

GUIDANCE FOR COMPLETING THE AQUATIC ANIMAL HOLDING SITE DETAILS FORM PURSUANT TO THE AQUATIC ANIMAL HEALTH (SCOTLAND) REGULATIONS 2009

The Aquatic Animal Health (Scotland) Regulations 2009 ('The 2009 Regulations') require all Aquaculture Production Businesses (APB's) to be authorised by, and all non-commercial aquaculture production businesses (NCB's) to be registered with Scottish Ministers. Further to an application for authorisation as an APB or an application to register as a NCB, the Scottish Ministers require details of individual aquatic animal holding sites operated by each business to be notified. Details of the sites are registered with the Scottish Ministers. This guidance is intended to assist applicants making an application under regulation 8 of the 2009 Regulations for authorisation as an APB and also for applicants applying for registration under regulation 12 of the 2009 Regulations. One application form must be completed for each individual site operated by the APB or NCB.

In terms of regulation 13 of the 2009 Regulations, a publicly available register of all APB's must be maintained by Scottish Ministers. Details provided in this form (for sites associated with an APB) will be used for this purpose. A publicly available register of NCB's is not currently required.

1 Business details:

Please complete with the full business name (including whether the business is a Ltd Company, etc.) and the authorisation number (for all APB's) or registration number (for NCB's) if your business is already authorised / registered. Please leave blank if you have not yet been issued with this number. If the business was previously registered in accordance with the Registration of Fish Farming and Shellfish Farming Businesses Order 1985, and has been deemed to require authorisation as an APB, the business will have retained that registration number as the new business authorisation number (eg. FB8788).

2 Aquatic animal holding site manager details

Please complete with the contact details for the site manager. The address listed should be the site postal address.

3 Aquatic animal holding site contact person details

Please complete with the contact details for the site contact if different from the site manager. This is the person the fish health inspectorate will contact to organise any required visits to the site.

4 Aquatic animal holding site details:

Site Name: The name by which the site or unit is commonly known or referred to. For example 'South Loch Nevis'. It is advisable to avoid site names such as 'site 1' for ease of identification.

Site location: broad geographic location of where the site is located (e.g. east shore of salmon loch, North west of Inverness).

Site grid reference: Location of the centre point of the site, given in Ordnance Survey (OS) coordinates, e.g. NN165712 or latitude/ longitude map reference. It is important that this information is accurate. Please enclose a map showing the site boundaries.

Shorebase grid reference: Location of the shore base (for cage sites) or the meeting point (e.g. office) for fish health inspectors to meet the site manager or site representative. This should be given in Ordnance Survey (OS) coordinates, e.g. NN165712 or latitude/ longitude map reference.

Several Order sites: A Several Order is an Order granted by the Scottish Ministers to regulate the public right to fish in a specified area of the seabed, to enable the establishment, improvement and protection of a shellfish fishery. Please tick "yes" if this applies to your site and specify the title of the relevant Order.

Government Region: Former local government region pre-1997, in which a site or unit is located, e.g. Orkney, Strathclyde (if known).

Unitary Council Area: Current local government area in which a site or unit is located, e.g. Highland, Argyll and Bute.

Local authority planning reference number: Please detail the local authority planning reference number for the site. If planning permission is pending for the site, please also state here.

District Salmon Fishery Board (DSFB) and Fisheries Trust: Please detail the name of the DSFB and Fisheries Trust covering the area in which the site is located, if applicable. A list of DSFB's and Fisheries Trusts may be found at the [Fisheries Management Scotland website](#). If this is not known please leave blank.

5 Water supply(s):

Please tick all appropriate box(es) to indicate the sources of water supply to the site and give the names of the river or loch as appropriate, or the location of the water supply in Ordnance Survey (OS) coordinates, e.g. NN165712 or latitude/ longitude map reference. Please also tick the appropriate box to indicate whether any partial or full recirculation of water is in use at the site. Please detail if the water supply is disinfected on intake.

6 Stock details:

Please list each species held (e.g. Rainbow trout, European lobster), giving the growth stages and the types of holding facilities used. A species may be listed more than once to accommodate multiple growth stages and different types of holding facility. For growth stages and types of holding facilities please use the codes as detailed below. The facility description should detail the size and type of the facility (e.g. 90m plastic circular cages, 2m fibreglass tanks, 10m concrete raceways, 200m long lines, 3m trestles)

Species	Growth Stage	Stage (code)
Salmon	Eggs	OVA
	Fry, parr, smolts	SMO
	Grower fish	GRO
	Broodfish	BRD
All other fish species	Eggs	OVA
	Fish equal to or less than 5g in weight	LVG
	Fish more than 5g in weight	MVG
	Broodfish	BRD
Shellfish	Spat/ larvae	SPA
	Juveniles/ growers	JUV
	Adult/ marketable size.	ADU

Type	Facility type	Facility (code)
Fish (freshwater)	Freshwater cages	FCA
	Freshwater ponds	FPO
	Freshwater raceways	FRA
	Freshwater tanks	FTA
	Freshwater hatchery	FWH
Fish (seawater)	Seawater cages	SCA
	Seawater raceways	SRA
	Seawater tanks	STA
	Seawater hatchery	SWH
Shellfish / crustacea	Lobster ponds	LPO
	Seawater beds	SBE
	Seawater rafts	SRF
	Seawater trestles or trays	STR
	Seawater hatchery	SWH
	Seawater long lines	SLL

An example of how the table could be completed has been given below:

REG 1 (GUIDANCE)

