



2012 ADEC Seafood Processors Permit Application Instructions

Alaska Department of Environmental Conservation
Division of Environmental Health
Food Safety and Sanitation Program



Photo courtesy of Alaska Department of Environmental Conservation

Mail all completed applications, plans, drawings and fees to:

Department of Environmental Conservation
Seafood Permits
555 Cordova Street, 5th Floor
Anchorage, AK 99501

Credit card payments may be made to (907) 269-7501

Contacts: Amy Hill (907) 269-6288
Amy.hill@alaska.gov

George Scanlan (907) 269-7638
George.scanlan@alaska.gov

Fax: (907) 269-7510

Forms are available on the Internet at:

<http://dec.alaska.gov/eh/fss/seafood/applicationspermits.htm>

NOTE: It may take up to 60 days to process an ADEC permit application. Therefore, we suggest you submit your application at least two months before your anticipated startup. **You should make a copy of your application for future use.**

Who must complete this application?

This application must be completed by any person (including corporations, partnerships, limited liability companies and joint ventures) who:

- Process seafood products to be sold as part of commerce and intended for human consumption;
- Store, clean, package, and distribute whole seafood products to be sold as part of commerce and intended for human consumption;
- Harvest, handle, prepare, shuck, pack, repack, or transport fresh or frozen shellfish for sale as part of commerce and intended for human consumption;
- Smoke or thermally process seafood intended for human consumption;

All fishery resources entered into commerce for human consumption must be processed in a shore facility or on a vessel permitted by the Alaska Department of Environmental Conservation (ADEC).

If you intend to process fishery products or distribute unprocessed fishery resources out of Alaska's jurisdiction, you must have a current ADEC Seafood Processor's Permit, and a current ADF&G code plate before you begin operating.

What is processing?

Processing is any activity that changes the physical condition of a seafood product, including the following:

- butchering
- thermal processing
- cooking
- dehydrating
- freezing
- pickling
- salting
- shucking
- smoking

Exclusion: Processing does not include gutting, gilling or icing seafood products or decapitating shrimp, by a harvesting vessel, only if necessary to maintain product quality or prevent loss from decomposition while on the fishing grounds. It must be done in a sanitary manner to prevent adulteration.

The permit issued by ADEC authorizes only the processing activity described in the completed application and indicated on the permit. Changes in ownership, additional products, additional processing operations, or facility modifications require an amended application.

New permits

New applicants are prohibited from processing seafood products without having a current ADEC Seafood Processor's Permit in their possession. A complete application, along with **drawings** and **list of finished surfaces**, must be submitted for all new permits.

You are encouraged to submit your Hazard Analysis and HACCP plan for any Ready-to-Eat products for review by the Department.

Renewal permits

Full applications (pages 1-5) for permit renewals are required once every 3 years. See the bottom of page 1 of the application to determine when your permit renewal will require a **complete application**.

When a complete application is not required, you can renew your permit by submitting a **short application** consisting of page 1. Renewal applicants may conduct seafood processing activities without having received a current ADEC Seafood Processor's Permit if:

- The current year ADEC Seafood Processor's Permit application and correct fees have been submitted and receipt is confirmed, and
- ADEC has no compliance or enforcements actions pending against you.
- All requested application corrections have been submitted.

Applicants of recently modified operations must furnish plans and specifications for the facility.

You are encouraged to submit your Hazard Analysis and HACCP plan for any new Ready-to-Eat products for review by the Department.

Other Permits You May Need

- *Plan Review and Approval of Sewage or Sewage Treatment Works* – (907) 269-6285
- *Air Quality Control Permit to Operate* - (907) 465-5105
- *Wastewater Disposal Permit* – (907) 465-5180
- *Solid Waste Management Permit* – (907) 269-7802
- *Plan Review and Approval of Public Water Systems* – (866) 956-7656, or (800) 770-2137
- *APDES Permit* - (907) 465-5180 or (907) 269-7504
- *Food Service Permit* – (907) 269-7501

Seafood Processor Information

Seafood applicants are encouraged to read and understand 18 AAC 34 “Seafood Processing and Inspection Regulations”. Processing or preparing seafood for human consumption for commerce requires an ADEC Seafood-Processing Permit. Live shipments of Shellfish (molluscan bivalves) and Snails also require a permit due to the hazard of marine toxins.

