

USER GUIDE FOR ELECTRONIC TRIP REPORTS (eTRIPS)



**AN APPLICATION OF THE
STANDARD ATLANTIC
FISHERIES INFORMATION
SYSTEM (SAFIS)**

Introduction

In an effort to optimize the collection and processing of state fisheries data, the New York State Department of Environmental Conservation (DEC) has partnered with the Atlantic Coastal Cooperative Statistics Program (ACCSP), a cooperative state-federal program that develops and operates fishery data collection and management systems. The partners of the ACCSP work collaboratively to create and incorporate standards for the collection and processing of fisheries data. Data collected by the program partners is housed in a single management system that can be used by state and federal fishery managers, researchers, and commercial and recreational fishermen to make informed management decisions.

The single management system developed by the ACCSP for the input of fishery data is known as Standard Atlantic Fisheries Information System, or SAFIS. This real-time, web-based data entry system allows fisheries managers and researchers at state and federal agencies to access fishery data that has been collected. The data is then used to make better, more informed fishery management decisions. SAFIS can also be used directly by fishermen and dealers for the input of landings data and purchase reports. By reporting online through SAFIS, not only can fishermen and dealers enter data, compile it, and generate their own reports, but they can also fulfill the reporting requirements associated with their state license(s). Please note that even if trip reports are submitted online, all New York commercial and for-hire permits require vessel trip reports (or a logbook containing the same information as a vessel trip report) to be completed before landing.

The information that follows provides a step-by-step guide on how to access and use SAFIS. If you have questions or come across any issues while using SAFIS, please contact the New York State DEC's Fisheries Data Management Unit at **(631) 444-0857** for assistance. For further information on ACCSP and SAFIS please visit www.accsp.org.

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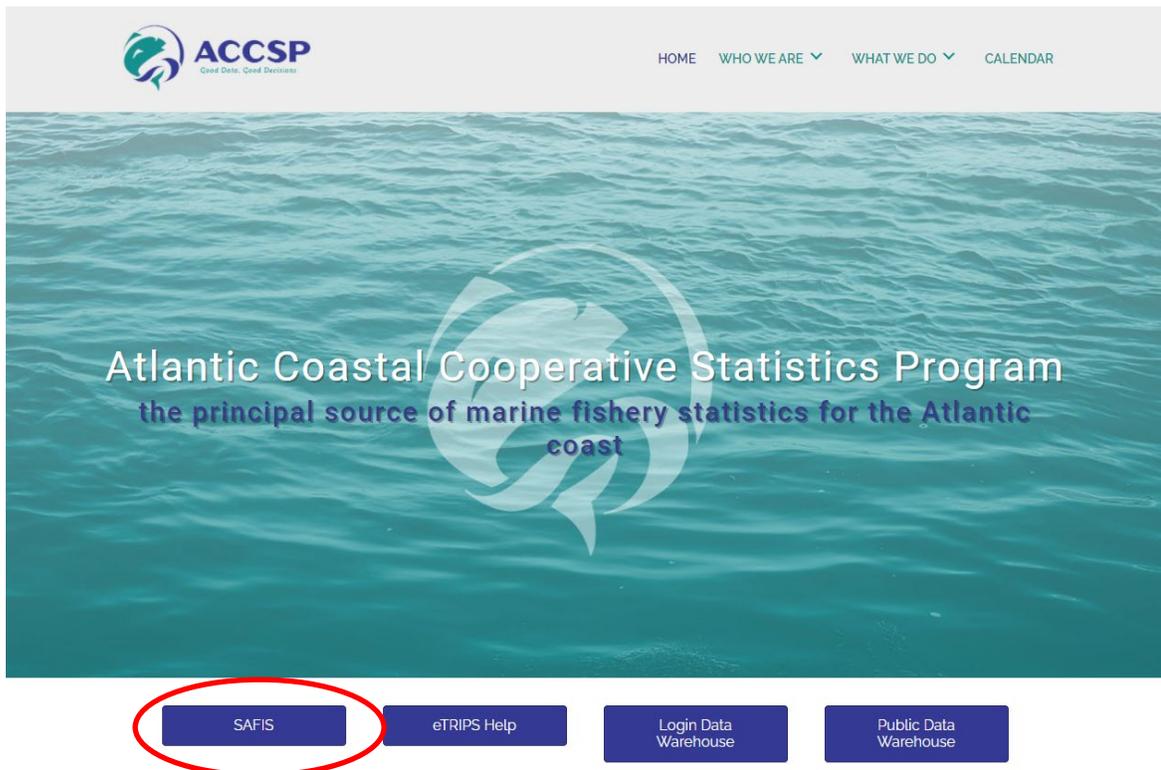
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Instructions for Submitting Trip Reports Through SAFIS

