Maryland **E-Reporting with FACTS[™]**



Commercial Harvester User Manual For Daily Electronic Reporting

Blue Crab









dnr.maryland.gov



01/2019

TROUBLESHOOTING AND GETTING ASSISTANCE

Call Toll Free Helpline Available 24 Hours a Day

1-877-979-1820

Some common problems that the helpline can assist with are listed below:

- Issues with your device or the FACTS[™] system
- Forgetting your password
- Forgetting to report your trip hails daily

For additional details on troubleshooting or how to provide feedback, please refer to <u>Section 15</u> on Page 31.

Further E-Reporting information and training videos can be found at <u>dnr.maryland.gov/fisheries/Pages/e-reporting/index.aspx</u>

The use of the term "fishing" and "fished" throughout this manual is used to describe finfish and blue crab trips.

What You Can Do With FACTS™ E-Reporting

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1 – Reporting Options

You can choose between four different reporting platform options to report your harvest electronically using FACTS[™].

Reporting Platform Options

1. Mobile Website (Smartphone or Tablet): <u>maryland.fisheryfacts.com/mobile</u>

	Logon	
	Welcome to FACTS™	
	Please logon	
Username:		
Password:		
	Logon	
	Forgot Password?	

- Best for reporting using mobile devices while fishing.
- Drop-down menus for quick and simple reporting.
- Allows access to "My Account" preference settings and received messages in "View Messages."
- View quota status updates (example = Yellow Perch).

2. Portal Website (Laptop and Desktop Computer): maryland.fisheryfacts.com

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Systems Group	p mc.
	Logon
	electrice Systems Grou

- Can be used to submit daily trip hails/harvest information, but the mobile website is better suited for these tasks.
- Allows access to trip and harvest history records.
- Allows access to "My Account" preference settings and received messages in "Messages."
- Allows access to transfer striped bass quota in "Quotas" menu.
- You can also view quota status updates (example = Yellow Perch).
- **3. Call Center:** Call **1-855-390-2722** to have an electronic reporting representative enter your daily trip and harvest information for you.

2 – How to Set Up Your Account

To make the reporting process faster and more streamlined, you can set up preferences within your account that will create drop-down menus or auto-fill information for you when you report.

To do this, please go to <u>maryland.fisheryfacts.com</u> or <u>maryland.fisheryfacts.com/mobile</u>, log in using your Username and Password and click on "*My Account*" (located under Enter/Revise Trip Hails on the mobile site and in the upper right corner on the portal website).

This page allows you to do the following functions:

- Change your **username** and **password**
 - We recommend your username be something clear and easy to say over the phone. This will make it easier for assistance from the Helpline and the Call Center.
- Enter your mobile phone number to enable text message reminders
- Enter email address to receive important messages from FACTS™
- Save vessels and landing locations you commonly use during fishing
 - A list of public water access for use in determining landing locations can be accessed at: <u>dnr.maryland.gov/Boating/Pages/water-access/boatramps.aspx</u>
- **Fishery dependent information**: Save fields consistent in your daily fishing routine (remember to update if your routine changes)
 - Area you fish (NOAA Code)
 - Gear information
 - Harvest unit

• Check station (only striped bass)

Cancel

- o Commonly caught finfish species information
- Create accounts for authorized representatives to checkin your harvest (only for striped bass; refer to Section 2)

Update Account Details

o Crew count (does not include yourself)

Note: You must click the "Update Account Details" button
on the bottom of the page to save changes.

	Blue Crab - Fisher Preferences		
	License 776655		
	Area: 027 - CHESAPEAKE BAY & TRIBS , CO	VE PT. TO BAY BRIDGE .	
	Gear Type CRAB POTS •		
	Gear Unit: EACH • *		
	Hard Crab Unit: BUSHELS .		
	Crew Count: 1		
	Max Crab Pots: 550		
isher Preferences	Eel for bait? YES * NO *		
Example	Finfish - Fisher Preferences		
	runian - rialier Freierences		
	License 776655	E BAY BDITUSE TO DATILIVENT DIVED	
	Check Station Thomas L Courtney		
	STRUE SIGNAL TRUTIES & GOULDRY		
	Gear Type HOOK AND LINE		
	Gear Type: HOOK AND LINE		
	Gear Type: HOOK AND LINE Crew Count: 2		
	Gear Type: HOOK AND LINE Crew Count 2	you will no longer receive a warning message when s	tarting a thp)
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nfish Commonly	Gear Type: HOOK AND LINE Crew Count 2	you will no longer receive a warning message when st Unit	Larting a thip) + Add New Action
nfish Commonly Caught Species	Gear Type: HOOK AND LINE • Crew Count 2	you will no longer receive a warning message when s Unit LBS	tarting a trip) + Add New Action
nfish Commonly Caught Species Example	Gear Type: HOOK AND LINE • Crew Count 2	you will no longer receive a warning message when si Unit LBS BUSHELS	tarting a trip) + Add New Action

Click on the "*Add New*" button to add new information and click the pencil to edit and or minus to remove.

	Action
+ Add New	14

3 – Pilot Program Permits

What is a Pilot Program Permit?

In order to participate in the electronic reporting program, you must first have a valid Pilot Program permit. The permit outlines the requirements and benefits of participating in the E-Reporting with FACTS[™] program. This permit must be obtained prior to harvesting and will continue to be in effect as long as you wish to participate in the E-Reporting with FACTS[™] program. Participation in the program is completely voluntary and you may return to using monthly paper reports at any time by completing the Opt Out process.

How to Request a Pilot Program Permit

Pilot Program permits are requested through your FACTS[™] online account. Please follow the steps outlined in the figures below to request and obtain your Pilot Program permit. After you have requested your permit, you will receive a notification once it has been authorized by Maryland DNR. If you have any questions, please call Stephanie Richards (410-260-8314) or the helpline (1-800-979-1820).

Requesting a Pilot Program Permit from a Laptop or PC

- 1. Log on to your account maryland.fisheryfacts.com
- 2. Follow the message prompt and click "Ok"



3. Review and select the permit for your fishery



4. Agree to the terms by checking the box and click "Request Permit"





- 1. Log on to your account maryland.fisheryfacts.com/mobile
- 2. Follow the message prompt and click "OK"



3. Select "Pilot Program Permits" from "My Account"



4. Review and select the permit for your fishery

Pilot Program Pel	rmits
Blue Crab Pilot Permit	
Unless you are permitted will need to submit monthl department.	to use FACTS for the current Blue Crab season, you y paper harvest reports, starting with April, to the
	Request Permit
Finfish Pilot Permit	
Unless you are permitted need to submit monthly pa department.	to use FACTS for the current Finfish season, you will aper harvest reports, starting with January, to the
	Request Permit

5. Agree to the terms by checking the box and click "Request Permit"



4 – Daily E-Reporting Process and Best Reporting Practices

Daily E-Reporting Process: Includes 3 required steps (Trip Start Hail, Trip End Hail, and Harvest Verification) and 2 additional steps, if applicable (Revise or Cancel for both Trip Start Hail and Trip End Hail).



Daily E-Reporting Process

Best Reporting Practices: When reporting electronically with FACTS[™], it is recommended that you follow a set of established "*Best Reporting Practices*" (listed in the table below).

	"Best Reporting Practices" when Reporting Harvest using FACTS™
Sending a Trip	Trip start hails should be sent in the morning before you leave the dock or actively start fishing.
Start Hail	If fishing with another waterman (as their crew) and you intend to split the harvest, you both must submit trip start hails in FACTS™ through your own accounts.
Revising a Trip Start Hail	Trip start hails should be revised if your crew count or anticipated landing time or location changes. Revisions should be sent right away if there is a change in crew count and at least 30 minutes prior to a new landing time and landing location .
Sending a Trip End Hail	Trip end hails should be sent any time after you have stopped actively harvesting for the day but before you return to the dock.
Revising a Trip End Hail	Trip end hails should be revised if any information changes from the original trip end hail. Revisions can be made before midnight of the day you went fishing. For finfish species other than Striped Bass, revise your harvest in the end hail report to match the final weight and count. If harvesting striped bass, changes cannot be made after the fish are checked in. If you need to correct harvest information after the day you went fishing, contact the helpline.
Canceling a Trip	Trips submitted in FACTS [™] should only be canceled if fishing did not occur (example: boat breaks down, learning how to use the system). If you accidentally cancel a trip, then start the trip over and re-enter your information as soon as possible.

5 – E-Reporting Flexibilities that Increase Business Opportunities

For those using FACTS[™] to report harvest electronically, the Maryland Department of Natural Resources (DNR) is offering several fishery dependent flexibilities. *For all FACTS[™] available fisheries, only report on the days you go out to actively harvest.* Fishery specific flexibilities are outlined below.

