



Designated Retriever Checklist: Lost or Abandoned Commercial Dungeness Crab Trap Gear Retrieval Program

This checklist includes reminders of key responsibilities for Designated Retrievers operating under a CDFW Lost or Abandoned Commercial Dungeness Crab Trap Gear Retrieval Permit. This document does not supersede obligations as defined in [Section 132.7, Title 14, CCR](#) or any forms incorporated by reference. CDFW recommends reviewing this checklist in conjunction with the regulations, DFW 1059 form, and current Compliance Guide.

Designated Retrievers

Did you:

- Only pull gear which has a commercial Dungeness crab buoy tag?
- Write down your name, the vessel name, the Retrieval Permit Number, and the trip start and end dates on each logbook page?
- For each trap, record:
 - The date in MM/DD format?
 - The Dungeness crab vessel permit number on the buoy tag in CX-NNNN format?
 - The commercial fishing license number on the buoy, or “no license” if the license number was missing or illegible?
 - The phone number and any other information present on the tag attached to the trap, or “no tag” if the trap tag wasn’t present?
 - The depth in fathoms?
 - The latitude and longitude in degree decimal minutes?
- Leave the “CDFW Reimbursement” boxes unchecked?
- Sign and date the logbook?
- Complete all of the required logbook fields before anyone disembarked from the vessel?
- Hand over the original logbook pages to the Retrieval Permittee?



Retrieval Permittee Checklist: Lost or Abandoned Commercial Dungeness Crab Trap Gear Retrieval Program

This checklist includes reminders of key responsibilities for Retrieval Permittees who have been issued a CDFW Lost or Abandoned Commercial Dungeness Crab Trap Gear Retrieval Permit. This document does not supersede obligations as defined in [Section 132.7, Title 14, CCR](#) or any forms incorporated by reference. CDFW recommends reviewing this checklist in conjunction with the regulations, DFW 1059 form, and current Compliance Guide.

Retrieval Permittees

Did you:

- Get the original logbook pages from the Designated Retriever?
- Ensure the trip-level and trap-level portions of the logbook were accurately filled out?
- Store the gear in a secure location?
- Contact the Responsible Vessel Permitholder within one week of the trap's retrieval by text, email, or certified mail?
- When contacting a Responsible Vessel Permitholder, include your contact information, the number of traps retrieved, the date the traps were retrieved, and that the traps were retrieved under Section 132.7, Title 14, CCR?
- When returning gear to the Responsible Vessel Permitholder, produce two copies of a receipt which includes the time, date, and fee paid?
- Send a final notice via certified mail to any Responsible Vessel Permitholder with unpaid Retriever Trap Fees by October 6th?
- Maintain a correspondence log and proof you complied with the contact requirements, including copies of the certified mail letters and receipts?
- Sign and date the original logbooks prior to mailing them to CDFW?
- If requesting CDFW reimbursement for any traps, include the buoy tags and copy of the certified letter?