

Madrid – April 29, 2008

ICCAT CIRCULAR # 684/08

SUBJECT: Instructions for the completion and validation of the ICCAT Bluefin Tuna Catch Document (BCD)

To assist in the implementation of the ICCAT Bluefin Tuna Catch Documentation Programme, I have the honour to send you attached the instructions prepared by the drafting group that worked following the 20th Regular meeting of the Commission.

These instructions are guidelines to complete and validate the sections of the Bluefin Catch Document (BCD) established by the *Recommendation by ICCAT on an ICCAT Bluefin Tuna Catch Documentation Programme [07-10]*.

The instructions have been translated by the Secretariat into French and Spanish.

Please accept the assurance of my highest consideration.



Driss Meski
Executive Secretary

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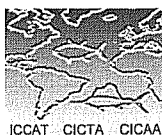
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Attachment: Bluefin Catch Document Instructions.



BLUEFIN CATCH DOCUMENT INSTRUCTION SHEET

Pursuant to the *Recommendation by ICCAT on an ICCAT Bluefin Tuna Catch Documentation Program* [Rec. 07-10], bluefin tuna (BFT) fishermen, farmers, and dealers who trade, import, or export BFT, and institutions or persons authorized by ICCAT Contracting Parties and Cooperating non-Contracting Parties, Entities or Fishing Entities (CPCs) shall be required to complete, validate, or verify the appropriate sections of the Bluefin Catch Document (BCD).

Only completed and validated BCDs shall guarantee trade, import, or export of BFT in the territory or into the territory or from the territory of ICCAT CPCs.

Any shipment not accompanied by a completed and validated BCD shall not be accepted by the importing CPC, except where all BFT are tagged in lieu of validation. Any shipment not accompanied by a BCD, or accompanied by an incomplete, invalid, or falsified BCD, will be considered as being harvested contrary to the ICCAT conservation measures, and its trade, import, or export will be suspended pending receipt of a properly completed and validated BCD.

Please use these instructions as a guideline for fishermen, traders, farmers, importers, exporters, and government validators to complete and validate appropriate sections of BCDs.

If a language other than an official ICCAT language (English, French and Spanish) is used to complete the BCD, please include an English translation of the completed BCD.

INSTRUCTIONS

1. ICCAT BLUEFIN TUNA CATCH DOCUMENT NUMBER

Line for the issuing CPC to designate a CPC coded Document Number.

2. CATCH INFORMATION

The Master of a fishing vessel or the operator of a trap or an authorized representative of the Flag CPC shall complete this section.

Vessel or trap name, Flag CPC, ICCAT record number, date of catch, number of fish, total weight (kg), area of the catch (Mediterranean, western Atlantic, eastern Atlantic or Pacific), gear used (see below for Gear Codes) and average weight (kg) of fish shall be recorded by the vessel master or operator of the vessel, or operator of the trap or farm or authorized representative of the Flag CPC (specify the type of product (e.g., GG) in total weight and average weight if the fish is not round.). Tag numbers shall be recorded where available.

This information shall be validated by an authorized Flag CPC representative for all BFT catch landed, transferred to cages, or transhipped, with name, title and signature. Such validation is not required when all BFT available for sale are tagged by the CPC of the vessel/trap (Tags should contain necessary information required by the BCD, or the identification number of each tag should be linked to the information to be contained in the BCD.). If the catch area is 'Pacific', then only the Area field of the "Catch Information" section and the "Trade Information" section of this document must be completed.

Remarks concerning Trade Information¹

The Master of a fishing vessel or the operator of a trap or an authorized representative of the Flag CPC completes this section if the fish is transferred to another CPC for farming purposes.

Cross out “F/FR” and “RD/GG/DR/FL/OT” as these are not applicable to live fish trade, and insert the net weight of the shipment. Identify the point of export/departure by city, province, and CPC (When BFT are caught offshore, specify the CPC name of the fishery zone where the BFT are caught, if known, or insert “high seas” otherwise), exporter or seller company name, address, signature, and date of export.

This information shall be validated by an authorized Flag CPC representative for the export or sale of BFT, including name, title, and signature, unless all bluefin are tagged by the Flag CPC. Identify the Point of Import/Destination by city, province and CPC, importer or buyer company name, address, signature, and date of arrival/import.

3. TRANSFER INFORMATION

The Master of a fishing vessel or the operator of a trap or an authorized representative of the Flag CPC shall complete this section at the time of transfer if the fish are transferred to a towing vessel for farming purposes.

Insert the name, flag, and ICCAT record number of the towing vessel which receives the BFT catch, and the numbers of the cages (in the case of a towing vessel having more than one cage) of the BFT transferred.

4. TRANSSHIPMENT INFORMATION

The Master of a fishing vessel or the operator of a trap or an authorized representative of the Flag CPC shall complete this section at the time of transfer if the fish are transhipped.

