



**United States Department of Commerce**  
 National Oceanic and Atmospheric Administration  
 National Marine Fisheries Service  
 Northeast Region  
 55 Great Republic Drive  
 Gloucester, MA 01930

April 5, 2011

Dear Seafood Dealer and Processor:

Each year we conduct an annual survey of all seafood processors that operate in the United States. Your firm has been identified as participating in this segment of the industry in 2010. This is the only comprehensive survey of the U.S. seafood processing industry.

If you hold a Northeast Region (NER) permit it is important that you complete the enclosed form and return it, so that your permit can be renewed. It is mandatory for permitted dealers and processors to complete all sections of this form [50 CFR §648.7(a)(3) and 50 CFR§697.6.(n)(3)].

The data you provide are used in a variety of ways including to:

- Produce summary reports such as, "Fisheries of the United States" and the United Nations Food and Agriculture Organization's yearbook, "Fisheries-Statistics-Commodities";
- Calculate annual U.S. seafood consumption, determining the value and margins and consumer expenditures related to commercial fisheries and assessing the impacts of changes to federal fisheries management plans, all of which help inform your business decisions;
- Prepare for multilateral trade negotiations and tariff studies by the U.S. Trade Office and the International Trade Commission;
- Analyze the impact of and compensation for natural and man-made disasters such as oil spills and hurricanes; and
- Determine the impact of projects, such as harbor dredging, which could impact your business.

Additional information can be found at the following web sites:

NER Fisheries Data Services Division	<a href="http://www.nero.noaa.gov/fso/pp/">http://www.nero.noaa.gov/fso/pp/</a>
NER Fishery Regulations	<a href="http://www.nero.noaa.gov/nero/regs/">http://www.nero.noaa.gov/nero/regs/</a>
NMFS Office of Science & Technology, Fisheries Statistics & Economics	<a href="http://www.st.nmfs.gov/st1/publications.html">http://www.st.nmfs.gov/st1/publications.html</a> <a href="http://www.st.nmfs.gov/st1/trade/">http://www.st.nmfs.gov/st1/trade/</a>
UN Food and Agriculture Organization	<a href="http://www.fao.org/">http://www.fao.org/</a>

Completed forms should be returned in the self addressed stamped envelope within 30 days of the date of this letter to:

NOAA/Fisheries Service/Fisheries Data Services Division  
 Attn: Greg Power  
 55 Great Republic Drive  
 Gloucester, MA 01930

Or fax to: (978) 281-9161

Attached are instructions to assist you in completing this form. If you have any questions, please contact one of our local port offices. Or contact Greg Power at (978) 281-9304 or [greg.power@noaa.gov](mailto:greg.power@noaa.gov).

Sincerely,

John F. Witzig  
 Director Fisheries Data Services Division

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## INSTRUCTIONS FOR COMPLETING THE FORM

1. Check your company name, mailing address, and phone/fax numbers. If your plant address differs from your mail address please fill in the appropriate information. Make any necessary corrections that you find in error.
2. In the upper right hand corner indicate the type of business you operate.
3. In the box to the right of your address is the employment section. Enter by month the number of persons that worked at the establishment during the payroll period that included the 12th of the month. Do not forget to include yourself.
4. Directly beneath the employment section, please print or type the name and telephone number of the person who prepared the report so that we will know whom to contact if we have any questions.
5. The next several sections are for processing aspects of the plant. "Processing" means anything done to the product to increase its economic value. This would include, but is not limited to, filleting, steaking, surimi or analog production, shucking, cooking, removing the roe, or otherwise preparing the product. If the products already listed on the form are correct, please fill in the appropriate **finished** product volume and FOB plant values. Plant value is the amount that the processor receives for the finished product. For products finished but not yet sold (still held in inventory), calculate the estimated value using the average price received to date for that product.
6. Processors of canned products, please be sure to include the ounces per can, cans per case, and number of cases instead of weight. If the information is already included on the form, please check it for accuracy.
7. List any **NEW** products in the appropriate section with volume and values. If a product no longer applies, just draw a line through it.
8. We recommend that you make a copy of the completed survey for your files. A pre-addressed envelope is enclosed for your convenience in returning the form to the appropriate office.
9. If you have any questions please call our field office nearest you. A listing of port offices has been provided with this mailing.

Please be assured that all information regarding production and employment of individual firms is kept **STRICKTLY** confidential. Only aggregated data is reports so that no individual person or business can be identified.

Public reporting burden for this collection is estimated to average 8 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

**National Marine Fisheries Service  
Fisheries Statistics Division F/RE1  
1315 East - West Hwy.  
Silver Spring, MD 20910-3226**

Notwithstanding any other provisions of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.