Getting Started

In order to access the SAFIS reporting system, you must first contact the Fisheries Data Management Unit in the NYSDEC Division of Marine Resources at **(631) 444-0857** or VTR@dec.ny.gov to establish a username and password. Once a username and password has been established:

- Go to www.accsp.org (ACCSP's main home page).
- Click on the button that says 'SAFIS', circled in red in the image below.



This will bring you to the SAFIS login page. You can bookmark this page or put it in your web browser's 'Favorites' for easy future access. Enter the username and password set up for you by DEC and click 'Login'.

- The first page encountered after logging in is the SAFIS welcome page.
 - On the right hand side of the page, you have the option of changing the password you initially established over the phone with DEC.



- On the left hand side, you can see the applications available for you to use.
- To enter fishing activities/trips or a 'Did Not Fish' report, select



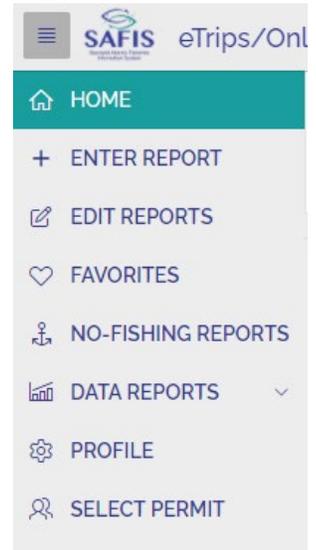
- If you have a Food Fish & Crustacean Shipper and Dealers permit, then select



to enter purchasing reports.

After selecting eTRIPS from the welcome page, you will be brought directly to your 'home page' or eTRIP Menu**. Here you will see a menu on the lefthand side that will serve as your main way to navigate through SAFIS eTRIPS.

**If you possess permits issued by another state and those permits have been entered by the other state into SAFIS, you will first be asked to select the license that the eTRIP will be reported under. To create reports for your New York permit, be sure to click on the license issued by New York and with the license type PUBLIC ID. You will then be brought to your 'home page'.



Creating Favorites

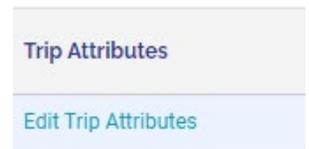
In order to save time and effort when entering trip reports, we strongly suggest setting up your 'Favorites' before you begin entering trip information. The 'Favorites' section includes information that is the same from trip to trip.

- Select 'Favorites' from the main menu. There are six main sections that can be completed: Trip Header, Effort, Species, Offload Port, Disposition, and Dealer. If you have both commercial and party/charter permits, you will be able to save different Favorites for each permit type. Be sure to select the appropriate permit and trip type using the drop-down menu and radio buttons at the top of the Favorites page.

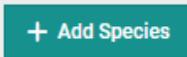


- Click on .
 - In the row that appears, select the state and the closest port that you fish from or where you land your catch.

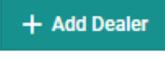
- Select the state where your vessel is registered, then open the vessel drop down menu. In the search bar that appears, type your vessel's name and click the blue search button . If your vessel does not have a name, type 'NOT NAMED', space, a dash, another space, and then your registration number. (For example, 'NOT NAMED – NY1234AB')
- Select your vessel from the search results. ***If you cannot find your vessel in the vessel list, please contact DEC at 631-444-0857 so that we may enter your vessel information.***
- If you have more than one vessel or you sail into/out of more than one port, you can create multiple trip headers. Indicate which header you wish to use in future trips by changing the value in the column titled 'Default Trip Header?' from No to Yes.
- When all of the information is entered, click . Once your Trip Header is saved, the option to 'Edit Trip Attributes' will appear in the 'Trip Attributes' column. Click 'Edit Trip Attributes' and fill in the appropriate information in the pop-up window that appears. Save the attributes, and close the pop-up window.



