



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 the current Compliance Guide.

Designated Retrievers

Did you:

- Only pull gear which has a commercial Dungeness crab buoy tag?
- Write your name, vessel name, Retrieval Permit Number, port of landing, and 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?
- Follow all of the instructions on the Trap Gear Retrieval Logbook (DFW 1059)?
- 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 the current Compliance Guide. Failure to adhere to these requirements will result in non-payment of any requested reimbursement.

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, number of traps retrieved, 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, even if you are not requesting CDFW reimbursement?
- If requesting CDFW reimbursement for any traps, include the buoy tags and copy of the certified letter?