Blue Crab Fishery:

 Flexible Day Off – You get to pick your day off each week and it can vary week to week based on what works best for you, as long as you take one day off during the week (working no more than 6 days a week). When using this flexibility, your work week starts on Wednesday and ends on Tuesday.

Note: Pilot participants are required to display the letters "EHR" on their vessel throughout their participation in the Pilot. The letters shall be painted or firmly attached to the port side near the stern of the vessel. The letters shall be plain vertical block characters of not less than 3 inches in height and shall contrast with the color of the background.

Yellow Perch Fishery:

- Allows the Use of Box Tags Free box tags are provided for pilot program participants.
- No daily calls to the Yellow Perch Hotline when you use FACTS[™] to report your trips.
- View updated available yellow perch quota when you use FACTS[™] (refer to <u>Section 12</u>).

Striped Bass Fishery:

- Easily and quickly transfer striped bass quota electronically with other FACTS[™] users (refer to <u>Section 12</u>).
- Next Day Check-in of Harvest You can keep fish from one day of fishing and check it in on the following day (either in the morning before you start your next trip or as combined harvest at the end of the day). Indicate your intention to check-in today or the following day in your trip end hail via a check box (image 1 below; refer to <u>Section 9</u> for how to submit a trip end hail).
- Authorized Representatives You can designate a representative(s) to check-in your daily harvest for you at a check station (cannot be combined with next day check-in flexibility). Go to "My Account" settings and provide them with a unique username and password (image 2 below; refer to Section 2 for how to setup your account).

		Portal website		
1 Next Day	Striped Bass	Check-in Details	Striped Bass Check-in Details Check in today? NO (If you do not check in today you must check	ck-in
Check-In Flexibility	Check-in today?:	NO (If you do not check in today you must che ool Ice & Seafood •	ck-in tomorrow) Check Station: Kool Ice & Seafood	0
	1		Cancel Send Trip End Hail	
		Portal Website	Mobile Website	
			Finfish - Commonly Caught Species	

					Finfis	sh - A
Authorized	FINTISN - Authorized Ro	epresentatives for Strip	Ded Bass Check-Ins	+ Add New	John Dor	e (Johi
Representative	Username	First Name	Last Name	Action	Edit	D
Elovibility	JohnDoe	John	Doe	2 - C	Richard I	Dale (F
Flexibility	RichardDale	Richard	Dale	× -	Edit	De

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6 – Authorized Users

What is an Authorized User?

A commercial license holder who will not be using their license during a period of time can designate someone else to use their license as an authorized user. If you have been designated as an authorized user on one or more licenses, you can use your own FACTS[™] account to report your commercial harvest activity. This applies to both finfish and blue crab harvest reporting, with the added benefit of being able to use the E-Reporting program's flexible day off option for crabbing.

How to Become an Authorized User

Please contact your local service center to get complete details about this special licensing designation. While there is no fee to add an authorized user to a license, it must be renewed annually and there are specific requirements/regulations to consider when designating or acting as an authorized user. If you are already an authorized user and are interested in using FACTS[™], contact Stephanie Richards (410-260-8314) to get started.

Reporting as an Authorized User

Once you log in to your account, you will see both your license, and/or any licenses authorized to you on the homepage. When you start a trip (see <u>Section 7</u>) you will be asked to select which license you are reporting under, your own or one authorized to you. In FACTS[™], the reporting activity of an authorized user is designated by an asterisk ("*") next to the license number. While the license holder can see all harvest activity in FACTS[™] associated with their license, an authorized user can only see the activity they themselves have reported. As with non-FACTS[™] users, only one individual (license holder <u>or</u> the authorized user) is allowed to engage in harvest activity (start a trip) with the license on any given day.



Note: Make sure to select the correct license you are harvesting under



7 – How to Start a Trip in FACTS™ (Trip Start Hail)

Before you start fishing for the day you will submit a trip start hail, which includes your vessel information, crew count, gear type used for fishing and anticipated landing information. Please see below for trip start hail examples.

NOTE: For <u>Finfish</u> harvesters, there are special circumstances to consider when it comes to hailing. Please follow these guidelines to ensure that your activity is correctly reported for your license:

- Hail If you have your Striped Bass tags on the boat, since under regulations this constitutes intent to fish.
- **Hail** If you are going out to harvest and intend to report the catch under <u>your</u> license.
- Hail If you are going out to harvest as crew and the captain is also a FACTS[™] user. In this case, you will report "*No Harvest*" for the trip and the VRN number will link the trips for you and the captain together. The captain will report the trip's harvest using their FACTS[™] account.
- **NO Hail** If you are going out to harvest as crew, but the captain is going to report the trip using the monthly <u>paper</u> Finfish harvest report. It is important that you make sure the captain includes your license number on their monthly paper Finfish report.

<u>Call Center</u>: Call **1-855-390-2722.** The operator will ask which fishery you are reporting for and then your username. The operator will then ask you questions about what you would like to enter in your Trip Start Hail.

<u>Mobile Website</u>: 1) First click *"Enter/Revise Hails"* which will direct you to a fishery selection page for you to select the fishery you are fishing in for the day, 2) select the correct fishery, 3) click *"Start a New Trip"* and 4) fill out the required fields and select *"Send Trip Start Hail."* See images below for details.

Portal Website: 1) Click on the "*Trips*" menu tab in the top right corner of the home page and select "*Enter/Revise Hails*" from the drop-down menu, 2) select the fishery you will be fishing in for the day, 3) select "*Start a New Trip*" and 4) fill out the required field and select "*Send Trip Start Hail.*" See images below for details (layout and design of portal website is slightly different from the mobile website, however the information required is the same).



Note: If you participate in daily electronic reporting with FACTS[™] for the striped bass fishery, then the home page (left hand portion of the image above) will also show your verified striped bass quota (based on harvest checked-in), the number of unchecked trips you have and if you have unchecked trips, your estimated quota (based on harvest lbs. entered in the trip end hail of unchecked trips).

8 – How to Submit Your Blue Crab Harvest (Trip End Hail)

After submitting your trip start hail (refer to <u>Section 7</u>) and completing your crabbing trip, you will need to submit a trip end hail after you have stopped actively fishing for the day but before you return to the dock. If you forget to submit a trip end hail, you will be notified that it is missing the next time you go crabbing. You are required to submit all missing trip end hails from all fisheries before starting a new trip (refer to <u>Section 11</u>).

Some information will be pre-filled in your trip end hail from your trip start hail. Make sure to review this information and confirm that nothing has changed.

Additional information that will be required for you to report in your trip end hail is as follows:

- Area Crabbed
- Hours Crabbed
- Gear Details (quantity used, unit, max crab pots in water)
- Do you have harvest to report? (Y/N)
- Harvest Details (hard crab unit, quantity caught by grade)
- Did you harvest eels for bait? (Y/N)
- Market Destination Details (% of Total harvest sold to restaurants, public, dealers and not sold)

<u>Note</u>: You need to enter a value in each field on the Trip End Hail form. If the value is zero, please put a "0" in the field. If you select that you have NO harvest to report from this trip, the "Harvest Details" section of the trip end hail form will be hidden.

Refer to the image on the next page from the mobile website for information you will be required to report in a blue crab trip end hail for <u>ALL reporting options</u>. For trotline you will also report the gear unit (yards or feet).

<u>Call Center</u>: Call **1-855-390-2722**. The operator will ask you which fishery you are reporting for and your username and then what task you would like to do ("*Send Trip End Hail*"). They will then verify whether any information from your trip start hail has changed and then ask you to report the information outlined above.

<u>Mobile Website</u>: 1) First click "*Enter/Revise Hails*" which will direct you to a fishery selection page for you to select the fishery you are fishing in for the day, 2) select the "*Blue Crab*" fishery, 3) click "*Send Trip End Hail*" and 4) fill out the required fields and select "*Send Trip End Hail*" See images on the following page for details.

Portal Website: 1) Click on the "*Trips*" menu tab in the top right corner of the home page and select "*Enter/Revise Hails*" from the drop-down menu, 2) select the "*Maryland - Blue Crab*" fishery, 3) select "*Send Trip End Hail*" and 4) fill out the required field and select "*Send Trip End Hail*." See images on the following page for details (layout and design of portal website is slightly different from the mobile website, however the information required is the same).