- Click on .
 - Select the appropriate Distance, State, Area, and Sub Area from the drop down menus. For most state waters, the Distance is 'State Waters Inshore'. If you are unsure of the chart area(s) you fish, please refer to Appendix A of this packet.
 - You can enter a fishing time, or you can choose to leave it blank in your favorites and enter this value manually on each trip.
 - Select hours or days from the drop down menu depending on how long your trips usually last (typically, most fishermen should select hours).
 - Select your gear type fished from the drop down menu by clicking  and searching for your gear in the pop-up window that appears.
 - You can add several Favorite Efforts if you use multiple gears and/or fish in multiple areas. Indicate which effort you wish to use in future trips by changing the value in the column titled 'Default Effort?' from No to Yes.
 - When all of the information is entered, click . Once your Effort is saved, the option to 'Edit Effort Attributes' will appear in the 'Effort Attributes' column. Click 'Edit Effort Attributes' and enter the gear attributes for the gear type used. Refer to Appendix C for detail about what should go in each field for various gear types.

- To add favorite species that you target, click .

- In the Species column, click  and search for a species in the pop-up window that appears. Fill in the Unit Measure, Market, and Grade columns using the following information:
 - For finfish species, **commercial fishermen** should select
 - Unit Measure – ‘pounds’
 - Market – ‘UNCLASSIFIED’
 - Grade – ‘ROUND’
 - For whelk species, select
 - Unit Measure – ‘pounds’
 - Market – ‘UNCLASSIFIED’
 - Grade – ‘LIVE (MOLLUSCS SHELL ON)’
 - For horseshoe crabs, select
 - Unit Measure – ‘Count’
 - Market – ‘MALE’ or ‘FEMALE’ (The sex of horseshoe crabs is required)
 - Grade – ‘UNGRADED’
 - For finfish species, **party/charter fishermen** should select
 - Unit Measure – ‘Count’
 - Market – ‘UNCLASSIFIED’
 - Grade – ‘ROUND’
- Next, set the Disposition and Sales Disposition. The disposition indicates what the catch will be used for, and the sales disposition indicates if you sell your catch and who you sell it to (either a dealer or private sale). Generally, the disposition for **commercial trips** will either be ‘General Utilization-Food’ or ‘General Utilization-Bait’. When you discard your catch, you can select either ‘Not Brought on Board-Released Alive’ or if dead, one of the discard options. Refer to Appendix D for a list of commonly used dispositions and some examples of disposition and sales disposition combinations.
- **For-hire trips** will typically select the following for disposition: ‘Kept-Personal Use’ if anglers keep the catch, one of the discard options if the catch is tossed back dead, or ‘Not Brought on Board-Released Alive’ if the catch is alive when discarded. For-hire trips should not have a sales disposition; selling catch is not allowed. If a SAFIS account has both commercial and for-hire permits, the sales disposition drop down menu may still be available. If prompted to do so, please select ‘No Sale – Retained’ if kept for personal use, or ‘No Sale – Discarded’ if the fish is discarded. Refer to Appendix D for a list of commonly used dispositions and some examples of disposition and sales disposition combinations.
- The catch source will be ‘Standard’ for most species.

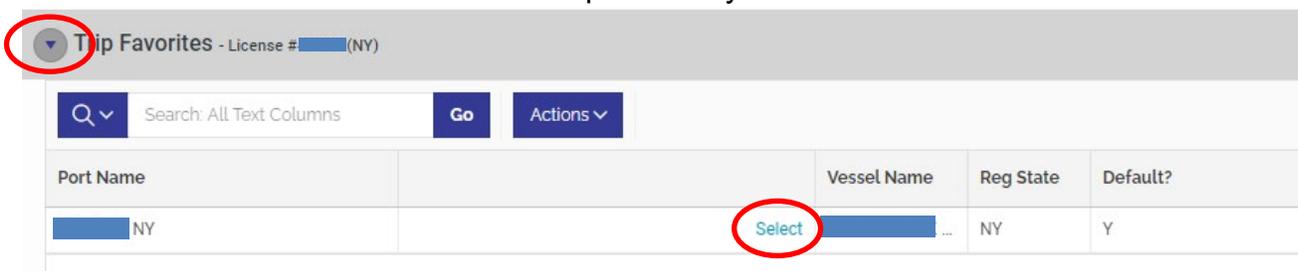
- Once you have all the columns filled out, click . You can add as many favorite species and disposition combinations as you like by adding more rows with the  button.
- If you have an additional port where you offload catch, you can add it to the Offload Port section by clicking , filling in the state and port, and saving.
- The Favorite Dealers section only applies if you sell your catch to a licensed New York State dealer. Click on .
 - Open the drop-down and search for the dealer by typing into the search bar and clicking . Select the correct dealer from the list of search results. *****If you cannot find a dealer, please contact the Fisheries Data Management Unit at 631-444-0857 so that we may assist you.*****
 - You can add multiple dealers by clicking  as many times as needed. Once you've added all of your dealers, click .
- The Favorite Dispositions section allows you to select and save the most common fates of your catch, such as food, bait, no retention, or released alive.
 - Click on  and a new row will appear. Click  and select one of the options. You can add multiple dispositions by clicking  as many times as needed. When finished, click .
 - For a list of common dispositions for both Commercial and For Hire, see Appendix D.
- Once your favorites are set up, you are ready to start entering trip reports. All of the information that you have put into your favorites will pre-populate when you create a new trip report and are editable at any time.

