

Codes to be used on HS TLCERs

Species Codes

| Common name | Code |
|---|-------------|
| <i>Albacore tuna</i> | ALB |
| <i>Bigeye tuna</i> | BIG |
| <i>Big-scale Pomfret</i> | BSP |
| <i>Black (seal) shark</i> | BSH |
| <i>Black marlin</i> | BKM |
| <i>Blue marlin</i> | BEM |
| <i>Blue shark</i> | BWS |
| <i>Broadbill swordfish</i> | SWO |
| <i>Bronze whaler shark</i> | BWH |
| <i>Butterfly tuna</i> | BTU |
| <i>Dolphinfish</i> | DOF |
| <i>Escolar</i> | LEP |
| <i>Mako shark</i> | MAK |
| <i>Moonfish</i> | MOO |
| <i>Northern bluefin tuna</i> | NTU |
| <i>Oilfish</i> | OFH |
| <i>Pacific bluefin tuna</i> | TOR |
| <i>Porbeagle Shark</i> | POS |
| <i>Rays' bream</i> | RBM |
| <i>Rudderfish</i> | RUD |
| <i>Sailfish</i> | SAI |
| <i>Sharks and dogfish not otherwise specified</i> | OSD |
| <i>School Shark</i> | SCH |
| <i>Shortbill spearfish</i> | SSF |
| <i>Skipjack Tuna</i> | SKJ |
| <i>Slender tuna</i> | STU |
| <i>Southern bluefin tuna</i> | STN |
| <i>Striped marlin</i> | STM |
| <i>Sunfish</i> | SUN |
| <i>Thresher shark</i> | THR |
| <i>Yellowfin tuna</i> | YFN |

Processed State Codes

| Principal landed state | Code |
|------------------------------------|-------------|
| <i>Dressed</i> | DRE |
| <i>Fillets: skin-off</i> | SKF |
| <i>Fillets: skin-on</i> | FIL |
| <i>Fins</i> | FIN |
| <i>Gilled and gutted, tail on</i> | GGO |
| <i>Gilled and gutted, tail off</i> | GGT |
| <i>Green (or whole)</i> | GRE |
| <i>Gutted</i> | GUT |
| <i>Headed and gutted</i> | HGU |
| <i>Headed, gutted and finned</i> | HGF |
| <i>Headed, gutted and tailed</i> | HGT |
| <i>Livers</i> | LIV |

Additional landed state

| Additional landed state | Code |
|--------------------------------|-------------|
| <i>Cheeks</i> | CHK |
| <i>Fish tails</i> | FIT |
| <i>Flaps</i> | FLP |
| <i>Heads</i> | HDS |
| <i>Livers by-product</i> | LIB |
| <i>Lugs or collars</i> | LUG |
| <i>Oil</i> | OIL |
| <i>Roe</i> | ROE |
| <i>Shark fins</i> | SHF |
| <i>Sounds or swim bladders</i> | SWB |

High Seas Tuna Longlining Catch Effort Return (HS-TLCER) EXPLANATORY NOTES (January 2003)

1. You, the high seas fishing permit holder, must provide a completed HS-TLCER if:
 - you target tuna by longlining under a high seas fishing permit; or if
 - someone else targets tuna by longlining on your behalf under a high seas fishing permit. You may authorise someone (*for example, the vessel's master*) to fill out the HS-TLCER for you.
2. These explanatory notes often use the words "you" and "your". From this point on, the words "you" and "your" mean you, the permit holder, or any person authorised by you to fill out a HS-TLCER for you.
3. The HS-TLCER form is only to report fishing targeting tuna species by longlining under a high seas fishing permit. Use an appropriate form for reporting fishing using other methods. *For example, use a HS-CELR for reporting trolling.*
4. **It is against the law to fail to complete a HS-TLCER form in accordance with your high seas fishing permit, the Fisheries (Reporting) Regulations 2001 and these explanatory notes.** It is also against the law to provide false or misleading information. The penalties for failing to fill out and provide an accurate HS-TLCER form to the Ministry of Fisheries are set out in the Fisheries Act 1996 and the Fisheries (Reporting) Regulations 2001. These include fines of up to \$250,000.
5. These explanatory notes have been written to explain and elaborate on the Fisheries (Reporting) Regulations 2001 and to help you to fill out HS-TLCERs. The explanatory notes do not include all of the requirements of your high seas fishing permit or the Regulations. It is also possible that the Fisheries (Reporting) Regulations 2001 may have changed since these notes were printed. **Therefore, it is very important that you read and understand your high seas fishing permit and the Regulations.**
6. Contact FishServe to find out how to get a copy of the current Regulations. If, after reading your permit, the Regulations and these notes, you need further information or are unclear on how to fill out the HS-TLCER form, you should contact FishServe or seek legal advice.
7. The HS-TLCER form and these notes use the words "permit holder". "Permit holder" means a person who currently holds a high seas fishing permit issued under Section 113H of the Fisheries Act 1996.
8. You must fill out a separate HS-TLCER form for each vessel.
9. You must fill out a separate HS-TLCER form each time you set a longline.
10. You must fill out the HS-TLCER in English.