Application Instructions

Page 1

Fill in all applicable boxes on the form. If an item does not apply to you, indicate “N/A” for Not Applicable. Any black boxes may cause a delay in the review of your application.

Business Information

Include the name of the individual or corporation responsible for the vessel or firm. List the Company or Business Name for the vessel or firm.

If you do not have a Federal EIN number other than a Social Security Number, leave this space blank. DO NOT include a Social Security Number on the application.

Facility or Vessel Information

Indicate the Name of the Facility or Vessel, with its seasonal mailing address, city, state and zip code. Under *Location of Facility* include the facility’s physical address or the vessel’s physical location (during harvest season).

Include contact information for both your permanent and seasonal location(s).

Activities

Under *Fishery Resource* check each resource you intend to purchase, process, or export unprocessed. If you mark Other Shellfish, Misc. Groundfish, Miscellaneous Finfish, Other fishery products, or Aquatic Plants, you must write in the species.

Miscellaneous Groundfish may include:

Tomcod, Eel, Flounder, Greenling, Lingcod, Pacific, Ocean Perch, Plaice, Rockfish, Sablefish (Black Cod), Pacific Saury, Shark, Skate, and Wrymouth

Miscellaneous Finfish may include:

Arctic Char, Burbot, Dolly Varden, Grayling, Inconnu (Sheefish), Lake Chub, Lamprey, Longnose Sucker, Sardine, Shad, Smelt, Sturgeon, Trout, Whitefish, and Tuna.

Other Fishery Products may include:

Kani-Miso, Milt, Stomachs and Heads.

Under *Processing* and *Packaging*, check all processes you plan to do for the year and the form in which you will package your product.

NOTE: If you plan to add a new Ready-to-Eat product, you must also submit your Hazard Analysis and HACCP plan for those products for review by the Department.

For questions about hazard analysis or HACCP training call the University of Alaska Marine Advisory at (907) 274-9691.

Signature

The application must be signed by a person responsible for the facility or vessel. For example, if it is owned by an individual, that person must sign the application. If it is owned by a corporation, it can be signed by a corporate officer.

Fees

Place a check mark by the *Type of Fisheries Business*, and be sure to submit the proper fee associated with that type of business.

Seafood processors in possession of a seafood processor's permit who wish only to freeze, package, or glaze their products at a community cold storage/freezer facility shall pay ½ the cost of their original seafood processor permit fee to engage in this activity.

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Business Owner Information

List the name(s) and address(s) of all owners of the facility or vessel. If it is owned by a corporation, LLC, Partnership, or other, list the officers or partners of the company.

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Harvest Areas

Place a check mark by all areas you intend to harvest seafood.

Water

Complete the bottom table *Water*. Explain your source of drinking water and processing water.

Public Water System: If you receive water from a Public Water System, include the PWS ID#, which can be obtained from the Drinking Water program at (866) 956-7656, or (800) 770-2137.

Processing Fresh Water, other than Public: If you do not receive your water from a Class A Public Water System, indicate the source, list the estimated gallons per day usage, the disinfectant you use, and the concentration of disinfectant.

Processing Salt Water: Indicate the specific water body source, list the estimated gallons per day usage, the disinfectant you use, and the concentration of disinfectant.

NOTE: Processing Water Requirements - water sampling, and treatment, for facilities and vessels NOT directly plumbed to Class A water systems.

Per 18 AAC 34.080, the water supply must 1) be approved by the department, 2) be disinfected to maintain a measurable residual of free chlorine, 3) not exceed the maximum contamination level for total coliform bacteria, 4) be tested for compliance with other maximum contamination levels, 5) must be tested for coliform bacteria before the beginning operations, and once every 30 days during the operational season, and 6) must be re-sampled if positive for coliform bacteria.

Contact your local ADEC office or the Division of Environmental Health Laboratory Services website at <http://dec.alaska.gov/eh/lab/certmicrolabs.aspx>, for a list of approved laboratories and sample procedures.

All ice used on seafood products must be from a DEC permitted facility. Ice manufacturing only, used primarily on seafood products, submit Ice Manufacturing Application, drawing and fees to ADEC/DEH/Seafood Permitting at

555 Cordova Street – 5th Floor, Anchorage, Alaska 99501. You can get the application by calling (907) 269-7501, and an application will be mailed to you.

