



ROY COOPER  
*Governor*

ELIZABETH S. BISER  
*Secretary*

KATHY B. RAWLS  
*Director*

January 2024

Dear North Carolina Permitted Fish Dealer:

Enclosed are the instructions and daily reporting forms for Quota Monitoring permits. During the fishing season for a quota monitored species, these forms are to be completed daily and submitted to the Division of Marine Fisheries electronically, or by fax, e-mail, or phone call by **12 PM noon**, to report the previous day's landings. During the commercial fishing seasons for these species, compliance with permit reporting requirements will be closely monitored. Only **two courtesy calls per fishing period** will be placed to each dealer before Marine Patrol will be contacted to initiate the Notice of Violation (NOV) process.

During the commercial fishing season, opened by proclamation or rule, for which a Dealer Permit for Monitoring Fisheries under a Quota or Allocation is issued, it is **unlawful** for fish dealers issued such permits to fail to:

- Fax, e-mail, or submit electronically, by noon daily the previous day's landings for the permitted fishery on forms provided by the Division to the dealer. Landings for Friday, Saturday and Sunday may be submitted on the following Monday. If the dealer is unable to fax, e-mail, or electronically submit the required information, the permittee may call in the previous day's landings. The permittee must maintain a log furnished by the Division.
- Submit the required log to the Division upon request or **no later than five days after the close of the season** for the fishery permitted. Maintain faxes and other related documentation for 3 years in accordance with 15A NCAC 31.0114.
- **Notify the Quota Monitoring Biologist daily**, regardless of whether or not a transaction occurred for the fishery for which a dealer is permitted.
- Record the permanent dealer identification number on the bill of lading or receipt for each transaction or shipment from the permitted fishery.

Additionally, it is unlawful to land more than 100 pounds per trip of flounder taken from the Atlantic Ocean unless the owner of the vessel, or in the case of Land or Sell Licenses, the responsible party, has been issued a License to Land Flounder from the Atlantic Ocean and the vessel in use is the vessel specified on the License to Land Flounder from the Atlantic Ocean. Dealers shall not buy more than 100 pounds of flounder taken from the Atlantic Ocean without having a Flounder Dealer Permit.

As we begin another season of monitoring fisheries under quota allocations, many thanks go to all who have consistently submitted their quota monitoring logs in a timely manner. This has continued to improve every year. If you have any questions about Atlantic Ocean Flounder, Estuarine Flounder, Black Sea Bass North of Cape Hatteras, Striped Bass, or Spiny Dogfish, or if you need more Daily Quota Monitoring Logs, please contact the Quota Monitoring Biologist, Marisa Ponte.

**Fax:** 252-515-5608 | **Office Phone:** 252-515-5550 | **Cell Phone:** 252-904-7810  
**Email:** Marisa.Ponte@deq.nc.gov

Sincerely,

Marisa Ponte



ROY COOPER  
*Governor*

ELIZABETH S. BISER  
*Secretary*

KATHY B. RAWLS  
*Director*

TO: NORTH CAROLINA QUOTA MONITORING PERMITTED DEALERS

FROM: COLONEL CARTER WITTEN, NC MARINE PATROL

Dear North Carolina Permitted Fish Dealer,

As a business dealing with seafood in the State of North Carolina, your participation in complying with the rules and regulations is crucial for the management of our resources. As these rules and regulations become more complex, it is critically important that the basics are not forgotten. If you are a licensed North Carolina fish dealer, your responsibility includes ensuring that any seafood purchased directly from fishermen comes only from a North Carolina licensed fisherman. Do not assume that a fisherman's license is current just because you have done business with the individual in the past. You must look at the license to verify that it is valid before a transaction occurs. Marine Patrol has issued citations to dealers who have purchased seafood from individuals who were not properly licensed.

