MAIL COMPLETED APPLICATIONS, PLANS, DRAWINGS, AND FEES TO:

DEC-FSS, Shellfish Permits
555 Cordova Street, 5th Floor
Anchorage, AK 99501

Credit card payments may be made to (907) 269-4552 or 269-7501
NOTE: Credit card payments cannot be processed until application is received.

CONTACTS:

FOR SHELLFISH:
George Scanlan
Ph: (907) 269-7638
Fax: (907) 269-7510
dec.shellfish@alaska.gov

FOR SHELLFISH:
Linda Creed
Ph: (907) 269-4552
Fax: (907) 269-7510
seafoodprocessing@alaska.gov

Forms available online at: http://www.dec.alaska.gov/eh/fss/forms/forms_home.html

It may take up to 60 days to process an ADEC permit application.
NEW APPLICANTS

- Complete Shellfish Dealer application, Seafood Processors Business Form A and Seafood Plan Review checklist.

PERMIT RENEWAL APPLICANTS –

- Complete Shellfish Dealer application.
  - You are not required to submit new plans unless you have made significant changes including changes in ownership.
  - You are not required to submit Seafood Processors Business Form A unless you are a new operator, there has been an information change or there have been extensive changes including changes in ownership.

Shellfish Dealer Application

OWNER INFORMATION

Fill in the Owner Information section with accurate and correct information

<table>
<thead>
<tr>
<th>Name of Entity or Owner</th>
<th>Business Code</th>
<th>ADEC Permit #</th>
<th>AK Fisheries Business License #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Corporate Mailing Address</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
</tr>
<tr>
<td>Business Corporate Phone</td>
<td>Email</td>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>Owner(s) or Corporate Officer(s) &amp; Title(s) or Responsible Party: Include the name of the individual or corporation that is legally-responsible for the vessel or land-based facility.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AK Fisheries Business License #: Contact ADF&amp;G if you do not know your AK Fisheries Business License number.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of Entity: If you are not sure of the type of business you operate, contact the Division of Corporations, Business &amp; Professional Licensing</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LAND-BASED FACILITY

Please fill out the Land-Based Facility information as accurate as possible

<table>
<thead>
<tr>
<th>Name of Facility</th>
<th>Physical Location (required)</th>
<th>Number of Employees at Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address</td>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
<td>Zip</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Plant Manager (PM) or Quality Control (QC) Contact</td>
<td>PRGA Email</td>
</tr>
</tbody>
</table>

Physical location of Facility: Provide the physical location of the plant. If there is no street address, you may provide a location description such as, “Mile 1, Naknek Road.”

Mailing Address: If the mailing address is different from the business/corporate mailing address, include that information. Regardless of where you indicate you want your mail to be sent during the season, include the seasonal phone number, radio/cell number, and email address.
HARVEST AREA & SPECIES
Please fill out the Classified Harvest Area and Species information as accurate as possible.

Classified Harvest Area and Species: Provide the area(s) where you intend to harvest seafood, list the shellfish species you will be harvesting, enter the maximum harvest capability for raw product in pounds per day or dozens per day, enter the Anticipated Total Harvest Pounds or Dozen per Year; check mark each month you will be harvesting.

Product Packaging, Distribution and Transportation
Please fill out the Packaging Material and Distribution & Transportation information as accurate as possible.

Packaging Material: Specify the packaging materials that you will be using in your process. If you are using a packaging material not listed, list it in the “Other Specify” area.

Retail and Wholesale: For all of the products that the plant/vessel produces, indicate the percentage that is sold retail (e.g., directly to consumers) and the percentage that is sold wholesale (e.g., to a distributor, grocery store, restaurant, secondary processor). The percentages of retail and wholesale must equal 100 percent.

Distribution and Transportation: For all of the products that the plant/vessel produces, indicate the percentage that is sold intrastate (within state of Alaska), the percentage sold interstate (outside of Alaska domestically- to lower 48 states and Hawaii), and the total product that the plant/vessel produces that is exported to another country. The total percentages of the Intrastate, Interstate, and Export must be equal to 100 percent.
Fees and Payment
Check the box and submit the proper fee. If you are not sure of your permit type, contact ADEC. Applications will not be processed until payment is received (Check, Money Order or Credit Card payment).

Signature

IMPORTANT: ADEC cannot process your application without a signature and date.
HOW TO FILL OUT?

Seafood Plan Review Checklist Instructions
Required on new applicants or those with changes to business or processes or for extensive changes to facility/vessel, products, or process.

### Section A – Required Documentation

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Water Supply. Have you submitted plans to the Drinking Water Program as required by 18 AAC 80?**<em>&lt;br&gt;☐ Yes</em> ☐ No ☐ N/A (Municipal Water Supply) Specify Municipal Supply:</td>
</tr>
<tr>
<td>b.</td>
<td>Water Sampling***. If you are not on a municipal water supply, you are required to submit water samples before opening and every month while processing. What lab do you plan on using for water testing?</td>
</tr>
<tr>
<td>c.</td>
<td>Wastewater Disposal System. Have you submitted plans to the Wastewater Program as specified by 18 AAC 72?&lt;br&gt;☐ Yes* ☐ No ☐ N/A (Municipal System) Specify Municipal System:</td>
</tr>
<tr>
<td>d.</td>
<td>Solid Waste Disposal. Describe how you will handle and dispose of your non-seafood garbage refuse (i.e., where will it be stored? do you have a designated area for cleaning garbage cans/floor mats? how often is the dumpster or compactor used/picked up?)</td>
</tr>
<tr>
<td>e.</td>
<td>Seafood Waste Disposal. How will you dispose of your seafood waste?&lt;br&gt;☐ Land Burial OR ☐ Water Discharge **For water discharges, contact Seafood Wastewater Permitting OR List your APDES Permit#</td>
</tr>
</tbody>
</table>

**Water Supply**
If your drinking water supply is non-municipal contact the Drinking Water Program (907) 269-7639 to ensure compliance with 18 AAC 80. Non-municipal drinking water systems may need to have the water tested to ensure compliance.

**Water Sampling (Processing Water)**
If your processing water comes from a non-municipal source (on board water treatment plant, well that is not a Class A, surface water) - you are required to submit water samples before opening and every month while processing. Provide the name of the lab you plan on using for water testing. Also provide the method of chlorination (direct injection or batch chlorination).

*Note: If you are a vessel and are out to sea for extended periods of time, it is your responsibility to coordinate testing to comply with this requirement.*

At the time of inspection, you will need to provide a *daily disinfection log* that shows the daily measurement of chlorine in the processing water.

**Seafood Waste Disposal**
Indicate if you plan on bringing your seafood waste to a landfill for burial or discharging at sea. For water discharges - you must keep a log of all seafood waste discharges, including the discharge location. Waste discharge logs are required at the time of inspection.

*For operators processing 5000 pounds or more* - Contact the ADEC Seafood Wastewater Coordinator to determine if you need a discharge permit. If you already have an APDES Permit#, please list it in section e. on the Checklist

**Plan Drawings (applies to both vessels and facilities)** - Drawings may be hand drawn and do not need to be to scale. Include a drawing for each of the following, that includes all of the items listed in Section A on the Seafood Plan Review Checklist for each drawing type:

- Site Plan
- Floor Plan
- Plumbing Schematic

If your facility/vessel does not have an item on the list, please indicate this on your drawing.

**Section C**
**Signature** - unsigned Seafood Plan Review checklists will not be accepted