

## REPORTING GUIDELINES FOR FEDERALLY PERMITTED SEAFOOD DEALERS IN THE NORTHEAST REGION

Any dealer issued a Federal permit for one or more of the species listed in Table 1 must submit trip-level reports on a weekly (at minimum) basis to NOAA Fisheries Service via computer, using one of the approved electronic means described further below, unless otherwise directed by the Regional Administrator.

**Table 1 – Dealer Permits Affected by Electronic Reporting Requirements**

Atlantic Bluefish	Northeast Multispecies
Atlantic Deep-Sea Red Crab	Ocean Quahog (including Processors)
Atlantic Hagfish	Scup
Atlantic Herring (including Processors)	Skate
Atlantic Mackerel	Spiny dogfish
Atlantic Sea Scallop	Squid
Black Sea Bass	Summer Flounder
Butterfish	Surf Clam (including Processors)
Monkfish	Tilefish

### Submission Schedule

All NE federally-permitted seafood dealers must submit electronic purchase reports weekly, by midnight of the first Tuesday following the end of the reporting week. The reporting week runs from Sunday-Saturday. Dealers will have the opportunity to make corrections to reports, via the electronic editing features, for up to 90 business days following the submission deadline of the initial report. An extension to make changes to reports will only be possible through a direct request to NOAA Fisheries staff and may result in an enforcement action for initially failing to report accurately.

### Trip Identifier

A trip identifier, defined as the Fishing Vessel Trip Report (VTR) serial number for that trip, must be submitted for each trip from which fish are received or purchased from a federally permitted vessel that is required to maintain a VTR. The trip identifier must be submitted with the initial purchase report, due by midnight of the next business day. Federally permitted fishing vessels have been notified of their role in providing the VTR serial number to dealers.

### Negative Reports

If no purchases or receipts are made during a reporting week (Sunday-Saturday) a negative report must be submitted within 3 days of the end of the reporting week, by midnight of the following Tuesday. Negative reports may be submitted up to 3 months in advance if you believe that you will not be making any purchases or receiving fish or shellfish during that time period. These can subsequently be overwritten with positive reports if you do end up making purchases.

## Compliance

Dealers must submit complete and accurate electronic reports within the stated timeframe to be considered in compliance with Federal reporting requirements, unless otherwise directed by the Regional Administrator. Dealers not submitting electronic reports within the required timeframe will be considered out of compliance and may be referred to the NOAA Fisheries Office of Law Enforcement for further action. Monetary penalties may be issued for each day a dealer is out of compliance.

## Reporting Methods

The acceptable methods for submitting reports electronically are:

- 1) Data entry via a NOAA Fisheries-provided web-based system ([SAFIS](#));
- 2) File upload from existing software application (accounting software or [Trip Ticket](#)) via the Internet; and
- 3) File upload from a state reporting system.

For more information about installing and utilizing any of these methods, contact the Dealer Electronic Reporting Help Desk at 978-281-9212.

## Computer Specifications

To comply with electronic reporting requirements, dealers need to use a desktop or laptop personal computer, in working order, that meets the following specifications:

- Intel Pentium 3-equivalent 300 megahertz or greater processing chip;
- At least 128 megabytes of random access memory (RAM);
- 56 baud data/fax modem, or cable or digital subscriber line (DSL) modem;
- Microsoft Internet Explorer version 6.0 (or equivalent), or better, unless utilizing method 3 above; and
- Monitor with at least 800 by 600 pixel resolution.

## Required Information

Fields required to be reported from each trip from which fish are received or purchases are made include:

- Dealer Name
- Dealer Permit Number
- Vessel Name
- Vessel Permit Number or Hull Number (USCG Documentation or State Registration Number, whichever is applicable)
- Trip Identifier (VTR Serial No.)
- Date(s) of Purchase
- Amount Purchased or Received, by Species and Market Category
- Price per Unit or Total Price, by Species and Market Category
- Port Landed
- Disposition of Product
- Cage Tag Numbers - Surf Clams & Ocean Quahogs only

In addition to the weekly dealer reporting described above, all federally permitted *processors* (including surf clam and ocean quahog processors) are required to complete and submit all sections of the Annual Processed Products Report, which is mailed out during the first quarter of each year.

This document does not contain all the regulatory provisions that pertain to dealers, and, consequently, has no legal force or effect. A copy of the complete [reporting regulations](#) can be obtained through the [Office of the Federal Register](#), which is also linked from the NERO website: [www.nero.noaa.gov](http://www.nero.noaa.gov)