Southern Bluefin Tuna

Catch Documentation Scheme

Longline and Minor Line

Handbook

**Updated 2020**

This document is intended as a **guide only** and does not replace arrangements in the *Southern Bluefin Tuna Fishery Management Plan 1995* (the Plan) and the conditions attached to each fishing concession. You must ensure that you read and understand your obligations for operating in the fishery.

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# Introduction

# The aim of the CDS is to prevent Southern Bluefin Tuna (SBT) caught by illegal, unregulated and unreported (IUU) means entering the market.

The CDS applies to all SBT domestically sold or exported. Under the CDS, each fish needs to be tagged, weighed and measured, and have the correct accompanying documentation.  No SBT will be accepted for domestic sale, export or import, without the correct accompanying CDS documentation. The only fish that do not require a tag are those that have been loined or filleted prior to freezing.

It is extremely important that the CDS forms are completed correctly and accurately as your fish may be rejected, particularly if exported, when received by the next party in the chain.

The CDS requirement does not negate the requirement to complete Catch Disposal records.

# How will the CDS affect me if I am an SBT Long line or minor line vessel?

### *Before you go to sea make sure:*

1. That all vessels being used are on the CCSBT register. Refer to ‘common questions’ for registration details.
2. Ensure that you have:
3. enough AFMA approved SBT tags on board and that they are stamped with the current calendar year;
4. access to the Catch Tagging Form (CTAU02A); and
5. access to Catch Monitoring Forms (CMAU02C).

### *While you are at sea:*

1. Tag each SBT, with an AFMA approved tag in such a way that the tag is not reusable.
2. If you run out of tags at sea any untagged fish must be kept on the vessel until tags can be obtained and the fish tagged.

### *When you land:*

1. Weigh and measure (fork length) each whole tagged fish it and record each fish on the Catch Tagging Form (CTAU02A).
2. Land your fish to a Commonwealth Fish Receiver Permit holder who is registered, with AFMA, to receive Southern Bluefin Tuna.
3. Fill out the Catch/Harvest Section of the Catch Monitoring Form (CMAU02C).
4. Have the Catch/harvest Section of the Catch Monitoring Form (CMAU02C) validated by the fish receiver.
5. Complete either the Intermediate Product Destination Section as the SBT owner at time of export, and ensure that this section is validated by a Licensed Fish Receiver. Or if SBT is sold domestically please ensure the Final Product Destination Section is completed, this section must be signed by the domestic buyer and ensure the yellow copy is sent to AFMA.
6. Give the white and yellow copies of the Catch Monitoring Form (CMAU02C) to the Fish Receiver Permit (FRP) holder and keep the green copy in the book.
7. Send the pink copy of the Catch Monitoring Form (CMAU02C) to AFMA within 3 business days of landing.
8. If you lose a tag and need to replace it fax or email AFMA with the following details:
9. the old tag number (if known)
10. the new tag number
11. the old Catch Tagging Form Number (if known)
12. the new Catch Tagging Form Number
13. the reason the tag was replaced.
14. Send AFMA a completed copy of the Catch Tagging Form (CTF) within 3 business days of landing.
15. Keep a copy of each completed form for your records.

### *Requirements when transporting fish from port of landing to the licensed fish receiver*

If the fish cannot be weighed and validated at the point of landing, you can transport the fish to a licensed fish receiver provided you:

* complete the catch harvest section of the catch monitoring form leaving the weights and lengths blank;
* complete the catch tagging form leaving the weights and lengths blank; and
* send the white, pink and yellow catch monitoring forms and the white catch tagging forms with the fish to the licensed fish receiver.

### *Upon receiving the fish, the fish receiver will need to:*

* weigh and measure the fish and enter the weights and measurements on the catch tagging and catch monitoring forms;
* sign the certification on the catch tagging form;
* validate the catch monitoring form;
* send the yellow catch monitoring form to AFMA and the white catch monitoring form with the fish; or if the fish are sold domestically send both the yellow and white copy of the catch monitoring form with the fish; and
* work with you to ensure that the white copy of the catch tagging form and the pink copy of the catch monitoring forms are sent to AFMA.

It is your responsibility to work with the fish receiver and ensure that relevant copies of the catch monitoring and catch tagging forms are complete and returned to AFMA in the prescribed time.