Section 1: Target species code

1. **Target species**
 - 1.1 Write the three-letter Ministry of Fisheries (Mfish) species code of the main species you were trying to catch. *For example, if you were mainly trying to catch bigeye tuna then write "BIG" for bigeye tuna.*
 - 1.2 The target species is the species that you were trying to catch. It may not be the species you caught most of.

Section 2: Setting and hauling line

The start of a set is when the first float enters the water and the end of a set is when the last float enters the water.

The start of the haul is when the first float is taken back on board the vessel and the end of the haul is when the last float is taken back on board.

For each set, fill out the information described below.

1. At the **start of the set**
 - 1.1 **Date:** Write the date relative to Co-ordinated Universal Time (this used to be known as Greenwich Mean Time) as day/month/year. *For example, if the first float of your set entered the water on the 18th of August 2002, write "18/08/02".*
 - 1.2 **Time:** Write the time in Co-ordinated Universal Time (UTC) using the 24 hour clock. Write a time between 00:00 and 23:59. *For example, for nine o'clock in the evening UTC, write "21:00".*
 - 1.3 **Latitude:** Write the latitude of the vessel in degrees and minutes and whether the position was North (N) or South (S). *For example, for 41 degrees 34 minutes South, write "41", "34" and "S" in the three parts of the box.*
 - 1.4 **Longitude:** Write the longitude of the vessel in degrees and minutes and whether the position was East (E) or West (W). *For example, for 160 degrees 30 minutes East, write "160", "30" and "E" in the three parts of the box.*
 - 1.5 **Wind speed:** Write the wind speed in knots. If there was no wind, write "0" (zero).
 - 1.6 **Direction of wind:** Write the direction of the wind. Use the code which best describes the wind direction. *For example, for wind blowing from the north, write "N"; for wind blowing from the south, southwest write "SSW". If there was no wind, leave this blank.*
 - 1.7 **Sea surface temperature:** Write the water temperature at the surface of the ocean in degrees Celsius (°C).
2. At the **end of the set**
 - 2.1 **Time:** Write the time in Co-ordinated Universal Time (UTC) using the 24 hour clock. Write a time between 00:00 and 23:59. *For example, if the last float of your set enters the water at ten o'clock in the evening UTC, write "22:00".*
 - 2.2 **Latitude:** Write the latitude of the vessel in degrees and minutes and whether the position was North (N) or South (S). *For example, for 41 degrees 34 minutes South, write "41", "34" and "S" in the three parts of the box.*
 - 2.3 **Longitude:** Write the longitude of the vessel in degrees and minutes and whether the position was East (E) or West (W). *For example, for 160 degrees 30 minutes East, write "160", "30" and "E" in the three parts of the box.*
3. At the **start of the haul**
 - 3.1 **Time:** Write the time in Co-ordinated Universal Time (UTC) using the 24 hour clock. Write a time between 00:00 and 23:59. *For example, if the first float was taken back on board at two o'clock in the afternoon UTC, write "14:00".*
4. At the **end of the haul**
 - 4.1 **Date:** Write the date relative to Co-ordinated Universal Time as day/month/year. *For example, if the last float was taken back on board on the 19th of August 2002, write "19/08/02".*

