

Summary of Record-Keeping Requirements for Marine Commercial Finfish Aquaculture Facilities in British Columbia

This document summarizes select portions of the *Aquaculture Regulation (78/02)* under the provincial *Fisheries Act*. This document is not a legal authority and in no event will the Province be liable or responsible for damages of any kind arising out of the use of this summary. Persons who need to rely on the text of the regulation for legal and other purposes should obtain the official printed version.

Type of Record	Specific Area	Contents of record	Retention Time	Location of record	Availability to an aquaculture inspector	Relevant section of regulation
FISH	Inventory	For each containment structure (net cage, bag type, etc.), licence holders must maintain accurate written records of: <ul style="list-style-type: none"> • the transport, transfer and introduction of fish into or away from the facility • the weekly fish mortalities, including the causes and the numbers attributable to each cause • all fish sales from the facility, including number and destination of fish sold • the source and number of each group/lot/stock of fish at the facility • each escape of fish from the facility 	Unspecified. Holders should maintain records for a reasonable period of time Records should be available at the facility until the lot of finfish is harvested or removed from the facility	At the facility until the lot of finfish is harvested or removed from the facility Unspecified after fish are harvested or removed from the facility	Within 48 hrs upon request; immediately upon request by an inspector who is at the facility	s. 5(1)- 5(2)
	Drugs	Licence holders must keep a record of the following information for a drug administered to the holder's fish: <ul style="list-style-type: none"> • aquaculture licence number, name of licence holder, location of facility • species of fish cultured/held • name of the veterinarian who prescribed any drugs • a log that: names any drugs, specifies how drugs were administered, specifies the treatment schedule including the date treatment commenced and ended, names and includes the signature of the person responsible for administering each treatment. 	Unspecified. Holders should maintain records for a reasonable period of time	Unspecified	Within 48 hrs upon request	s. 8(1)- 8(3)
	Harvests	Provide a statement to a fish processing plant or buying station to which fish are delivered from the facility, at the time of delivery. This statement must include the: <ul style="list-style-type: none"> • signature of the licence holder (or the licence holder's agent) and signature of the person responsible for administering the drug treatment discussed below. • aquaculture licence number 	1yr by holder and 1yr by plant/ station licensee	Unspecified	Within 48 hrs upon request	s. 8(4)- 8(7)

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FISH	Harvests (continued)	<ul style="list-style-type: none"> • species of fish • date of harvest • name of processing plant or buying station the fish were delivered to • quantity of fish harvested • a lot number that identifies the shipment of fish • date and record of most recent drug treatment, if any, with a drug or date of the final day of the withdrawal period for an administered drug (whichever is latest). This should include the name of the drug, treatment schedule, the dates treatment commenced and finished, the prescribed withdrawal period, name of veterinarian (if any) who prescribed the drug, and the name and signature of the person responsible for administering the treatment 	1yr by holder and 1yr by plant/ station licensee	Unspecified	Within 48 hrs upon request	s. 8(4)- 8(7)
EQUIPMENT	Cage Support System	Record of daily visual inspections and repairs of the cage support system	1 year from date of daily visual inspection	At the facility	Within 48 hrs upon request; immediately upon request by an inspector who is at the facility	s. 6(1) Appendix 2, s.5(e)
EQUIPMENT	Net Cages: <i>regular maintenance</i>	<p>Licence holders must have a written maintenance record <i>for each net cage deployed</i> which includes:</p> <ul style="list-style-type: none"> • the inventory control number (see Appendix 2, section 20 for specifications on tagging each net cage) • dimensions and mesh size • record of most recent complete out-of-water servicing and inspection (see Appendix 2, section 18 for complete requirements for this servicing and inspection) <ul style="list-style-type: none"> ➢ when cage net mesh is tested as part of a complete out-of-water servicing and inspection, the person who carries out this servicing and inspection must complete and sign a net testing record (specific details of this requirement can be found in the “British Columbia Net Cage Mesh Strength Testing Procedure, Version 1”) • the accumulated time in water since most recent complete out-of-water servicing and inspection • a description and the dates of each inspection (by divers or other comparable method) since the most recent complete out-of-water servicing and inspection • a description, the dates and reasons for all repairs made since most recent complete out-of-water servicing and inspection 	6 months after the most recent complete out-of-water servicing and inspection	At the facility	Within 48 hrs upon request; immediately upon request by an inspector who is at the facility	s. 6(1) Appendix 2, s.18-21 “British Columbia Net Cage Mesh Strength Testing Procedure, Version 1”

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EQUIPMENT	Net Cages: <i>life history</i>	Licence holders must have a written record for each net cage that includes: <ul style="list-style-type: none"> the inventory control number (see Appendix 2, section 20 for specifications on tagging each net cage) manufacturer's name year produced dates and records of all complete out-of-water servicing and inspections since October 31, 2000 date of retirement (if applicable) 	1 year following retirement of net	Unspecified	Within 48 hrs upon request	s. 6(1) Appendix 2, s. 23-24
STAFF PRACTICES	Best Management Practices (BMP) Plans	Licence holders must maintain a copy of a BMP plan at the facility; this plan must include: <ul style="list-style-type: none"> a description of specific practices and procedures used to achieve the escape prevention objectives in Section 34(1) a statement that the plan has been reviewed and endorsed by the licence holder a statement that individuals responsible for implementation of the plan understand and have received training in the plan <p>Note: Other government policies and regulations may require submission of information in a BMP plan format; however the above requirements refer only to BMP plans prescribed under the <i>Aquaculture Regulation (78/02)</i></p>	Always	At the facility	Within 48 hrs upon request; immediately upon request by an inspector who is at the facility	Appendix 2, s. 34
	Escape Response Plans	Licence holders must have a written escape response plan; plans must be posted in visible locations at their aquaculture facilities; contents and locations of plans must be made known to all staff.	Always	At the facility	Within 48 hrs upon request; immediately upon request by an inspector who is at the facility	Appendix 2, s. 35

NOTE:

A licence holder must produce for inspection any record or Best Management Practices plan required to be kept under this regulation within 48 hours of a request by a provincial aquaculture inspector. Records that are required under this regulation to be kept at the facility must be provided immediately upon request by an inspector who is at the facility. An inspector may enter the facility any time during normal business hours (see section 12(3) of the *Aquaculture Regulation* for details).