Insert the name, flag, port of registration, ICCAT record number of the carrier vessel, date, and coordinates (latitude/longitude) of the transfer position. Describe the product type by F/FR; RD/GG/DR/FL/OT. This information shall be validated by an authorized Flag CPC representative of the fishing vessel or the trap with name, title, and signature unless all BFT are tagged.

5. FARM INFORMATION

The farm operator or an authorized representative of the CPC where the farm is located (hereinafter called “Farm CPC”) shall complete this section, at the time the fish enter the farm, if the fish are transferred to a farm.

Describe the farming facility by name, Farm CPC, location, and ICCAT FFB Number. Circle “Yes” or “No” to identify whether the Farm CPC participates in the National Sampling Program. Complete date of transfer and cage numbers. Record the estimated number of fish, total weight (kg), average weight (kg) by cage, and the estimated size composition.

This information shall be validated by an authorized Farm CPC representative with name, title and signature.

6. HARVEST FROM FARM INFORMATION

The farm operator or an authorized representative of the Farm CPC shall complete this section when the fish are harvested from the farm.

Complete the date of harvest, number of fish, total round weight (kg), and average weight (kg) of the harvested BFT. Tag numbers shall be recorded where available.

This information shall be validated by an authorized Farm CPC representative with name, title and signature unless all BFT are tagged.

¹The sample form attached to ICCAT Recommendation 07-10 or one provided by the Secretariat has only one TRADE INFORMATION section. Please add another TRADE INFORMATION section here when BFT are exported live for farming purposes.

7. TRADE INFORMATION

The exporter or an authorized representative of the CPC of export shall complete this section prior to the fish being exported, as defined in Recommendation 07-10.

Describe the product type by F/FR; RD/GG/DR/FL/OT, and insert the net weight (kg) of the shipment. Identify the point of export/departure by city, province, and CPC; exporter or seller company name, address, signature, and date of export.

For all export/sale from fishermen to buyers of BFT, this information shall be verified and validated by an authorized representative of the CPC of export, unless all BFT are tagged.

Identify the point of import/destination by city, province, and country or fishing entity, importer or Buyer company name, address, signature, and date of arrival/import.

Remarks

- In cases where more than one trade, export, or shipment transaction results from a single BCD, a copy of the original BCD shall be validated by an authorized representative of the Flag CPC of the vessel, trap or farm, unless all BFT are tagged, and shall be used and accepted as an original BCD.
- All weights should be in kilograms.
- Product type: Identify the type of product being shipped as either F/FR (fresh or frozen), and in RD (round), GG (gilled and gutted), DR (dressed), FL (fillet) or OT (other). For "OT," describe the type of products in the shipment.
- Description of transportation in the TRADE INFORMATION section: the relevant official documentation shall be attached to the BCD.
- **GEAR CODES**

BB	Baitboat
GILL	Gillnet
HAND	Handline
HARP	Harpoon
LL	Longline
MWT	Mid-water trawl
PS	Purse seine
RR	Rod and reel
SPHL	Sport handline
SPOR	Sport fisheries unclassified
SURF	Surface fisheries unclassified
TL	Tended line
TRAP	Trap
TROL	Troll
UNCL	Unspecified methods
OT	Other type.

**DETAILED INSTRUCTIONS
ON THE COMPLETION AND VALIDATION OF BCDs**

1. ISSUING OF ORIGINAL BLANK BCDs:

- A) CPCs shall develop unique numbering systems for BCDs and communicate these to the ICCAT Secretariat

In the development of unique numbering systems, it is recommended that the CPCs use their ICCAT country code or ISO code in combination with at least a 6-digit number and two digits that will indicate the year of catch. It is also recommended that the numbering be sequential.

Example: CA-08-123456 (*CA stands for Canada*)

- B) Each CPC shall issue original blank BCD Forms and distribute them to each authorized vessel or trap operator, or farm operator, where necessary. The serial numbers of blank BCDs issued must be recorded by the name of the recipient.

2. CATCH INFORMATION

- A) In situations where the flag of fishing vessel or trap and the point of entry/landing are the same:

- 1) The Master of a fishing vessel or the operator of a trap or an authorized representative of the Flag CPC, which is registered and authorized to catch bluefin tuna, is eligible to enter required information in the document. CATCH INFORMATION on the original BCD must be completed in accordance with the instructions above before the fish are traded or transhipped or delivered to farms.
- 2) This record shall be verified and validated by an authorized representative of the Flag CPC at the first possible opportunity after catch. Validation may be done at the point of arrival, but must be done prior to any trade and/or transshipment and/or export.
- 3) In cases where two fishing vessels from the same flag operate joint fishing activities, specify their names and ICCAT record numbers.