- 4.2 **Time:** Write the time in Co-ordinated Universal Time (UTC) using the 24 hour clock. Write a time between 00:00 and 23:59. *For example, for two o'clock in the afternoon UTC, write "14:00".*
- 4.3 **Wind speed:** Write the wind speed in knots. If there was no wind, write "0" (zero).
- 4.4 **Direction of wind:** Write the direction of the wind. Use the code which best describes the wind direction. *For example, for wind blowing from the north, write "N"; for wind blowing from the south, southwest write "SSW".* If there was no wind, leave this blank.
- 4.5 **Sea surface temperature:** Write the water temperature at the surface of the ocean in degrees Celsius (°C).

Section 3: Gear

- Length of line:** Write the total length of line used during the set. The length of line is the amount of line in nautical miles (n.miles), between the first float and the last float set. It is NOT the distance travelled during setting. *For example, if the vessel travelled 10 n.miles, but because of slack in the line 14 n.miles of line were used, you would write "14" (n.miles).*
- Number of hooks:** Write the total number of hooks attached to the line used.
- Number of floats:** Write the total number of floats attached to the line used.
- Number of light sticks:** A light stick is any small light producing device attached to the line and powered chemically or by a battery. Write the total number of light sticks attached to the line used. Write "0" (zero) if you did not use any light sticks.
- Line shooter? (Y/N):** A line shooter is any mechanical device used to unwind the longline into the water, at a constant speed. If you used a line shooter during setting, write "Y" (Yes); if you did not use a line shooter during setting, write "N" (No).
- Percentage of bait:** Estimate the percentage of each type of bait used. Write your estimates in the boxes that best describe the types of bait you used. Your estimates should add up to 100%. *For example, if you used jack mackerel on about half of your hooks and squid on the other half, you would write "50" (%) in the box labelled fish and "50" (%) in the box labelled squid.*

Section 4: Catch kept

- Fill out a new line for all species of fish caught and kept on board and all processed states.
- Species code**
 - Write the appropriate three-letter MFish species code. Make sure you record all species caught and kept.
 - A list of MFish approved species codes is available from the MFish website (www.fish.govt.nz) or from FishServe.
 - Where no appropriate MFish approved species code is present, you must:
 - record the species as "UNX" (unidentified); and
 - establish the correct scientific name for the species; and
 - report this scientific name, along with any other relevant details, to the Research Data Manager at MFish (PO Box 862, Wellington) so that a new species code can be created.

3. Processed state

- Write the processed state code (these are the same as landed state codes) that best describes the state of the fish after processing. *For example, for tuna in the state "gilled and gutted tail-off", write "GGT".*
 - When a fish is landed in two or more states, the **principal landed state** is the landed state that has the greatest weight after processing and the **additional landed states** are the other landed states.
 - Landed state codes are listed in Part 3 (principal landed states) and Part 4 (additional landed states) of Schedule 3 of the Regulations, or in certificates issued under Section 188(2) of the Fisheries Act 1996. Definitions of the states are in the Regulations, the current Fisheries (Conversion Factor) Notice, or in certificates issued under Section 188(2) of the Fisheries Act 1996.
- If a species is kept in more than one processed state, fill out a separate line for each species and state combination. *For example, if you kept some bigeye tuna green and processed the rest to a state of gilled and gutted tail-off, you would fill out one line for "BIG GRE", and another line for "BIG GGT".*
- If you process one fish into two or more different states, you will need to fill out one line for the principal landed state and another line for each additional landed state.
 - For additional landed states, you should fill out the boxes for species code, processed state and processed weight. Write "N/A" for the number of fish.
 - For example, if you catch 10 mako sharks, process all 10 to dressed and in addition take the fins from 4 of them, you would need to fill out 2 lines of data. One line would be for "MAK DRE" and the number of fish would be "10", and the other line would be for "MAK SHF" and the number of fish would be "N/A".*
- Processed weight:** Write the total weight in kilograms of fish product after processing. You should calculate the weight of fish using the best method available. *For example, if you have weighing equipment on board your vessel, you should weigh the fish and if you don't, you should provide your best estimate of the weight.*