**Upon landing**

All SBT must be tagged before leaving the vessel

Begin filling out both the Catch Tagging Form (CTAU02A) and the Catch Monitoring Form (CMAU02C)

* Weigh and measure fish (fork length)
* Complete the catch **tagging** and catch **monitoring** forms
* Licensed fish receiver stamps and validates catch **monitoring** form
* Operator must complete the catch **tagging** and catch **monitoring** forms as much as possible and may leave weights and lengths blank during transport
* Operator must send white, pink and yellow catch **monitoring** form and the white catch **tagging** form with the fish for transport to Licensed Fish Receiver
* The white catch **monitoring** copy travels with the fish
* The yellow catch **monitoring** copy must be submitted to AFMA by the licensed fish receiver; or if fish sold domestically the yellow copy must also travel with the fish to the domestic buyer
* The pink catch **monitoring** form copy must be returned to AFMA within 3 business days of the fish being landed
* The white catch **tagging** copy must be returned to AFMA within 3 business days of the fish being landed

SBT comes off the boat and goes directly to the premises of the licensed fish receiver who is authorised to receive SBT.

Fish is transported via road to licensed fish receiver who is authorised to receive SBT;

**Prior to landing**

**Or**

* Licensed fish receiver weighs and measures the fish (fork length) and fills in weights on the catch **tagging** and catch **monitoring** forms
* Licensed fish receiver stamps and validates catch monitoring form and signs the certification on the catch tagging form

Fish goes to export or sale on the domestic market

Figure 2. Flow-diagram representing the process of filling out the CDS when SBT is caught by longline on the East Coast of Australia.

# How will the CDS affect me if I am a Fish Receiver Permit Holder?

All licensed Fish Receiver Permit holders who will be required to have completed the actions listed below before they can accept SBT:

 a) obtain an Australian Licensed Fish Receiver Stamp which includes your current Fish Receiver Permit Number;

 b) registering with AFMA using the Validation of Southern Bluefin Tuna CDS Documents form, (and each validator is required to read, understand and sign the requirement and responsibilities document, for further details see Validation section); and

c) obtain the relevant CDS forms, tags and instructions

### *When you receive wild caught Southern Bluefin Tuna:*

1. Make sure that all individual dead whole fish received are tagged with an AFMA approved tag.
2. For all fish, ensure the fisher has completed the Catch/Harvest Section and either the Intermediate Product Destination Section or the Final Product Destination Section of the Catch Monitoring Form (CMAU02C) before validating it.
3. Ensure you do not certify or validate any section of a CCSBT CDS document that has not been completed according to the forms instructions or contains obviously incorrect information.
4. Ensure that the individual who certifies a CCSBT CDS document is **not the same person who validates the document.**
5. Send the yellow copy of the Catch Monitoring Form (CMAU02C), ensuring either the Intermediate Product Destination section (For Exports) or Final Product Destination section (For Domestic Product) is completed, to AFMA within 3 business days of the fish leaving your custody.
6. Make sure the original (white copy) Catch Monitoring Form (CMAU02C) goes with the fish for both domestic sales and exports.
7. If you lose a tag and need to replace it, fax or email AFMA with the following details:
8. the old tag number (if known)
9. the new tag number
10. the old Catch Tagging Form (CTAU02A) Number (if known)
11. the new Catch Tagging Form (CTAU02A) Number
12. the reason the tag was replaced

# Common Questions

### *How do I register my boat on the CCSBT vessel register?*

Contact AFMA and provide details of which vessel you wish to use to catch SBT and have placed on the CCSBT vessel register. AFMA will notify you about what information is required for registration and will ensure that your vessel is registered with CCSBT.

### *Where do I get tags?*

It is your responsibility to make sure you have **current** tags before you go fishing. The tags are **updated each calendar year** and are stamped with the country code, calendar year, unique number and CCSBT logo.

All tags must be certified as AFMA approved before they can be used for the CDS. At this stage the only Australian tags that have been AFMA approved are those produced by the Australian Southern Bluefin Tuna Industry Association (ASBTIA). ASBTIA will be distributing tags to all operators, for more information on tag availability contact ASBTIA on the numbers listed below;

ASBTIA 12/6 South Quay Bld

Port Lincoln. SA 5606

Contacts: ABSTIA Research Office

 Kirsty Rough or Claire Webber

 Ph: 08 8682 3257

 Email: sbt\_research@bigpond.com

### *Where do I get CDS forms?*

**For the longline and minor line sector** the Catch Monitoring Form and Catch Tagging Form will be forwarded directly to concession holders by AFMA upon request. The Re- export, Export after Landing Form if required can be also be obtained from AFMA.