- B) In situations where the flag of the fishing vessel or trap and the point of entry/landing are NOT the same (such as two different flagged fishing vessels fishing under a chartering agreement):

- 1) The Master of a fishing vessel or the operator of a trap or an authorized representative of the Flag CPC, which is registered and authorized to catch bluefin tuna, is eligible to enter the required information in the document. CATCH INFORMATION on the original BCD must be completed in accordance with the instructions above before the fish are traded or delivered to farms.
- 2) This record shall be verified and validated, at the first possible opportunity, by an authorized representative of the Flag CPC against whom the quota is counted. Validation may be done at the point of arrival, but must be done prior to any trade and/or transshipment and/or export.
- 3) In cases where two fishing vessels having two different flags conduct a joint fishing operation using the quota of both flag CPCs in a previously agreed proportion or amount (if any), two BCDs must be completed and validated by each government's authorized representatives.

- C) Additional lines may be added to the BCD in this section to allow the listing of each tag number by individual fish.

Remarks Concerning Trade/Export After Catch

- For catch going to a farm, the TRANSFER INFORMATION shall be completed by the Master of a fishing vessel or the operator of a trap or an authorized representative of the Flag CPC.
- For catch going directly to market or to be transhipped:

- a) For catch being transhipped, the TRANSSHIPMENT INFORMATION shall be completed and validated.
- b) If there are dead BFT in a total catch, to be traded and/or exported, the TRADE INFORMATION on the Original BCD of the catch shall be completed, validated and delivered together with the trade or export documents prepared by the exporter.
- c) In case of partial trade and/or export of dead BFT, the original validated BCD of the catch shall be copied, and TRADE INFORMATION of the copied BCD shall be completed by the exporter, validated by an authorized representative of the CPC of export and delivered together with the trade/export documents. Original government validation of this copy shall guarantee that it is a valid copy and has been recorded by authorities of the CPC. Without original authorized government validation, any BCD copy is null and void.
- d) In cases of re-export, the RE-EXPORT CERTIFICATE shall be used to track further movements, which shall be related to the catch information of the original BCD of the catch via the original BCD number.

3. TRANSFER INFORMATION

- A) For each transfer, the Master of the fishing vessel or the operator of the trap shall deliver the original completed (and validated, if possible) BCD to the Master of the towing boat. Without an original completed BCD, any transfer of live BFT to towing cages is prohibited.
- B) The Master of the towing boat shall immediately complete this section in accordance with the instructions above.
- C) In cases where there is no authorized government authority at the point of catch or transfer, the original BCD must be validated by an authorized representative of the Flag CPC before any further transfer of the BFT from the towing cages. This may be done upon arrival of the fish at a farm and/or a port of destination.

4. TRANSSHIPMENT INFORMATION

- A) This section shall be completed whenever transhipment occurs.
- B) In case of transhipment of only a part of a catch and additional catch being envisaged during the same voyage, CATCH INFORMATION and TRANSSHIPMENT INFORMATION of the BCD shall be completed with respect to the fish to be transhipped, validated by the authorized Flag CPC representative of the fishing vessel, and delivered together with the shipment/trade/export documents. (Please note that, in this situation, a properly verified copy of the BCD should be used when necessary as shown in the note below).
- C) In case of transhipment of only a part of a catch and no additional catch being envisaged during the same voyage, the original validated BCD shall be copied and the TRANSSHIPMENT INFORMATION section completed and validated by the authorized Flag CPC representative of the fishing vessel.

5. FARM INFORMATION

Upon arrival of towing cages at a farming site:

- A) The farm manager shall check the government validation of the CATCH INFORMATION. If it has not been completed, validation shall immediately be requested of the Flag CPC of the fishing vessel.
- B) The farm manager shall ensure that the transfer from towing cages to farming cages and/or fixing the towing cages to the mooring system is exercised under observation of an authorized government representative.
- C) After completing the transfer into the farming cages and/or fixing the towing cages to the mooring system, the farm manager shall complete the FARM INFORMATION, and the authorized government authority shall validate this section of the BCD.
- D) If the transfer is only part of a certain catch, a copy of the original BCD (validated by authorized government representative) may be used for subsequent transactions.

- E) It is prohibited to place BFT from different years or CPCs into the same cage unless effective measures are in place to determine the CPC of origin and the catch year when the BFT were ultimately harvested from the farm.

6. HARVEST FROM FARM INFORMATION

The items in this section of the BCD shall be completed by the farm manager and verified by the authorized government representative in accordance with the instructions above.

7. TRADE INFORMATION

- A) This section of the document shall be completed by the exporter or seller and validated by an authorized government representative, unless all BFT are tagged.
- B) Except as noted above, in case of partial trade and/or export of BFT, the original validated BCD of the catch shall be copied and the TRADE INFORMATION section of the copied BCD shall be completed, validated, and delivered together with the trade or export documents. Original government validation of this copy shall guarantee that it is a valid copy and has been recorded by authorities of the CPC. Without the original authorized government validation, any BCD copy is null and void.
- C) In cases of re-export, the RE-EXPORT CERTIFICATE shall be used to track further movements, which shall be related to the catch information of the original BCD of the catch via the original BCD number.

NOTES:

1. When needed, a copy of a validated copy of original BCDs may be issued, but they must be validated to be accepted as a legitimate BCD.
2. It is the responsibility of the issuing CPC to trace BCDs, especially in cases of divided or split shipments.