A note about weights: do not record fractions of a kilogram on a HS-TLCER form. You must round weights down to the next lower whole kilogram. *For example, record 17.6kg as "17". Record weights of less than 1kg as "0".*
- Number of fish:** Write the total number of fish of each species and processed state combination.
 - For example, if you catch and keep 15 bigeye, process 10 to the state "gilled and gutted tail-off" and leave 5 green, you would fill out 2 lines of data. One line would be for "BIG GGT" and the number of fish would be "10", and the other line would be for "BIG GRE" and the number of fish would be "5".*
 - For additional landed states, write "N/A" for the number of fish.
- If there is not enough room to record all of your catch for a single set on one HS-TLCER form, then you must use extra HS-TLCER forms to record catch. You need to repeat the same information for Sections 1, 2, 3 and 6 again on the extra form.

Section 5: Catch discarded or released

1. Fill out a new line for all species of fish caught and either discarded, released or accidentally lost.
 - You must record all species even if you return them to the water alive. But do not include fish that are below the minimum legal size and are returned alive to the sea.
 - Do not include seabirds or marine mammals on your HS-TLCER form. They can be reported on a Non-fish Incidental Catch Reporting Form. Books of these forms are available from FishServe.
2. **Species code:** Write the three-letter MFish species code of the species you have discarded, released or accidentally lost (see Section 4, point 2 of these notes for more details about species codes).
3. **Greenweight:** Write the best available estimate of the total greenweight in kilograms. *For example, if about 50kg of a species is discarded, write "50".*

A note about weights: do not record fractions of a kilogram on a HS-TLCER form. You must round weights down to the next lower whole kilogram. *For example, record 17.6kg as "17". Record weights of less than 1kg as "0".*
4. **Number of fish:** Write the total number of fish of each species discarded, released or accidentally lost.
5. If there is not enough room to record all of your catch for a single set on one HS-TLCER form, then you must use extra HS-TLCER forms to record catch. Repeat the same information for Sections 1, 2, 3 and 6 again on the extra form.

Section 6: Permit holder and vessel details

1. **Name of fisher:** Write the first letter of the fisher's first name, followed by the first four letters of the fisher's last name (surname). In this case, the fisher is the person in charge of the fishing operation during line setting. *For example, John Smith would write "J.SMIT".*
2. **Name of permit holder:** Write the name of the permit holder.
3. **Client number of permit holder:** Write the client number given to the permit holder by the Ministry of Fisheries or FishServe.
4. **Name of vessel:** Write the name of the vessel as recorded on its certificate of registration or licence.
5. **Registration number of vessel:** Write the vessel's registration number. For a NZ fishing vessel this is the registration number on its certificate of registration.
6. **Signature of permit holder or authorised person:** The permit holder, or a person authorised by the permit holder, must sign the form. *For example, the permit holder may authorise the master of the vessel to fill out and sign the HS-TLCER.*
7. **Date signed:** The person who signed this HS-TLCER form must write the date that they signed it here. Write the date relative to Co-ordinated Universal Time as day/month/year.

Notes about the collection of HS-TLCER information

1. Information on HS-TLCER forms is being collected for reasons relating to:
 - 1.1 the conservation and management of fisheries and fisheries resources; and
 - 1.2 the administration and enforcement of the Fisheries Act 1996 and the regulations made under this Act.
2. The agency that will collect and hold this information is called FishServe (see address below).
3. This information is then sent to the Ministry of Fisheries.
4. Some personal information is being collected.
5. Under Principles 6 and 7 of the Privacy Act 1993 you have the right to access and correct any personal information that has been provided.
6. You must send your completed HS-TLCER forms to FishServe. Their postal address is:

**PO Box 297
Wellington
New Zealand**
7. You must make sure that your HS-TLCER forms arrive at FishServe no later than 7 days after the last day of the fishing trip. *For example, the HS-TLCER forms that you fill out during a trip that ended on the 10th of August 2002, must get to FishServe by the 17th of August 2002.* If the forms are late, you may have to pay a late fee.
8. If you are unsure about how to fill out a HS-TLCER form, you should consult FishServe (0800 788 228 or +64 4 472 0300) or seek legal advice.