



Seafood Industry Notice for Seafood Processors

Notice 2016-005

Issued: Nov. 2016

If you intend to process fish, seafood or aquatic plants in 2017, please review this Seafood Industry 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 in 2017, there may be reporting requirements that apply to you. Please review “**What about reporting requirements?**” below.

The new *Fish and Seafood Act*, which has a greater emphasis on food safety, replaces the *Fisheries Act* and *Fish Inspection Act*. This new Act, and its regulations, will come into force **January 1, 2017** and it is important that you are aware of, and keep current with, new requirements that apply to you.

Highlights of the Seafood Processor licence:

What licence will this replace and who requires it? This licence replaces the provincial Processing Plant Licence and is required for a person to operate a seafood processing facility in British Columbia.

What types of operations do not require this licence?

- Federally registered fish processing facilities.
- Restaurants and retail stores that are regulated under the provincial Food Premises Regulation that are also processing seafood.
- Cold storage facilities that are regulated under the provincial Food Premises Regulation that are storing seafood as well as other food commodities.
- Commercial fishers conducting limited processing (heading, gutting, freezing, packaging) on their fishing vessel while at sea.
- Marine-based fish farms that are stunning, bleeding and icing on site.
- Freshwater-based fish farms that are conducting limited processing (heading, gutting, icing, packaging) for sales to individuals at farm site or temporary food markets.
- Facilities (e.g., fishing lodges) that are conducting limited processing (heading, gutting, filleting, icing, freezing, packaging) of sport-caught fish.

Are there any new requirements? As in the past, operators still have to meet general construction (e.g., materials used are durable, easily cleaned, and free from toxic substances) and operational (e.g., activities are conducted in a manner that will prevent fish from becoming unsafe food) standards under the *Fish and Seafood Act*.

There is a new requirement for Seafood Processors to include a copy of the design and construction plans (e.g., floor plan) for their facility along with their application form.

In addition, to better protect public health, all licensed Seafood Processors will be required to develop, maintain and follow a written sanitation plan and a written Hazard Analysis Critical Control Point (HACCP)-based food safety plan that addresses all potential food safety concerns.

What assistance is available to assist with my plans?

- Food Safety Plan Workbook – provides step-by-step instructions to help you develop a food safety plan.
- Sanitation Plan Workbook – provides step-by-step instructions to help you develop a sanitation plan.
- Sample food safety plans
- Toll-free number for one-on-one assistance with a food safety specialist

To access these support materials please visit our website at:

<http://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/fisheries-and-aquaculture/seafood-industry-licensing/upcoming-regulatory-changes>

What records need to be kept? As in the past, 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? The Ministry will continue to collect important economic data (e.g., through the [Annual Fisheries Production Schedule](#)) from this segment of industry.

To stay current on upcoming regulatory changes, please visit the Ministry of Agriculture [website](#).