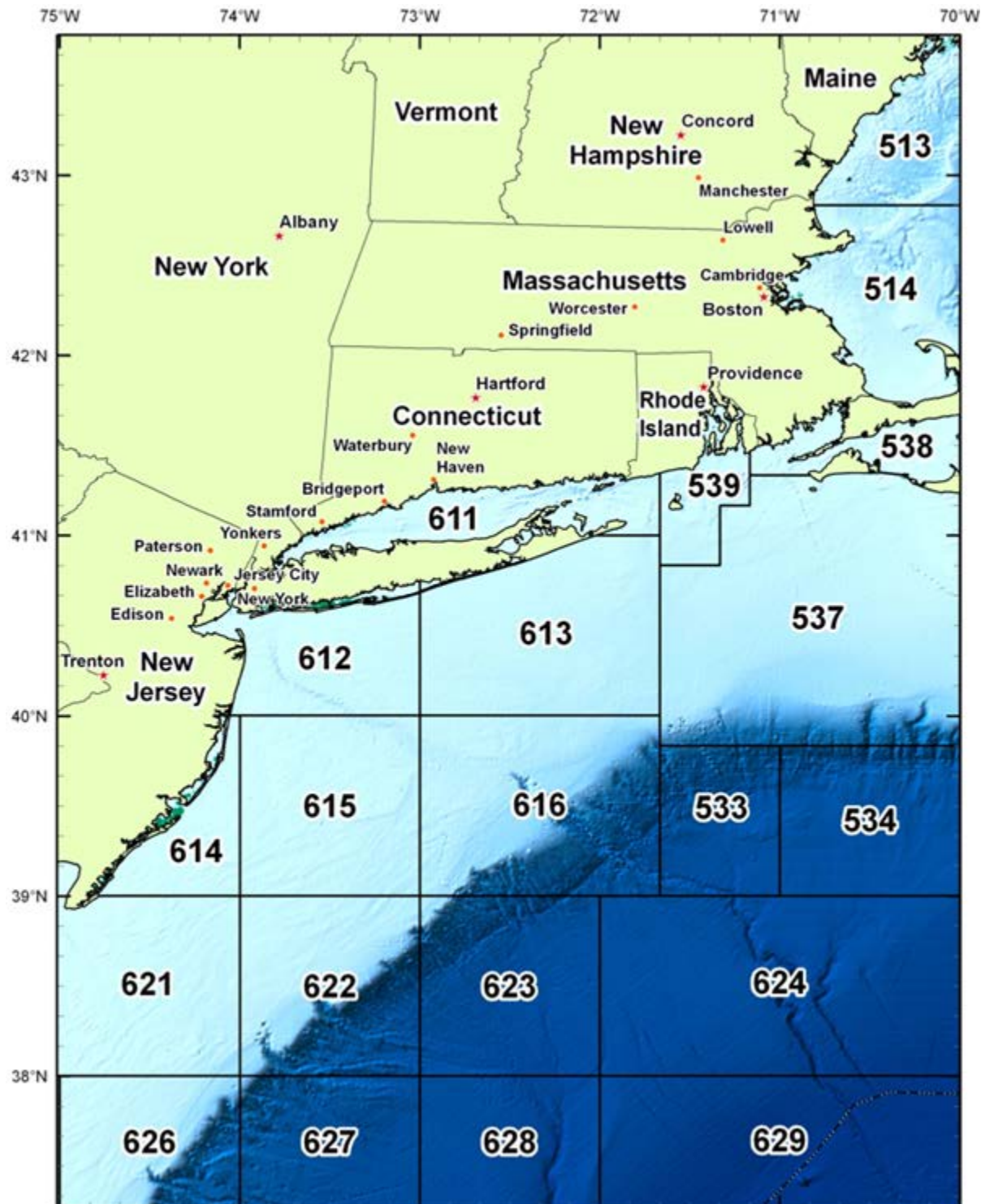


Figure 5: Mid-Atlantic Chart Areas

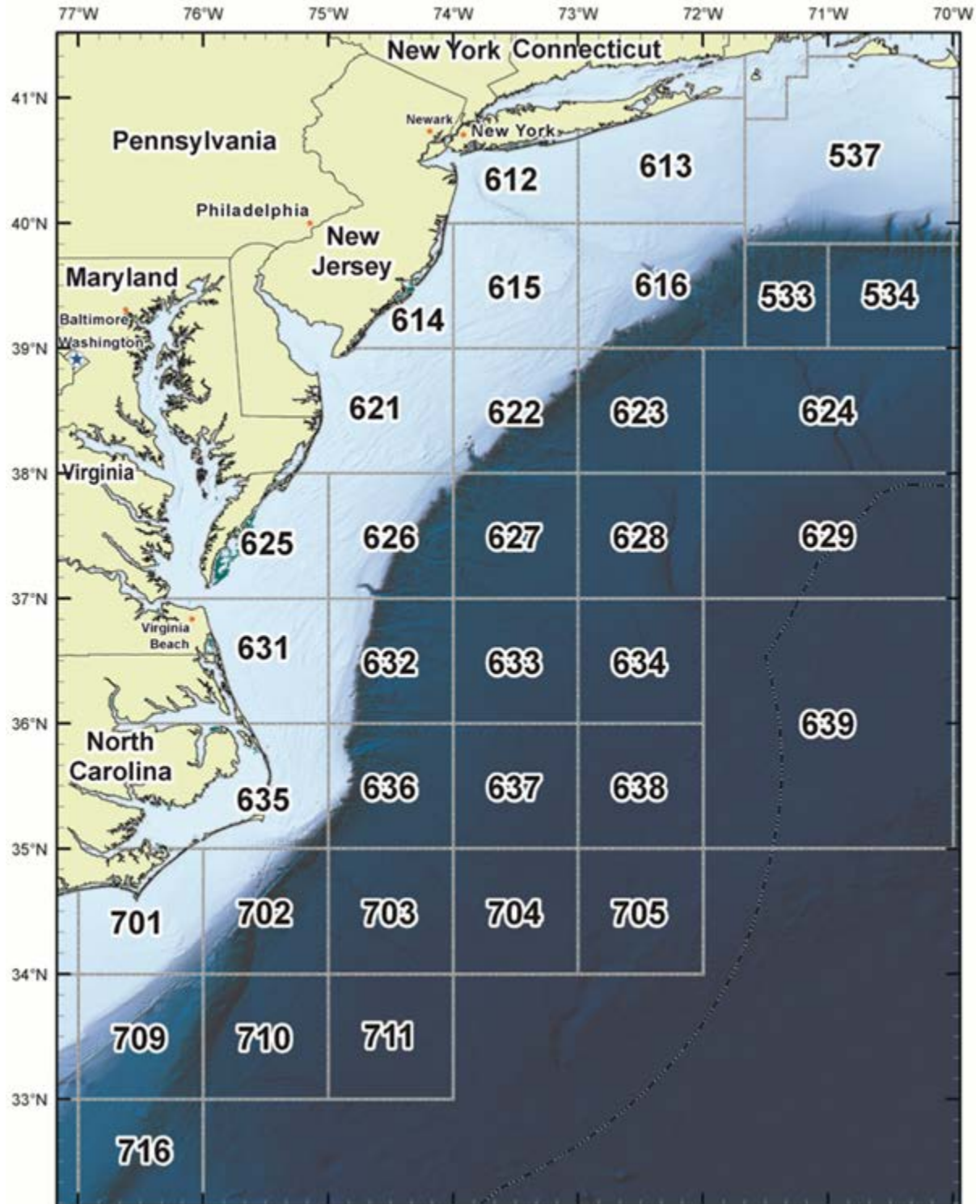




