



Each room or area (and purpose)

- Storage, processing, holding, cooling, and packaging
- Insecticide, rodenticide, sanitizer, and other pesticide storage
- Employee locker/dressing rooms or personal item storage
- Laundry facilities and clean/dirty storage clothing and linens
- Sleeping or living quarters
- Each toilet room (**clearly identify each toilet, handwash sink, self-closing door(s)**)

Each lighting fixture, glass fixture, and skylight located in these areas: storage, processing, holding, cooling, and packaging

Each piece of fixed equipment (*see j below*)

Mechanical ventilation (i.e. ducts)

Each air curtain, enclosed system, positive air flow system, double doors, etc. if used

h. **Plumbing Schematic.** Include a plumbing schematic showing the following:

- Pipes and piping used to supply potable water and nonpotable water
- Each handwash sink in or immediately adjacent to each processing area
- Wastewater lines, connections (including overhead and backflow prevention)
- Location of floor drains, floor sinks, and other fixtures in the processing area
- Hot water generating equipment with capacity and recovery rate

i. **Finish Schedule.** Describe the surface finish of walls, floors, and ceilings in **each processing, packaging, and storage area.**  
Is this document included in your packet?  Yes

j. **Equipment.** Include a numbered list of each piece of **fixed or stationary** equipment that corresponds with the floor plan and manufacturer's specification sheets. Is this included in your packet?  Yes **No - I do not have any fixed equipment**

**Section B – Additional Information**

a. **Packaging Material Storage.** Describe how your packaging materials will be stored.

b. **Ingredients, Additives, Preservatives and Allergens.** Describe any glazing agents, sulfite, etc. used for seafood processing.

c. **Pest Control (insects, rodents, birds).** Describe how the facility/vessel design helps to control pest activity.(i.e. self-closing doors, #16 mesh screens, sealed conduit chases, air curtains, cover over processing area - vessels only).

d. **Sanitation Standard Operating Procedure.** Have you included a written sanitation plan describing the sanitation procedures to be followed at the facility and a checklist to monitor conditions?  Yes

e. **Hazard Analysis (HA).** Have you included a written hazard analysis of your product or process flow?  Yes

f. **HACCP Plan.** Have you included a HACCP plan that addresses any hazards identified (e.)?  Yes **No hazards ID'd in HA (e.)**

g. **Food service for employees.** Will you be providing food service for your employees?  Yes\*  No  
\*If Yes, please e-mail: [DEC.FSSPermit@alaska.gov](mailto:DEC.FSSPermit@alaska.gov) or call 1-877-233-3663 to see if permitting is required under the 18 AAC 31, Alaska Food Code. An online list of area contacts can be found here: <http://dec.alaska.gov/eh/fss/Food/sanstaff.htm>

**Section C**

***I declare, under penalty of unsworn falsification, that this application (including any accompanying statements) has been examined by me and to the best of my knowledge and belief is true, correct, and complete.  
I agree to pay all fees before operating.***

<b>Applicant's Signature</b>	<b>Date</b>
<b>Applicant's Printed Name</b>	<b>Title</b>