Filing a Trip (or Positive) Report

This section describes how to report any commercial fishing activities or party/charter trips. Please fill out a trip report every time you take a trip, even if you don't land any fish for that particular trip. As with paper Vessel Trip Reports, electronic reports are due by the 15th of the following month (i.e. a fishing trip taken on June 7th must be reported by July 15th).

*****It is highly recommended that you set up your FAVORITES before you file your first trip report; please see the previous section, 'Creating Favorites'.*****

- Select 'ENTER REPORT' from the main menu on the left side of the screen.
- If you have multiple permit types or permits with different states, select the appropriate permit and entity to which the trip should be submitted.
- If you have set up your favorites already, much of the information in the subsequent pages will be pre-populated.
- On the Trip Information page, fill in any blank boxes not populated from your Favorites. If you have multiple Trip Header Favorites saved, use the gray arrow next to 'Trip Favorites' at the top of the page (circled in red in the image below) to open a drop-down menu and click 'Select' next to the Trip Header you want to use. When all the boxes



are filled out, click  at the top right corner of the screen.

- On the Effort(s) page, fill in any blank boxes not populated from your Favorites. To select a different Favorite, use the gray arrow next to 'Effort Favorites' at the top of the page, similar to the Trip Header page. You can also edit any of the boxes on any page individually to make changes if needed. When all the boxes are filled out, click



at the top right corner of the screen.

- On the Catch(es) page, fill in any blank boxes not populated from your Favorites. To select a different Favorite catch, use the gray arrow next to 'Catch Favorites' at the top of the page, similar to the previous pages. To add all of your Favorite Catches to the trip, click the  button inside the 'Catch Favorites' dropdown.

- Enter the amount of **pounds** (or count if horseshoe crabs or Party/Charter catch) in the 'Reported Quantity' box for each species. Use the   buttons

on the upper right to cycle through your favorite species and edit them, or click

+ Save & Add
New Catch

to add catches manually.

- Remember, if you change gear types or chart areas during your trip, you must create and fill out a second effort. To do this, enter all the catches from the first effort, then

+ Save & Add
New Effort

click on and fill in the fields on the Effort(s) page, either from a Favorite or

Save &
Add Catch(es) >

from scratch. When finished, click at the top right corner of the screen.

- When a trip has multiple efforts, it is important to ensure that the catches are assigned to the correct effort. If a catch is accidentally entered under the wrong effort, you can use the Effort Summary drop down box to change the effort associated with that species or quantity.

Catch Favorites - License #NYFISHER (NY)

Effort Summary
Caught @ Cholera Bank using 1 DREDGE

Caught @ Cholera Bank using 1 OTTER TRAWL BOTTOM, FISH

Caught @ Cholera Bank using 1 DREDGE

--Select Species--	Reported Quantity	Unit Of Measure	Market	Grade
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- If you are a **commerical striped bass** tag holder or **tautog** tag holder, you must fill out both the **'Reported Quantity'** and the **'# Fish'** fields and use the **'Comments'** field to enter the tag numbers used on that trip. You can also send an email to VTR@dec.ny.gov with the eTRIP number, trip date, and the tag numbers.

Save &
Complete

- After filling in all of the trip, effort, and catch information, click in the upper righthand corner.
- If you are missing or incorrectly entered any information on any page, you will receive an error message and you must correct the error before you can move on to the next page.
- After saving, an eTRIPS confirmation page will appear briefly summarizing your trip information. From this screen you can review the efforts and catches to ensure the reported quantities and gear are correct and edit the trip if necessary by clicking 'Edit Report', circled in red in the image below.

