SHELLFISH SHIPPER REPORTING INSTRUCTIONS

All Shellfish Shipper permit holders (Class A, B, D & E) are subject to reporting requirements pursuant to 6NYCRR Part 42.7. These instructions apply to reporting sales and purchases (landings) of **wild harvested** shellfish only. All Shellfish Shipper permit holders are required to report their landings of all **wild harvested** shellfish monthly using the *New York State Shellfish Landings Report Form*. DO NOT include any shellfish that are tagged as **cultured**, **farmed or farm raised** with an OBC (On/Off-Bottom Culture) permit number in your monthly landings reported on this form. Shellfish aquaculturists must report their own cultured shellfish sales (landings) and other activities separately using the *New York State Cultured Shellfish Landings and Activity Report form*.

**Class A (Shipper) or Class B (Processor)** permit holders, that have authorization to buy from harvesters, are responsible for reporting all wild harvested shellfish received from the holder of a digger’s permit, the original harvester. Only report wild harvested shellfish. Do not report shellfish purchased from aquaculturists bearing tags labeling the product as cultured, farmed or farm raised with the associated OBC permit number. Do not report shellfish purchased from another shipper. **Class D (Digger/Shipper)** permit holders must report the direct sale of any shellfish to any person or business that does not possess a valid Class A or B permit such as restaurants, markets, bait dealers, direct consumers, etc.

**Class E (Bay Scallop Shucker/Packer)** permit holders are responsible for reporting total quantities of all bay scallops, in pounds of meat weight, received from the holder of a digger’s permit, the original harvester.

The Shellfish Landings Report Form must be completed, signed, dated and returned to the Shellfish Management Unit by the 10th day of each succeeding month. Reports will not be accepted over the phone or on any other form than the one provided by the Department. The report must include monthly totals of quantities (pieces, pounds, or bushels) of each type of shellfish by each harvest area. You can find the harvest areas using the new **DEC Public Shellfish Mapper**. The interactive map shows the shellfish harvest zones as well as shellfish closures, conditional harvesting programs, aquaculture lease sites and water sampling stations.

Even if you did not sell or purchase any shellfish during a given month you must still report for that month by checking the ‘**Did Not Sell or Purchase This Month**’ box in the upper right side of the form and completing the rest of the form. If you will not be selling or purchasing shellfish for multiple successive months you may report on a single form by entering the months in which there was no activity in the *Month* field and check the ‘**Did Not Sell or Purchase This Month**’ box. Also, if you will not be selling or purchasing for the year you can enter ‘**January through December**’ in the *Month* field on a single form and this will satisfy the reporting requirements for the year. If at any point later in the year you decide to sell or purchase shellfish, please notify the Department, and report your shellfish sales/purchases as required.
Please note that the reporting requirements for Shellfish Shipper permit holders described in these instructions are different than record-keeping requirements associated with these permits pursuant to 6NYCRR, Part 42.7. For example, while a Class A Shellfish Shipper permit holder should not include cultured shellfish they may have sold or purchased in their monthly reporting, they must maintain records of all transactions involving shellfish, including cultured shellfish, and make those records available to the Department upon request as per regulation.

All shellfish landings information reported to the Department is strictly confidential and for Department purposes only. It is compiled for statistical purposes and to keep New York in compliance with federal requirements. The compiled data is often requested by townships to assess shellfish restoration efforts and by academic institutions for research purposes. Any dissemination of the information is in aggregated form only, such that no landings data, or any other details of a single company or individual could be known. The compiled data is also useful in demonstrating the value of New York’s shellfish industry, and its importance to the State’s economy.

Reports may be submitted to the following:

FAX: (631) 444-0496
E-MAIL: shellfishlandings@dec.ny.gov
MAIL: NYSDEC, Marine Resources
       Shellfish Landings
       123 Kings Park Blvd
       (Nissequogue River State Park)
       Kings Park, NY 11754

Thank you for your cooperation.