VTR Sendback Process

NMFS | Northeast Regional Office | Fishery Data Services (FDS)

This document describes the procedures that VTR (Vessel Trip Report) staff use for the VTR Sendback process and what recipients should do if a VTR is returned to them.

How VTR Sendback Works

The Sendback tool allows correction issues to be electronically documented and provides a streamlined way of preparing relevant documents that will aid the recipient in completing their VTR correction(s).

1. The VTR staff members review all VTRs that are received at the Northeast Regional Office (NERO) of the National Marine Fisheries Service (NMFS). They check that the VTRs are filled out completely and legibly in blue or black ink before entering them into the database. Blocks 1-27 on each VTR must be completed, with a few exceptions:
    a. Block #8 (mesh/ring size) may be left blank if it is not relevant to the reporting vessel.
    b. Blocks #12 and 16 (number of hauls and tow/soak time) or
    c. Blocks #17-22 (pertaining to fish landed and sold) may be left blank if one of the following criteria is met:
        i. The VTR is a no catch VTR, meaning there are no fish to report.
        ii. This was a trip to set gear only.
        iii. The vessel broke down.
2. If the VTR is missing data or the provided information is illegible, it will go to the VTR Processing Group. The VTR Processing Group uses the VTR Sendback tool to return VTRs for corrections. This tool documents which VTRs were returned for corrections or are awaiting corrections. In addition, it prepares the instruction letter and any applicable tables that go along with the returned VTR. For example, if the gear code is missing, the VTR Sendback tool will produce a table of gear codes that gets sent along with the VTR needing corrections. This information is printed and mailed with the returned VTR to aid the correction process.

If You Receive a VTR Returned for Corrections

If you receive a returned VTR that needs to be corrected, you will find:

1. A letter indicating why the VTR was returned and instructions on how to make your correction(s).
2. Applicable tables corresponding to the correction(s) needed. For example, if the species codes are missing or illegible, you will receive a table of species codes to aid in your correction process.

Simply follow the instructions, using applicable tables for assistance when necessary. Be sure your corrections are legible and completed in blue or black ink. Once the corrected VTR is received by the VTR staff, it will be reviewed and entered in the database if complete. Otherwise, it may be returned for additional corrections.

DRAFT