



## Instructions for Completing the HMS Bi-Weekly Dealer Report Form

Under Federal regulations, as specified in section 50 CFR 635.5, dealers that have been issued an HMS International Trade Permit by the National Marine Fisheries Service (NMFS) are required to report all domestic landings, imports, exports and re-exports of swordfish, bluefin tuna, southern bluefin tuna, and bigeye tuna. The completed form should be submitted to NMFS not later than 10 days after the end of each period. You must submit this form to NMFS, Office of Sustainable Fisheries, National Seafood Inspection Laboratory, P.O. Drawer 1207, Pascagoula, Mississippi 39568-1207. The reporting periods are the 1<sup>st</sup> through the 15<sup>th</sup> and the 16<sup>th</sup> through the end of the month.

This form is to be used to report the total quantity of swordfish, bluefin tuna, southern bluefin tuna, and bigeye tuna imported, exported, or re-exported during the two-week reporting period. You may photocopy this form for future use or submit multiple forms for each bi-weekly period if you need extra space to report multiple shipments.

The following are the instructions that apply to the completion of the form. Please do not forget to attach the Statistical Documents (SD) and Re-Export Certificates that correspond to the shipments reported on this form. Ensure that the corresponding U.S. Customs Form 7501 Entry Number is written on each SD.

<b>Dealer Name</b>	Print the name of the company as it appears on the permit application. Please avoid abbreviations or aliases.
<b>Dealer Permit #</b>	Print the permit number that has been issued by the National Marine Fisheries Service.
<b>Contact Person</b>	Name of person who prepared the form
<b>Phone #</b>	Phone number of contact person
<b>Report Period</b>	Check appropriate box for reporting period.
<b>Date</b>	Enter the date of import/export/re-export or landing.
<b>Statistical Doc #</b>	Enter the Statistical Document number.
<b>Re-Export #</b>	Enter the Re-Export Certificate number if applicable.
<b>Entry Number</b>	Enter the U.S. Customs 11-digit entry number
<b>Species</b>	Indicate species: Swordfish (SWO), Big Eye Tuna (BET) Bluefin Tuna (BFT), Southern Bluefin Tuna (SBT).
<b>Weight</b>	Enter the weight for the species (kg) indicated in previous column
<b>Condition</b>	Indicate whether the product is fresh or in frozen condition.
<b>Product Form</b>	Indicate the form of the product (e.g., H&G, loins, steaks, fillets, dressed, etc.)
<b>Weight of H&amp;G fish</b>	For Swordfish that are being imported as a headed and gutted product, identify the weight of each individual fish in the shipment.
<b>Price per kg</b>	Record the price per kg that was paid for purchases of imported fish.
<b>State/State Landing Document Number</b>	Enter the State Landing Document Number
<b>Tag Number</b>	Enter the corresponding tail tag for bluefin tuna if applicable.
<b>Destination of Fish</b>	Indicate the destination of the fish, US Market (U), Export (X), Re-export (RE).

If there was no import, export, re-export, or domestic tuna purchase during this two week reporting period, a report is not required. For more information about this program, contact NOAA Fisheries HMS Division at 978/281-9260.