

Version

9

NORTH CAROLINA DIVISION OF MARINE FISHERIES  
Trip Ticket Program



# **Trip Ticket User Manual**

# A Guide to Completing Trip Tickets in Accordance with the North Carolina Trip Ticket Program

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# THE TRIP TICKET PROGRAM

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*The North Carolina Trip Ticket Program is one of the leading fisheries data collection programs in the country.*

Seafood dealers began reporting commercial fisheries landings using trip tickets in January 1994. Prior to 1994, commercial fisheries statistics were collected on a voluntary basis. With the growing need for more accurate, detailed, and timely harvest statistics, a bill was drafted by the Joint Legislative Commission on Seafood and Aquaculture and passed by the state General Assembly which mandated trip level reporting of seafood landings by all licensed seafood dealers.

Since then, the Trip Ticket Program has enhanced the quality and quantity of commercial fisheries statistics collected by the Division of Marine Fisheries (DMF). Data collected through the Trip Ticket Program is used by various sectors of the public, including fishermen, dealers, citizens' groups, the media, educators and researchers.

Fisheries biologists and managers routinely use trip ticket data for stock assessments and fisheries management plans. Trip ticket data also plays a vital role during disaster relief efforts in assisting fishermen and dealers to qualify for federal aid.

Trip Ticket data are not considered public record (G.S. 113-170.3). The DMF may compile statistical information in summary form, which does not disclose the identity of any licensee or the source of the information. The DMF can use the data for program administration, enforcement, and determining conservation policies. Summarized trip ticket data can be viewed on the DMF website at <http://portal.ncdenr.org/web/mf/statistics/comstat>.

Trip Ticket Staff welcome you as a participant in the Trip Ticket Program. Please read through the manual to find out more about the program and to help answer any questions you may have.

## OUR GOAL

The Division of Marine Fisheries' goal is to make reporting as simple as possible. The data gathered from trip tickets help fisheries managers and the commercial fishing industry ensure that North Carolina's marine resources remain well managed and abundant. Your support and assistance is critical to the success of the program. We welcome you to the program and for any suggestions for improvements you may have. Contact your Commercial Port Agent for your area if you have any questions. A list of port agent contact information is located at the end of this manual.

# LEGAL REQUIREMENTS

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The legal requirements of the Trip Ticket Program are as follows:

**PURCHASING FISH:** The term “fish” includes finfish, crabs, shrimp, and shellfish (including bait). Fish dealers can only purchase fish from fishermen who present a current and valid license to sell the type of fish being offered at the time of each transaction. The vessel that was used to take the fish being offered must have a current and valid Commercial Fishing Vessel Registration. All commercial fishing licenses expire June 30th of each year. [G.S. 113-169.3 (i), (1) and (2)]

**RECORDING CATCH:** The dealer is required to complete a trip ticket for each transaction at the time and place of landing (one trip ticket per trip). A transaction is the transfer of seafood at the time of landing between the fisherman and dealer. A Landing is defined when seafood reach a licensed seafood dealer. If the dealer and fisherman are the same individual, then landing is defined when the seafood reach the shore or structure connected to shore. Every dealer is required to accurately and legibly complete all mandatory items on the trip ticket for each transaction. The person who records the transaction shall provide a completed copy of the transaction form (trip ticket) to DMF and to the other party of the transaction. If the fisherman and the dealer are the same individual, the trip ticket must be completed at the point of landing. [G.S. 113-168.2 (i)]

**REPORTING:** Every dealer is required to submit their completed DMF copies of trip tickets and a submittal/transaction form to the DMF Morehead City Office by the 10<sup>th</sup> of the following month. If a partial shipment was mailed for part of the month, a final shipment to complete the month is still required by the 10<sup>th</sup> of the following month. A submittal/transaction form is required from every dealer each month, even if no landings occurred for that month. Dealers who are “*seasonally closed*” for specified months of the license year may submit one (1) submittal/transaction form in advance. The dealer must retain his/her copies of the trip tickets for a period of not less than three (3) years. [MFC Rule 3I.0114 (a), (1) (2) and (3)]

**FISHERMAN REQUIREMENTS:** The fisherman (seller) must provide the dealer at the time of the transaction a current and valid license to sell the type of fish being offered, and if a vessel is used, a valid Commercial Fishing Vessel Registration number. The fisherman must also provide complete and accurate information on harvest method, area of catch and other information required by DMF. A fisherman can only sell to licensed seafood dealers. [MFC Rule 3I.0114 (b)]

**Laws and Rules** governing the requirements of the Trip Ticket Program are printed in the *North Carolina Fisheries Rules for Coastal Waters* and include:

G.S. 113-169.3	Licenses for fish dealers.
G.S. 113-168.2 (i)	Record-keeping Requirements.
G.S. 113-170.3	Record-keeping Requirements.
MFC Rule 3I. 0101	Definitions.
MFC Rule 3I. 0114	Recordkeeping Requirements.
G.S. 113-136	Enforcement Authority of Inspectors.

# PURCHASING FISH

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Fishermen must provide the dealer with a current and valid license to sell the type of fish being offered, and a valid Commercial Fishing Vessel Registration of the vessel (P-number) used to catch the fish being offered. If no vessel was used in harvesting, the “CHECK IF NO VESSEL USED” box must be checked .

The dealer must also obtain information from the fishermen on the gear used, where the fish were caught (what waterbody), the number of crew on board, dates of the trip, pounds/units, and any other mandatory information on the trip ticket. Fishermen are required to supply this information.

*Commercial licenses expire on June 30<sup>th</sup> of each year. Types of licenses that fishermen can use to sell seafood are listed on pages 16- 19 of this manual.*

# RECORDING CATCH

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Dealers are supplied with paper trip tickets or electronic trip ticket software by DMF at no cost. **Complete one trip ticket per fishing trip<sup>1</sup>**. Landings from multiple trips are NOT to be combined on one trip ticket. See “Steps for Completing Trip Tickets” on pages 20 - 31 for information on how to complete a trip ticket.

In the event a fisherman is also a licensed NC Fish Dealer, all transactions (trip tickets) shall be recorded at the point of landing. If the “fisherman/dealer” sells a catch to another fish dealer, a trip ticket should already have been completed and the “second” dealer is only required to show a receipt or bill of purchase to verify the purchase of said fish. The “second” dealer does not complete a trip ticket.

Please review your trip tickets before mailing them for any missing information such as a gear or waterbody not circled, missing or inaccurate license numbers, or missing dates. Please ensure that all information on each trip ticket is complete. Use a ball point pen (no pencils or felt tip pens) and press firmly when writing to ensure the information being recorded goes through all four copies of the trip ticket.

## **Voided Tickets:**

Do not throw tickets away that are soiled or have errors. Please write “VOID” across them and submit them with other completed tickets. The DMF tracks and monitors ticket use.

<sup>1</sup> A **trip** is defined as the time period beginning when a vessel or fisherman leaves port to conduct fishing activities and ends when that vessel or fisherman returns to land the catch. The duration of a trip can vary from a few hours, as in hand clamming, to several days, as in ocean flounder trawling. An assessment of the number of trips gives an indication of the amount of effort conducted by commercial fishermen within that fishery.

# REPORTING TO DMF

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For Seafood Dealers using paper trip ticket forms, the DMF copies (pink and yellow sheets) of completed trip tickets, and a completed green submittal/transaction form for any given month must be received by DMF **on or before the 10<sup>th</sup> of the following month**. For example, tickets recorded from January 1<sup>st</sup> to January 31<sup>st</sup> are due at DMF by February 10<sup>th</sup>, and so on, monthly. Please make sure your trip tickets reach the Morehead City office by this due date. Trip ticket data submitted electronically must also be received by DMF on or before the 10<sup>th</sup> of the following month. Dealers failing to report by the 10<sup>th</sup> of the following month will be turned over to Marine Patrol for violation of reporting requirements (see Legal Requirements on page 2).

The DMF supplies postage-paid envelopes to mail in your trip tickets. There are three sizes of envelopes available – regular business-sized envelopes, for mailing submittal forms (have no trip tickets to send) or a few trip tickets, and small and large white Tyvek envelopes, for larger volumes of trip tickets.

## THE SUBMITTAL / TRANSACTION FORM (the “Green Form”)

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From this point forward the Submittal/Transaction Form will be referred to as the “*submittal form*”. An example of this form can be found on page 6.

A submittal form must be completed and sent with EACH SHIPMENT of trip tickets.

Steps for completing a submittal form are as follows:

1. **AFFIX A PRE-PRINTED LABEL** in the block at the top of the form where *Dealer #*, *Dealer name*, and *County* is specified. The Trip Ticket Program will send you address labels to use on submittal forms.
2. Complete the **MONTH AND YEAR** of trip tickets being sent.

If you are sending in tickets from more than one month, PLEASE COMPLETE A SEPARATE FORM FOR EACH MONTH BEING SUBMITTED. DO NOT COMBINE MULTIPLE MONTHS ON ONE SUBMITTAL FORM.

3. **IS THIS A COMPLETE MONTH?** (Are you sending only a partial month’s worth of tickets or a complete month?) Check the appropriate box.

If you check “NO”, a final shipment to complete the month is still required on or before the 10<sup>th</sup> of the following month.