Figure 6: Massachusetts Bay and Cape Cod Bay Chart Areas

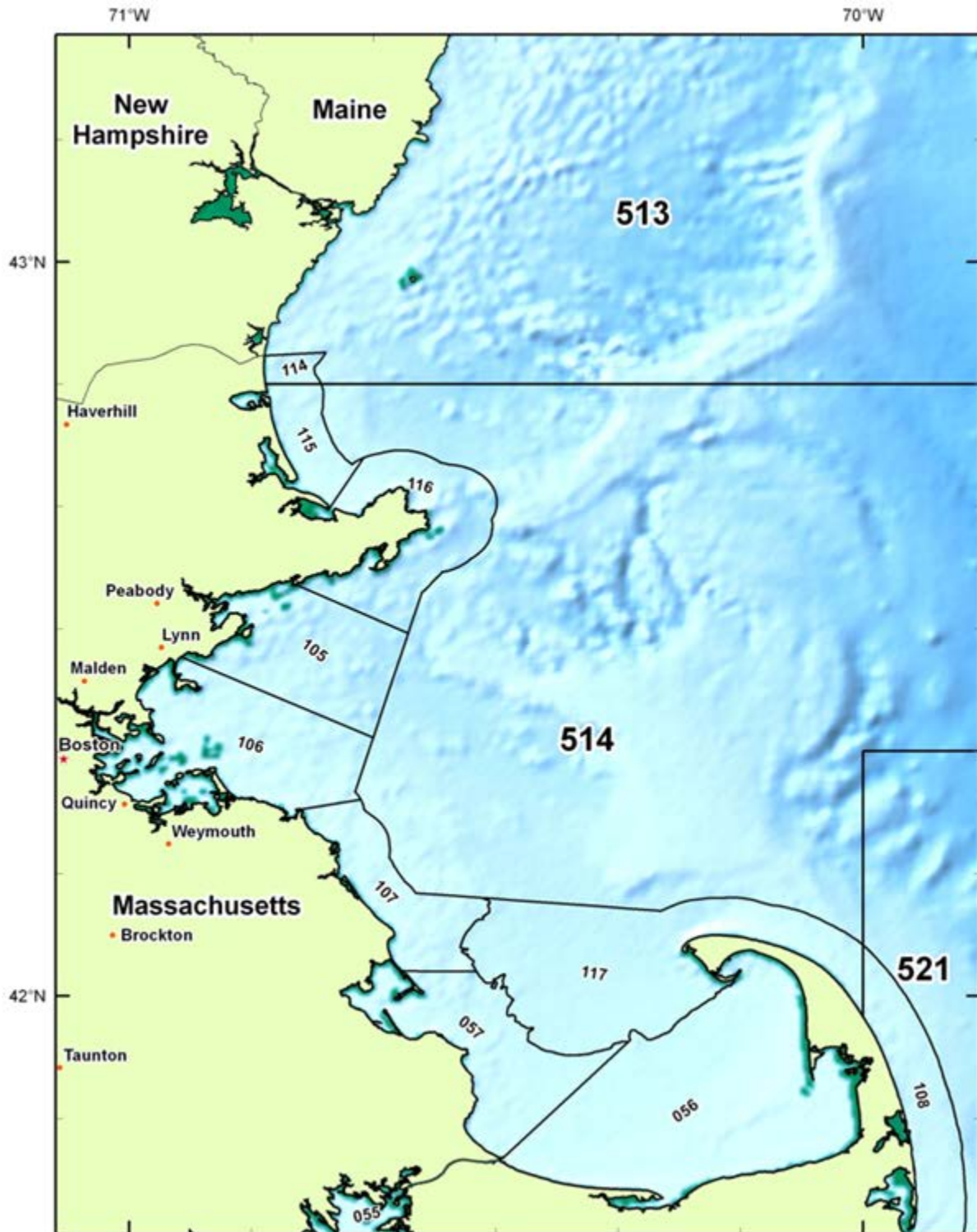