### *What if I run out of tags while I am at sea?*

If you run out of tags at sea any untagged fish must be kept on the vessel until tags can be found and the fish tagged.

### *What happens if a tag falls out?*

You will need to fax or email AFMA the following details within 3 days of the incident/landing:

1. the old tag number (if known);
2. the new tag number;
3. the old Catch Tagging Form Number (if known);
4. the new Catch Tagging Form Number; and
5. the reason the tag was replaced.

### *What if I tag a fish and I choose not to sell it?*

You will still need to complete a Catch Monitoring Form and return it to AFMA. In the *Final Product Destination Section* tick the *Landing of Domestic Product for Domestic Sale* field and write in the name and address section ’Discarded because of …….., or Retained for personal use.’ The Fish Receiver Permit Holder or authorised agent should then sign this section.

### *What if I have multiple domestic buyers?*

You must use a separate form Catch Monitoring Form for each domestic buyer

### *Do I have to send a copy of the Catch Tagging Form with the fish?*

No. The original white copy of the Catch Tagging Form is to be returned to AFMA within 3 business days of landing wild caught catch or for farmed fish within 3 business days of final harvest. The completed yellow copy should be retained by the SFR holder for their records and be produced on request for inspection by an authorised AFMA officer.

### *When is it acceptable to take the tag out of a Southern Bluefin Tuna?*

You must leave the tag in the fish at least until the first point of sale, unless the fish has been filleted or loined, then the tag may be taken out. **NOTE:** It is best that the tag is left in the fish if it remains whole after the first point of sale as the fish will not be able to be exported without a tag.

### *Who certifies the Export section of the Catch Monitoring Form?*

The owner (or their designated authority) of the SBT at the time of export certifies the Export section. This means that if you are paying someone else to ship the SBT but still own the SBT then you must certify it.

### *Do fish I discard need CDS documentation filled out?*

No. CDS documentation does not need to be filled out and the fish does not need tagging if it is rejected and not sold.

***What happens if I buy a fish domestically and want to export it?***

You will need to:

* + - 1. Ensure that all whole fish remain tagged;
			2. Make sure a copy of the Catch Monitoring Form is accompanying the fish;
			3. Obtain a copy of the *Re-export Export After Landing of Domestic Product Form* from either Protec Marine or AFMA;
			4. Fill this form in and send **BOTH** it and the Catch Monitoring Form on with the fish (If necessary this can be a photocopy of the original Catch Monitoring Form); and
			5. Send a copy of the Re-export Export After Landing of Domestic Product Form to AFMA within 3 business days of the export.

They must also ensure the tags are intact on all whole fish, if they are not intact, the buyer should contact the seller for replacement AFMA approved tags, they must then send AFMA details of:

1. the old tag number (if known)
2. the new tag number
3. the old Catch Tagging Form Number (if known)
4. the new Catch Tagging Form Number
5. the reason

### *What if I land a fish domestically and fill in the Final Product Destination Section of the Catch Monitoring Form as Landing of Domestic Product for Domestic Sale but decide to export the fish?*

1. Obtain a copy of the *Re-export Export After Landing of Domestic Product Form* from AFMA.
2. Fill this form in and send both it and the Catch Monitoring Form on with the fish.
3. Send a copy of this form to AFMA within 3 business days of the export.

If you buy a fish domestically and then want to export it you will need to fill in a Re-export or Export after Landing of Domestic Product Form.

### *What happens if I import a fish and then want to re-export it?*

If you import a fish and then want to export it you will need to fill in a Re-export Form.

### *Who can I contact if I am still unsure about any aspect of the scheme?*

AFMA has a direct number **1300 723 621** which enables anyone to contact AFMA from any landline in Australia for the cost of a local call.

| **Name** | **Section** | **Phone/ Fax** | **Email** |
| --- | --- | --- | --- |
| Matt Daniel | Manager – SBT Fishery | Ph: 02 6225 5338Mb: 0417425771 | Matthew.Daniel@afma.gov.au  |
| Anne Shepherd  | Logbooks or CDS books | Ph: 1300 723 621Fax: 02 6225 5440 | Anne.Shepherd@afma.gov.auOr sbtmonitoring@afma.gov.au  |
| AFMA | Report Tags Lost/ No Tags | Fax: 02 6225 5440 | sbtmonitoring@afma.gov.au  |

# Definitions

***Whole:***A fish remains whole despite cleaning, gilling, and gutting, freezing, removing fins, gill plates and tail and removing the head or part of the head. A fish is no longer considered to be whole if it has undergone processes such as filleting or loining.

