



JOSH STEIN
Governor

D. REID WILSON
Secretary

KATHY B. RAWLS
Director

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 3I.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, Travis Williams.

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

Sincerely,
Travis Williams



JOSH STEIN
Governor

D. REID WILSON
Secretary

KATHY B. RAWLS
Director

TO: NORTH CAROLINA QUOTA MONITORING PERMITTED DEALERS

FROM: COLONEL CHRISTOPHER LEE, 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,

Colonel Christopher Lee

NC Marine Patrol



Instructions for the Quota Monitoring Reporting Form (Log)

December 2025

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:** QuotaMonitoring@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 Reporting with the Quota Monitoring Web Form

December 2025

The North Carolina Division of Marine Fisheries (NCDMF) is pleased to introduce a new Quota Monitoring web form for daily permitted activity reporting. The web form is available to all dealers who prefer to report electronically and may be used in place of the Quota Monitoring Daily Reporting Form (Log). Dealers must provide all required information each day a permitted, quota-monitored season is open. Records of submissions can be obtained by taking a screenshot, printing the confirmation from your browser, or providing an email address with each report. If an email address is provided, NCDMF will email confirmation of reported landings or zero landings for permitted species for the reported date(s). Certification of the report's accuracy is required for submission.

To access the form, please visit <https://quotamonitoringdmf.deq.nc.gov> or scan the provided QR code. When visiting the site, you will be greeted with a screen requesting your Dealer Number (D- Number) to begin the process of report submission.

Step by step reporting instructions:

- 1) **Visit:** <https://quotamonitoringdmf.deq.nc.gov> or scan the QR code below.
- 2) **Sign in:** Enter your **Dealer Number (D-Number)** on the sign-in screen and click “**Search.**” If the correct number has been entered, you will see your **Dealer Name.**
- 3) **Report:** Select “**I want to report zero landings for ALL species I hold permits for**” to record zero landings for all permitted species for selected dates. Select “**I have permitted landings to report**” to report landings for a **single reporting date.** If you have landings to report, the form will display a full list of your Quota Monitoring permitted species. Check the appropriate box(es) to enter landings for the species you landed. Any species not selected will be recorded as **zero** for the reported date.
- 4) **Confirm:** Provide an email address (**optional**) to receive an emailed confirmation showing reported or zero landings for the reported date(s). If you do not provide an email, you can capture the confirmation by screenshot or print after submission.
- 5) **Certify:** Check the box to confirm the report's accuracy; certification is required to submit.
- 6) **Submit:** Click **Submit** to transmit your Quota Monitoring report. Once submitted, your entries for the reported date(s) will be recorded and a confirmation screen will display. **Note:** Submissions cannot be edited after you click **Submit**; you may resubmit for the same reported date to update the landings – the latest submission will replace prior entries.

Quota Monitoring Report Web Form QR code:

<https://quotamonitoringdmf.deq.nc.gov>



All reporting requirements remain unchanged. During open seasons, all permitted dealers must submit daily logs, even on days with no landings.

If you have questions, please contact the Quota Monitoring Biologist, Travis Williams.

Office Phone: (252) 515-5550 | **Cell Phone:** (252) 904-7810 | **Email:** QuotaMonitoring@deq.nc.gov

Division of Marine Fisheries

QUOTA MONITORING PERMITS DAILY REPORTING FORM (LOG)

Dealer Name	Dealer #	Date Landed MO. / DAY / YR.
John Q. Fish Co.	9999	01/01/2026

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

EXAMPLE

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

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

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

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

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

Permittee or Designee Signature: John Q. Fish Co. Date: **1/1/2026**

Division of Marine Fisheries

QUOTA MONITORING PERMITS DAILY REPORTING FORM (LOG)

Dealer Name	Dealer #	Date Landed (Mo/Day/Yr)

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

ESTUARINE FLOUNDER HARVEST				*NO LANDINGS		Permit #			
MOBILE GEARS				POUND NET					
Northern Area		Southern Area		Northern Area		Central Area		Southern Area	
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	

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

SPINY DOGFISH HARVEST				*NO LANDINGS		Permit #	
Number of Vessels Used in Harvest			Pounds				

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

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

Permittee or Designee Signature: _____ Date: _____