



Shellfish Aquaculture Record Keeping Guidance Document

Purpose

As per the 2021 Shellfish Aquaculture Conditions of Licence, all shellfish aquaculture licence holders are required to complete and maintain product movement records containing all of the required elements outlined below in **15. Records**. These records document the chain of custody of shellfish throughout the growing cycle through to harvest and, finally, to acceptance by a facility licensed by the Canadian Food Inspection Agency with the appropriate shellfish processing permission (processing plant). Product movement or traceability controls, including record keeping, notifications, reporting and tagging, all contribute to Fisheries and Oceans Canada's (DFO) goals of proper management and control of fisheries and the conservation and protection of fish. Records must be maintained by licence holders and submitted in an electronic and sortable format within 24 hours upon request by a Fishery Officer or Fishery Guardian.

15. Records

- 15.1 The licence holder shall maintain written or electronic records relating to the licensed aquaculture activities throughout the species growing cycle. The records shall:
 - (a) contain the elements listed in Section 15.2, 15.3 and 15.4;
 - (b) be produced upon request by a Fishery Officer or Fishery Guardian;
 - (c) be submitted to DFO in an electronic and sortable format within 24 hours upon request of a Fishery Officer or a Fishery Guardian.
- 15.2 The licence holder shall record, by 11:59pm on the day of the conclusion of activity, for each individual licensed facility:
 - (a) the importation or transfer of shellfish to the licensed facility;
 - (b) the transfer of shellfish from the licensed facility;
 - (c) harvest for market sale for that day; and
 - (d) the transfer of harvested shellfish from other locations for wet storage or relay at the licensed facility, prior to market sale.
- 15.3 For each activity listed in Section 15.2, the licence holder shall record:



- (a) BC Land File number, or DFO Facility Reference numbers, or groups of BC Land File numbers or DFO Facility Reference numbers associated with the licence holder for licensed facilities in the same Pacific Fishery Management Area;
 - (b) activity date;
 - (c) species common name;
 - (d) the nature of the activity (i.e. Activity Code (IP - Importation) (TS - Transfer) (H - Harvest for Market Sale) (W- Wet Storage) (R – Relay));
 - (e) number of containers;
 - (f) container type;
 - (g) source of shellfish arriving at the licensed facility (source BC Land File number or DFO Facility Reference number, or other); water classification of source of shellfish arriving at the licensed facility; destination of shellfish leaving the licensed facility including:
 - (i) destination facility BC Land File number or DFO Facility Reference number for transfers of product; or
 - (ii) name of the facility licensed by the Canadian Food Inspection Agency with the appropriate shellfish processing permission (including Canadian Food Inspection Agency facility licence number), if product is harvested for market sale.
- 15.4 Within fourteen days of the product being accepted by a facility licensed by the Canadian Food Inspection Agency with the appropriate shellfish processing permission, the licence holder shall record:
- (a) date product accepted a facility licensed by the Canadian Food Inspection Agency with the appropriate shellfish processing permission (must be completed even if product wet stored at another licensed aquaculture facility that is approved for wet storage); and
 - (b) total weight, OR number of dozens, OR number of individuals of harvested product accepted by a facility licensed by the Canadian Food Inspection Agency with the appropriate shellfish processing permission. The unit of measure reported must match what is reported in the Annual Aquaculture Statistical Report.

Completing the Shellfish Aquaculture Record Keeping Requirements

Complete a line or record for each shellfish product movement that occurs **to** your licensed facility or **from** your licensed facility.

TO BE COMPLETED BY 11:59PM ON THE DAY OF THE CONCLUSION OF ANY ACTIVITY (PRODUCT MOVEMENT), FOR EACH INDIVIDUAL LICENSED FACILITY:

- **Licence Holder Name:** Enter the licence holder name as it appears on the face of the federal shellfish aquaculture licence.
- **Address:** Enter the licence holder address as it appears on the face of the federal shellfish aquaculture licence.



