STATE OF ALASKA SEAFOOD PROCESSORS PERMIT APPLICATION

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18A.A.C.34.005 PURPOSE AND APPLICABILITY. (a) The purpose of this chapter is to provide for consumer protection and to protect public health by ensuring the processing, sale, and distribution of safe, wholesome, and properly labeled seafood products.

A. What is Processing? - any activity which changes the physical condition of a seafood product. This includes activities such as freezing and packaging seafood for wholesale commerce transactions.

B. Who is a Processor? – 18A.A.C.34.005 (b) The requirements of this chapter apply to:

(1) persons who process seafood products to be sold as part of commerce and intended for human consumption;

(2) persons who store, clean, package, and distribute whole seafood products to be sold as part of commerce and intended for human consumption;

(3) persons who harvest, handle, prepare, shuck, pack, repack, or transport fresh or frozen shellfish for sale as part of commerce and intended for human consumption;
(4) custom processors who smoke or thermally process seafood products intended for human consumption; and
(5) persons who donate thermally-processed or smoked seafood products to an institution or non-profit program.

C. Approved Source Concept:

(6) Fishers may enter their catch directly into the commerce flow through a single method. That method being the general public going to the dock and purchasing fresh seafood directly off the boat at the dock. THERE ARE NO OTHER METHODS FOR FISHERS TO SELL THEIR CATCH DIRECTLY INTO THE COMMERCE STREAM TO THE UNKNOWING GENERAL PUBLIC EXCEPT BY SECURING A PROCESSOR PERMIT AND BECOMING THE APPROVED SOURCE.

(7) All other avenues of entering Seafood products into commerce require an ADEC Seafood Processor Permit

(a) The unsuspecting public has the understanding and belief that seafood products they purchase in stores, from roadside vendors, etc., are safe and wholesome because the people selling seafood are under the regulatory oversight of some agency such as ADEC, USDC etc. and that the seafood products have exited a permitted facility under the regulatory oversight of some governmental agency, prior to being offered to the general public for sale.

(b) The general public buying seafood from vessels at the dock places the safety of the seafood within their personal scrutiny and purchasers of this seafood are aware the seafood products have not been inspected.
C. Securing an ADEC Seafood Processors Permit:

1) Secure and read ADEC Seafood Processing and Inspection Regulations to gain a basic grounding of the requirements to be a seafood processor.

   www.state.ak.us/dec/deh/seafood

2) Secure and read the instructions for the State of Alaska- Alaska Seafood Processor and Exporter License and Permit Application-Intent to Operate.

   www.state.ak.us.dec/deh/fss/seafood/applications_and_permits.html

3) The complete application is composed of questions that answer the information needed by three different Departments. There will be pages for Alaska Departments of Revenue, Fish and Game, and Environmental Conservation.

D. A complete ADEC Seafood Processors Permit Application packet includes:

1) Correct permit fee for the type of seafood processing desired.
2) Correct permit fee for the size of the seafood processing operation desired.
3) And application packet which is completely filled out. No questions are left unanswered. Questions that are not applicable are recorded on the form as N/A.
4) For land based facilities a plot plan looking down on the location depicting alleys, roadways, close proximity to water bodies, docks neighboring buildings, attendant buildings, storage buildings etc. Reason - some locations and neighboring activities may not be compatible with food processing activities.
5) A drawing of the interior of the facility, depicting the finish schedule of the floors, walls and ceilings. Location of processing equipment, what the equipment is made of. Location and size of floor drains and ceiling light fixtures. Storage areas for food ingredients, and packaging materials. Plumbing plans showing piping for potable water, process water, waste water and sewage lines. Location of toilet rooms and hand-wash sinks in
the toilet rooms and the processing areas. Location of all temperature control rooms (freezers and coolers).

6) For Direct Market Vessels less than 65’ in length a view from above showing the overboard discharge through-hulls for sewage and bilge. Location of seawater uptakes for deck hoses and sea chests. Storage location for packaging materials. Designation of deck for processing activities. If constructed of wood, what materials are used to cover the wood surfaces of the process area, side rails, decking, and bulkheads. A dotted line over the processing deck designating the cover above the process area. A tarp may be used which must be at least 21mls. in thickness, with no stitched seams over the process area/activities. Heat welded seams are required. The cover shall be large enough to cover the entire process area. Hard surface covers are suggested as they can be graded to allow seagull feces laden rain waters to run off the port or starboard sides away from processing activities.

7) Additionally, for Direct Market Vessels under 65’ a side view looking through the vessel hull showing both the salt water and fresh/potable water plumbing lines. A side view, in profile of the process deck covering is also required to be included in the through hull drawing.

8) Submit the completed application, permit fees, and drawings to the Department of Revenue at the address listed in the application instructions pages (i) – (vi).

E. Post Application submittals:

1) Work closely with the seafood Permit Coordinator to provide any additional information needed. Your Permit will be printed and mailed to you with an accompanying letter.

F. Inspections: 6 types

1) Routine State of Alaska Seafood Inspection

2) Pre-Permit Inspection may require a fee
3) Pre-operational inspection may be performed for a fee
4) Complaint follow-up inspection with potential enforcement
5) FDA Contract Inspection
6) USDC Export Certification inspection of seafood products and/or facilities. This inspection type is for a fee.

G. Annual renewal of your ADEC Seafood Processors Permit. All ADEC permits expire on December 31 of the year of issue.

1) Submit your renewal application and pay the appropriate fee prior to processing any seafood products. Depending on your assigned permit number and the last two digits of the year, you may only need to do a one or two-page renewal application. Generally, renewal applicants submit a complete application once every four years.

2) A complete/full application is required if
   a) changes to products and process occur.
   b) changes to the facility or vessel occur.
   c) Changes to the ownership or location occur.

3) A renewal applicant shall submit the application and pay the appropriate permit fees to the Department of Revenue. Confirmation of receipt by the Department of Revenue is made. Lacking any enforcement actions by the Department of Environmental Conservation, and after the submittal and receipt confirmation is accomplished, a renewal applicant need not wait for the application to be in their possession to process seafood products.

4) All new applicants must wait until the ADEC Seafood Processor Permit is in their possession prior to processing any seafood products.

5) Allowing your annual renewal ADEC Seafood Processor Permit to lapse will require a complete/full application to be completed when you wish to commence seafood processing activities again.
I. How to secure an ADEC Seafood Processor Permit Application and Seafood Processing and Inspection Regulations

1) ADEC Seafood Processors Applications can be obtained from the ADEC Web site address of;
www.state.ak.us.dec/deh/fss/seafood/applications/_and_permits.html

2) To secure a copy of the State of Alaska Seafood Processing and Inspection Regulations 18A.A.C. 34 go to web site
www.state.ak.us/dec/deh

QUESTIONS? Call Ernest F. Thomas – Seafood Permit Coordinator/Processed Foods Specialist @ 907-269-7637