Example: Blue Crab Trip End Hail in Mobile Website

Instructions Please enter the trip end hall draits, double-check for accuracy and then drick "Send Trip End Hail Details BUSHELS Base Trip End Hail Details BUSHELS Hail Date: Jun 22, 2015 Leense: 444444 VIN: 0 Jannier Leigh (MD231492) 0 Add Edit Remove 0 Crew Count: 2 Zara Crabbed: 0 D25-CHESPK, BAY & TRIBS, BA 0 Landing The (500 PM / Jun 22, 2015): 10 EACH PELLERS (qty/units): 0 EACH PELLERS (qty/units): 15 EACH Did you harvest eels for bait on this trip? YES NO Add Edit Remove YES NO Test Crabbing: 0 Sold to restaurants: Oere Ore Sold to the public: Gear Unit: EACH POTS Sold to the public: Sold to the public: 75 Not Sold: Ore I Fraceed Hard Crab Units (select to show harvest and maket destination sections Select to show harvest and maket	Trip End Hail Details	Places optor the grade you cought today in the
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Landing Location: ORP Add Edit Remove 1805 Virginia Street, Annapolis, Maryland, United States, 21401 Gear Details Gear Outatity: 400 Gear Quantity: 400 Gear Unit: EACH Hrs Crabbing: 6 Market Destination Details Enter the % of TOTAL catch that went to each destination below (including dealers if applicable). Sold to restaurants: 0 Sold to the public: 75 Not Sold: 0 Enter the number of dealers (0 if none) and then press "Proceed" 1 Proceed The figures below added to the market destination figures above should total 100%. Dealer 1 Name: % Sold: 0 THER (NON-PL © 25 Hard Crab Units (select to show harvest and market destination sections below): BUSHELS	18 🕶 00 🕶	_omig _omio
ORP Add Edit Remove 1805 Virginia Street, Annapolis, Maryland, United States, 21401 Gear Details Gear Details Gear Details Gear Otatils Gear Otatils Gear Outails Market Destination Details Sold to restaurants: 0 Sold to the public: 75 Not Sold: 0 Bax Crab Pots in Water (enter 0 if none): 600 Harvest Details Do you have any harvest to report from this trp? VES No VES No Hard Orab Units (select to show harvest and market destination sections below): BUSHELS	Landing Location:	Did you harvest eels for bait on this trip?
Add Edit Remove 1805 Virginia Street, Annapolis, Maryland, United States, 21401 Market Destination Details Gear Details Enter the % of TOTAL catch that went to each destination below (including dealers if applicable). Gear Details Sold to restaurants: Gear Quantity: 0 400 Sold to the public: Gear Unit: 75 Market Destination Details Sold to restaurants: 0 Sold to the public: 75 Not Sold: 0 Sold to the public: 75 Not Sold: 0 Barter the number of dealers (0 if none) and then press "Proceed" 1 1 Proceed" 1 Proceed 2 Dealer 1 Name 9< Sold: OTHER (NON-PI © 25 1 Bushels	ORP 💌	YES NO
1805 Virginia Street, Annapolis, Maryland, United States, 21401 Gear Details Gear Otatils Gear Quantity : 400 Gear Quantity : 400 Gear Unit: EACH It of the public: 75 Not Sold: 0 Enter the number of dealers (0 if none) and then press "Proceed" 1 Proceed 1 Proceed The figures below added to the market destination figures above should total 100%. Dealer 1 Name: % Sold: OTHER (NON-PL) 25 Hard Crab Units (select to show harvest and market destination sections below): BUSHELS	Add Edit Remove	
Gear Details Gear Details Gear Quantity: 400 Gear Quantity: 400 Gear Unit: EACH Image: Strate of the public From the public Gear Unit: From the public Gear Unit: From the public Gear Unit: From the public From the public Gear Unit: From the public From the public Gear Unit: Gear Unit: From the public From the publ	1805 Virginia Street, Annapolis, Maryland, United States, 21401	Enter the % of TOTAL catch that went to each destination
Gear Type: CRAB POTS Gear Quantity :: 0 400 Sold to restaurants: 0 Sold to the public: 75 Not Sold: 0 Enter the number of dealers (0 if none) and then press 600 1 Harvest Details Do you have any harvest to report from this trip? YES NO The figures below added to the market destination figures above should total 100%. Dealer 1 Name: % Sold: OTHER (NON-PI) 25 Cancel Send Trip End Hail	Gear Details	below (including dealers if applicable).
Gear Quantity : 0 400 Sold to the public: Gear Unit: 75 Not Sold: 75 Max Crab Pots in Water (enter 0 if none): 0 600 Enter the number of dealers (0 if none) and then press Proceed* 1 1 Proceed* 1 Proceed* 1 Proceed* The figures below added to the market destination figures above should total 100%. Dealer 1 Name: % Sold: OTHER (NON-PL © 25 End Trip End Hail	Gear Type: CRAB POTS	Sold to restaurants:
400 Gear Unit: EACH The Scrabbing: 6 Max Crab Pots in Water (enter 0 if none): 600 Harvest Details Do you have any harvest to report from this trip? YES NO Hard Crab Units (select to show harvest and market destination sections below): BUSHELS Sold to the public: 75 Not Sold: 0 0 0 Enter the number of dealers (0 if none) and then press "Proceed" 1 Proceed" The figures below added to the market destination figures above should total 100%. Dealer 1 Name: % Sold: OTHER (NON-PI) 25	Gear Quantity :	0
Gear Unit: EACH Hrs Crabbing: 6 Max Crab Pots in Water (enter 0 if none): 600 Harvest Details Do you have any harvest to report from this trip? YES NO Hard Crab Units (select to show harvest and market destination sections below): BUSHELS	400	Sold to the public:
EACH Hrs Crabbing: 6 Max Crab Pots in Water (enter 0 if none): 600 Harvest Details Do you have any harvest to report from this trip? YES NO Hard Crab Units (select to show harvest and market destination sections below): BUSHELS Not Sold: 0 Not Sold: 0 Not Sold: 0 0 1 Proceed** 1 Proceed** 1 Proceed** 1 Proceed** 1 Proceed** 1 Proceed** 1 Proceed** BUSHELS Not Sold: 0 Image: Crab Onter Comparison of the market destination figures above should total 100%.	Gear Unit:	75
Hrs Crabbing: 6 Max Crab Pots in Water (enter 0 if none): 600 Harvest Details Do you have any harvest to report from this trip? YES NO Hard Crab Units (select to show harvest and market destination sections below): BUSHELS	EACH 🔍	Not Sold:
6 Max Crab Pots in Water (enter 0 if none): 600 Harvest Details Do you have any harvest to report from this trip? YES NO Hard Crab Units (select to show harvest and market destination sections below): BUSHELS	Hrs Crabbing:	0
Max Crab Pots in Water (enter 0 if none): 600 Harvest Details Do you have any harvest to report from this trip? YES NO Hard Crab Units (select to show harvest and market destination sections below): BUSHELS	6	Enter the number of dealers (0 if none) and then press
600 1 Proceed Harvest Details The figures below added to the market destination figures above should total 100%. Do you have any harvest to report from this trip? YES NO YES NO Market destination sections below): BUSHELS I	Max Crab Pots in Water (enter 0 if none):	"Proceed"
Harvest Details Do you have any harvest to report from this trip? YES NO Hard Crab Units (select to show harvest and market destination sections below): BUSHELS	600	1 Proceed
Do you have any harvest to report from this trip? YES NO Hard Crab Units (select to show harvest and market destination sections below): BUSHELS	Harvest Details	The figures below added to the market destination figures
YES NO Hard Crab Units (select to show harvest and market destination sections below): BUSHELS	Do you have any harvest to report from this trip?	above should total 100%.
Hard Crab Units (select to show harvest and market destination sections below): BUSHELS	YES NO	Dealer 1 Name: % Sold:
Hard Crab Units (select to show harvest and market destination sections below): BUSHELS Cancel Send Trip End Hail		OTHER (NON-PI 25
BUSHELS 오	Hard Crab Units (select to show harvest and market destination sections below):	Cancel Send Trip End Hail
	BUSHELS 오	

Note: If selling to multiple dealers other than JM Clayton's, enter number of dealers as 1. Then enter the sum of the total percent harvest sold in "OTHER (NON-PILOT)" dealer section.

9 – How to Submit Your Finfish Harvest (Trip End Hail)

After submitting your trip start hail (refer to <u>Section 7</u>) and completing your fishing trip, you will need to submit a trip end hail any time after you have stopped actively harvesting for the day but before you return to the dock. If your harvest details change after you have submitted your trip end hail, you **are required** to revise this hail with the updated harvest information in order for your account to reflect accurate harvest numbers (refer to <u>Section 10</u> for information regarding revisions to trip start and end hails). If you forget to submit a trip end hail, you will be notified that it is missing and will be required to submit the information before starting your next trip. You are required to submit all missing trip end hails from all fisheries before starting a new trip (refer to <u>Section 11</u>).

Some information will be pre-filled from your trip start hail. Make sure to review this information and confirm that nothing has changed.

