



United States Department of Commerce
National Oceanic and Atmospheric Administration
NOAA Fisheries Service
Silver Spring, MD 20910

Dear Seafood Processor,

The National Marine Fisheries Service conducts an annual survey of all seafood processors that operate in the United States. Your firm has been identified as participating in the seafood processing industry. Please take a moment and fill out the enclosed form and return it in the enclosed postage-paid envelope.

This survey is a comprehensive survey of the U.S. seafood processing industry. Results of this survey are used to generate regional and national statistics. Reports generated from these statistics include Fisheries of the United States and the United Nations Food and Agriculture Organization's yearbook, Fishery Statistics-Commodities. The better data we receive, the better these reports will be and ultimately your industry will be represented in a more complete fashion.

For this year only, we have added an additional section to collect information on the cost of fishery products. These data will be used to better understand economic impacts to the processing sector in regards to current fisheries management.

Please be assured that all of the information you provide is kept STRICTLY CONFIDENTIAL. The information you provide is aggregated and no individual person or business can be personally identified.

The instructions on the reverse are provided to assist you in completely and accurately preparing the forms. Please do not hesitate to call or e-mail me if you have any questions or comments.

Sincerely,

Ayeisha A. Brinson, Ph.D.
Office of Science and Technology
NOAA Fisheries Service
301-427-8198
ayeisha.brinson@noaa.gov



NOAA FISHERIES

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 and please make any necessary corrections.
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 which 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 and/or e-mail address of the person who prepared the report so that we will know who to contact if we have any questions. It is not necessary to sign the form.
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. If you receive a form that has no products listed (it only states "New Products" or "Products"), please list all the products you currently process in addition to any new products you have introduced.
7. For processors of canned products: be sure to include the ounces per can, cans per case, and number of cases. If the information is already included on the form, check for accuracy.
8. List any **NEW** products in the appropriate section with volume and values. If a product listed on the pre-printed section of products no longer applies, just draw a line through it.
9. For the product cost questions, include the weight for fish that you have paid for and those that you have not paid for. Only include the gross cost for fish you have paid for. Do not include the fish received for custom processing jobs.
10. 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 this office.
11. If you have any questions, please do not hesitate to call Melissa Yencho (301) 427-8193 or Ayeisha Brinson (301-427-8198).