

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

Under Federal regulations, as specified in section 50 CFR 300 Subpart M, 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 covered species. The completed form must be received by NMFS not later than 10 calendar days after the end of each period. The reporting periods are the 1st through the 15th of the month and the 16th through the end of the month.

You must submit this form to this NMFS office:

**Tuna/Swordfish Reporting
National Seafood Inspection
Laboratory
3209 Frederic Street
Pascagoula, MS 39567
FAX: 228 / 762 - 7144
EMAIL: BFTReporting@noaa.gov**

This form is to be used to report the total quantity of SWO, SBT, frozen BET and/or PBT 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. Please attach the Consignment Document (statistical document or catch document), and Re-export Certificates that correspond to the shipments 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 Consignment Document 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 NMFS.
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 Consignment (Statistical or Catch) 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 PBT.
Tag Number	Enter the corresponding tail tag for PBT if applicable.
Destination of Fish	Indicate the origination/destination of the fish, Import (I), U.S. Market (U), Export (X), Re-export (RE).

For more information about these programs, contact NMFS at 228-769-8964.