



Seafood Industry Notice for Seafood Processors

Notice 002

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If you intend to process fish, seafood or aquatic plants, please review this notice to determine whether you need to be licensed. If so, please complete and submit a Seafood Processor Application form.

Please note that even if you do not require a licence, there may be reporting requirements that apply to you. Please review “**What about reporting requirements?**” below.

The *Fish and Seafood Act* and its regulations came into force January 1, 2017. It is important that you are aware of, and keep current with, requirements that apply to you. To stay current, please visit our website at: www.gov.bc.ca/seafoodlicensing

Highlights of the Seafood Processor licence:

Who requires it? This licence is required if you operate a seafood processing or seafood cold storage facility in British Columbia.

Who does not require this licence? You may not require this licence if you are operating a:

- federally licensed/registered fish processing facility.
- restaurant or retail store that is also processing seafood and is regulated by a regional health authority.
- cold storage facility that is also storing seafood and is regulated by a regional health authority.
- marine-based fish farm that is stunning, bleeding and icing on site.
- freshwater-based fish farm that is conducting limited processing (heading, gutting, icing, packaging) for sales to individuals at farm site or temporary food markets.
- facility (e.g., fishing lodges) that is conducting limited processing (heading, gutting, filleting, icing, freezing, packaging) of sport-caught fish.
- commercial fishing vessel that is conducting limited processing (heading, gutting, freezing, packaging) of the fisher’s catch, while at sea.

What are the requirements? If licensed, Seafood Processors must meet regulatory requirements including but not limited to:

- [Construction and equipment requirements](#)
- [Food safety and sanitation requirements](#)
- [Processing requirements](#)
- [Record-keeping requirements](#)
- [Requirement to ensure food safety](#)
- [Requirement to report unsafe food](#)

One of the key regulatory requirements for licensed Seafood Processors is to develop, maintain and follow a written sanitation plan and a written food safety plan that addresses all potential food safety concerns.

What assistance is available to assist with developing these plans?

- Food Safety Plan Workbook – provides step-by-step instructions to help develop a food safety plan.
- Sanitation Plan Workbook – provides step-by-step instructions to help develop a sanitation plan.
- Food Safety Plan Educational Videos – these videos complement the workbooks above.
- Sample food safety plans and templates.

To access these support materials, please visit our website at:

<https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/fisheries-and-aquaculture/seafood-safety>

What records need to be kept? Seafood Processors must keep written records for each delivery of fish received and for each delivery of fish distributed. Such records need to be retained for 3 years.

Records for each delivery of fish received must include at least the following:

- name, contact information (e.g., mailing address, email address, phone number), and federal licence number of the commercial fisher (if applicable),
- date that fish were received,
- quantity (weight) of each species of fish received (and if processed, manner of processing such as “dressed”, “frozen”, “round”, etc.), and
- amount paid for fish received.

Records for each delivery of fish distributed must include at least the following:

- name and contact information (e.g., mailing address, email address, phone number) of the person you delivered the fish to,
- date that fish were delivered,
- quantity (weight) of each species of fish delivered (and if processed, manner of processing such as “dressed head-on”, “frozen head-off”, “round”, etc.),
- payment received for fish delivered, and
- contact information of the transporter that distributed the fish.

What about reporting requirements? Seafood Processors must complete and submit [annual reports](#) at the end of each calendar year.