Additional information that will be required for you to report in your trip end hail:

- Area fished
- Gear Details (varies depending on gear type you are reporting with as outlined in table below; see image below for example formats)
- Harvest Details
 - Do you have harvest to report?: Yes/No
 - Species, Quantity, and Disposition
- If you harvested striped bass
 - Are you checking in today?
 - Check Station name

<u>Note</u>: If you select that you have NO harvest to report from this trip, the *"Harvest Details"* section of the trip end hail form will be hidden. You can use the minus sign to edit finfish species not caught on this trip. This will not delete them from your preferences, only from the current trip end hail form. You need to enter a value in each field on the Trip End Hail form. If the value is zero, please put a *"0"* in the field.

The questions in the Gear Details section will change depending on the gear you are using. The table below outlines the Gear Details reporting requirements for each type of finfish gear and the figure below shows example Gear Details formats.

				Gear Details	Gear Details
GEAR NAME	SET COUNT	SOAK TIME	GEAR QUANTITY	Gear Type: POUND NET	Gear Type: HAUL SEINE
BY HAND	NO	NO	NO	Number of Nets :	Total Length of Nets (in yards)
FYKE NET	NO	YES (DAYS)	YES (count of nets)		
BOW AND ARROW	NO	NO	NO	Total Soak Timo	Number of Sets
FINFISH TROTLINE	YES	YES (HOURS)	YES (length and hooks)	Total Soak Time	Number of Sets.
GILL NET - DRIFT	YES	YES (HOURS)	YES (yards of net)		
HAUL SEINE	YES	NO	YES (yards of net)		
HOOK AND LINE	NO	NO	YES (count of rods)	Gear Details	Gear Details
POTS - CONCH	NO	YES (DAYS)	YES (count of pots)	Gear Type: GILL NET	
POTS - EEL	NO	YES (DAYS)	YES (count of pots)	Total Length of Nets (in yards)	Gear Type: HOOK & LINE
POTS - FISH	NO	YES (DAYS)	YES (count of pots)		
POTS - TURTLE	NO	YES (DAYS)	YES (count of pots)	Total Soak Time (hours/minutes):	Number of Rods or Lines :
POUND NET - FISH	NO	YES (DAYS)	YES (count of nets)	Hours 🕥 Mins 🛇	
SCRAPES - CRAB	YES	NO	NO	Number of Sets:	
SPEAR/HARPOON	NO	NO	YES (count of spears)		

<u>Call Center</u>: Call **1-855-390-2722.** The representative will ask you which fishery you are reporting for and your username and then what task you would like to do ("*Send Trip End Hail*"). They will then verify whether any information from your trip start hail has changed and then ask you to report the information outlined on page 13.

<u>Mobile Website</u>: 1) First click "*Enter/Revise Hails*" which will direct you to a fishery selection page for you to select the fishery you are fishing in for the day, 2) select the "*Finfish*" fishery, 3) click "*Send Trip End Hail*" and 4) fill out the required fields and select "*Send Trip End Hail*." See example below.

Portal Website: 1) Click on the "*Trips*" menu tab in the top right corner of the home page and select "*Enter/Revise Hails*" from the drop-down menu, 2) select the "*Maryland – Finfish*" fishery, 3) select "*Send Trip End Hail*" and 4) fill out the required field and select "*Send Trip End Hail*." See example below (layout and design of portal website is slightly different from the mobile website, however the information required is the same).

Trip End Hail Details - Finfish	Harvest Details
Instructions Please enter the trip end hall details, double-check for accuracy and then click "Send Trip End Hail"	Do you have any harvest to report from this trip?
Base Trip End Hail Details	
Hail Date: Dec 21, 2015	Add New Species
License: 776666	
TIUS.	BASS, STRIPED
Blackbird (MD1234FJ)	Weight: 156 Ibs
Add Edit Remove	Count: 18
Crew Count:	
2	SOLD – restaurant
Area fished:	
027 - CHESAPEAKE BAY -S. CEN.; S. OF BAY BRIDGE TO PATUXEN	PERCH, WHITE
Landing Details Landing Time (6:45 PM / Dec 21, 2015):	Weight: 23 Units: LBS ©
18 🐱 45 🐱	SOLD - dealer/backer
Landing Location:	- douisipation -
My Pier 🔹	Add New Species
Add Edit Remove	Striped Bass Check-in Details
1 Bayside Ave, Rock Hall, Maryland, United States, 21661	Check in today? NO (If you do not check in today you must check-in
Gear Details	- tomorrow)
Gear Type: POUND NET - FISH	Check Station:
Count of Nets (count):	Kool Ice & Seafood
1	Cancel Sand Trin End Hail
Total Soak Time (days):	Cancer Send mp End Han
2	

10 – How to Revise Trip Start Hails & Harvest Reported (Trip End Hails)

Making Hail Revisions

You have the option to revise and cancel all hails when necessary. All revisions must be made before midnight. If revising a striped bass trip, revisions must be made before check-in. You can also cancel the entire trip by selecting "*Cancel Trip*." Please refer to <u>Section 4</u>, Daily E-Reporting Process and Best Reporting Practices, for more details on when to revise and cancel a trip. Examples of how to provide revised trip hails using the portal (upper image) and mobile (lower image) websites are shown below.

urrent Trip Details - Blue Crab	🔟 Display Widt
Welcome back Dani Fisher	
Your current trip ID is: 22718	
You can make changes to this trip until midnight today.	
Send Trip End Hail	
Revise Trip Start Hail	
Cancel Trip	
Change Fishery	

Current Trip Details - Finfish

Welcome back Dani Fisher Your current striped bass quota is: 5397 lbs

Your current trip ID is: 22665

You can make changes to this trip until midnight today. Once striped bass harvest is checked in, you will not be able to make any changes to the reported striped bass harvest and check-in details.

Revise Trip End Hail	
Cancel Trip End Hail	
Change Fishery	

11 – How to Back-Enter Missing Trip End Hails

Submitting Missing Trip End Hails

If you have forgotten to submit a Trip End Hail for any prior fishing trips, FACTS[™] will prompt you to backenter the missing Trip End Hail information when you go to start a new Trip Start Hail. A missing Trip End Hail can be back-entered on either the mobile or portal sites. To submit the information, select the "Submit End Hail" button (see image below).

nd hail f Il missir ny fishe ips, the	for all trips ng end hail ry today. It n contact t	listed below. Y s before you ca f you need to ca he helpline at <u>1</u>	ou will need to submit an start a new trip in ancel any of the listed -877-979-1820.
Trip No.	Date	Fishery	Action
23067	06-Jan- 2016	Finfish	Submit End Hail

After selecting the button, a new page will open where you can enter your prior trip's information. The process for back-entering missing Trip End Hail information is the same as submitting a Trip End Hail (see your fishery specific Trip End Hail Section).

12 – How to Transfer and View Quotas in FACTS™

The FACTS[™] E-Reporting system can help you manage your fishing seasons by allowing you to electronically transfer quota and by displaying the most up to date details on available quota for a variety of species. Specific information on how to electronically transfer and view available quota information is provided in the following sections.

Quota Transfers

The FACTS[™] E-Reporting system allows you to electronically transfer and manage your striped bass quota. Transfers in FACTS[™] comply with Maryland DNR rules, regulations, and policies. For any questions regarding these rules, regulations, and polices please contact Maryland DNR. You will need to access <u>maryland.fisheryfacts.com</u> on a laptop or desktop computer if you wish to transfer quota electronically.

<u>Note</u>: It is important for watermen to remember that they cannot go fishing if they have initiated a quota transfer in the system. This is true unless the initiating waterman revokes the transfer before the recipient takes any action, the recipient of the transfer declines the transfer, or until Maryland DNR accepts or rejects the transfer.

The following is a list of restrictions for transferring quota electronically:

- You cannot transfer quota if you have any unchecked trips in the system.
- You cannot transfer quota if you have an active trip open or active transfer pending in the system.
- Transfers can only occur between individuals using FACTS[™] who have the same fishery declaration (e.g. ITQ).

<u>Quota Transfer Process</u>: Includes 4 main steps (Transfer Requested, Transfer Accepted, Transfer Reviewed/Approved by DNR, and Transferred Quota Available).



Steps to Transfer/Receive Quota:

Step 1: Quota Transfer Requested: To transfer your quota to another waterman: Go to "*Quotas*" dropdown menu, select "*Transfers*" and then select "*New Transfer*." Enter the license number of the licensee you wish to transfer quota to, check the box indicating that you understand that you cannot harvest striped bass while the transfer is being processed, and select "*Submit Transfer*." See example images below for "*Temporary*" and "*Permanent*" transfers.

Note: Transfers can either be made "Temporary" or "Permanent."