✔ Report Recipients
✔ Trip Information
✔ Effort(s)
✔ Catch(es)
● Confirm & Sign

Yes
 No

↑ 'Yes' is selected

Report Summary - 7342

Trip Summary
Commercial Trip taken on 01/06/2021 with NOT NAMED



Effort(s)

Cholera Bank w/ 1 OTTER TRAWL BOTTOM, FISH 74190	Effort #1
Off Long Island w/ 5 POTS AND TRAPS, FISH 74189	Effort #2

Catches

<input checked="" type="checkbox"/> Flounder, Winter - 30 LB (Food) UNCLASSIFIED - ROUND	E #1	<input checked="" type="checkbox"/> Butterfish - 10 LB (Personal Use) UNCLASSIFIED - ROUND	E #2
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- Once you have reviewed the trip for accuracy, answer the statement certifying that the information is true. When 'Yes' is selected, it is **TEAL** in color, NOT **dark blue**. See the image above for reference. After clicking 'Yes', return to your main trip reports page by selecting 'Finish' in the upper righthand corner.

Filing a Did Not Fish (or Negative) Report

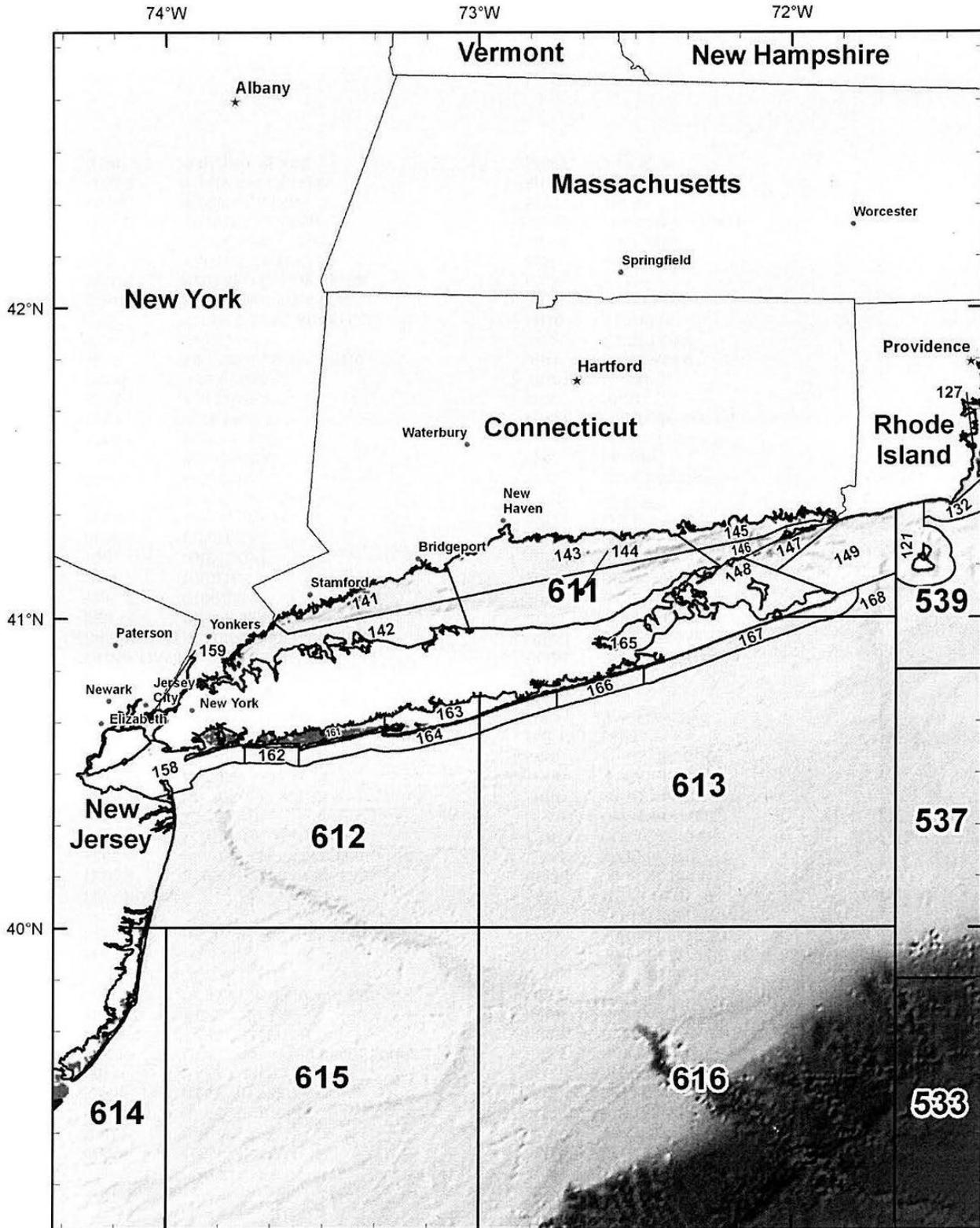
This section describes how to submit a 'Did Not Fish' report for when you did not engage in any commercial or party/charter fishing activities for an entire month. These reports must also be submitted by the 15th of the following month. Select 'NO-FISHING REPORTS' from the main menu; the current trip year will automatically be displayed.