4. Fill in the **NUMBER OF TRIP TICKETS ENCLOSED**, including the **NUMBER OF VOIDS** included, if applicable.

5. If **NO TICKETS ARE BEING SUBMITTED**, please indicate why (no transactions/did not purchase seafood from fishermen that month, vessel broken down, weather/environmental conditions, etc.).
  - a. **“0” Submittals: If no trip tickets are completed in a given month (no transactions took place), a submittal form indicating “0” trip tickets must still be reported to the DMF on or before the 10<sup>th</sup> of the following month.**
6. Indicate **SEASONALLY CLOSED MONTHS** by circling the months you will be closed, if applicable.
  - a. Dealers who know ahead of time they are not going to be purchasing seafood from fishermen during certain months of the year, can alert the DMF to that fact by circling the intended months in the “Seasonally Closed” portion of the submittal form. During the months a dealer indicates as closed, no reporting to DMF is necessary.
  - b. If a dealer purchases seafood during his/her seasonally closed month(s), trip tickets must be completed on whatever is bought and mailed in by the due date. **Reporting automatically cancels the “seasonally closed” status and the dealer must return to monthly reporting until seasonally closed months are indicated on the submittal form again.**
  - c. **If you do not indicate you are seasonally closed on a prior submittal form, a submittal form is required every month by the due date regardless of whether any transactions took place.**
7. Fill in the **NAME AND SIGNATURE** of the person filling out the submittal and the **DATE**.
8. Mail the submittal form in the same envelope with the pink and yellow copies of the trip tickets in time to be received by DMF on or before the 10<sup>th</sup> of the following month.

## SUPPLIES

Additional supplies (trip tickets, submittal forms, envelopes, labels, etc.) may be ordered on the bottom of the submittal form. Please indicate the amount and type of tickets, or other supplies needed, for example: 2 books of Type 1 Finfish.

Trip tickets and supplies can also be ordered by phone by calling **(800) 682-2632**, or contacting the Commercial Port Agent for your area. A list of port agent contact information is located at the end of this manual.

### TRIP TICKET SUBMITTAL / TRANSACTION FORM

TRIP TICKETS AND SUBMITTAL FORM ARE DUE IN THE TRIP TICKET OFFICE BY THE 10<sup>TH</sup> OF THE FOLLOWING MONTH.

USE PRE-PRINTED SUBMITTAL FORM LABEL:

DEALER #: \_\_\_\_\_  
DEALER NAME: \_\_\_\_\_  
COUNTY: \_\_\_\_\_

**MF-Environmental Quality  
USE ONLY**

DATE RECEIVED: \_\_\_\_\_

BATCH DATE: \_\_\_\_\_

PORT AGENT

Initials: \_\_\_\_\_

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

PLEASE COMPLETE THE FOLLOWING:

1. MONTH/YEAR SUBMITTED: \_\_\_\_\_

*Please use **ONE FORM** for each month submitted.  
Do not record multiple months on one submittal form.*

2. IS THIS A COMPLETE MONTH? CHECK ONE: YES \_\_\_\_\_ NO \_\_\_\_\_

IF NO, IS THIS THE MONTH'S FINAL SHIPMENT? YES \_\_\_\_\_ NO \_\_\_\_\_

3. NUMBER OF TRIP TICKETS ENCLOSED, INCLUDING VOIDED\* TICKETS \_\_\_\_\_

**\*NUMBER OF VOIDS INCLUDED IN TOTAL ABOVE Please do not staple tickets together.**

4. IF NO TICKETS SUBMITTED, WHY? \_\_\_\_\_

SEASONALLY CLOSED MONTHS Indicate months "seasonally closed" by circling appropriate month(s):

JUL AUG SEPT OCT NOV DEC JAN FEB MAR APR MAY JUN

*A dealer's license remains active even while "seasonally closed". If seafood is purchased during a closed month, please complete tickets and send them in. Your closed status will be cancelled and you must return to regular reporting until you indicate months closed again.*

FORM COMPLETED BY (PRINT NAME): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*I verify that the above information is correct and that I am fully aware of the mandatory reporting requirements associated with being a licensed Fish Dealer in North Carolina. (G.S. 113-168.2, G.S. 113-170.3, 113-169.3 and MFC Rule 3I.0114)*

**REQUEST FOR SUPPLIES** Indicate the number of ticket books, envelopes, etc. needed:

TYPE 1 FINFISH \_\_\_\_\_ TYPE 7 SHELLFISH \_\_\_\_\_ BUSINESS REPLY ENVELOPES \_\_\_\_\_  
TYPE 3 CRAB (MULTI-GEARS) \_\_\_\_\_ TYPE 10 CRAB POT (MULTI-TRIP) \_\_\_\_\_ LG TRIP TICKET ENVELOPES \_\_\_\_\_  
TYPE 5 RIVER \_\_\_\_\_ TYPE 11 CRAB POT (LBS. ONLY) \_\_\_\_\_ SM TRIP TICKET ENVELOPES \_\_\_\_\_  
TYPE 6 SHRIMP \_\_\_\_\_ SUBMITTAL FORM W/LABELS \_\_\_\_\_

**FISHING EVENTS (OPTIONAL)** Comment on factors that may have affected commercial fishing activity this month, for example: weather events, market conditions, or other factors (attach a sheet of paper if more space is needed):

Other Comments:

# TYPES OF TRIP TICKETS AVAILABLE

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The trip tickets are 4-part forms with copies for the fisherman (white copy), the dealer (blue copy), and 2 DMF copies (pink and yellow copies). There are (seven (7) trip ticket types. They have all been pre-coded with the primary species caught in key North Carolina fisheries (see below).

<u>TRIP TICKET TYPE</u>	<u>PRINCIPAL FISHERIES COVERED</u>
FINFISH (Type 1)	Long haul, swipe net, beach seine, sound and ocean gill net, pound net, rod-n-reel, and shark longline
CRAB MULTI-GEAR (Type 3)	Crab pot, peeler pot, crab trawl, crab dredge, peeler and soft crab fisheries. This ticket can record hard crabs in the bushels and soft crabs by dozens.
RIVER (Type 5)	River gill net, pound net, eel pot, and river fish pot – most Albemarle Sound fisheries
SHRIMP (Type 6)	Sound and ocean shrimp trawl
SHELLFISH (Type 7)	Clam, oyster, and sound and ocean scallop fisheries
CRAB POT MULTI-TRIP (Type 10)	Crab pot fishery (multiple trips per ticket)
CRAB POT (Type 11)	Crab pot fishery (smaller, single trip forms)

Examples of each trip ticket type begin on page 8 and continue through page 14.

NOTE: Due to formatting differences, versions of trip tickets in this manual are not identical to the actual tickets used, but are for example purposes only.









7 -  
NORTH CAROLINA TRIP TICKET (SHELLFISH)

FISHERMAN NAME:		FISH DEALER #	
FISHERMAN LICENSE #		CHECK BOX IF NO VESSEL USED → →	
TRIP START DATE MO   DAY   YR		CFVR # <b>P</b>	
UNLOADING DATE MO   DAY   YR		NO. OF CREW:	

TRANSACTION #	
IF CATCH WAS MADE FROM LEASED BOTTOM RECORD LEASE NUMBER BELOW	
1	PUBLIC BOTTOM
2	LEASED BOTTOM → Lease # _____

**CIRCLE ALL GEARS USED**

951	By Hand	815	Oyster Dredge
853	Hand Rake	823	Bay Scallop Dredge
850	Bull Rake	825	Sea Scallop Dredge
840	Hand Tongs	704	Scallop Scoop
802	Clam Dredge Hydraulic	214	Scallop Trawl
220	Clam Trawl Kicking	215	Shrimp Trawl

**CIRCLE ONE WATERBODY WHERE MOST OF CATCH WAS MADE**

03	Bay River	31	Newport River
05	Bogue Sound	43	North River/Back Sound
06	Cape Fear River	33	Pamlico River
08	Core Sound	34	Pamlico Sound
09	Croatan Sound	52	Pungo River
53	Inland Waterway - Brunswick	45	Roanoke Sound
54	Inland Waterway - Onslow	38	Shalotte River
11	Lockwood Folly	39	Stump Sound
12	Masonboro Sound	41	Topsail Sound
29	Neuse River	42	White Oak River
30	New River		
20	Ocean 0-3 miles (North of Cape Hatteras)		
22	Ocean greater than 3 miles (North of Cape Hatteras)		
21	Ocean 0-3 miles (South of Cape Hatteras)		
23	Ocean greater than 3 miles (South of Cape Hatteras)		

Dealer/Fisherman Use

<b>DESIGNATED SHELLFISH HARVEST AREA</b>					
Record harvest area designation from a Shellfish Sanitation map. _____					

KIND	CODE	UNITS	DSP	UNIT PRICE	TOTAL PRICE
Clams (Number) Mixed	9010				
Clams (Number) Mixed	9010				
Little Neck	9011				
Top Neck	9012				
Cherry	9013				
Top Cherry	9014				
Chowder	9015				
Clams Bushels	9020				
Clams Bags	9030				
Blood Clams Shell Weight (LBS)	9080				
Blood Clams Number	9090				
Conchs/Whelks Shell Weight (LBS)	9160				
Number	9180				
Bay Scallops Bushels	9310				
Pounds Meats	9300				
Gallons	9320				
Sea Scallops Bushels	9410				
Pounds Meats	9400				
Oysters Bushels	9260				
Oysters Numbers	9270				
Monkails	1160				
Stone Crabs Pounds Claws	8150				
Shrimp Mixed, Heads On	8800				
Flounder Mixed	2300				

FISHERMAN COPY

North Carolina Division of Marine Fisheries, PO Box 769, Morehead City, NC 28557-0769