<u>Temporary</u> – When completing a "*Temporary*" Common Pool transfer, all remaining quota and tags must be transferred to the transferee. When completing a "*Temporary*" ITQ transfer, the minimum allocation increment for transfer will be 1,000 pounds; along with each 1,000-pound transfer increment, three bags of 100 unopened, unbroken tags must also be transferred. If the transfer is less than 1,000 pounds, the entire remaining quota must be transferred, along with all remaining tags.

Permanent – When completing a "**Permanent**" Common Pool transfer, all remaining quota and tags must be transferred to the transferee. When completing a "**Permanent**" ITQ transfer, the minimum allocation increment for transfer will be 350 pounds; along with each 350-pound transfer increment, one bag of 100 unopened, unbroken tags must also be transferred. If the transfer is less than 350 pounds, the entire remaining quota must be transferred, along with all remaining tags.

Temporary Transfer Example

From the FACTS[™] homepage, navigate to "*Quotas*", then to "*Transfers*", and select "*New Transfer*" from the drop-down menu. Next, check the box stating that you understand that you cannot harvest striped bass while this transfer is being processed, and enter the number of pounds being transferred, the number of tags being transferred, and the license number that you are transferring quota to. Next, click the "*Add*" button to assign the tag sequence of the tags to be transferred.

FACTS FISHING ACTIVITY & CATCH TRACKING SYSTEM	Welcome, Dani Fisher 🔒 Home	FACTS ТМ Рикию Астичт & Слеси Траскию Sтетам	Welcome, Dani Fathar Lance Laboration Olivera
Home Trips Reports Check-ins Messages Quotas Document	iš ÷	Name Treat Reports - Checkins - Messages Clastes - Decem	
Welcome Welcome to FACTS [®] Welcome to the FACTS [®]	New Transfer	Stripped Basss Quota Iranster Stripped Basss Quota Iranster Martielle Company and Stripped Company Pactorian Pactorian Description Pactorian Description Pactorian Pacorian Pactorian Pactorian Pactorian Pactorian Pactorian Paco	To be a set of the
electric	edge	Striped Bass Quota Transfer Details Transfer Type In-Seagen Quota Year 2016	lle this transfer is being processed
Logged on as: Dani Fis Your Role: FISHER Accessible Program(s): Blue Cr. Finfsh License(s): 776655 (Your or Current Quota: 5355 lbs (Striped Bass) Un-Checked Trips: 0	her Ib In license)	Remaining Quota: 5355 hs Transfer Amount: 1000 Br Parmanent? From License: 776655 To License: 2222222 Tag Sequence(s): No quota tegs added yet Add. Total Number of 300	
		Cancel So	abmit Transfer

Once the "*Quota Tag Range*" box opens, select "*Show Inventory*" to view the tag sequences for your license. Next, verify that the tag numbers you are transferring are displayed within your Tag Inventory range, enter the starting and ending tag numbers that will be transferred, and select "*Ok*". Once all required fields have been filled in, click "*Submit Transfer*" at the bottom of the page.

		QUOTA TAG RANG	E ×
QUOTA TAG RANGE	*	Start Tag:	700001
Start Tag:		F-17-1	
End Tag:		End Tag:	700300
		Tag Inventory:	Start Tag End Tag
Ok Show Invento	ory Cancel		700004 702500
			700001 703500
		Ok	Hide Inventory Cancel
Striped Bas Start a quick barrier an Interference of the second Striped Bass Transfer Type: Quota Year: Remaining Quota Transfer Amount: Permanent? From License: To License. Tag Sequence(s)	So Quota Transfer A when to the receiver In score the form. Once your transfer has been accided by the system, you In score to the form. Once your transfer has been accided by the system, you In score to the transfer waiting to be processed, you cannot start a new o So Quota Transfer Details In-Season In-Seaso	wit be able to nycle if igoutst the time the recorded accepts the recipied decises the stantsr, the process ands there introde base ting as that would affect your remaining code who his transfer is being processed	or declines the chi could negate the
Total Number of Tags.	300		
	Cancel Submit	Transfer	

Permanent Transfer Example

From the FACTS[™] homepage, navigate to "*Quotas*", then to "*Transfers*", and select "*New Transfer*" from the drop-down menu. Next, check the box stating that you understand that you cannot harvest striped bass while this transfer is being processed, and check the box to make this a permanent transfer (A pop-up will appear to confirm that this is a permanent transfer of quota, select the "*Ok*" button within the pop-up). Then, enter the number of pounds being transferred, the number of tags being transferred, and the license number that you are transferring quota to. Next, click the "*Add*" button to assign the tag sequence of the tags to be transferred.



Once the "*Quota Tag Range*" box opens, select "*Show Inventory*" to view the tag sequences for your license. Next, verify that the tag numbers you are transferring are displayed within your Tag Inventory range, enter the starting and ending tag numbers that will be transferred, and select "*Ok*". Once all required fields have been filled in, click "*Submit Transfer*" at the bottom of the page.

	QUOTA TAG RA	ANGE X
Start Tag:	Start Tag:	700001
End Tag:	End Tag:	700100
Ok Show Inventory Cancel	Tag Inventory:	Start Tag End Tag
		700001 703500
	C	Ok Hide Inventory Cancel
Striped Bass Quota Transfer		(a) Display Wolth
Start a quota transfer and send to the recipient.		
 Instituctions Provide the next submit the form. Once your isotrate has been acceled to the systematic the temperature of the transfer. If the CNR for this approximation. If the receipend accepts the transfer, if will be sent to the CNR for this approximation. 	em, you will be able to revoke it up until the time the recipier wal. If the recipient declines the branster, the process ends t	nl accepts or declines the three
NOTE: While you have an active transfer waiting to be processed, you cannot start details of the active transfer.	a new striped class trip as that would affect your remaining	quote which could negate the
Striped Bass Quota Transfer Details		
Transfer Type In-Season	hile this transfer is being processed	
Quota Year: 2018	and and an internal bearing	
Remaining Quota: 5355 lbs		
Transfer Amount: 350 Ibs		
Permanent?		
From License: 776655		
To License: 2222222		
Tag Sequence(s): Start Tag End Tag Action		
700001 700100 Edit Delete		
and		
Total Number of 100		
Cancel S	ubmit Transfer	

You have the ability to revoke the transfer at any time until the recipient accepts or declines the transfer. If you would like to review or revoke a transfer that you have initiated, first select "*Transfer History*" under the "*Quota*" drop-down menu in the "*Transfers*" section. When the "*Quota Transfer History*" page opens, you will see a "*Revoke*" button under the action column which you can select to cancel the transfer (circled in red below).

				of the pr	ompts b	elow al	iu ciic	K Searc	11 10 111	ter quota n	istory.	
Date From:	03-Dec-201	8		Status:	Select	elect 🔻						
Date To:				License No	4			TO/F	ROM Licen	ise 🔻		
		50	ON	71						C	Reset Form	Search
Quota Year	Received	Name	License	Name	License	Amount	Units	Туре	Perm?	Status	Status Date	Action
2018	Dec 10, 2018 08:45	Dani Fisher	776655	Ryan Fisher	2222222	1000	lbs	IN- SEASON	NO	PENDING waiting on recipient	Dec 10, 2018 08:51	Revok
2018	Dec 10, 2018 08:35	Dani Fisher	776655	Ryan Fisher	2222222	1000	lbs	IN- SEASON	NO	REVOKED by sender	Dec 10, 2018 08:39	View

When you click on the "*Revoke*" button, you must enter a reason for revoking the transfer in the text box (shown below) and then select "*Revoke Transfer*" (circled in red below).

Striped Bas Start a quota transfer and	s Quota Transfer Display Width Display Width
The recipient has why so the recipient	not accepted or declined this transfer and you can choose to revoke it at this time if you wish. Should you choose to revoke it, you must leave a reason as to ent can be informed about your decision.
Striped Bass	Quota Transfer Details
Quota Year:	2018
Transfer Type:	In-Season
Acknowledgement?	α You acknowledged that you should not harvest any striped bass until this transfer is processed
Transfer Amount:	1000 lbs
Tag Sequence(s):	700001 - 700300
Total Number of Tags:	300
Permanent?:	NO
From License:	776655
To License:	222222
Received:	Dec 10, 2018 08:45
Status Date:	Dec 10, 2018 08:45
Status:	PENDING (waiting on recipient)
Recipient Notes:	None
DNR Notes:	None
Revoke Reason?:	I decided to keep my quota
	(500 characters maximum)
	Cancel Revoke Transfer

You will be able to see that the transfer was revoked within your "Quota Transfer History" by selecting the "**View**" button under the "**Transfers**" in the "**Quotas**" drop-down menu (shown below).