- **DFO Facility Reference Number:** Enter the DFO Facility Reference Number (four digit number) as it appears on the face of the federal shellfish aquaculture licence.
- **BC Land File Number:** Enter the BC Land File Number as it appears on the face of the federal shellfish aquaculture licence.
- **Pacific Fishery Management Area (PFMA):** Enter Pacific Fisheries Management Area (PFMA) and Sub-Area in the following format ## - ## .
- **Activity Date:** Enter the date of the movement of shellfish in the following format DD-MMM-YYYY (e.g. 13-Feb-2021).
- **Species Common Name:** Enter the species common name as it appears on the face of the licence.
- **Other Species Common Name:** If the species does not appear in the Species Common Name drop down menu, type it in here.
- **Activity Code:** Enter the activity that has occurred based on the following:
 - IP** - Importation. Shellfish **imported to** the licensed facility from another country.
 - IN** - Introduction. Shellfish **introduced to** an aquaculture facility from another aquaculture facility, from wild sources other than natural sets on the licensed area, or from a hatchery.
 - TS** – Transfer. Shellfish **movements from** the licensed facility **to** another licensed facility.
 - H** – Harvest. Shellfish **harvested** for market sale.
 - W** – Wet Storage – Harvested product from an aquaculture facility or harvested under wild commercial licence is **transferred to** an aquaculture facility that is specifically licensed for the activity of wet storage.
 - R** – Relay. Harvested product is **transferred to** another licensed facility for the purposes of relay under the authority of the *Management of Contaminated Fisheries Regulations*.
- **Number of Containers:** Enter the total number of containers included in the product movement.
- **Container Type:** Enter the type of container that is being used for the product movement as defined below:
 - B** – Bag **T** – Tote **C** – Crate **Q** - Other
- **Source of Shellfish** arriving at the site. If the source is from *wild harvest*, enter the wild commercial harvest licence number. If the source is another licensed aquaculture facility, record the Facility Reference Number (four digits). If the shellfish were imported from another country, record the country/company.
- **Water Classification of Source:** This is the bacteriological water quality designation assigned to a shellfish harvest area, which indicates the suitability of the area for harvesting shellfish as provided below:



Approved Conditionally Approved Restricted Conditionally Restricted Prohibited

- **Destination of Shellfish for Transfer of Product:** If the shellfish are being transferred to another aquaculture site for seeding, continued grow-out, relay or wet storage, record the Facility Reference Number of the receiving facility. If the destination is not an aquaculture facility, indicate “other” and record the destination.
- **Destination of Shellfish for Market Sale:** If shellfish have been harvested for market sale, please enter the name of the facility licensed by the Canadian Food Inspection Agency with the appropriate shellfish processing permission (processing plant). Please include Canadian Food Inspection Agency facility licence number. Even if product has been relayed or wet stored at another licensed facility (with the appropriate permissions in place) after harvest, this must be completed for the licensed facility from which the shellfish were originally harvested.

TO BE COMPLETED WITHIN FOURTEEN DAYS OF THE PRODUCT BEING ACCEPTED BY A FACILITY LICENSED BY THE CANADIAN FOOD INSPECTION AGENCY WITH THE APPROPRIATE SHELLFISH PROCESSING PERMISSION:

- **Date Product Accepted at a CFIA Licensed Facility:** Enter the date that harvested product was received or accepted by the facility licensed by the Canadian Food Inspection Agency with the appropriate shellfish processing permission (processing plant). This information can be found on your receipt from the processor. Even if product has been relayed or wet stored at another licensed facility (with the appropriate permissions in place) after harvest, this must be completed for the licensed facility from which the shellfish were originally harvested.
- **Quantity of Harvested Product Accepted at a CFIA Licensed Facility:** Enter the total weight, OR number of dozens, OR number of individuals of harvested product accepted or bought by a facility licensed by the Canadian Food Inspection Agency with the appropriate shellfish processing permission (processing plant). This information can be found on your receipt from the processor. Even if product has been relayed or wet stored at another licensed facility (with the appropriate permissions in place) after harvest, this must be completed for the licensed facility from which the shellfish were originally harvested.
- **Units Used for Quantity of Harvested Product Accepted at a CFIA Licensed Facility:** Enter the appropriate unit of measure for the harvested product accepted or bought by a facility licensed by the Canadian Food Inspection Agency with the appropriate shellfish processing permission (processing plant). Some examples would be **singles, dozens, gallons, pounds** or **kilograms**. This information can be found on your receipt from the processor. Even if product has been relayed or wet stored at another licensed facility (with the appropriate permissions in place) after harvest, this must be completed for the licensed facility from which the shellfish were originally harvested. The unit of measure reported must match what is reported in the Annual Aquaculture Statistical Report.



- **Comments:** Enter any other information relevant to product movements in this section.

FOR MORE INFORMATION ON THE CONTENTS OF THIS DOCUMENT, OR TO RECEIVE A COPY OF A SAMPLE RECORD KEEPING SPREADSHEET, PLEASE CONTACT: Shellfish.Aquaculture@dfo-mpo.gc.ca .