**NORTH CAROLINA TRIP TICKET (CRAB POT MULTI-TRIP)**

**CIRCLE ONE WATERBODY WHERE MOST OF CATCH WAS MADE**

**10 -**

FISH DEALER #	01	Albemarle Sound	08	Core Sound	12	Masonboro Sound	34	Pamlico Sound	38	Shalotte River
FISHERMAN NAME:	02	Alligator River	09	Croatan Sound	29	Neuse River	35	Pasquotank River	39	Stump Sound
FISHERMAN LICENSE #	03	Bay River	10	Cumtuck Sound	30	New River	36	Perquimans River	41	Topsail Sound
← ← CHECK BOX IF NO VESSEL USED	05	Bogue Sound	53	Inland Waterway - Brunswick Co.	31	Newport River	52	Pungo River	42	White Oak River
CFVR # <b>P</b>	06	Cape Fear River	54	Inland Waterway - Onslow Co.	43	North River/Back Sound	37	Roanoke River	20	Ocean 0-3 miles North of Hatteras
NO. OF CREW:	07	Chowan River	11	Lockwood Folly	33	Pamlico River	45	Roanoke Sound	21	Ocean 0-3 miles South of Hatteras

DATE →	MO   DAY   YR																			
	No. of Pots Fished		Transaction No.		No. of Pots Fished		Transaction No.		No. of Pots Fished		Transaction No.		No. of Pots Fished		Transaction No.		No. of Pots Fished		Transaction No.	
GEAR CODE	POUNDS UNITS	DSP	UNIT PRICE	TOTAL PRICE	POUNDS UNITS	DSP	UNIT PRICE	TOTAL PRICE	POUNDS UNITS	DSP	UNIT PRICE	TOTAL PRICE	POUNDS UNITS	DSP	UNIT PRICE	TOTAL PRICE	POUNDS UNITS	DSP	UNIT PRICE	TOTAL PRICE
330																				
Hard Crabs No. 1 (lb) 8001																				
Hard Crabs No. 2 (lb) 8002																				
Hard Crabs No. 3 (lb) 8003																				
Hard Crabs Jumbos (lb) 8005																				
Hard Crabs Culls (lb) 8006																				
Hard Crabs Straight (lb) 8000																				
Peelers Number 8060																				
Soft Crabs Number 8110																				
Other:																				
Other:																				
TOTALS																				
Dealer/Fisherman Use																				



# TYPES OF FISHING LICENSE NUMBERS USED ON TRIP TICKETS

Standard Commercial Fishing License (SCFL)

Retired Standard Commercial Fishing License (RSCFL)

Commercial Fishing Vessel Registration (CFVR)  
CFVR (P-Number) Decal

Shellfish License

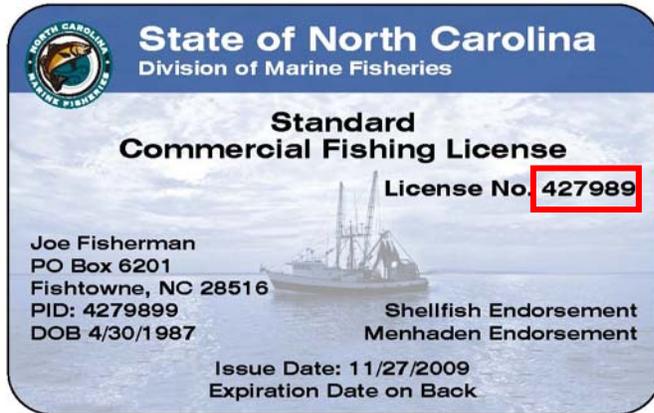
Land or Sell License

Recreational Fishing Tournament  
License to Sell Fish

For a commercial fisherman to legally sell seafood to a licensed fish dealer, the fisherman must possess one or more of these commercial fishing licenses.

Commercial fishing licenses expire June 30<sup>th</sup> of every year. It is the fish dealer's responsibility to ensure that fishermen's license numbers are current and valid before recording the numbers on trip tickets.

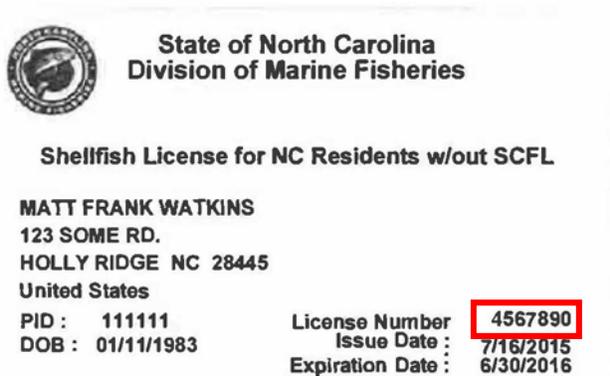
## STANDARD AND RETIRED STANDARD COMMERCIAL FISHING LICENSE



Location of the Standard  
Commercial Fishing License  
number.

Record this license number in the  
FISHERMAN LICENSE # box on  
the trip ticket if a fisherman is  
using a Standard Commercial  
Fishing License to sell the catch.

## SHELLFISH LICENSE



Location of the Shellfish License  
number.

Record this license number in the  
FISHERMAN LICENSE # box on  
the trip ticket if the fisherman is  
using a NC Resident Shellfish  
License Without a SCFL to sell the  
catch.

# COMMERCIAL FISHING VESSEL REGISTRATION (CFVR)

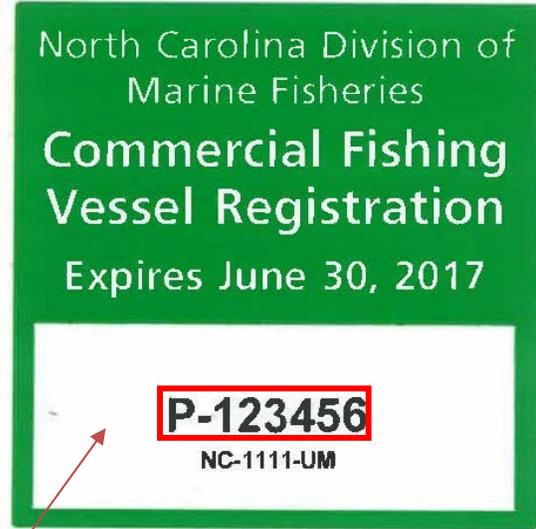
(Carefully remove card and read reverse side)

## North Carolina Division of Marine Fisheries Commercial Vessel Registration

Participant ID# 7 8901	Commercial Vessel ID# <b>P-123456</b>		
Vessel Number NC-1111-UM	Vessel Name and Year NC-1111 UM 1995	Length 17	

PIERS RICHARD RIVERA  
123 SOME RD.  
CLINTON, NC 28328

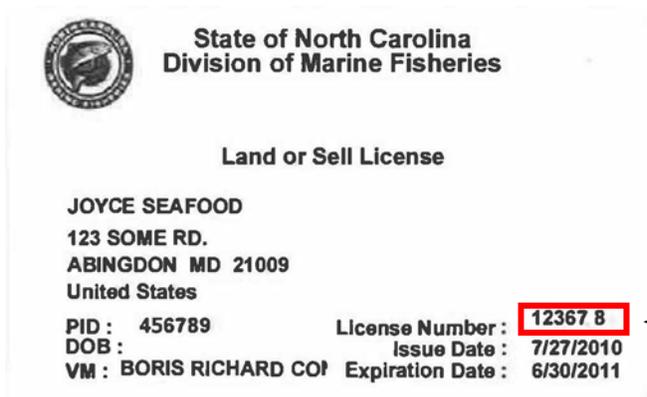
Expires 6/30/2000



Location of the Commercial Fishing Vessel Registration, or P-Number.

Record this number in the CFVR# box on the trip ticket if a vessel was used to land the catch.

## LAND OR SELL LICENSE



Location of the Land or Sell License number.

Record this license number in the FISHERMAN LICENSE # box on the trip ticket if the fisherman is using a Land or Sell License to sell the catch.

## RECREATIONAL FISHING TOURNAMENT LICENSE TO SELL FISH



State of North Carolina  
Division of Marine Fisheries

Recreational Fishing Tournament License to Sell Fish  
21ST ANNUAL SNEADS FERRY ROTARY KMT

COBB SEAFOOD  
123 SOME RD.  
APT. 3B  
SNEADS FERRY NC 28460

PID : 123456      License Number : 965723  
DOB :              Issue Date : 7/9/2012  
                         Expiration Date : 8/24/2012

Location of the Tournament  
License to Sell Fish number.

Record this license number in  
the FISHERMAN LICENSE #  
box on the trip ticket if the  
fisherman is using a  
Tournament License to sell the  
catch.



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## Steps for Completing Trip Tickets

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Fish Dealers are required to complete all the following items on trip tickets:

- Fisherman Name
- Seafood Dealer Number
- Fisherman License Number
- Commercial Fishing Vessel Registration Number (P-Number)
- Trip Start Date
- Unloading Date
- Number of Crew
- No Vessel Used Box
- Transaction Number
- Gear(s) Used
- Number of Crab Pots Fished (Crab tickets only)
- Waterbody Fished where most the catch was made
- Species of fish landed
- Shrimp Species (Shrimp tickets only)
- Heads On or Off (shrimp) (Shrimp tickets only)
- Pounds or Units
- State (Shrimp tickets only)
- Bottom Type
- Lease Number
- Shellfish Harvest Area (Highly recommended)

Descriptions of each item, along with steps and examples for completing these items are as follows:

**FISHERMAN NAME:** The name of the licensee (the person offering/selling the catch to the fish dealer).

1. Write the fisherman's name in the FISHERMAN NAME box.

→	<b>FISHERMAN NAME:</b>	<i>Bill Fish</i>	FISH DEALER #:	
	FISHERMAN LICENSE #:		CHECK BOX IF NO VESSEL USED → →	

# Steps for Completing Trip Tickets

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**FISH DEALER #:** The Fish Dealer License number is printed on your seafood Dealer License.