Туре	Perm?	Status	Status Date	Action
IN-SEASON	NO	REVOKED by sender	Dec 10, 2018 08:55	View
IN-SEASON	NO	REVOKED by sender	Dec 10, 2018 08:39	View

<u>Note</u>: In order to receive notification regarding status updates from the department for quota share transfers, you must have your mobile number and/or email address saved in your account preferences (see <u>Section 2</u>).

Step 2: Quota Transfer Accepted: If another waterman has started a quota transfer to you, you will receive a notification through FACTS[™] stating that a quota transfer has been initiated to your license. You have the ability to accept or decline the transfer in your "*Quota Transfer History*" (shown below). If the recipient declines the transfer, no quota will be transferred and if the recipient accepts the transfer, the transfer is electronically sent to DNR for review.

Striped Striped bass qu	Bass	Quota	a Trar an Fisher	nsfer l	Histo	r y						🖪 Display Width
Enter/sel	ect data i	nto one	or more	of the p	rompts	below a	nd cli	ck "Sea	rch" to	filter quota	history.	
Date From:	03-Dec-201	8		Status:	Select	t		•				
Date To:	License No: TO/FROM L						FROM Li	cense 🔻				
											Reset For	mSearch
		FR	MC	т	D							
Quota Year	Received	Name	License	Name	License	Amount	Units	Туре	Perm?	Status	Status Date	Action
2018	Dec 10, 2018 11:45	Dani Fisher	776655	Ryan Fisher	2222222	1000	lbs	IN- SEASON	NO	PENDING waiting on recipient	Dec 10 2018 14:06	Accept / Decline
2018	Dec 10, 2018 08:45	Dani Fisher	776655	Ryan Fisher	2222222	1000	lbs	IN- SEASON	NO	REVOKED by sender	Dec 10, 2018 08:55	View
2018	Dec 10, 2018 08:35	Dani Fisher	776655	Ryan Fisher	2222222	1000	lbs	IN- SEASON	NO	REVOKED by sender	Dec 10, 2018 08:39	View

Step 3: Quota Transfer Reviewed/Accepted by DNR: If the recipient accepts the transfer, Maryland DNR must then review the transfer and either approve or reject the transfer within 2 business days of the transfer being accepted.

Step 4: Transferred Quota Available: If Maryland DNR accepts the transfer, it will be processed immediately in FACTS[™]. You will receive notification of an approval or rejection by Maryland DNR of a quota transfer and you will be able to view this status within your "*Quota Transfer History*" for any past transfer (shown below).

Quota T uota transfer hi	Transfer	Histor ed bass license h	y olders									Display Widt
Enter/sele	ct data into	one or mo	re of the p	prompts b	pelow and o	click "Se	arch"	to filter quo	ota histo	ry.		
Date From:	03-Aug-2015		s s	Status:	Select							
Date To:		1	e 1	icense No:			1	O/FROM Licen	se ·			
					Page 1	d2 Go	- Ne	xt			Reset Form	Search
		FRO	OM		TO	012 00	[
Quota Year	Received	Name	License	Name	License	Amount	Units	Туре	Perm?	Status	Status Date	Action
2016	Aug 10, 2015 10:46	Quota Test	333333333	Quota Test	111111111	0.16	share	PRE-SEASON	NO	PENDING waiting on recipier	Aug 10, 2015 10:46	View
2015	Aug 03, 2015 03:00	Carne Fisher	4343434	Quota Test	222222222	20000	lbs	IN-SEASON	NA	REVOKED by sender	Jul 28, 2015 12,47	View

Viewing Current Quotas Information

Within FACTS^M, you are able to view the most up to date quota information for individual fisheries. To view on the portal website, navigate to the "*Quotas*" drop-down menu and select the "*Quota Status Updates*" button. Then select the fishery you are interested in.

For example, to view the remaining yellow perch quota, select "*Yellow Perch*" under the "*Quota Status Updates*."

FACTS TM FIELENG ACTIVITY & CATCH TEACEING SYSTEM			FACTS PEHING ACTIVITY & CATC	TM H Tracking System	^b w		
Home Trips Check-ins Messages	Quotas		Home Trips Check-ins Messages Quotas				
Welcome Welcome to FACTS"	Unite Status Updates Welcome to the FA		Yellow Perch Remaining Quota Remaining Quota by Area				
	alar	atrica	Area Code	Area Name	Remaining Quota (Ibs)		
	elec	Systema Group In	013	CHESAPEAKE BAY NORTH	41995.00		
			031	CHESTER RIVER -GENERAL	7453.00		
	Logged on as: Your Role:	Ryan Fisher FISHER	068	PATUXENT RIVER -GENERAL	2500.00		
	Accessible Program(s):	Blue Crab Finfish		-	OTH Encyclose Dynamic Stations		

To view the same information on the mobile site, click the "*Yellow Perch Quota*" button on the home screen.

F	ACTS™ - Mobile	
Welcome to	Maryland's Mobile Interface	Area:
Name: Your Role: Program(s): Current Quota:	Ryan Fisher FISHER Blue Crab Finfish 1895 lbs	Remaining Qu Last Updated:
Unchecked Trips (Striped Bass)	:: 0	Area:
E	nter/Revise Hails	Remaining Qu Last Updated:
	My Account	
	View Messages	Area:
Ye	ellow Perch Quota	Remaining Qu Last Updated:
	Logout	

Area:	013 - CHESAPEAKE BAY - NORTH	
Remaining Quota:	42028.00 lbs	
Last Updated:	Jan 06, 2016 14:29	
Area:	031 - CHESTER RIVER - GENERAL	
Remaining Quota:	7929.00 lbs	
Last Updated:	Jan 07, 2016 11:00	
Area:	068 - PATUXENT RIVER - GENERAL	
Remaining Quota:	2500.00 lbs	
Last Updated:	Jan 06, 2016 11:00	

13 – Harvest Verification

Built into the FACTS[™] E-Reporting system are different methods to verify your reported harvest based on the fishery you are reporting for (see below).

Harvest verification could occur either through dealer reports or random dockside monitoring. If you sell your harvest to a dealer participating in the E-Reporting program, the report will be used to verify harvest that was reported in your trip end hail. Similarly, dockside monitors may randomly meet you at your landing location and observe the harvest you have collected for that day's fishing trip. **Your trip must have a trip end hail before harvest can be verified.** Both of these reports will require your confirmation using your username and password and will be visible in the trip details of your trip records, accessible under "*My Trips*" (refer to <u>Section 14</u> for complete guide). If you have any questions while working with a dockside monitor, please call the Helpline at 1-877-979-1820.

Striped Bass

Registered check stations serve as the harvest verification metric in the striped bass fishery. Check station operators will count and weigh your harvest and submit an electronic check-in report that you will review and sign off on before you leave the check station (red circle, image 1 below). **Trips must have trip end hails in order to check-in harvest from those trips**. If checking in two trips worth of harvest (next day check-in flexibility), the check station will enter the total count and weight (lbs.) from these trips. You have until midnight the same day to go to the check station to revise your check-in report if an error is found. If it is after midnight the day of check-in, call the Helpline at 1-877-979-1820.

When you log in to your account after checking in your harvest with the check station, you will see a message notification (image 2 below) where you can view your check-in receipt (image 3 below) by selecting "*View Message List*." This receipt can also be texted and e-mailed to you using the contact information provided in your "*My Account*" settings. A record of these receipts is stored in FACTS[™]. You can look up these receipts by selecting the "*View Messages*" button on the mobile website or the "*Alerts & Notifications*" in the portal website.

<u>Note</u>: Check stations can only view what they count/weigh at their own station. They are not able to see how much striped bass allocation a FACTS[™] participant has remaining.

Check-in Report 1	8	Message Notific 2
Instructions Fill in the check-in report details and have the fisher or their authorized representative enter their usemame and password to confirm they accept the details. When they are done, NOTE: You can revise this report until midnight today, but you will need the fisher or their authorized representative present to provide their usemame and password to confirm the Check-In Details	You have This notice revised your mess message(s	1 new message(s). e will show here until you go to sage list and view the new s).
Report Date: Dec 04, 2018 08:06 Check Station: FACTS Seafood License No.: 2222222	Close	View Message List
Catch Count: 5 count Catch Weight: 25 lbs	Subject: Check-In R Message:	leport
Please have the license owner, or their authorized representative, enter their username and password to confirm the check-in details entered above. Username: fisherryan Password:	Checked a Date: Jun (Confirmed Weight: 45 Count: 5	t: D & D Seafood 08, 2015 by: Julie Fisher
Cancel Send Check-in Re	Please view for full deta	w your Check-In Report History ails.