Another responsibility is to ensure seafood is properly documented when purchased. For licensed dealers, this includes recording each transaction at the time and place of landing on the form provided by the Division - known as a "Trip Ticket." These forms must be completely filled out with the required information and submitted to the Division as instructed. This requirement can be found in the Marine Fisheries Commission rulebook under NC General Statute 113-168.2 and 15A NCAC 03I.0114. If you are purchasing seafood that has already been handled by another dealer, you are required to have receipts showing proof of the purchase, and you must keep these receipts on hand, ready for inspection by Marine Patrol officers.

The "Trip Tickets" are used by a variety of Division staff. Fisheries Managers use the data for management of the resource. Marine Patrol uses the data to follow up on and substantiate information concerning both fishermen and dealers. Legal cases have been made where this data was instrumental in determining the outcome. Your assistance in completing these reports timely and accurately helps us all ensure sustainable fisheries for the future. Please contact your local Division of Marine Fisheries office if you have any questions about licenses or regulations.

Sincerely,

Carter Witten, Colonel  
NC Marine Patrol



## Instructions for the Quota Monitoring Reporting Form (Log)

January 2024

To correctly complete the Quota Monitoring Reporting Form, record the following information:

1. **Dealer Name** – record the name of the Dealer that has the Quota Monitoring Permit.
2. **Dealer #** - record the Dealer License Number (D - number) for the permitted dealer location.
3. **Date Landed** – record the date of landing for the monitored species being reported.
4. **Permit #** - record the permit number issued by the NCDMF. Each permit has a unique number. This permit number is not the same as the D – number.
5. **No Landings** – check the box(s) if no landings occurred for a permitted fishery for the day being reported.
6. **Record the required information, including no landings, for each permitted fishery** (Striped Bass, Atlantic Ocean Flounder, Estuarine Flounder, Spiny Dogfish, and Black Sea Bass North of Cape Hatteras):
  - a) **Striped Bass** – Record the number of tags used and total pounds landed by gear type and/or specific area for each area selected on the permit.
  - b) **Estuarine Flounder** – Record the number of vessels used and the total pounds landed by each gear type in each area.
  - c) **Atlantic Ocean Flounder, Spiny Dogfish, and Black Sea Bass N. Hatteras** – Record the number of vessels and the total pounds landed **for each species**.
7. **Signature and Date** (the Permittee or Designee is responsible for ensuring that all information is correct in all the required fields and must sign and date the form prior to submittal to DMF).

The permitted Fish Dealer must submit logs electronically, or by fax or e-mail by noon daily, to report landings for the previous day (midnight to midnight) including weekends to the Quota Monitoring Biologist:

**Fax:** 252-515-5608 | **Email:** [Marisa.Ponte@deq.nc.gov](mailto:Marisa.Ponte@deq.nc.gov)

**NOTE:** If landings are called in, the paper logs must still be completed for each day of the season and **mailed/emailed to the NCDMF no later than five (5) days after the close of the season for the permitted fishery.**

Landings for Fridays and Saturdays may be submitted on the following Monday (by noon). Submit **one** reporting form for each day, even if no landings occurred. For example: on Monday, submit one form for Friday, one form for Saturday and one form for Sunday.

- ◆ The completed Reporting Forms and other related documentation must be kept for a period of not less than 3 years, in accordance with 15A NCAC 31.0114.
- ◆ **This Reporting Form does NOT replace Trip Tickets.** All NCDMF Trip Ticket Program reporting requirements must continue to be followed.



## Instructions for Dealers with NC Trip Ticket Software

January 2024

The NC Trip Ticket software can produce the Quota Monitoring Daily Reporting Form (Log) from landings information entered in the Trip Ticket software through the *Quota Monitoring Report* feature. The dealer may submit the logs electronically **OR** print, sign, and fax or e-mail the log to the Division.

### **Create and Electronically Submit a Quota Monitoring Report**

- 1) Enter your tickets for the reporting day. On the top toolbar of the main screen, click “Reports” and then select “Quota Monitoring Report.”
- 2) In the Quota Monitoring Report screen, enter the “Unload Date” for the report in the top left corner.
- 3) Click “Send QM Report to Agency”. We will get a file with your daily report, the same way that we receive your trip tickets.