2. Write in your seafood Dealer License number in the space next to FISH DEALER #.

FISHERMAN NAME:	<i>Bill Fish</i>	FISH DEALER #:	<b>123456</b>	←
FISHERMAN LICENSE #:		CHECK BOX IF NO VESSEL USED → →		
TRIP START DATE:	MO   DAY   YR	CFVR #:	<b>P</b>	
UNLOADING DATE:	MO   DAY   YR	NO. OF CREW:		

**FISHERMAN LICENSE #:** Any one of the following licenses is recorded here, depending on the type of license the fisherman holds: Standard Commercial Fishing License (SCFL), Retired Standard Commercial Fishing License (RSCFL), Shellfish License, Land or Sell License, or Recreational Fishing Tournament License to Sell Fish.

3. Write in the fisherman's current and valid fishing license number in the FISHERMAN LICENSE # box. Any of the licenses listed above can be recorded in this box depending on the type of license the fisherman holds.

FISHERMAN NAME:	<i>Bill Fish</i>	FISH DEALER #:	123456
<b>FISHERMAN LICENSE #:</b>	<b>654321</b>	CHECK BOX IF NO VESSEL USED → →	
TRIP START DATE:	MO   DAY   YR	CFVR #:	<b>P</b>
UNLOADING DATE:	MO   DAY   YR	NO. OF CREW:	

NOTE: Fishing licenses expire June 30<sup>th</sup> of each year and must be renewed annually to remain valid. It is the dealer's responsibility to ensure the validity of the license numbers recorded on trip tickets.

# Steps for Completing Trip Tickets

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**COMMERCIAL FISHING VESSEL REGISTRATION (CFVR) #:** The P-number assigned to the vessel that is used in the commercial fishing operation.

- Write in the CFVR # of the vessel that was used to take the fish being offered/sold (this is the “P-number” on the decal that is placed on the boat).

FISHERMAN NAME:	<i>Bill Fish</i>	FISH DEALER #:	123456
FISHERMAN LICENSE #:	654321	CHECK BOX IF NO VESSEL USED → →	
TRIP START DATE:	MO   DAY   YR	<b>CFVR #:</b>	<b>P 9876</b> ←
UNLOADING DATE:	MO   DAY   YR	NO. OF CREW:	

NOTE: Commercial Fishing Vessel Registrations expire June 30<sup>th</sup> of each year and must be renewed annually to remain valid. It is the dealer’s responsibility to ensure the validity of the CFVR numbers recorded on trip tickets.

**TRIP START DATE:** The date the fishing trip started.

**UNLOADING DATE:** The date the catch is unloaded at the dealer. Tickets must be filled out at the time and location of each transaction.

- Write in the date of the day the trip started and the date the catch was unloaded. If both dates are the same, it is acceptable to draw a line through the Unloading Date.

FISHERMAN NAME:	<i>Bill Fish</i>	FISH DEALER #:	123456
FISHERMAN LICENSE #:	654321	CHECK BOX IF NO VESSEL USED → →	
<b>TRIP START DATE:</b>	<b>7 / 1 / 10</b>	CFVR #:	<b>P 9876</b>
<b>UNLOADING DATE:</b>	<b>7 / 3 / 10</b>	NO. OF CREW:	

# Steps for Completing Trip Tickets

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**NO. OF CREW:** The number of crew on the boat, including the captain.

6. Record the number of crew on the boat, including the captain, in the box provided.

FISHERMAN NAME:	<i>Bill Fish</i>	FISH DEALER #:	123456
FISHERMAN LICENSE #:	654321	CHECK BOX IF NO VESSEL USED →→	
TRIP START DATE:	7 / 1 / 10	CFVR #:	P 9876
UNLOADING DATE:	7 / 3 / 10	NO. OF CREW:	2



**CHECK IF NO VESSEL USED:** This box is checked only if no vessel was used to obtain the catch.

7. Check the box next to **CHECK IF NO VESSEL USED** if a vessel was NOT used to obtain the catch. A CFVR# is not required.

FISHERMAN NAME:	<i>Bill Fish</i>	FISH DEALER #:	123456
FISHERMAN LICENSE #:	654321	CHECK BOX IF NO VESSEL USED →→	✓
TRIP START DATE:	7 / 1 / 10	CFVR #:	P
UNLOADING DATE:	7 / 3 / 10	NO. OF CREW:	2



# Steps for Completing Trip Tickets

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**TRANSACTION #:** A number representing the number of times a fisherman sold seafood from one trip's catch. This number helps in identifying the number of fishing trips made per year and indicates that the landings from a single trip were sold to multiple dealers.

8. **A transaction # of 1 is recorded when a fisherman sells his/her entire catch to one dealer. A transaction # of 2 is recorded when a fisherman has already sold part of his/her catch to one dealer and sells the remaining catch from the same trip to a second dealer. If the fisherman splits one trip's catch between three dealers, the last dealer sold to records a transaction # of 3. Since each trip ticket represents one trip, if a fisherman goes to two or more different dealers to sell one trip's catch, and multiple trip tickets are filled out for that one trip, the transaction # needs to be filled in correctly in order to identify the landings as one trip (and not two or more).**
  - **Instances of when more than one transaction may result from a single trip often occur in the bait fishery (for example, fishermen selling mullet to several bait dealers in a day) and the hard crab/peeler fisheries - hard crabs sold to one dealer (transaction # 1) and peelers sold to another dealer (transaction # 2).**
  - **Leaseholders that harvest from multiple leases in one trip are to fill out one trip ticket per lease number and record the appropriate transaction number per trip ticket (see also #17 in these steps). For example, if two leases are fished in one trip, then two trip tickets are filled out: transaction #1 is recorded on one trip ticket for the first lease, transaction # 2 is recorded on the other ticket with the other lease number used. Also, if harvest occurs from a lease and public bottom during the same trip then two trip tickets should also be filled out, with one ticket recording a transaction #1 and the second trip ticket recording a transaction #2.**

			<b>TRANSACTION #</b>		<b>1</b>
KIND		CODE	POUNDS	UNIT PRICE	TOTAL PRICE
Sea Bass	Small	5152			
	Med.	5153			
	Lg.	5154			



# Steps for Completing Trip Tickets

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**GEARS USED:** Primary gears used during the trip.

9. Record the gear(s) used to make the catch by circling the appropriate Gear Code. **CIRCLE THE PRIMARY GEAR(S) USED DURING THE TRIP.** If a gear is not listed on the ticket, please write in the correct gear in the empty space provided.

→

<b>CIRCLE ALL GEARS USED</b>					
020	Beach Seine	340	Eel Pot	610	Rod-n-Reel
030	Haul Seine	345	Fish Pot	660	Trolling
025	Swipe Net	426	Gill Net Set, < 5 in. mesh	677	Longline Shark
125	Purse Seine	427	Gill Net Set, ≥ 5 in. mesh	735	Cast Net
275	Pound Net	470	Gill Net Drift	760	Gigs
310	Hoop/Fyke Net	475	Runaround Net		

**Gill Net Set codes (426 and 427):**

- Please record the size of gill nets fished as accurately as possible according to what the fishermen are using by circling the proper code: 426 for small mesh (less than 5 inch mesh), or 427 for large mesh (mesh greater than or equal to 5 inches).
- If a fisherman uses both small mesh gill nets (less than 5 inches) AND large mesh gill nets (greater than or equal to 5 inches) in one trip, circle both 426 and 427 gear codes.

# Steps for Completing Trip Tickets

---

**NUMBER OF POTS FISHED:** (On Crab ticket types only)

The number of crab and/or peeler pots fished by the fisherman, not the number of pots in the water.

10. Record the number of crab and/or peeler pots fished. Do not record the number of pots in the water (soaking), but the number pulled for that particular harvest of crabs. Remember to circle the GEAR CODE(s) along with recording the number of pots.

330	Crab Pot	→	No. of Pots Fished	→	300	←
334	Peeler Pot	→	No. of Pots Fished	→	50	←
205	Crab Trawl		340		Eel Pot	
805	Crab Dredge		426		Gill Net Set, < 5 in. mesh	
215	Shrimp Trawl		427		Gill Net Set, >= 5 in. mesh	
275	Pound Net		475		Gill Net Runaround	

**WATERBODY:** The primary area fished.

11. Record the waterbody where MOST of the catch was made by circling the waterbody code next to the appropriate waterbody name. CIRCLE ONLY ONE WATERBODY per trip ticket. If the catch was made from an area not listed on the ticket, circle the NEAREST MAJOR WATERBODY where the catch was made.

→

CIRCLE ONE WATERBODY WHERE MOST OF CATCH WAS MADE			
01	Albemarle Sound	30	New River
02	Alligator River	31	Newport River
03	Bay River	43	North River/Back Sound
05	Bogue Sound	33	Pamlico River

# Steps for Completing Trip Tickets

---

**SPECIES (KIND):** The species or kinds of fish or shellfish caught. Trip tickets are pre-coded with the most common species caught.