- Under the header 'Create Negative/Did Not Fish Report', Select  .
- Here you can enter a 'Did Not Fish' for just one month or for multiple months. 'Did Not Fish' reports can be entered up to 1 year into the past and 1 year into the future from the current date. Refer to the 'Available Date Range' box in the upper right corner of the screen if you are unsure about the allowable reporting window.
- Enter the first day of the first month you did not fish into the 'From Date' box (in MM/DD/YYYY format) or click on the blue calendar square to the right of the entry box to bring up a calendar and select the day.
- Enter the last day of the last month you did not fish into the 'To Date' box.
- Click 'Save', and you will be brought back to your main negative reports page.
- The calendar on the right hand side of your negative reports page serves as a quick reference to show you which days you have filed a negative report. You can click on the trip number in the calendar to bring up the information for that trip.

Tips and Reminders

- All New York commercial and for-hire permits require vessel trip reports (or a logbook containing the same information) to be filled in before landing; this is enforced by NYS Environmental Conservation Officers.
- SAFIS online reporting works best using **Mozilla Firefox or Google Chrome** web browsers.
- You can only submit online positive trip reports for dates up to 90 days before or 90 days after the date of entry.
- Commercial striped bass and tautog tag holders must report in both pounds and counts, as well as write their tag numbers in the 'Comments' field or email VTR@dec.ny.gov with the tag series numbers for each trip.
- Horseshoe crabs must be reported in both male and female counts.
- For-hire trips should have all catch reported in counts.
- If you have any questions, please call **631-444-0857** or email VTR@dec.ny.gov for assistance.

Appendix A: Long Island Chart Areas



Appendix B: Area Codes, Sub Area Codes, Lat/Long, and Sub Area Descriptions

AREA /STATE	SUB AREA	LATITUDE	LONGITUDE	SUB AREA DESCRIPTION
539/RI	121	41 14	71 35	Block Island
611/NY	141	41 07	73 10	Western Long Island Sound-North
611/NY	142	41 00	73 10	Western Long Island Sound-South
611/CT	143	41 10	72 40	Central Long Island Sound-North
611/NY	144	41 04	72 45	Central Long Island Sound-South
611/CT	145	41 15	72 19	Eastern Long Island Sound-North
611/NY	146	41 10	72 13	Eastern Long Island Sound-South
611/NY	147	41 12	72 03	Block Island Sound-Northwest
611/NY	148	41 06	72 16	Block Island Sound-Gardiners/Peconic
611/NY	149	41 13	71 45	Block Island Sound-Southeast
612/NY	158	40 32	74 00	New Jersey Boundary to East Rockaway
612/NY	159	40 42	74 01	Hudson River-NY
612/NY	161	40 38	73 26	South Oyster Bay
612/NY	162	40 34	73 37	East Rockaway Inlet to Jones Inlet
612/NY	163	40 44	72 58	Great South Bay
612/NY	164	40 42	72 54	Jones Inlet to Moriches Inlet
613/NY	165	40 52	72 28	Moriches and Shinnecock Bays
613/NY	166	40 49	72 30	Moriches Inlet to Shinnecock Inlet
613/NY	167	40 56	72 10	Shinnecock Inlet to Montauk
613/US	168	41 02	71 45	Outer Block Island Sound (FED)
611		41 04	72 45	Long Island Sound

Appendix C: Gear Fields Information

Trawls

Field Name	Description
Gear Quantity	Number of trawl nets used
Fishing Time	Average tow time per haul
Gear Sets	Number of tows hauled
Codend Mesh Size	Smallest mesh size used in cod end or liner (inches)
Footrope/Sweep Length	Sweep or footrope length (feet)