### **Print or Save a Quota Monitoring Report**

You can also print or export (save) a copy of the report for your records, or submit an electronic copy through alternative methods.

- 1) Follow steps 1 and 2 above to create your report, then click “Print Quota Monitoring Report”.
- 2) The program compiles the landings and produces the report on the screen. The log may then be printed or exported.



### **Submit by Email**

- 1) Save a digital copy of your report by selecting export on the report screen, and then select Rich Text Format with a destination of Disk File. Click OK.
- 2) Save the file in a known folder with an informative name like *YourDealerName\_ReportDate.rtf*
- 3) Send the file as an attachment in an e-mail to [Marisa.Ponte@deq.nc.gov](mailto:Marisa.Ponte@deq.nc.gov).

### **Submit by Fax**

- 1) Print the log by selecting the printer icon on the report screen. Sign, date, and fax this to the Division at (252) 515-5608. Keep a copy for your records.

All reporting requirements otherwise remain the same. All permitted dealers must submit logs daily while the season is open, regardless of whether they had landings or not. If you have questions, please contact the Quota Monitoring Biologist, Marisa Ponte.

**Office Phone:** (252) 515-5550 | **Cell Phone:** (252) 904-7810  
**Email:** [Marisa.Ponte@deq.nc.gov](mailto:Marisa.Ponte@deq.nc.gov).

**Division of Marine Fisheries**

**QUOTA MONITORING PERMITS DAILY REPORTING FORM (LOG)**

<b>Dealer Name</b>	<b>Dealer #</b>	<b>Date Landed</b> MO. / DAY / YR.
John Q. Fish Co.	9999	01/01/2023

<b>STRIPED BASS HARVEST</b>		<b>Permit #</b>	<b>220044</b>
<b>ATLANTIC OCEAN</b>		* CHECK OR "X" BOX IF NO LANDINGS <input checked="" type="checkbox"/>	
<b>Gill Net</b>		<b>Trawl</b>	
No. of Tags Used		No. of Tags Used	
Pounds		Pounds	
<b>ALBEMARLE SOUND MANAGEMENT AREA</b>		<b>SOUTHERN AREA</b>	
* NO LANDINGS <input type="checkbox"/>		* NO LANDINGS <input checked="" type="checkbox"/>	
No. of Tags Used	<b>25</b>	No. of Tags Used	
Pounds	<b>100</b>	Pounds	
<b>CENTRAL AREA</b>		<b>CHECK OR "X" BOX IF NO LANDINGS</b>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<b>Pungo River</b>		<b>Neuse River</b>	
No. of Tags Used		No. of Tags Used	
Pounds		Pounds	
<b>Pamlico River</b>		<b>White Oak River</b>	
No. of Tags Used		No. of Tags Used	
Pounds		Pounds	
<b>Bay River</b>		<b>Carteret Co. (except White Oak River)</b>	
No. of Tags Used		No. of Tags Used	
Pounds		Pounds	

**EXAMPLE**

<b>ESTUARINE FLOUNDER HARVEST</b>		*NO LANDINGS <input type="checkbox"/>	<b>Permit #</b>	<b>220041</b>
<b>MOBILE GEARS</b>		<b>POUND NET</b>		
*NO LANDINGS <input type="checkbox"/>		*NO LANDINGS <input type="checkbox"/>		
<b>Northern Area</b>		<b>Northern Area</b>		<b>Southern Area</b>
*NO LANDINGS <input type="checkbox"/>	<input checked="" type="checkbox"/>	*NO LANDINGS <input type="checkbox"/>	*NO LANDINGS <input checked="" type="checkbox"/>	*NO LANDINGS <input checked="" type="checkbox"/>
No. of Vessels Used	<b>1</b>	No. of Vessels Used	<b>1</b>	No. of Vessels Used
Pounds	<b>115</b>	Pounds	<b>1,000</b>	Pounds