12. Record the kind of seafood caught by recording the pounds/units on the line next to the species and circle the species code. If a species, market category (i.e. small, jimmies, extra-large, etc.), or condition (i.e. gutted or carcass) is not listed on the trip ticket, please write in the appropriate name, size, and condition of the species on a blank line.

KIND	CODE	POUNDS UNITS	UNIT PRICE	TOTAL PRICE
Black Drum	2100			
Bluefish Small	1352			
Med.	1353	43		
Lg.	1354	54		
Lg. Gutted	1364			

## ■ PROTECTED SPECIES INTERACTION

If a fisherman has an interaction with sea turtles or marine mammals (i.e., whales, dolphins, porpoises, seals, otters, and manatees), or any other protected marine organism, the dealer is to record on a blank line of the trip ticket the kind of animal involved in the interaction.

## ■ FINGER MULLET – How to Report Landings

The Trip Ticket Program requests that fish dealers use the proper trip ticket fish codes when reporting landings of Finger Mullet. Use code **4351** to record landings of finger mullet by **POUNDS**. Use code **4361** to record landings of finger mullet by **NUMBERS**.

Write in the proper code(s) on the bottom of the trip ticket where blank spaces are provided for write-in species and specify the kind of fish as “Finger Mullet”.

Do **not** record landings of Finger Mullet on the “Jumping Mullet” (code 4350) line of the trip ticket.

# Steps for Completing Trip Tickets

## ■ UNCLASSIFIED FISH – Using Mixed Fish Categories on Trip Tickets

Currently, there are codes on trip tickets that enable fish dealers to lump species together and record them under a general “mixed” category such as Catfishes (code 1720). To obtain the best possible data on the different species of fish being landed, please attempt to break down the catch by identifying the species whenever possible and record them as such, rather than lumping several species under a “mixed” category.

**SHRIMP SPECIES IDENTIFICATION:** (On Shrimp ticket types only) Shrimp are to be broken down by species - Brown, Pink, or White.

**HEADS ON/OFF SHRIMP:** (On Shrimp ticket types only) Disposition of shrimp at the time in which they are weighed.

- CIRCLE the correct shrimp species code under the kind of shrimp caught (Brown/Summer, Pink/Spotted, or White/Greentails) that corresponds with the appropriate size category. If multiple species are caught per size category, record the MAJOR shrimp species caught. A Heads On/Off designation is also required. CIRCLE the correct category (0/Heads On or 1/Heads Off) and enter the number of pounds for each size and kind of shrimp landed.**

Circle the correct code depending on the size and kind of shrimp landed.

CIRCLE SHRIMP CODE BELOW					
SIZE	BROWN Summer	PINK Spotted	WHITE Greentails	CIRCLE HEADS ON OR OFF BELOW	
				Heads On 0	Heads Off 1
0/15	836	851	866	Heads On 0	Heads Off 1
16/20	837	852	867	Heads On 0	Heads Off 1
21/25	838	853	868	Heads On 0	Heads Off 1
26/30	839	854	869	Heads On 0	Heads Off 1

Circle if shrimp were weighed with Heads On.

Circle if shrimp were weighed with Heads Off.

# Steps for Completing Trip Tickets

---

**POUNDS/UNITS:** Quantity of catch by species (pounds, numbers, bushels, etc.)

14. Record the pounds/units of seafood landed in the block next to the species (kind). The trip tickets are pre-coded with many market categories and conditions. The units asked for are normally pounds unless otherwise specified on the ticket, for example: Peeler Crabs - *Number*, Soft Crabs - *Dozens*, Clams - *Number*. If the species is commonly sold in more than one condition, the conditions are listed, for example: Yellowfin tuna *whole, gutted, and carcass*. For species not on a ticket, blank spaces have been provided to write in the species name and condition.

KIND	CODE	POUNDS UNITS	UNIT PRICE	TOTAL PRICE
Black Drum	2100			
Bluefish Small	1352			
Med.	1353	43	.10	4.30
Lg.	1354	54	.20	10.80
Lg. Gutted	1364			

**Note:** The DMF does not see Unit Price and Total Price. These columns of the trip tickets are blackened out on the DMF copies.

**STATE CAUGHT:** (On Shrimp ticket types only) The state where seafood is harvested, if other than North Carolina.

15. If the catch was made off a state other than North Carolina, designate so by **CIRCLING THE CORRECT STATE CODE** (for SHRIMP tickets only). A space has been provided to write in any state not listed.

→

CIRCLE IF CATCH MADE OFF STATE OTHER THAN NORTH CAROLINA			
35	New York	49	Virginia
33	New Jersey		Other

# Steps for Completing Trip Tickets

**BOTTOM TYPE:** (On Shellfish ticket types only) This information is recorded to distinguish whether shellfish are harvested from PUBLIC BOTTOM or LEASED BOTTOM.

16. Circle "1" if shellfish are harvested from PUBLIC BOTTOM. Circle "2" if shellfish are harvested from LEASED BOTTOM (**also see step #17**).

<b>CIRCLE BOTTOM TYPE</b>		IF CATCH WAS MADE FROM LEASED BOTTOM INCLUDE LEASE NUMBER BELOW
1	<b>PUBLIC BOTTOM</b>	
2	LEASED BOTTOM →	Lease # _____

**LEASE NUMBER:** (On Shellfish tickets only) A number identifying an area of water that is leased for shellfish harvesting.

The DMF requires verification of shellfish lease harvest amounts based on reported trip ticket landings. Copies of trip tickets can be used to verify lease/franchise production. Shellfish leaseholders and shellfish dealers are to ensure that lease numbers are recorded accurately on the #7 Shellfish type trip tickets. If a shellfish transaction originates from more than one lease, dealers are to record the harvest from each lease on a separate trip ticket (one trip ticket per lease) and record the appropriate transaction number.

17. Write in the LEASE NUMBER if the catch was from a leased bottom. Fishermen landing shellfish (clams or oysters) from leased bottoms must provide the lease number from where the catch was made. **CIRCLE THE 2 - LEASED BOTTOM.** Record only ONE LEASE NUMBER PER TRIP TICKET. See also #8 above.

<b>CIRCLE BOTTOM TYPE</b>		IF CATCH WAS MADE FROM LEASED BOTTOM INCLUDE LEASE NUMBER BELOW
1	PUBLIC BOTTOM	
2	<b>LEASED BOTTOM</b> →	Lease # <u>00 - C - 05</u>

**NOTE:** Please record lease numbers exactly the way they are issued, with the proper dashes, numbers, and letters. See example above.

# Steps for Completing Trip Tickets

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**SHELLFISH HARVEST AREA:** (On Shellfish tickets only)

**18. Indicate Shellfish Sanitation's Designated Shellfish Harvest Area.**

**DESIGNATED SHELLFISH HARVEST AREA**

Record harvest area designation from a Shellfish Sanitation map. E2

**DESIGNATED SHELLFISH HARVEST AREAS:**

**Some dealers may want to use Shellfish tickets as records for NC Shellfish Sanitation requirements. To determine eligibility and requirements, please contact your regional NC Shellfish Sanitation office.**

<b>Nags Head</b>	<b>(252) 726-6827</b>
<b>Morehead City</b>	<b>(252) 726-6827</b>
<b>Wilmington</b>	<b>(910) 796-7287</b>

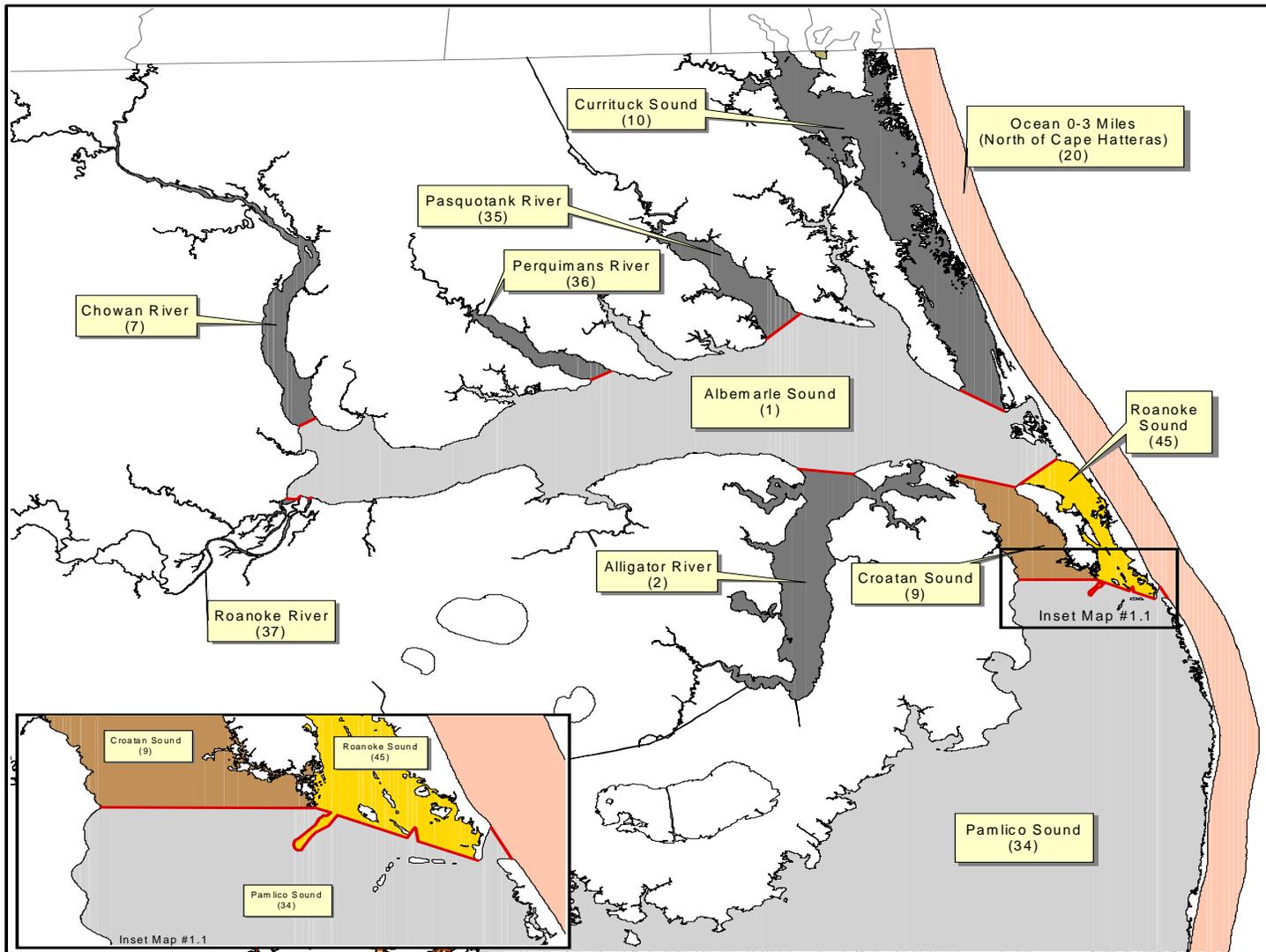
## At The End of the Month ...

