



MARYLAND DEPARTMENT OF NATURAL RESOURCES  
FISHING AND BOATING SERVICES

## SHELLFISH AQUACULTURE MONTHLY HARVEST REPORT FORM INSTRUCTIONS

The Code of Maryland Regulations (COMAR) 08.02.23.04(C), requires a Shellfish Aquaculture Harvester Permittee to submit a monthly harvest report to the department for every permitted month of the year. A report for a given month is due to the department by the 10<sup>th</sup> day of the following month, i.e. June report is due July 10.

Report barcode labels are provided as an additional enclosure together with the initial set of harvester permits issued each year. Blank copies of the current year's harvest report form are available by request or online at: [dnr.maryland.gov/fisheries/Documents/aquaculture-monthlyharvest.pdf](http://dnr.maryland.gov/fisheries/Documents/aquaculture-monthlyharvest.pdf). **Please be advised that failure to submit complete, timely and accurate monthly harvest report forms may result in suspension or revocation of permits and registration cards, and/or termination of the lease.**

### Steps to Completing and Returning Report Forms

- ✓ Harvest reports must be submitted on the current year's form.
- ✓ Write in the month(s) and lease number for which you are reporting harvest.
- ✓ Circle the species harvested. If circling "Other", write in the species name.
- ✓ Enter the date and harvest start time, including a.m. or p.m. Harvest start time is defined as the time the first shellfish is taken from the water.
- ✓ Enter the number/volume of shellfish harvested (i.e. 15 bushels OR 1,000 individuals)
- ✓ List the gear type utilized during harvest. If reporting harvest from a water column lease, please list cages, floats, bags or other type of gear from which the shellfish were taken.
- ✓ Specify the MDH Shellfish Certification Number (MD-XXX-XX) of the shellfish dealer to whom you sold the harvested product. If you are a certified dealer selling your own product, list your certification number in that column. If harvest is planned for any purpose other than human consumption, please contact the Aquaculture Division for further instruction.
- ✓ List the specific location where your shellfish product was landed. NOTE: June through September, product must be landed at your pre-declared summer landing location.
- ✓ A leaseholder, Permittee or authorized business signatory with documentation on file with the department must print their name, sign and date the form.
- ✓ **Every column should be filled in for each date of harvest.**
- ✓ Report months in which harvest occurred on separate report forms, i.e., one month per form, and, do not report both harvest and no harvest for different months on the same form. Only consecutive months with no harvest may be reported on the same form.
- ✓ Retain a copy of the completed form for your records.
- ✓ Fasten the appropriate month's barcode to the lower right-hand corner of the report, and submit by mail to: DNR Fishing and Boating Services, Attn: Shellfish Aquaculture Harvest Report, 580 Taylor Avenue E-4, Annapolis, MD 21401, by email to [aquacultureharvestreport.dnr@maryland.gov](mailto:aquacultureharvestreport.dnr@maryland.gov), or by fax to: 410-260-8310.
- ✓ **While you may enclose reports for multiple leases and/or months in the same envelope, email attachment or fax submission, please do not combine aquaculture harvest reports with catch reports for other fisheries, as they are processed separately.**

**If you hold more than one lease, you must submit one monthly harvest report for each lease. If no harvest took place during a given month, you are still responsible for returning a report.** Please list the month(s), check the "No Harvest" box in the top right corner of the form, print name, sign, date, and follow the instructions above for submitting the form to the department. If harvest will not occur for more than one consecutive month, you may list and affix all barcodes for those months on the blank section of one form. More information on harvest reporting is available at: [dnr.maryland.gov/fisheries/Pages/aquaculture/harvest-reporting.aspx](http://dnr.maryland.gov/fisheries/Pages/aquaculture/harvest-reporting.aspx).