



Fisheries and Oceans
Canada

Pêches et Océans
Canada



Guidance For Completing Shellfish Record Keeping Logbook

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 Landfile 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 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 or 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.
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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 or O - Other

Source of Shellfish	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.
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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 and prohibited .
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Destination of Shellfish for Transfer of Product	destination facility BC Land File number or DFO Facility Reference number for transfers of product
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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.
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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

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.
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Weight of Harvested Product Accepted at 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.
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Comments	Enter any other information relevant to product movements in this section.
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