After you have completed trip tickets according to the steps above, at the end of every month, gather them together, count them, separate the pink and yellow DMF copies from the dealer copies, and complete a green submittal/transaction form. Place the tickets and submittal form in one of the DMF-issued postage-paid envelopes and mail them. Again, reports of your trip ticket data must be received on or before the 10<sup>th</sup> of the following month. Thank you for taking the time to ensure that your information arrives to the DMF on time.

North Carolina  
Division of  
Marine Fisheries

Trip Ticket  
Water Bodies

Northern Area



NAD83  
September 2002  
NC State Plane



# Primary and Secondary Water Bodies of the Northern Area (Map #1)

---

## Albemarle Sound

- . Yeopim River
- . Bull Bay
- . Batchelor Bay
- . Little River
- . Big Flatty Creek
- . North River
- . Edenton Bay
- . Swan Bay
- . Scuppernong River

## Roanoke River

- . Cashie River
- . Middle River
- . Eastmost River
- . Broad Creek
- . Canaby Creek
- . Grennel Creek
- . Cow Creek
- . Cashoke Creek

## Chowan River

- . Meherrin River
- . Bennetts Creek

## Perquimans River

No tributaries

## Currituck Sound

- . Bellows Bay
- . Coinjock Bay
- . Cedar Bay
- . Knotts Island Bay
- . Dowdy Bay
- . Above the Narrows
- . Below the Narrows
- . North River

## Pasquotank River

- . Little Flatty Creek
- . Newbegun Creek

## Alligator River

- . East Lake
- . South Lake
- . Frying Pan
- . Gum Neck
- . Little Alligator

## Croatan Sound

- . Manns Harbor
- . Peter Mashoes Creek
- . Cedar Bush Bay

## Pamlico Sound

- . Stumpy Point Bay
- . Long Shoal River
- . Pains Bay
- . Parched Corn Bay
- . Crab Slough
- . Old House Channel
- . Davis Channel

## Roanoke Sound

- . Kitty Hawk Bay
- . Shallowbag Bay
- . Broad Creek

## Ocean 0-3 miles

### North of Cape Hatteras

- . North of Cape Point

Primary Primary water bodies are those underlined above and on the following pages (i.e., Albemarle Sound, Croatan Sound, etc.).

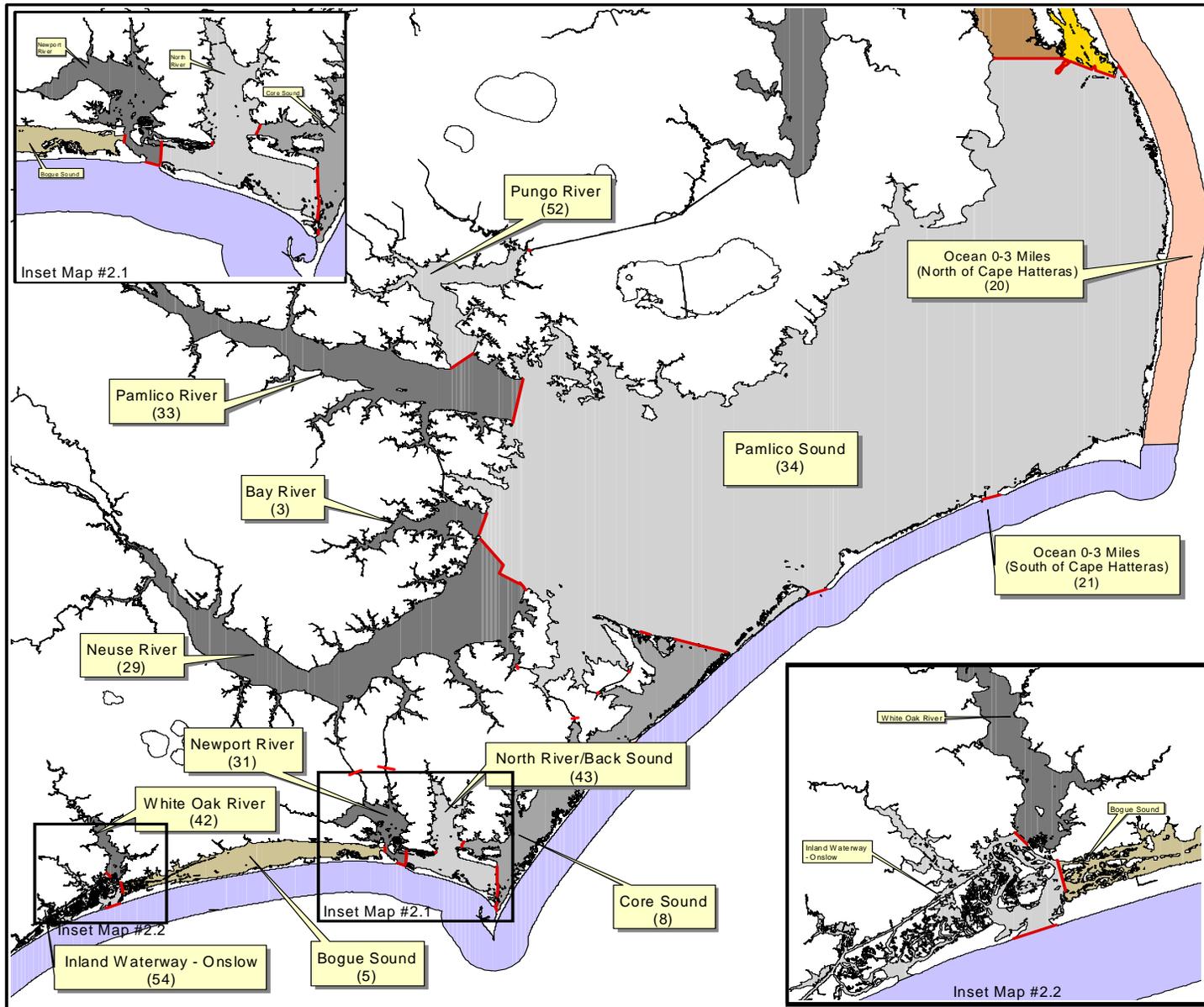
vs.

Secondary Secondary water bodies are listed below the primary ones. If a fisherman lands his/her catch from a secondary waterbody, please record the corresponding **primary** waterbody on the trip ticket.

North Carolina  
Division of  
Marine Fisheries

Trip Ticket  
Water Bodies

Central Area



NA D83  
September 2002  
NC State Plane



# Primary and Secondary Water Bodies of the Central Area (Map #2)

---

## Pamlico River

- . Chocowinity Bay
- . Bath Creek
- . Blounts Creek
- . Duck Creek
- . Durham Creek
- . Goose Creek
- . Mixon Creek
- . North Creek
- . South Creek
- . St. Clair Creek

## Pungo River

- . Wright Creek
- . Satterthwaite Creek
- . Jordan Creek
- . Pungo Creek
- . Pantego Creek
- . Slade Creek
- . Fortescue Creek

## Bay River

- . Trent Creek
- . Vandemere Creek
- . Rockhole Bay
- . Bonner Bay
- . Fisherman Bay

## Neuse River

- . Upper Broad Creek
- . Goose Creek
- . Beard Creek
- . Dawson Creek
- . Trent Creek
- . Broad Creek
- . Swan Creek
- . Slocum Creek
- . Hancock Creek
- . Clubfoot Creek
- . Adams Creek (N. of Core Creek Bridge)
- . South River
- . Turnagain Bay

## Pamlico Sound

- . Abel Bay
- . Spencer Bay
- . Germantown Bay
- . Striking Bay
- . Deep Bay
- . Rose Bay
- . Deep Cove
- . Swan Quarter Bay
- . Oyster Creek
- . Mouse Harbor
- . Big Porpoise Bay
- . Middle Bay
- . Jones Bay
- . Caffee Bay
- . Juniper Bay
- . West Bluff Bay
- . East Bluff Bay
- . Wyesocking Bay
- . Far Creek
- . Long Shoal River
- . Mt. Pleasant Bay
- . Douglas Bay
- . Lone Tree Creek
- . Back Creek
- . Middletown Creek
- . Waupopin Creek
- . Otter Creek
- . Sandy Bay
- . West Bay
- . North Bay
- . Long Bay
- . West Thorofare Bay