 **Example**: If a fish is Gilled and Gutted (GGO – tail on or, GGT – tail off), Dressed (DRO – tail on or, DRT – tail off), or Round (RD) it is still considered whole. If the fish has been Filleted (FL) it is not whole.

***Wild caught/farmed:*** Southern Bluefin Tuna is considered ‘wild caught’ if it is brought on board a vessel at sea and killed.

***Exporter:*** The person who owns the fish at the time of export.

 **Examples:**

1. If a fish is sent to a receiver for processing and then exported, but is still owned by the SFR holder then the SFR holder is the exporter.

**CDS processing codes:**

| **Code**  | **Name** | **Description** |
| --- | --- | --- |
| RD | Round | SBT without any processing |
| GGO  | Gilled and gutted – tail on | Processed with gills and gut removed. Operculae (gill plates/covers) and dorsal, pelvic and anal fins may or may not be removed. |
| GGT  | Gilled and gutted – tail off | Processed with gills, gut and tail removed. Operculae (gillplates/covers) and dorsal, pelvic and anal fins may or may not be removed. |
| DRO  | Dressed – tail on | Processed with gills, gut, operculae (gill plates/covers) and head removed. Dorsal, pelvic and anal fins may or may not be removed. |
| DRT  | Dressed – tail off | Processed with gills, gut, operculae (gill plates/covers), head and tail removed. Dorsal, pelvic and anal fins may or may not be removed. |
| FL  | Fillet | Processed further than DRT, with the trunk cut into fillets. |
| OT  | Other | None of the above. |

# Forms

Catch Tagging Form (CTAU02A)

This form records information (fork length and weight) of individual fish tagged as part of the CDS.

**When is this form needed?**

When SBT are killed and tagged.

Handy tips:

Have the Master of the vessel or Fish Receiver certify the form once it has been fully and correctly completed.

**Who do I send the form to?**

1. The original White copy of this form is to be returned to AFMA within 3 business days of landing wild caught catch or for farmed fish within 3 business days of final harvest.
2. The completed Yellow copy should be retained by the SFR holder for their records and be produced on request for inspection by an authorised AFMA officer.

## ***Catch Monitoring Form (CMAU02C)***

This form records information on the catch, landing, export, and import of all SBT.

**When is this form needed?**

1. This form is required upon the landing of dead SBT.
2. The Catch/harvest sections must be completed when the SBT are landed.
3. Either the Intermediate Product Destination or Final Product Destination section must be completed when the fish leaves the FRP holders possession.

Handy tips:

1. If the catch is going to two or more destinations a separate Catch Monitoring Form must be completed for the catch being sent to each destination. Split shipments are not permitted.
2. The Export section should be certified by the seller of the SBT.
3. The Landing of Domestic Product section should be certified by the buyer of the SBT.
4. Ensure the form is certified and validated by two different people (two different people within the same company is ok).

**Who do I send the form to?**

1. The green copy is kept in the book as a record and should be held for a period of at least 5 years.
2. The pink copy must be sent to AFMA by the SFR holder/farmer within 3 business days of the catch being landed/ killed with the Catch/harvest section completed and validated.
3. The white original copy must travel with the fish when it is transferred on.
4. The yellow copy is to be sent to AFMA within 3 business days of the fish leaving the FRP holders custody with either the Intermediate Product Destination or Final Product Destination completed. It is the responsibility of the FRP holder to ensure this occurs.

## ***Re-export or Export after Landing of Domestic Product Form (REAU02)***

This form records information on SBT already tracked on the Catch Monitoring Form (CMAU02C) to the initial point of landing of domestic product or import that is, either in full or part, exported or re-exported.

**When is this form needed?**

1. When you have purchased the SBT as a domestic sale and now wish to export it; or
2. When you have imported SBT and now wish to export it again.

Handy tips:

1. Complete the form and ensure it is validated and certified.
2. Ensure the form is validated and certified by two different people (two people within the same company is ok).
3. For the export of SBT you bought domestically ensure the landing of domestic product section of the Catch Monitoring Form (CMAU02C) has been fully completed.
4. Where SBT purchased is being exported to two different places (partial shipment) a photocopy of the Catch Monitoring Form (CMAU02C) can be sent so long as the REAU02 is the original copy.

**Who do I send the form to?**

1. Send the original REAU02, along with the Catch Monitoring Form (CMAU02C), with the SBT when it is exported.
2. Send a copy back to AFMA within 3 business days of the export.