Figure 7: Rhode Island Sound Cape Cod and Islands Chart Areas

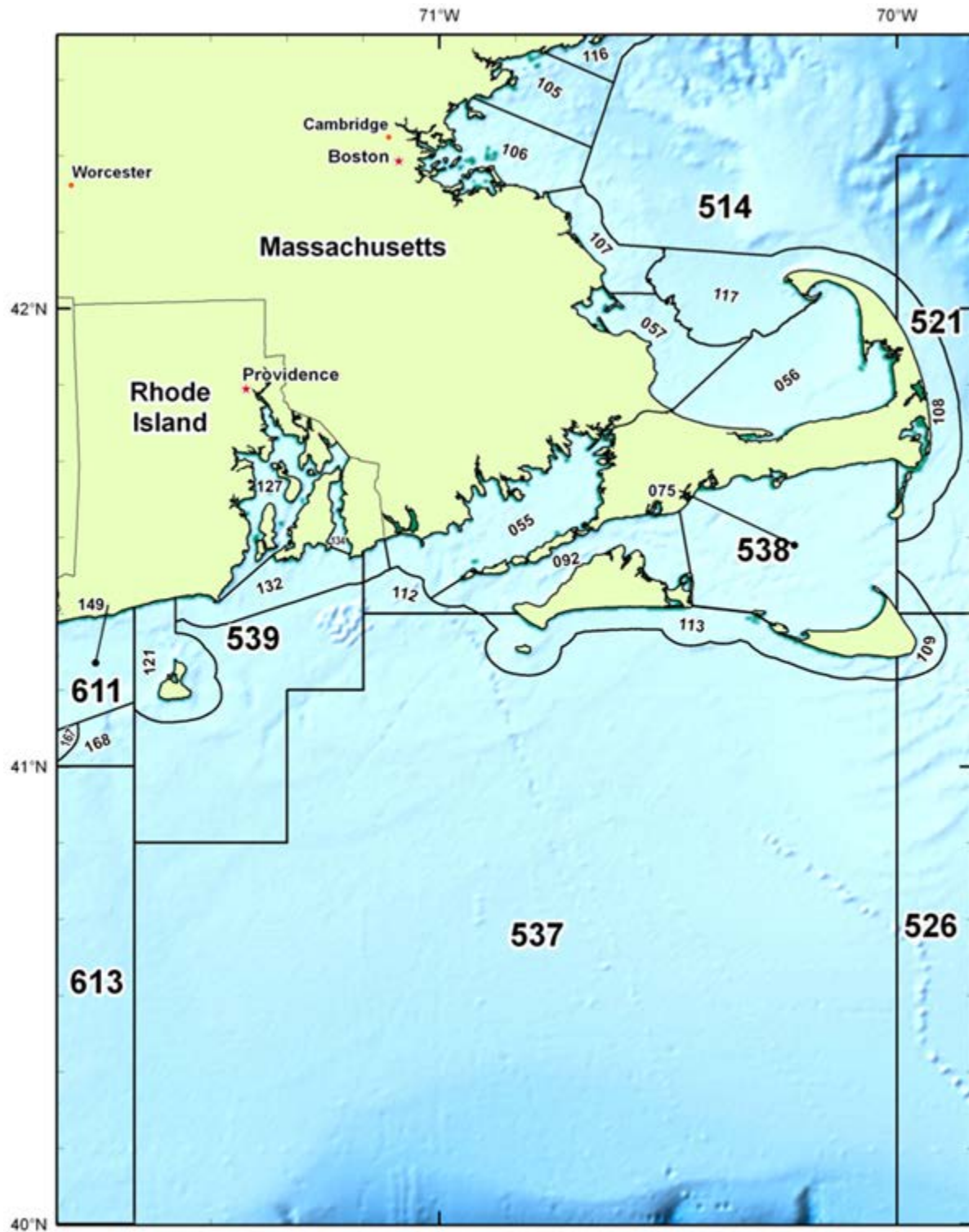




Figure 8: Long Island Sound and New York Chart Areas



Figure 9: Cape Hatteras and U. S. Southern Atlantic Chart Areas

