FILE A POSITIVE LANDINGS REPORT- AQUACULTURE

1. Click on "Report Landings" to file a positive report.

2. Select "Positive Report."

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."

4. The first section of the report is "General Information." Here you'll select the month of your report and vessel (if used). You can select the date by using the calendar icon or by using the drop-down arrows. *Remember:* Your report should summarize an entire month of harvest for each of your LPA or Site ID's.

LANDINGS REPORT (CR-9894)

Click HERE for reporting instructions

General Information

Trip Start Date (Do not select a Future Date) ★
Nov ▼ 1 ▼ 2020 ▼ 📅

Unload Date (Do not select a Future Date) ★
Nov ▼ 30 ▼ 2020 ▼ 📅

Vessel Name ★
t (TESSSSS) ▼

Nov	▲▼	2020	▲▼

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14

Effort Information

Gear Information

Fishing & Landing Area

Area Fished ★

Trip Start Date: *Always* put the first day of the month in this field. (Example: If you are submitting your monthly report for November, put 11/1 for the start date).

Unload Date: This will automatically default to the Trip Start Date. You can leave the date as the default value or select the last day of the month you are submitting a report for.

5. The second section of the report is "Effort Information." Here you'll type in the LPA or Site ID and select State and Port landed.

Effort Information

Gear Information **Fishing & Sea Time** **Fishing & Landing Area**

Area Fished ★
DAM 512

State Landed ★
Maine ▼

Area Fished: this is where you enter the LPA (limited purpose aquaculture) or Site ID you are reporting on. *You should only enter **one** LPA or Site ID per report.*

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

Port Landed ★ Damariscotta

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.

    Remember: The quantity harvested should *only* be for the LPA or Site ID you are reporting on, and it should be the *total quantity harvested (LB, BU, CT)* for the month you are reporting. The price can be the average price for the product for that month.

⊕ Add Another Catch ⊗ Delete Selected Catch

Species Information	Catch Information
Species *	
MUSSEL,BLUE ⌄	
Grade *	
Ungraded ⌄	
Market Description *	**Disposition in Compliance Reports** *
unsized - unsized ⌄	Sold to Dealer ⌄
Quantities *	Enter first few letters then select from drop down
800	
Quantity Unit *	**Dealer name**
LB - Pounds ⌄	Damariscotta River Distribution (315207)
Catch Price *	
$ 4.00	
Price Unit *	
Pound ⌄	

8. If you **grew and harvested** more than one species from the LPA or Site ID during the month you are reporting on, you need to select "Add Another Catch" after entering the information for the first species. 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 *	
MUSSEL,BLUE ⌄	
Grade *	
Ungraded ⌄	
Market Description *	**Disposition in Compliance Reports** *
unsized - unsized ⌄	Sold to Dealer ⌄
Quantities *	Enter first few letters then select from drop down
800	
Quantity Unit *	**Dealer name**
LB - Pounds ⌄	Damariscotta River Distribution (315207)
Catch Price *	
$ 4.00	
Price Unit *	
Pound ⌄	

9. Another box will pop-up below the species/product information you just entered, and you can add the next species to your report. You can continue clicking "Add Catch Information" until you have entered all species that were harvested from the LPA or Site ID during the month you are reporting on.

LB - Pounds

Price *
$4.00

Price Units *
Pound

Species *
Select ...

Value cannot be blank

Grade *
Select ...

Market Description *
Select ...

Quantity *

Units *
Select ...

Price *

Price Units *
Select..

Disposition in Compliance Reports *
Sold to Dealer

Enter first few letters then select from drop down

Dealer name
ROB'S LOBSTER SHOPPE

10. Once you're done entering the harvest data from the LPA or Site ID that you are reporting on, 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 LPA or Site ID and month chosen and returns you to the main LEEDS page.
- **Submit this report and create another positive report-** submits the landings data you entered for the specific LPA or Site ID and month chosen. You'll receive a pop-up box giving you the option to submit another report for your Aquaculture license. If you need to report on another LPA or Site ID, you would select "Yes" and then follow steps 4-9 until you have reported on all your LPA or Site ID's for any given month.
- **Submit this report and create another negative report-** submits the landings data you entered for the specific LPA or Site ID and month chosen and allows you to file 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.

LANDINGS REPORT (CR-112)   Close

Report created successfully

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

[Submit]   [Back]

LANDINGS REPORT (CR-121843)

Do you want to report on the same license?

[Yes]   [No]

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)   Cancel   Close

[Back]
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 *

[-- ▾][-- ▾][-- ▾] 📅   [-- ▾][-- ▾][-- ▾] 📅   [Select... ▾]

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)   Cancel   Close

Landings Report
Select the type of report to file *
● Positive Report
◯ Negative Report
License Type *   License number *
[Select ▾]   [Select ▾]

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

[Submit]   [Back]

Cancel   Close

Landings Report

Select the type of report to file ★

○ Positive Report

● Negative Report

Negative Report Start Date ★   Negative Report End Date ★

| -- ∨ | -- ∨ | -- ∨ | 🗓 | -- ∨ | -- ∨ | -- ∨ | 🗓 |

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

☐ 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)

Updated 10/18/22