

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 re-exports 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 1st through the 15th and the 16th 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 P.O. Drawer 1207 Pascagoula, MS 39568-1207 Phone 228/762-7402
Pacific Bluefin Tuna	NMFS/Northeast Regional Office 1 Blackburn 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.

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

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