



## SHELLFISH AQUACULTURE HARVESTER PERMIT/REGISTRATION CARDS FREQUENTLY ASKED QUESTIONS

### **Q: Who is a permittee and who is a registrant?**

**A:** Any leaseholder named on the lease document may be a permittee. The primary leaseholder, to whom the Department directs all lease related mailings and correspondence, **MUST** be a permittee and sign the Shellfish Aquaculture Harvester Permit (SAHP) application. If one or more co-leaseholders also wish to be a permittee, each of them must indicate that by signing the SAHP application. Anyone designated as a permittee will share the responsibility for meeting the requirements of the permit including monthly harvest reporting.

Registrants are individuals authorized by the leaseholder to engage in aquaculture activities on the lease, with or without the permittee being present. Aquaculture activities include purchasing, monitoring, bottom preparation, planting, sale, possession, harvest, production, breeding, transportation, and processing of shellfish in State waters or in an area used for shellfish cultivation.

### **Q: What materials will a permittee and a registrant receive from the Department?**

**A:** Permittees will receive a Shellfish Aquaculture Harvester Permit and a Shellfish Aquaculture Harvester Registration Card (SAHRC). Registrants will be issued a SAHRC only. All individuals conducting aquaculture activities on the lease including permittees must have a SAHRC on their person at all times. The Department will mail all permits, registration cards, monthly report forms and reporting instructions to the primary leaseholder/permittee. That individual will then be responsible for distributing other permittee and registrant cards as appropriate.

### **Q: What if all of the leaseholders are not available to sign the SAHP application form.**

**A:** The primary leaseholder is the only person required to sign the SAHP form and hold a SAHP. Signatures from any other co-leaseholders are optional. However, co-leaseholders that do not sign the SAHP form will not receive a permit card and therefore forfeit their ability to be a permittee and make authorized changes to the registrant list. If a co-leaseholder would like to retain the ability to work on the lease as a registrant and receive a registration card they should be listed as such on the application.

### **Q: Is there a benefit to having several permittees?**

**A:** Yes. It may provide flexibility to your operation if more than one person is authorized to make modifications to the registrant list and/or sign the monthly reports.

### **Q: How does a permittee make changes to a lease's registrant list?**

**A:** Changes to the registrant list for a lease can be made at any time using the SAHP Registrant Modification Form available online or by request from the Department. Any lease permittee may approve the registrant modifications as evidenced by their signature on the form. In doing so, they certify that any other co-leaseholders are aware of and in agreement with the request. The Department will process the modification requests and issue additional registrant cards, if applicable, in the order they are received. Permittees should allow for 2 weeks from receipt of the form for processing and mailing of registration cards.

### **Q: What if I hold multiple leases and want the same people registered for each lease.**

**A:** In order to facilitate more efficient processing of SAHPs and SAHRCs by the Department, please submit a separate SAHP application for each lease on which you are named a leaseholder. Failing to do so may delay the issuance of your cards and consequently, your ability to work on the lease.

### **Q: How do I secure registration cards for employees that I hire on a daily/weekly basis?**

**A:** Under the current regulations, any changes to the registrant list must be made on a modification form provided by the Department. Although the Department will strive for rapid turn-around times whenever possible, please allow up to 2 weeks from the receipt of the form for processing and mailing of the new registration cards. The Department is investigating an alternative process for permittees who prefer to obtain registration cards for employees hired on a shorter-term basis.

**Q: What happens if I do not return this form?**

**A:** If there are no permittees or registrants on file with the Department, no one will have authorization to conduct aquaculture activities on the lease. In this case, the commercial usage requirements could not be met and the lease may be terminated. Additionally, anyone who works the lease without proper permits or cards is subject to citations and/or both.

**Q: How long is a permittee or registration card valid?**

**A:** Permittee and registration cards will be re-issued annually. The cards issued in 2012 will be valid until December 31, 2012. Each year thereafter, cards will be automatically renewed in January and valid until December 31 of that year. Permits and registration cards will not be renewed if the monthly harvest report requirement is not fulfilled. Permits and registration cards may be revoked or suspended by the Department at any time if the individual receives a violation or conviction as specified in COMAR 08.02.23.07.