## Newport River

- . Carrot Island
- . Town Creek
- . Calico Creek
- . Taylor Creek
- . Haystacks
- . Core Creek (S. of Core Creek Bridge)
- . Russell Creek
- . Turning Basin

## North River/Back Sound

- . Back Sound
- . Davis Bay
- . Goose Bay
- . Middle Marshes
- . Muddy Creek
- . North River Thorofare
- . Ward Creek

## Ocean 0-3 Miles North of Cape Hatteras

- . North of Cape Point

## Ocean 0-3 Miles South of Cape Hatteras

- . South of Cape Point

## Core Sound

- . Back Bay
- . Cedar Island Bay
- . Thorofare Bay
- . Barry Bay
- . Styron Bay
- . Nelson Bay
- . Oyster Creek
- . Jarrett Bay
- . Middle Marshes
- . The Straits

## Bogue Sound

- . Gales Creek
- . Broad Creek
- . Goose Creek
- . Deer Creek
- . Hoop Hole
- . Pellitier Creek
- . Spooners Creek
- . Tar Landing Bay
- . Money Isle

## White Oak River

- . Pettiford Creek Bay

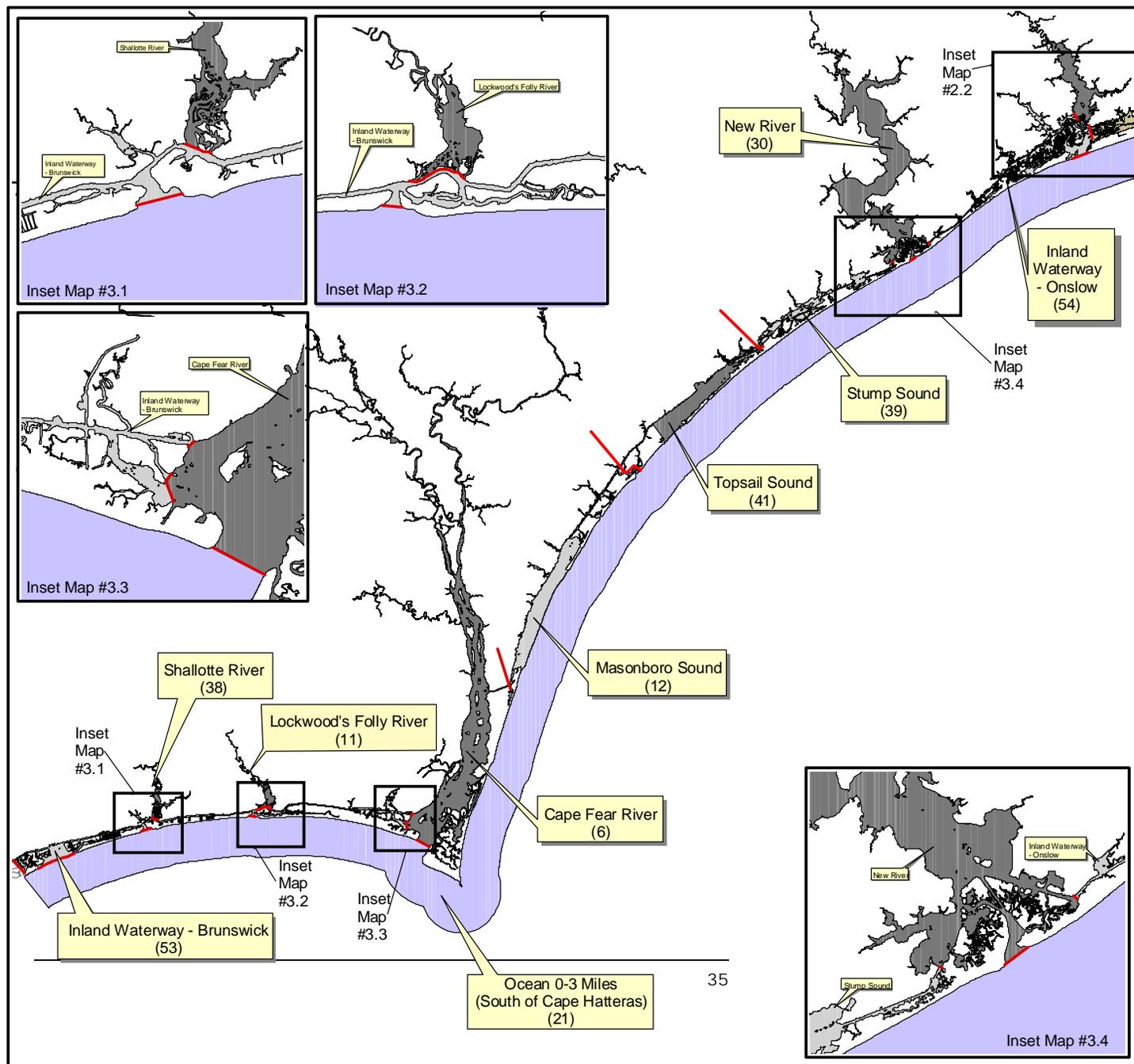
## Inland Waterway - Onslow

- . Queens Creek
- . Bear Creek
- . Bear Inlet
- . Bogue Inlet
- . Holover Creek

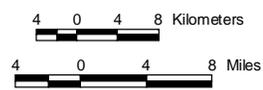
North Carolina  
Division of  
Marine Fisheries

Trip Ticket  
Water Bodies

Southern Area



NAD83  
September 2002  
NC State Plane



# Primary and Secondary Water Bodies of the Southern Area (Map #3)

---

## White Oak River

- . Pettiford Creek Bay

## Inland Waterway - Onslow

- . Queens Creek
- . Bear Creek
- . Bear Inlet
- . Bogue Inlet
- . Holover Creek

## New River

- . Morgan Bay
- . Farnell Bay
- . Stones Bay
- . Courthouse Bay
- . Chadwick Bay

## Stump Sound

- . Alligator Bay
- . Thomas Landing
- . Mill Creek

## Topsail Sound

- . Virginia Creek
- . Topsail Creek
- . Elmore Inlet

## Masonboro Sound

- . Rich Inlet
- . Mason Inlet
- . Johns Creek
- . Masonboro Inlet
- . Carolina Beach Inlet
- . Banks Channel
- . Masonboro Channel
- . Carolina Beach Boat Basin

## Cape Fear River

- . First Bay
- . Second Bay
- . Buzzards Bay
- . Cedar Creek
- . Baldhead Creek
- . Northeast Cape Fear
- . Snows Cut

## Lockwood Folly River

- . Spring Branch

## Shalotte River

- . Gibbs Creek
- . Little Shalotte River

## Inland Waterway -Brunswick

- . South Dutchman Creek
- . Elizabeth River
- . Davis Creek
- . Lockwood Folly Inlet
- . Montgomery Slough
- . Shalotte Inlet
- . Sheep Inlet
- . Sheep Island
- . Eastern Channel
- . Bonaparte Creek
- . Old Channel
- . Calabash River
- . Ocean Isle

## Ocean 0-3 Miles South of Cape Hatteras

- . South of Cape Point

# Commonly Asked Questions regarding the Trip Ticket Program:

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- 1. When do I fill out a trip ticket?** Seafood dealers are required to complete a trip ticket for each transaction at the time and place of landing (one trip ticket per trip). Trip tickets should be filled out accurately and legibly.
- 2. Can I combine landings from trips and record them on one trip ticket?** No. Complete one trip ticket per fishing trip. A separate trip ticket is required for each fishing trip. Landings from multiple trips are NOT to be combined and should be recorded on separate trip tickets.
- 3. Are the data confidential?** Yes! Trip Ticket data are not considered public record (G.S. 113-170.3). The DMF may compile statistical information in summary form, which does not disclose the identity of any licensee or the source of the information. The DMF can use the data for program administration, enforcement, and determining conservation policies.
- 4. If a fisherman is also a dealer and sells to other dealers, as well as non-dealers, how should his/her catch be recorded?** If a fisherman also holds a Seafood Dealer license, trip tickets must be completed at the point of landing (one trip ticket per trip). If the “fisherman/dealer” then sells his catch to another seafood dealer, a trip ticket should already have been completed by him, and the “second” seafood dealer is only required to show a receipt or bill of purchase to verify the purchase of said fish. The “second” dealer does not complete the trip ticket.  
  
There is one exception to this. If a “fisherman/dealer” is catching a species that he doesn’t have a category for under his dealer license, then he is required to sell that portion of his catch to a secondary dealer and that secondary dealer will need to fill out a trip ticket for him.
- 5. As a dealer, could I be cited if I do not put the fisherman license numbers on the form even though I filled out the rest of the ticket?** Yes! The dealer is responsible for the accuracy of all trip ticket reporting requirements, which includes fisherman license information.
- 6. What information is required on the trip ticket?** Fisherman name, a current and valid fisherman license number, a current and valid Commercial Fishing Vessel Registration # (P-number), number of crew, fish dealer #, trip start date, unloading date, number of crab/peeler pots fished, gear(s) used, waterbody fished, amount of catch by species, shrimp species type, heads on/off (shrimp), lease number and other information the DMF deems necessary.