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Hazard Analysis and HACCP

Every processor must conduct a Hazard Analysis (HA) for each product the produce, under Code of Federal Regulations 21 CFR123.6. If the processor determines through their HA, that a hazards are likely to occur, they must develop a Hazard Analysis Critical Control Point and otherwise meet the requirements of 21 CFR 123.3 – 21 CFR 123.28.

Product and Packaging Detail

- List the finished product for each fishery resources. This should match the *Fishery Resources* listed under *Activities* on Page 1 of the application.
- List the process for each finished product. This should match the *Process* listed under *Activities* on Page 1 of the application.
- List the estimated maximum pounds you plan to process per day.
- List the *Product Storage* for each finished product.
- List the packaging material for each finished product. Use the *Packaging* list from *Activities* on Page 1 of the application.
- List the months you plan to harvest each of the *Fishery Resources*.

Ingredients and Additive Information

- List Brining ingredients
- List Formulation ingredients
- List any additives
- List source of processing ice and whether or not it is from an approved source

Distribution

Explain how you plan to distribute your product and give an estimate of the percents sold wholesale, retail, intrastate (within state of Alaska), interstate (to other states), and export (to other countries).

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Waste Water Disposal

Describe your Waste water handling system for disposal of toilet, shower, kitchen and bathroom sink waste. Contact the Waste Water Permitting: (907) 465-5180

Shore-based Facilities

List the *Treatment type*, the *Disposal Method*, *Permit Number(s)* issued by ADEC and *Capacity* of the system(s).

Vessels

The Coast Guard categorizes MSDs as follows:

Type 1 - Flow-through treatment devices that commonly use maceration and disinfection for the treatment of sewage. They May be installed only on vessels less than or equal to 65 feet in length. Must produce an effluent with:

- No visible floating solids.
- A fecal coliform bacterial count not greater than 1000 per 100 milliliters.

Type 2 - Flow-through treatment devices that may employ biological treatment and disinfection (some Type 2 MSDs may use maceration and disinfection). They may be installed on vessels of any length. Must produce an effluent with:

- A fecal coliform bacterial count not greater than 200 per 100 milliliters
- No more than 150 milligrams of total suspended solids per liter

Type 3 - Typically a holding tank where sewage is stored until it can be disposed of shore-side or at sea (beyond three miles from shore). They may be installed on vessels of any length. No performance standard, but pursuant to Coast Guard regulations, a Type 3 MSD must "be designed to prevent the overboard discharge of treated or untreated sewage or any waste derived from sewage". [33 CFR 159.53\(c\)](#).

Direct market fishing vessels must be equipped with a marine sanitation device approved by the US Coast Guard or a portable toilet (Porta-potty).

Seafood Waste Disposal

Describe how you dispose of seafood processing waste. Give estimated daily and yearly volumes of processing waste. List the types of grinders you use, and the size of the waste particles.

Seafood processing waste discharges to waters of the state are regulated by wastewater discharge permits issued by DEC.

The Offshore Seafood Processor's General Permit, AKG523000 became effective July 1, 2011. Please review the permit to determine if you need to submit a Notice of Intent (NOI) to obtain authorization to discharge seafood wastewater offshore between 0.5 and 3.0 nautical miles from mean lower low water (MLLW) shoreline. The new Offshore seafood Processor's GP has a number of new requirements for permittees.

For more information, please contact:

Shawn Stokes, Environmental Manager

Division of Water – Alaska Department of Environmental Conservation

555 Cordova Street

Anchorage, AK 99501

Telephone: (907) 269-7504

Fax Number: (907) 269-3487

Email Address: shawn.stokes@alaska.gov

Air Quality

If you have any of the following:

- diesel generators rated cumulative of over 500 hp or over 375 kw,
- a fish meal plant,
- fuel tanks with capacity of over 10,600 gallons, or
- boilers rated over 10 mm BTU/hr

Contact the ADEC, Division of Air Quality to determine if you need an Air Permit at (907) 465-5105

Department of Fish and Game

If you have any questions concerning the Department of Fish and Game Intent to Operate call (907) 465-6131.

Department of Revenue

If you have any questions concerning the Department of Revenue Fisheries Business License call (907) 465-4683.

Federal Fisheries Permit

If you have questions concerning the Federal Fisheries Permit application or the Federal Processor Permit application, call NOAA Fisheries at 1-800-304-4846.