

ANNUAL SHELLFISH MANAGEMENT REVIEW
For the period
January 1st to December 31st, 20XX

Annual Review Form Instructions

Prepared for the Shellfish Committee

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Instructions for the Shellfish Committee.

The Annual Shellfish Management Review should be prepared by the Shellfish Committee. Worksheets have been provided with these instructions to expedite the collection of information from the Shellfish Warden and Town Clerk. The worksheets should be forwarded to the Shellfish Warden and Town Clerk as soon as possible. It is recommended that the Shellfish Committee schedule a workshop with the Area Biologist to complete the Review once all the necessary information has been obtained. Please read the following instructions now and as you proceed through the Review. Additional instructions will be found in the Review itself.

Page 1

Shellfish Committee/Staff

This section provides information on the "whom" of your management program. It will provide for better communications between DMR and the committee. Please enter the information for the current shellfish committee and staff. Complete mailing addresses (include municipality and zip code for at least one individual if the same for all) and phone numbers are requested and if they have an email address.

Page 2

Meetings

This section characterizes the meeting activity of the shellfish committee. Regularly scheduled meetings and harvester participation are encouraged.

Information on this page is required by DMR regulation (Chapter. 7.30.4.)

Statement of Management Goals and Implementation Actions

This section provides information on the "why, what and how" of your management program. The Goals section has four pairs of statements; each pair is made up of a dissimilar or opposing goal. Check the one statement that more closely fits with your program's goals. The Controls and Activities sections can have more than one answer; check all that apply. If a control or activity is absent from the list, write it in under "other".

Page 3

Conservation Credit

This question provides information on conservation credits. Even if credits are not required to obtain a license, indicate the number of hours necessary to obtain whatever benefit is given for the conservation work (e.g., picking up a license before the regular sale date).

If conservation credits are not provided but conservation work is accomplished through the use of volunteers, enter the number of documented man-hours in the space provided (e.g., four people working for five hours = 20 man-hours).

Enforcement Warden Activity Report

Information on this page is required by regulation (Chapter 7.30.4 & Chapter 4.40.4).

The Enforcement Activity Worksheet should be filled out by the Warden and returned to the Shellfish Committee to be used in completing this page. **Do not** simply attach the worksheet but transfer the information. Leave no blanks (i.e., use "0", "n/a" or "-" where appropriate).

Page 4

Warden Annual Appointment information: Please complete accurately all sections, MUST be signed by town clerk.

The page is for conservation closures and openings. This is for conservation areas that are open most of the time but are closed for limited periods of time. We ask for the name of the conservation area, the acreage, the date the area was closed, the date the area was opened.

If a conservation area was closed or opened a number of times during the year, it may be listed as many times as necessary. Closures or openings that span more than the calendar year should have "n/a" listed in the Date columns where appropriate but do list the Total Days opened or closed for the reporting year.

Please note that areas closed by the state should not be listed as conservation areas during the state closure. If a municipality places a conservation closure on a state closed area, for the purposes of this review, the municipal closure does not take effect until the state opens the area.

Page 5

This information is required by regulation (Chapter 7.30.4.). This page is fairly self-explanatory. The harvest areas in which any one of the management activities has occurred during the reporting year should be listed with the date of the activity entered into the box under each activity heading.

The information on Transplant Activities should include seeding with hatchery clams as well as transplanting natural seed (reseeding) activities. All information to be completed for each event. Check the No seeding/reseeding activities box if none were conducted. Enter amounts in Bushels or count only.

'Brushing/Roughing' is spatfall enhancement either through the placement of brush, fences, or netting on the flats or by preparing the sediments by hand or mechanical means. A box at the top of the page must be checked if no activities took place.

Page 6

This section is to obtain more specific information on spatfall enhancement, predator protection and other management activities. The page is self-explanatory; for each activity, list the location and date of occurrence and give a brief description of the activity. Remember to check the box for each if no activities were conducted. 'Brushing/Roughing' is spatfall enhancement either through the placement of brush, fences, or netting on the flats or by preparing the sediments by hand or mechanical means. A box at the top of the page must be checked if no activities took place.

Page 7

This is to obtain more specific information on predator protection. The page is self-explanatory; for each activity, list the location and date of occurrence and give a brief description of the activity. Remember to check the box for each if no activities were conducted.

This information summarizes the data obtained through clam flat surveys conducted during the year. It is also requested that the survey data be attached if it has not been previously submitted to DMR. A box at the top of the page must be checked if no surveys were conducted.

Page 8

This information is required by regulation (Chapter 7.20.B.). This page is fairly self-explanatory. It concerns management controls and activities planned for the coming year as opposed to those activities already accomplished. License allocations, reseeding permits, ordinance changes approval and conservation openings and closings approval must still be requested separately.

Budget Activity Worksheet

The information on this page is required by regulation (Chapter 7.30.4.). The Shellfish Conservation Budget Worksheet should be filled out by the Town Clerk and returned to the Shellfish Committee to be used in completing this page. Attach the worksheet. **Leave no blanks** (i.e., use "0", "n/a" or "-" where appropriate).