# Commonly Asked Questions regarding the Trip Ticket Program:

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- 7. What is the deadline for reporting my data?** The DMF copies (the pink and yellow copies) of completed trip tickets and a completed green submittal/transaction form for any given month must be **received by DMF on or before the 10<sup>th</sup> of the following month**. For example, tickets recorded from January 1<sup>st</sup> to January 31<sup>st</sup> are due at DMF by February 10<sup>th</sup>. If a partial shipment is mailed for any given month, a final shipment to complete the month is still required on or before the 10<sup>th</sup> of the following month. If no landings occur and no trip tickets are completed for a given month, a submittal/transaction form indicating “0” transactions is still required on or before the 10<sup>th</sup> of the following month.
- 8. Do I have to report every month even if I am closed certain months out of the year?** If you know ahead of time that you will not be buying seafood during certain months of the year, you can let the Trip Ticket Program know by circling those months on a green submittal form. You will not have to report for the months you circled as “*seasonally closed*”. If you should happen to have transactions during a seasonally closed month, complete trip tickets and send them in as usual by the due date. You will have to indicate again on that month’s submittal form if you are going to continue to be seasonally closed. Once a dealer submits a trip ticket while seasonally closed, it automatically cancels the “*seasonally closed*” status and the dealer must return to reporting monthly until seasonally closed months are indicated again.
- 9. If I don’t do anything during the month, do I still have to report?** Dealers must report to the Trip Ticket Program monthly as long as a current and valid fish dealer license is held, and you have not alerted the Trip Ticket Program that you are seasonally closed by circling closed months on the submittal/transaction form. If no purchases are made in any given month, a green submittal form, indicating “0” trip tickets for the month must be submitted by the due date.
- 10. What happens if I do not report by the due date?** Dealers who do not report by the 10<sup>th</sup> of the following month are in violation of Trip Ticket Program reporting requirements. Commercial Port Agents will call or visit dealers to remind them of their non-compliant status. If unable to contact the dealer, a certified letter will be sent notifying the dealer that trip tickets are overdue. Dealers failing to report after seven days of receiving and signing for the letter are turned over to the Marine Patrol for further action.

# Commonly Asked Questions regarding the Trip Ticket Program:

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- 11. How long must I keep my copies of the trip tickets?** A dealer must retain his/her copies of trip tickets for a period of no less than three (3) years. [MFC Rule 3I.0114 (a), (1) (2) and (3)].
- 12. How do I record shellfish lease information?** The DMF requires verification of shellfish lease harvest amounts based on reported trip ticket landings. Shellfish leaseholders and shellfish dealers are to ensure that lease numbers are recorded accurately on the #7 Shellfish type trip tickets. If a shellfish transaction originates from more than one lease, dealers are to record the harvest from each lease on a separate trip ticket (one trip ticket per lease) and record the appropriate transaction number.
- 13. Once I have filled out a trip ticket may I cross state lines with the seafood?** Yes, once you have completed the trip ticket the seafood may be transported across state lines if the appropriate documentation accompanies the seafood. Appropriate documentation includes but is not limited to dealer receipts, and must account for all seafood being transported.
- 14. Do I, as the dealer, have to fill out the trip ticket at the point of landing, or can my employee or someone else also fill it out?** No, anyone who is designated by the dealer may fill out the trip ticket.
- 15. Do I still have to fill out a trip ticket if I am given the catch and no money changes hands?** Yes, if the catch is landed by a licensed fisherman and then given to or purchased by a licensed dealer it must be recorded by said dealer on a trip ticket.
- 16. Can a dealer purchase from a recreational fisherman?** No, recreational fishermen are not allowed to sell their catch.
- 17. If I am only recreationally fishing, do I have to fill out a trip ticket?** No, however, all recreational regulations must be followed while recreational fishing. **If you are a “fisherman/dealer” and have a license for both, then YES, you must complete a trip ticket for your catch, even if you don’t sell it.**

# Electronic Filing of Trip Ticket Data

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*Seafood dealers have the option of submitting data electronically instead of using paper trip tickets.*

The DMF Trip Ticket Program has a free trip ticket software package that allows seafood dealers to use their computers to submit landings data monthly via the Internet.

The Trip Ticket Software Program automates the process of collecting and reporting information on seafood species as required by DMF. All seafood dealers who average 50,000 pounds of finfish over three consecutive years are required to submit their trip tickets to DMF electronically via the Trip Ticket Software Program. The program also fulfills the requirements for electronic reporting of federally-managed species to the National Marine Fisheries Service (NMFS) – Highly Migratory Species, Northeast, and Southeast Regions. The software is a Microsoft Windows database program using Microsoft Access as the database. It can be run on a single Windows machine or the database can be networked on multiple computers, if desired.

Using the software program to enter and submit trip ticket reports to the DMF has advantages to both the dealer and DMF. Using software instead of paper trip tickets benefits the dealer by:

- reducing the paperwork burden
- reducing paper storage costs and space
- offers the ability to print summary reports for bookkeeping records.

Providing DMF with electronic files reduces our data entry costs and allows for access to the data much sooner. Using certain versions of the software will also allow dealers to submit the same records to the NMFS if the dealer is also federally permitted. Using the software does not, however, reduce the obligation of all licensed dealers to meet the reporting requirements of the Trip Ticket Program.

The Trip Ticket software program accomplishes the following:

- Completely replaces the paper ticket system
- Collects all information required by the state
- Collects all information required by the NMFS NE & SE Region
- Sends information to the state and NMFS electronically
- Tracks all monies owed and paid to fisherman (*this information is not submitted to DMF*)
- Tracks deductions (*this information is not submitted to DMF*)
- Generates various reports/receipts

# Electronic Filing of Trip Ticket Data

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- Allows default data to be entered automatically (i.e., remembering license numbers)

Dealers using the software to report their landings must follow the same reporting requirements as those reporting with paper trip tickets.

- It is the seafood dealer's responsibility to provide DMF with the required information described in the current Trip Ticket User Manual.
- Data must be entered at the time and place of landing (not at the end of the day or week).
- Dealers must adhere to G.S. 113-169.3, G.S. 113-168.2, G.S. 113-170.3, G.S. 113-136, and MFC Rule 15A NCAC 3I .0101 in the *North Carolina Fisheries Rules for Coastal Waters*.
- Unreadable electronic data or data not in the required format will be given the same response by DMF as missing, damaged, or unreadable paper trip tickets. It is the dealer's responsibility to ensure that all data are transmitted to DMF accurately.
- Trip Ticket data in electronic format are due in the Morehead City Office by the 10<sup>th</sup> of the following month or shorter intervals if required.
- Print-outs of trip ticket data must be readily available for inspection by Marine Patrol. The software can print paper trip tickets as well as summary reports.
- Dealers must have a method for backing up files in case of equipment failure.

For more information on how you can obtain the software program for reporting electronically, please call the Trip Ticket Office at [\(800\) 682-2632](tel:8006822632) or [\(252\) 726-7021](tel:2527267021).

# Commercial Port Agents

Your contact for help regarding the Trip Ticket Program

Commercial Port Agents serve as liaisons between the Division of Marine Fisheries and NC Fish Dealers. For instructions or answers to questions regarding the Trip Ticket Program, or if you need trip ticket supplies, please contact the port agent that covers your county (see below).

**MARTY BRILL** – Manteo DMF Office

[Martin.Brill@ncdenr.gov](mailto:Martin.Brill@ncdenr.gov)

Counties covered: **Dare County and Ocracoke, NC**

Phone: 252-473-2158

Fax: 252-473-1606

**CHRIS KELLY** – Elizabeth City DMF Office

[Chris.Kelly@ncdenr.gov](mailto:Chris.Kelly@ncdenr.gov)

Counties covered: **Bertie, Camden, Chowan, Currituck, Gates, Granville, Halifax, Hertford, Martin, Pasquotank, Perquimans, Rockingham, Stokes, Tyrrell, Washington, and Vance counties.**

Phone: 800-338-7805 or 252-264-3911

Fax: 252-264-3723

**JON ANGLEMYER** – Washington Regional Office

[Jon.Anglemyer@ncdenr.gov](mailto:Jon.Anglemyer@ncdenr.gov)

Counties covered: **Alamance, Alexander, Beaufort, Caldwell, Catawba, Craven, Davidson, Davie, Duplin, Durham, Edgecombe, Forsythe, Franklin, Greene, Guilford, Harnett, Hyde, Iredell, Johnston, Jones, Lee, Lenoir, Moore, Nash, Onslow, Orange, Person, Pitt, Randolph, Wayne, Wilkes, Wilson, and Wake Counties**

Phone: 800-338-7804 or 252-948-3881 Ext. 3881

Fax: 252-946-3967

**CHUCK DAVIS** – Morehead City Division Headquarters

[Chuck.Davis@ncdenr.gov](mailto:Chuck.Davis@ncdenr.gov)

Counties covered: **Carteret and Pamlico Counties**

Phone: 252-808-8029, 800-682-2632, or 252-726-7021

Fax: 252-726-3903

**TYLER MCGUIRE** – Wilmington Regional Office

[Tyler.McGuire@ncdenr.gov](mailto:Tyler.McGuire@ncdenr.gov)

Counties covered: **Bladen, Brunswick, Columbus, Cumberland, Gaston, Mecklenburg, New Hanover, Pender, Robeson, Rowan, Sampson, Scotland, Union, and Watauga Counties**

Phone: 800-248-4536 Ext. 7216 or 910-796-7216

Fax: 910-350-2018