Example Check-in Report

Note: Before you check-in, you will see on your home page your current verified quota (based on harvest that has been checked in), how many unchecked trips you have, and if you have unchecked trips, your estimated quota (based on harvest lbs. entered in the trip end hail of unchecked trips) (image 4 below). **Estimated quota is just an estimate to help you gauge how much quota you have left if you have unchecked trips**. After checking in your harvest with the check station, your current quota will be your verified quota minus the lbs. that were checked in (image 5 below).

After Checking In:

Harvest Checked In = 105 lbs.

Example

Before Checking In:

Trip End Hail Estimated Harvest = 100 lbs.

4	FACTS™ - Mobile	5 FACTS™ - Mobile
Welcome	e to Maryland's Mobile Interface	Welcome to Maryland's Mobile Interface
Name: Your Role: Program(s):	Ryan Fisher FISHER Blue Crab Finfish	Name: Ryan Fisher Your Role: FISHER Program(s): Blue Crab Einfich
Current Quota: (Striped Bass)	2000 lbs (verified) 1900 lbs (est. based on un- checked trips)	Current Quota: 1895 lbs (Striped Bass)
Unchecked Trip (Striped Bass)	s: 1 (you must check-in today)	(Striped Bass)
0	Enter/Revise Hails	Enter/Revise Hails
	My Account	My Account
	View Messages	View Messages
	Yellow Perch Quota	Yellow Perch Quota
	Logout	Logout

View Your Check-in History

You can view your check-in history by going to the Portal Website, <u>maryland.fisheryfacts.com</u>, and clicking on the "*Check-ins*" drop-down menu and selecting "*View History*." You can refine your search by a date range and name of check station where you checked in your fish.

ISHING	Acrivity	TS TM	ING SYSTEM					Welcom	e, Ryan Fisher 🛕 Herr	ni 🛓 🕹 Maja	eccant 👌
Home	Trips	Check-Ins	Messages Quota	s							
Che heck-in	ck-II Report H	View Histo	isher.			liek "Secret	" to filter	ahask in san			📻 Display W
Enter	r/selec	ci data into	one or more of the	e prompts be	now and t	lick Search	to miter	cneck-in rep	ort history.		
Date F	rom:	17-Dec-2015		Check S	Station:	Select					
Date F	rom: 'o:	17-Dec-2015		Check S	Station:	Select			Re	set Form	Search
Date F	rom: o: Re	17-Dec-2015	Check Station	Check S	Station: Trip(s)	Select Weight	Count	Fisher	Checked by	set Form	Search
Date F	rom: 'o: Re Jan	17-Dec-2015	Check Station	License 2222222	Station: Trip(a) 23003	Select Weight 105 LBS	Count 20	Fisher Ryan Fisher	Checked by Check Station	r set Form Co Ryan Fr	Search onfirmed By

14 – How to Access Your Records and Messages

Accessing Your Records

By accessing <u>maryland.fisheryfacts.com</u> on a computer via your username and password, you will be able to view past trip/harvest information or dealer reports in the "*Trips*" menu under "*My Trips*," striped bass check-in history in the "*Check-ins*" menu, under "*View History*," and past messages in "*Messages*."

To view past trip and harvest information from each of your trips:

1. Click on the "*Trips*" menu tab in the top left corner of the page and select "*My Trips*" from the dropdown.

ome Trips - Reports - Check-ins - Messages - Quotas - Documen	ti ~
My Trips Lenter/Revise Hails	
	Welcome to the FACTS ™ Central Portal b
	Systems Group Inc.
	Logged on as: Ryan Fisher
	Logged on as: Ryan Fisher Your Role: FISHER Accessible Program(s): Blue Crab Finfish
	Logged on as: Ryan Fisher Your Role: FISHER Accessible Program(s): Blue Crab Finfish License(s): 2222222 (your own license)
	Logged on as: Ryan Fisher Your Role: FISHER Accessible Program(s): Blue Crab Finfish License(s): 2222222 (your own license) Current Quota: 5780 lbs

2. Initially, you will see all your trips. You can narrow your search results by selecting a specific date range, license fished, trip number, area you fished or fishery and then click "*Search*" (this is optional).

FISHING ACTIVITY	TS TM & Catch Tracking System						Welcome, R	yan Fisher	n Home <u>≥</u> Nyac	sount 🖞 Logout
Home Trips .	Reports Check-ins	🗴 Messages 🐖 Quot	tas Documer	lts v		CORPORATE A REAL OF A REAL OF A REAL AND A REAL				
Trips The main interface										
Enter/selec	t data into one or i	more of the prom	pts below a	nd click "Se	arch" to find mate	they tripp.				
Trip Received F	rom: 01-Jul-2	018		Area:						
Trip Dessioned T	0:			Fishery:						
Thip Received 1		113								
License:	Show A	Il License Results	•							
Trip No:	Show A	II License Results	ノ						Reset I srm	Search
Trip No:	Show A	Il License Results Hailing Fisher	License	VRN	Landing	Ārea	Fishery	Status	Reset Form Checked-In?	Search

3. To view the details of a particular trip, click on the magnifying glass icon in the "*Action*" column of the table.

License	VRN	Landing	Area	Fishery	Status	Checked- In?	Action
2222222	194726	Dec 21, 2015 14:30	CHESAPEAKE BAY -N. CENTRAL; N OF BAY BRIDGE TO WORTON PT.	Finfish	OVER		æ
2222222	194726	Dec 17, 2015 17:45	CHESAPEAKE BAY -N. CENTRAL; N OF BAY BRIDGE TO WORTON PT.	Finfish	OVER		
2222222	MD1234BC	Dec 14, 2015 18:30	N/A	Finfish	CANCELLED		ø
2222222	MD1234BC	Dec 14. 2015 18:00	TANGIER SOUND	Blue Crab	OVER	N/A	ø

Trip details will open in another browser tab displaying your trip information (when and where you landed) as well as your harvest information. On this same page, you will be able to see the check station report (striped bass), dealer report, or a possible dockside monitor report. If any of these reports have been revised, you can still view the original report (replaced) by clicking on the arrow in the circle on the right side of the header bar (red circle shown below), which will expand the hidden information that was replaced. To print the "*Trip Summary*" for your records, right click with you mouse on the webpage and select "*Print*" from the menu that pops up.

rip No: 22905	Trip Status: ACTIVE	Receiv	ed: 21-Dec-20)15 at 18:44	Fishery: Fi	nfish			
RIP START	HAIL(S)								
TRIP START	HAIL 1								
Received:	Dec 21, 2015 18:44		License:	2222222	VRN:	123456789	Gear Type:	POUND NET - FISH	Crew Count:
Land Loc.:	456 Water Road Crisfield, M 12345	laryland,	Land Time	: 19:45					
RIP END H	AIL(S)								
TRIP END HAI	n. 1								
Received:	Dec 21, 2015 18:44	License:	2222222	VRN:	123456789	Crew Count:	1 Area:	CHESAPEAK	E BAY -N. CENTRA
Land Loc.;	456 Water Road Crisfield, Maryland, 12345	Land Time;	19:45					11.	
Gear Type:	POUND NET - FISH	Count of Net	ts: 3	Soak Time:	4 days				
Harvest D	etails								
	Species				Disposition			Quan	itity
STRIPED E	BASS		SOLD – deal	ler/packer				156 LBS 23 COUNT	
CHECK-IN R	EPORT(S)								
CHECK-IN RE	EPORT 1 (REPLACED)								

You can also view your entire catch history for blue crab and finfish by accessing <u>maryland.fisheryfacts.com</u> on a computer via your username and password.

To view your past harvest summary:

1. Click on the "*Reports*" menu tab at the top of the page and select "*Harvest Summary*" from the drop down.

FACTS TM FISHENG ACTIVITY & CATCH TRACKENG SYSTEM		
Home Trips - Reports - Check-ins - Messages - Quotas - Documents -		
Welcome to FACTS		
	Welcome to the FA	
	elec	trie
	0100	Syster
	Logged on as:	Ryan
	Your Role:	FISH
	Accessible Program(s):	Blue (Finfis
	License(s):	22222 (your
	Current Quota: (Striped Bass)	5000

2. Next, select the fishery that you are trying to view the harvest summary for ("Blue Crab" or "Finfish").

Harvest Summary Report						
Select a fish	ery to begin.					
Fishery:	Please Select	•				
	Please Select					
	Blue Crab Finfish					

3. You will then be able to select a date range of the harvest history you wish to view, as well as the harvest for a specific gear type or area fished. If you want to view trips since a date, select that date in the "Trip Received From:" field and leave the "Trip Received To:" field blank. A different date than the "Date From:" field must be selected in the "Date To:" field if not left blank.



If you wish to view your entire harvest summary for a given date range, leave the "*Gear Type*" and "*Area*" fields filled in with "*All*", and select "*Generate Report*" at the bottom right of the page.