Gillnets

Field Name	Description
Gear Quantity	Number of gillnets per string
Fishing Time	Average soak time per haul
Gear Sets	Number of strings hauled
Height of net (ft)	Average height of net measured in feet at the endline
Length of net (ft)	Average horizontal distance in feet of net as measured along the floatline
Minimum Mesh Size	Mesh size used (inches)

Pots and Traps

Field Name	Description
Gear Quantity	Average number of pots per string
Fishing Time	Average soak time per haul
Gear Sets	Number of strings hauled
LMA (Lobster Only)	Lobster Management Area
Number of Buoy Lines (Lobster Only)	At the start of the trip, max number of buoy lines in the water per effort (defined by gear type and area)
Number of Traps	Total number of pots in the water
Width of Entrance	Width of pot entrance/opening size (inches)
10 Minute Square(s) (Lobster Only)	Labels for 10-minute latitude by 10-minute longitude areas where lobster gear is located (use map)

Pound Nets/Traps/Weirs

Field Name	Description
Gear Quantity	Number of traps/nets
Fishing Time	Average soak time per haul
Gear Sets	Number of sets lifted
Mesh Size	Mesh size of crib (inches)
Leader Length	Length of leader (feet)

Appendix C: Gear Fields Information, continued

Dredges

Field Name	Description
Gear Quantity	Number of dredges used
Fishing Time	Average tow time per haul
Gear Sets	Number of tows hauled
Gear Size	Dredge width (inches)
MESH_RING_WIDTH	Ring size (inches)

Seines

Field Name	Description
Gear Quantity	Number of seine nets used
Fishing Time	Average soak time per haul
Gear Sets	Number of sets hauled
Floatline Length	Length of floatline (feet)
Net Mesh Size	Mesh size used (inches)

Cast Nets

Field Name	Description
Gear Quantity	Number of cast nets used
Fishing Time	Search time for target species
Gear Sets	Number of hauls
Mesh Size	Mesh size used (inches)
Radius of Gear	Average radius of net (feet)

Fyke Nets

Field Name	Description
Gear Quantity	Number of fyke nets used
Fishing Time	Average soak time per haul
Gear Sets	Number of sets hauled
Mesh Size	Mesh size used (inches)
GEAR_SIZE	Length of net (feet)

Appendix C: Gear Fields Information, continued

Hook & Line/Hand Line

Field Name	Description
Gear Quantity	Number of hooks per line
Fishing Time	Total trip time minus steam time
Gear Sets	Number of lines

Long Lines

Field Name	Description
Gear Quantity	Number of hooks per line
Fishing Time	Average soak time per haul
Gear Sets	Number of hauls
Length of mainline	Main line length (to the nearest tenth of nautical mile)

By Hand/Rakes/Hoes

Field Name	Description
Gear Quantity	1
Fishing Time	Search time for target species

Harpoons/Gigs

Field Name	Description
Gear Quantity	Number of spears
Fishing Time	Search time for target species
Gear Sets	Number of throws

Appendix D: Disposition Options for Commercial and For-Hire State Trip Reports

DISPOSITION	
COMMERCIAL:	General Utilization: Bait
	General Utilization: Food
	General Utilization: No Catch
	Discards Due to Regulations: No Retention
	Not Brought on Board: Released Alive
	Other Disposition Codes: Seized by Law Enforcement
FOR HIRE:	General Utilization: Bait
	General Utilization: No Catch
	General Utilization: Personal Use
	Discards Due to Regulations: No Retention
	Not Brought on Board: Released Alive
	Other Disposition Codes: Seized by Law Enforcement

SALES DISPOSITION
Sold to Dealer
No Sale – Retained
No Sale – Discarded
Private/Dockside Sale
Placed in Car (Future Sale)

Examples

If commercial catch is going to be sold to a dealer to be consumed as food:

Disposition = 'General Utilization: Food'

Sales Disposition = 'Sold to Dealer'

If you keep your commercial catch for personal consumption:

Disposition = 'General Utilization: Food'

Sales Disposition = 'No sale – Retained'

If you keep your catch for use as bait:

Disposition = 'General Utilization: Bait'

Sales Disposition = 'No Sale – Retained' if you keep the bait for personal use

Sales Disposition = 'Sold to Dealer' if the bait is sold to a permitted dealer

Sales Disposition = 'Private/Dockside Sale' if sold for cash