1. Locate your position on the grid map.

2. Record the letter of the grid cell you are fishing in and the pounds of yellowtail, windowpane, and scallops caught during each tow on the provided data collection worksheets.

   - If you cross a grid line during a single tow, record the cell where the most fishing effort occurred.

3. Tally the tows made in each cell and add up the yellowtail (YT), scallop and windowpane (WP) pounds.

   - For example:
     
     | Cell | #Tows | Lbs YT | Lbs Scal | Lbs WP |
     |------|-------|--------|----------|--------|
     | S    | 4     | 15     | 1200     | 30     |
     | X    | 3     | 5      | 900      | 75     |

   This shows that cell S had 4 tows with 15 pounds of YT, 1200 pounds of scallops, and 30 pounds of WP; cell X had 3 tows with 5 pounds of YT, 900 pounds of scallops, and 75 pounds of WP.

** As a weight guide:

   - **Yellowtail possession prohibited:**
     - Yellowtail less than 12” weigh approximately 0.5 lbs.
     - Yellowtail greater than 12” weigh approximately 1.0 lbs.

   - **Windowpane possession prohibited:**
     - Full basket (level, not mounded) of windowpane weighs approximately 80 lbs.
     - Half basket of windowpane weighs approximately 40 lbs.

4. Report your catch once per day to SMAST.

   **BOATRACS:** Use code 15 to access the Macro on your Boatracs unit.

   - **Step 1:** Enter the area where you are fishing.
     (4 = North Georges, 5 = South Georges, 6 = Southern New England, 7 = Great South Channel)
   - **Step 2:** Enter whether or not you are carrying an observer
   - **Step 3:** Enter the presence/absence of grey scallop meat in the catch
     - **Presence = more than 25% grey meats in total catch**
   - **Step 4:** Use the table in the Macro to record data. Use a separate line for each grid cell.

   **NON-BOATRACS:** Email the daily catch reports to SMAST at scallops@umassd.edu (same method as previously):

5. SMAST will retrieve all data reports at 7:00am and compile information. You will receive email advisories from SMAST about the location of yellowtail and windowpane bycatch hotspots (MEDIUM and HIGH concentrations) for each area that is fished.

**All vessel information remains confidential.**

**Reporting scallop catch is very important to ensure bycatch hotspots are accurate**