## FILE A POSITIVE LANDINGS REPORT- SEA URCHIN DRAG

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

Harvester: 318138	
Renew License	Report Landings
Renew an existing license	Report catch or landings information
OU MUST COMPLETE LANDINGS REPORTS BEFORE RENEWING.	
	View Reporting Compliance Status
<u>Apply License</u>	View what reports you submitted to DMR
Obtain a license that you have never held before	CLICK ABOVE TO SEE WHICH LANDING REPORT IS MISSING.
<u>Upgrade License</u>	Manage Landings Favorite
Jpgrade an active license	Enter favorites and preferences to speed the entering of landings informatio
Reprint License	View Landings Reports
Reprint an active license	View a report that you entered in LEEDS
D des Terre	Ultrada Decesso
Order Tags	Upload a Document
Order tags for a license	Upload a document for DMR to review
Make a Miscellaneous Payment	Update My Contact Info
'ay an outstanding fee	Update your contact information (name, address)
	Change password
	Update your LEEDS password

## 2. Select "Positive Report."

Enter report			
Click HERE for reporting in	nstructions		
Landings Report			
Select the type of report to	o file *		
Positive Report			
<ul> <li>Negative report</li> </ul>			
License Type *		License number *	
Select	•	Select 🔻	
Issue date	Status	Start date	Expiration date

3. Next, select the license type and number that you want to report for by using the drop-down arrows. Once the license type has been selected, click "Next."

Select the type of rep Positive Report Negative Report	port to file *		
License Type*		License number *	
Sea Urchin Dragger	(SUB) T	7212 (2018-Active) 🔻	
		Select	
lssue date Apr 27, 2018	Status Active	7212 (2018-Active) Jan 1, 2018	Expiration date Dec 31, 2018

4. The first section of the report is "General Information." Here you'll select the trip date and vessel (if used). You can select the date by using the calendar icon or by using the drop-down arrows to select month, day and year.

Maine DMR LEED	5	💄 Tes
LANDINGS REPORT (CR-95)		I
GENERAL INFORMATION Trip Start Date * May 1 1 2018 T 2018 F Sun Mon Tue Wed Thu Fri Sat 29 30 1 2 3 4 5	Unload Date <b>*</b> May ▼ 1 ▼ 2018 ▼ ☆	Vessel Name <b>*</b> ZuZu (ME9999)
6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 Today Number of tows★	Tow time * Tow time units * Days  Sea Time * Sea Time Units *	FISHING & LANDING AREA Latitude Lat Degrees Lat Minutes Lat Second * Longitude
Depth * Depth Uni Fathoms		Long Long Long * Degrees * Minutes * Second *

5. The second section of the report is "Effort Information." Here you'll type or select using the drop-down arrows the gear type and quantity, # of tows, depth, crew, fishing and sea time, area fished and port landed. You can <u>only enter latitude and longitude in LEEDS</u>. Loran/TDs cannot be entered here.

Gear Information Fishing & Sea Time			Fishing & Landing Area					
Gear \star			Number of Crew (including Ca	aptain) <del>*</del>		Latitude		
DREDGE URCHIN	$\sim$				3	Lat Degrees \star	Lat Minutes \star	Lat Second *
Quantity of gear \star			Tow time *	Tow time units \star		43	50	1
		1	10	Minutes $\checkmark$		Longitude Long Degrees *	Long Minutes *	Long Second *
Number of tows \star		10	Sea Time Hrs \star 55			69	35	1
Danth	Danth Unit :					State Landed *		
Depth * 10	Depth Unit ★ Fathoms ∨					Maine	~	
	Patrionis *	Lat De	cimal Degrees, enter g: 44.56215; Lat Min beg: 66.45252; Long N	0; Lat Sec:			er the first few lette ct result from the dr * Boothbay Harbor	
		Lat De	cimal Minutes, ente g: 44; Lat Min: 25.52 Peg: 66; Long Min: 45	31; Lat Sec:				

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).

<u>Clicking this will remove all catch data entered so far.</u>

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 urchin quantity harvested, and for the "Catch Information" section you'll select what you did with the urchins.

(+) Add Another Catch	
Species Information	Catch Information
Species *	
URCHIN, GREEN SEA V	Disposition in Compliance Reports*
Grade *	Sold to Dealer 🗸
Ungraded 🗸	Enter first few letters then select from drop down
Market Description *	Enter instrew retters then select non-drop down
unsized - unsized 🗸	Dealer name
Quantity *	MIGIS LODGE (54661)
75	
Quantity Unit *	Catch Source
LB - Pounds 🗸	Trip V
Pick one: *	
Submit this report only	
Submit this report and create another positive report	
Submit this report and create another negative report	

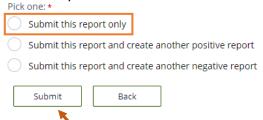
Submit

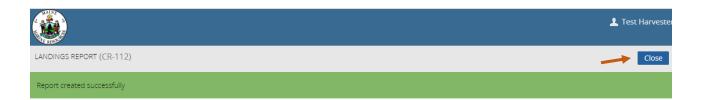
Back

- 8. Once you're done entering your data, 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 license and date chosen
  - Submit this report and create another positive report submits the landings data you entered for the specific license and date chosen and you'll receive a pop-up box giving you the option to submit another report for the same license or pick another license
  - Submit this report and create another negative report submits the landings data you entered for the specific license and date chosen and files negative reports for any other licenses you may have that require reporting

(+) Add Another Catch			
Species Information	Catch Information		
Species *			
URCHIN, GREEN SEA V	Disposition in Compliance Reports*		
Grade *	Sold to Dealer 🗸		
Ungraded 🗸			
Market Description *	Enter first few letters then select from drop down		
unsized - unsized $\checkmark$	Dealer name		
Quantity *	MIGIS LODGE (54661)		
75			
Quantity Unit *	Catch Source		
LB - Pounds 🗸	Trip V		
Pick one: *			
Submit this report only			
Submit this report and create another positive report			
Submit this report and create another negative report			
Submit Back			

9. 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.





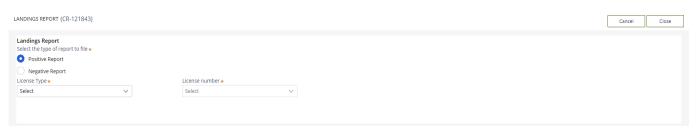
b. If you choose to "**Submit this report and create another positive report**," a new page will ask you if you would like to report on the same license. Select "Yes" or "No" depending on what license you are creating a positive report for.

PICK ONE: *
Submit this report only
Submit this report and create another positive report
O Submit this report and create another negative report
Submit Back
LANDINGS REPORT (CR-121843)
Do you want to report on the same license?

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 HEBE 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 V	

If you click "No," it will bring you to the page where you can select the license and type of report to file.



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: *	
O Submit this rep	port only
O Submit this rep	port and create another positive report
Submit this rep	port and create another negative report
Submit	Back

## LANDINGS REPORT (CR-121843)

LANDINGS REPORT (CR-121843)		Cancel	Close
Landing: Report Select the type of report to file * Positive Report Negative Report Start Date * Negative Report Start Date * Negative Report End Date * Menhaden Commercial (MENC) 8904 (2022-Active)	Check off the license you are creating a negative report for.		
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)			