



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

Under Federal regulations, as specified in section 50 CFR 635.5, dealers that have been issued a Highly Migratory Species International Trade Permit by the National Marine Fisheries Service (NMFS) are required to report all imports, exports and reexports of Pacific bluefin tuna. The completed form should be submitted to NMFS not later than 10 days after the end of each period. 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.

You must submit this form to the NMFS office indicated in the table below:

Reported Species	Submit form to this NMFS office:
Swordfish, Southern Bluefin Tuna, frozen Bigeye Tuna	NMFS National Seafood Inspection Laboratory 3209 Frederic Street Pascagoula, MS 39567 Phone 228/762-7402
Pacific Bluefin Tuna	NMFS/Northeast Regional Office 55 Great Republic Drive Gloucester, MA 01930 Phone 978/281-9140

This form is to be used to report the total quantity of swordfish, Southern bluefin tuna, frozen bigeye tuna and/or Pacific bluefin tuna (PBFT) that are 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 attach the Statistical Documents (SD) and Re-Export Certificates that correspond to the shipments reported on this form, if they have not previously been provided. Ensure that the corresponding U.S. Customs Form 7501 Entry Number is written on each SD and Re-export Certificate.

*For more information about these programs, contact National Marine Fisheries Service at the appropriate phone number (indicated above).*

<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>Species</b>	Indicate species: SWO, PBT, SBT, or BET
<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>Date</b>	Enter the date of import/export/re-export.
<b>Weight</b>	Enter the shipment weight (kg) for the species indicated in previous column
<b>Condition</b>	Indicate whether the product is in fresh or frozen condition.
<b>Product Form</b>	Indicate the form of the product (e.g., H&G, loins, steaks, fillets, dressed, etc.)
<b>Wt. of Individual Fish</b>	For SWO that are being imported as a headed and gutted product, identify the weight of each individual fish in the shipment. For imports only, a copy of a packing list, invoice, or typed list that lists the weights of each fish fulfills this requirement when accompanied by the biweekly report form showing an average price per product.
<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 for PBFT
<b>Tag Number</b>	Enter the corresponding tail tag for PBFT if applicable.
<b>Destination of Fish</b>	Indicate the origination/destination of the fish, Import (I), US Market (U), Export (X), Re-export (RE).