<b>ATLANTIC OCEAN FLOUNDER HARVEST</b>		* NO LANDINGS <input type="checkbox"/>	<b>Permit #</b>	<b>220005</b>
Number of Vessels Used in Harvest	<b>1</b>	Pounds	<b>30,000</b>	

<b>SPINY DOGFISH HARVEST</b>		* NO LANDINGS <input checked="" type="checkbox"/>	<b>Permit #</b>	<b>220006</b>
Number of Vessels Used in Harvest		Pounds		

<b>BLACK SEA BASS N. HATTERAS HARVEST</b>		* NO LANDINGS <input type="checkbox"/>	<b>Permit #</b>	<b>220007</b>
Number of Vessels Used in Harvest	<b>1</b>	Pounds	<b>300</b>	

*I certify that all information recorded above is true, accurate, and complete.*

Permittee or Designee Signature: John Q. Fish Co. Date: **1/1/2023**

**Division of Marine Fisheries**

**QUOTA MONITORING PERMITS DAILY REPORTING FORM (LOG)**

<b>Dealer Name</b>	<b>Dealer #</b>	<b>Date Landed (Mo/Day/Yr)</b>

<b>STRIPED BASS HARVEST</b>			<b>Permit #</b>	
<b>ATLANTIC OCEAN</b>			<b>*CHECK OR "X" BOX IF NO LANDINGS</b>	
<b>Gill Net</b>		<b>Trawl</b>		<b>Beach Seine</b>
No. of Tags Used		No. of Tags Used		No. of Tags Used
Pounds		Pounds		Pounds
<b>ALBEMARLE SOUND MANAGEMENT AREA *NO LANDINGS</b>		<b>SOUTHERN AREA *NO LANDINGS</b>		
No. of Tags Used		No. of Tags Used		
Pounds		Pounds		
<b>CENTRAL AREA</b>		<b>*CHECK OR "X" BOX IF NO LANDINGS</b>		
<b>Pungo River</b>		<b>Neuse River</b>		<b>Bays (N of Far Creek) Pamlico Sound</b>
No. of Tags Used		No. of Tags Used		No. of Tags Used
Pounds		Pounds		Pounds
<b>Pamlico River</b>		<b>Outer Banks, Pamlico Sound</b>		<b>White Oak River</b>
No. of Tags Used		No. of Tags Used		No. of Tags Used
Pounds		Pounds		Pounds
<b>Bay River</b>		<b>Bays (Far Creek &amp; S/E) Pamlico Sound</b>		<b>Carteret Co. (except White Oak River)</b>
No. of Tags Used		No. of Tags Used		No. of Tags Used
Pounds		Pounds		Pounds

<b>ESTUARINE FLOUNDER HARVEST</b>				<b>*NO LANDINGS</b>		<b>Permit #</b>			
<b>MOBILE GEARS</b>				<b>POUND NET</b>					
<b>Northern Area</b>		<b>Southern Area</b>		<b>Northern Area</b>		<b>Central Area</b>		<b>Southern Area</b>	
No. of Vessels Used		No. of Vessels Used		No. of Vessels Used		No. of Vessels Used		No. of Vessels Used	
Pounds		Pounds		Pounds		Pounds		Pounds	

<b>ATLANTIC OCEAN FLOUNDER HARVEST</b>				<b>*NO LANDINGS</b>		<b>Permit #</b>	
Number of Vessels Used in Harvest			Pounds				

<b>SPINY DOGFISH HARVEST</b>				<b>*NO LANDINGS</b>		<b>Permit #</b>	
Number of Vessels Used in Harvest			Pounds				

<b>BLACK SEA BASS N. HATTERAS HARVEST</b>				<b>*NO LANDINGS</b>		<b>Permit #</b>	
Number of Vessels Used in Harvest			Pounds				

*I certify that all information recorded above is true, accurate, and complete.*

Permittee or Designee Signature: \_\_\_\_\_

Date: \_\_\_\_\_