	CATCH TRACKING STREEM			Welcond, Pyur / altur (glasse (2))
Home Inpa	Reports Check-ma	Messages - Glubles -	Do țiumin tă 2	
Harvest S	ummary Rep	ort		a) Engine Witten
Enter/select c	data into one or mo	re of the prompts b	elow and click "Generate Report".	
Fishery:	Blue Crab		•	
From:	01-Mar-2016	1		
To:	~	100		
Area:	ALL		•	
Gear Type:	ALL		•	
				Download CSV Download PDF Reset Generate Report

After generating the report, your harvest summary will be displayed below the search criteria fields.

	CATCH TRACKING SYS							
Home Trips -	Reports - Checka	m - Mennagon - Doolan - Dool	menti -					
larvest S	Summary	Report						
Enter/select	data into one o	or more of the prompts belo	w and click "Generate	e Report".				
Fishery:	Blue Crab.		•					
From:		1						
To:		12						
Area:	ALL							
Area: Gear Type:	ALL ALL		•					
Area: Gear Type:	ALL ALL		1.* .*			Downlo	ad CSV Download PDF	Reset Generate Report
Area: Gear Type: Notice	ALL ALL	gråde förd gråde vill ogs elsen i De resulte b	•			Downley	ad CSV Download PDF	Reset Generate Report
Area: Gear Type: •• Notice # you ba	ALL ALL ad no barvett for a given Grade	galan. Dal gabe without show is the result (• • Nos	tey.	Sold Restamm	Sold Public	ad C SV Download PDFD Ret Sold	Reset] Generate Report Sold Deater
Area: Gear Type: Notice E you ba	ALL ALL all no harvest for a given Grade	golds, that golde without show to the results to Unary Rudshits 5	• • Total Quart	tey.	Sold Rentancen å	Sold Public	ad CSV Download PDFD Net Sols	Reset] Generate Report Sold Dester
Area: Cear Type: Notice E pou ba ets E23	ALL ALL at no harvest for a given Grade	galate, that grade interact shows in the results to Unites Russeller, S BUSHELS	a a a a a a a a a a a a a a a a a a a	tiny. 13 6	Sold Rentansen 8 8	Sold Public a	ad CSV Download PDFD Ret Sols B	Reset Cenerate Report
Area: Gear Type: * Notice # you ha #15 #25 FEMALES	ALL ALL and no harvest for a given Grade	golds, Bud golds self-red shows is the result to Unities NUSHELS DUSHELS DUSHELS	• Total Geant	tity. 1) 6 13	Sold Rentansen 8 9 0	Cost Public 6 of Public 8 9 0	Net Sola B	Reset Generate Report Sold Dester
Area: Gear Type: * Notice # pour ha # pour ha	ALL ALL and no harvest for a given Grade	grade, Bod grade will not show in the result (Units RUSHITS RUSHITS RUSHITS RUSHITS	* * Total Quart	ny - 11 - 6 - 13 - 1	Sold Rentansee 8 9 9	Sout Public	nd CSU Download PDF Not Sold 0 0 0 0	Reset Generate Report
Area: Gear Type: ** Notice # poula #15 #25 FEMALES PEELERS	ALL ALL at no harvest for a given Grade	guades, that grade with net always is the result to Unary BUSHELS BUSHELS BUSHELS BUSHELS BUSHELS EACH	a and a second s	tey 11 6 13 1 1	Sold Rentantion 8 9 9 9	Sold Paste	Act Sold Not Sold 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Reset Comerate Report

You will then be able to download and save a copy of this report for your records as either a CSV spreadsheet file or a PDF by clicking the respective download button above (circled in red). A green "*Success*" box will pop up where you can download the report and save it to your computer



Accessing Your Messages

To view messages on the portal website, navigate to the "*Messages*" button. You can view a history of check-in receipts (striped bass), messages from Maryland DNR, and notifications of future updates to FACTS[™] by selecting the "*Messages*" and then "*View History*" options. You can search past messages using a specific date range.

FACTS TM FISHING ACTIVITY & CATCH TRACKING SYSTEM		v	Velcome, Ryan Fisher	à Home	Any second	Q rates
Home Trips Check-ins Messages Quotas						
Welcome Welcome to FACTS"						iplay Width
Welcom	e to the FA	ACTS™ Central Portal	by			
	elec	tricedge				
Logge	d on as:	Ryan Fisher				
Your R	tole:	FISHER				
Acces	sible Program(s):	Blue Crab Finfish				
Currer (Stripe	nt Quota: Id Bass)	1895 lbs				
Un-Ch (Stripe	ecked Trips: ed Bass)	٥				
To view	v information abou	It your trips, click the <i>Trips</i> menu item.				

To view on the mobile site, click "View Messages" on the home screen.



15 – How to Troubleshoot, Get Assistance and Provide Feedback

If you ever encounter an issue while reporting, have a question or concern, or would just like to provide feedback on the FACTS[™] E-Reporting system or process, please call the Helpline at **1-877-979-1820**. This toll-free helpline is staffed by a member of the electronic reporting team 24/7. If your call happens to be directed to an answering machine, please leave your name, phone number and a short message describing the problem or feedback, and someone will return your call shortly.

Additional E-Reporting information and training videos can be found at <u>dnr.maryland.gov/fisheries/Pages/e-reporting/index.aspx</u>

Below are some commonly encountered problems and how you can go about resolving them.

Error Message When Submitting a Trip Hail

If you encounter an error or have incomplete data when trying to submit a trip hail, FACTS[™] will display an error message in a red box.

One or more errors have occurred. They are listed at the top of the form for your convenience.	
	_

Click "*OK*" and FACTS[™] will provide instructions as to where the error occurred and how to fix the error.

Instructions will be listed at the top of the page in a red box. An example of an error message is shown below.

the following error(a) occurred.	and the second second second	
A complete estimated landing time m	ust be selected (e.g. 09:30)	
nstructions Please enter the trip start hail o	details, double-check for accuracy and then click "Send	Trip Start Hail"
Base Trip Start Hail Details		
Hail Date: Oct 17, 2014		
license: 2222222		
/RN (vessel reg. no.):		
123456789		
Crew Count:		
2		
Sear Type:		
	POUND NET	•
Area to be fished:		
	HERRING BAY	۲
Check in today? NO (If you do not	check in today you must check-in tomorrow)	
Check Station:		
	D & D Seafood	
Landing Dataila		
Landing Details		
anding Time Today (Oct 17, 2014):		

Once all errors have been corrected on the form, click the "**Send**" button at the bottom of the page. If errors still occur, FACTS[™] will display another red error box with instructions; if no errors occurred, FACTS[™] will display a green box stating that the trip hail was submitted successfully.

Device or Reporting Problems

If you encounter a problem with reporting your harvest using FACTS[™], you can call the toll-free Helpline at 1-877-979-1820 for assistance.

Forgetting Passwords

If you have forgotten your password, you can retrieve your password by answering your security question using the web interface (smartphone or tablet), or by contacting the Helpline (toll free 1-877-979-1820).

If you have set up your security question in "*My Account*" you can retrieve your password by selecting "*Forgot Password?*" on the home page of the mobile or portal website. You will be prompted to answer the security question. If you answer the question correctly, your password will be shown to you on the screen.

Forgetting to Report Daily Harvest

If you have forgotten to start a daily trip and report harvest for the day, you can still submit your daily harvest up until midnight of the night of your trip, or for striped bass, up until you check-in your harvest if you are checking in your harvest for the day. In the instance that you don't submit your harvest report via FACTS[™] during the day of harvest, you will have to follow the procedures outlined in the "*Alternative Reporting Methods*" section, below.

If you forget to submit a trip end hail and harvest information before midnight, you must fill in the missing trip end hail form that appears when you go to start a new trip. You must submit all missing trip end hails from all fisheries before starting a new trip in any fishery. A missing trip end hail notification will display and direct you to fill in the required information (refer to <u>Section 11</u>).

Alternative Reporting Methods

If your problem cannot be resolved during the day of harvest, then you should call the Helpline and let the support staff know about the problem and document any harvest that you are unable to report using the paper report until the problem can be resolved. A Maryland DNR representative will contact you to collect any harvest information that you could not submit electronically. You will not be submitting the paper report to DNR but will be using it to provide the DNR representative with your accurate harvest details for back-entry. Paper forms are provided for your convenience at:

dnr.maryland.gov/fisheries/Pages/e-reporting/index.aspx

Regulation Issue or Question

If you have a regulation issue or question, please contact Jacob Holtz with the Maryland Commercial Regulations Group at the phone number or email listed below:

Phone Number: 410-260-8262

Email: jacob.holtz@maryland.gov