Page 2 of 4

Version 12 - FHI 054 G

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	Marine Scotland, Marine Laboratory, 375 Victoria Road, Aberdeen , AB11 9DB. Tel +44 (0)131 2443498 http://www.gov.scot/marinescotland
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EXAMPLE: A site growing Atlantic salmon and brown trout in freshwater that has 40 freshwater tanks, 10 raceways and a hatchery comprising 10 incubators / troughs may be completed as follows:

EXAMPLE:

Species held	Stage (code)	Facility (code)	Facility description	No of Facilities
Brown trout	OVA	FWH	Hatchery troughs	1 (hatchery)*
Brown trout	LVG	FTA	2m diameter fibreglass tanks	10
Brown trout	MVG	FTA	3m diameter fibreglass tanks	10
Brown trout	BRD	FRA	10m concrete raceways	5
Atlantic salmon	OVA	FWH	Hatchery troughs	1
Atlantic salmon	SMO	FTA	5m fibreglass tanks	20
Atlantic salmon	BRD	FRA	10m concrete raceways	5

* individual troughs or hatching trays need not be entered - a hatchery is considered as one facility.

7. Biosecurity measures and site practices

Effluent disinfection - Please detail if effluent is disinfected prior to discharge and include details of the method(s) used, type(s) of disinfectants used, product names, concentration of active ingredient in initial product used [percentages (%), parts per thousand (p.p.t.), or parts per million (p.p.m.)] and concentrations of solution used.

Point of effluent discharge - Please detail the Ordnance Survey (OS) co-ordinates, e.g. NN165712 or latitude/ longitude map reference of the point where effluent is discharged. It is important that this information is accurate. If the site is a cage site, please mark as not applicable (N/A).

Method and frequency of mortality / fish waste removal - Please detail how often mortalities / fish waste are removed (i.e. daily, weekly etc.) and how they are removed (i.e. hand netted, dead socks, air-lift system, etc.)

Method of mortality / fish waste storage and disposal - Please detail if and how mortalities are stored on site and how they are disposed of (e.g. incineration, landfill, ensiling, etc.)

Destination of mortalities / fish waste - Please detail the name of the place of destination of fish mortalities and fish waste (e.g. landfill site, incineration plant, or ensiling plant)

Common processes with other aquaculture sites relating to mortality / fish waste collection / disposal - Please provide details of any contact or common processes the site has with other aquaculture sites relating to fish waste collection and disposal. This may include but is not limited to shared shore bases, common mortality / waste collection vehicle(s), shared on shore mortality storage / processing area, etc.

Collection point for mortalities / waste from other aquaculture sites - This applies only where mortalities are being stored, collected or processed on or at the actual site (e.g. on the cages, or within the confines of the farm, if land based).

Written biosecurity plan / veterinary health plan - Please provide a copy of any biosecurity plan relative to the site or any veterinary health plan for the site. A copy of a generic veterinary health plan and biosecurity plan may be found in Annex 2 of the [Code of Good Practice for Scottish Finfish Aquaculture](#).

Containment of stocks on site - Please detail if measures are in place to maintain physical containment (areas to consider include, but not are not limited to, facility integrity, flood measures, inflow/ outflow screens, net mesh size, predator measures, special facility adaptations).

Recording of information - Please detail whether suitable records will be maintained for;

- **Movements of aquaculture animals and products thereof, into or out of the site** - A movement book will be provided for each site to enable the suitable recording of this information. Movement records must be updated within 24 hours of the movement taking place.

- **Mortality in each facility** - Minimal recording requirements for mortality are weekly percentages of each epidemiological unit/ facility.

- **Results of the site's risk based animal health surveillance scheme** - This concerns any information you have received regarding health surveillance on your site (e.g. fish health inspectorate visit reports from Marine Scotland and other reports from fish health professionals).

Movements onto site from other countries or health zones - Please detail if aquaculture animals will be moved onto the site from other countries or other health zones. Please be aware that the U.K. currently

comprises 5 separate health zones [Great Britain (Scotland, England and Wales), Northern Ireland, Guernsey, Jersey, and the Isle of Man]. Please contact the fish health inspectorate if you are unsure.

Details of the countries and all suppliers in each country - Please detail the countries from which fish will be moved onto this site and provide the source business and site names. For example if fish are moved onto the site from Danish Trout Ltd, farm x, y and z in Denmark, Denmark will be listed in the country column and Danish trout farm x, Danish trout farm y and Danish trout farm z in the name of supplier.

Number of movements off site of live aquaculture animals - Please detail the number of live aquaculture animal (including ova) movements that will be made off this site in a normal production cycle. This should include live movements of aquaculture animals for harvest or relaying for purification. As an example, if the same well boat is used to harvest a cage site and visits the site 11 times in order to complete the harvest, the number of movements made will be 11. If the number of individual movements off site is more than 10, please complete with '>10'.

Number of destinations of live aquaculture animals moving off site - Please detail the number of destinations live aquaculture animals (including ova) are moved to from this site, during a normal production cycle. This should include live movements of aquaculture animals for harvest or relaying for purification. Individual processing establishments and purification centres should be included in this number. If the number of destinations aquaculture animals are moved to is more than 10, please complete with '>10'.

Processing of aquaculture animals on site - Please detail if any processing of aquaculture animals is carried out on site. Processing is defined as any procedure which affects the anatomical wholeness of the animal and includes; evisceration (gutting), shucking, filleting, cutting gills (bleeding) etc.

Use of unpasteurised feed - Please detail if unpasteurised feed is fed to any of the species held on site. Pasteurisation is the process of heating, to a specific temperature for a specific period of time in order to kill microorganisms that could cause disease.

Equipment and staff sharing – Please detail if this site shares any equipment or staff with other sites. Equipment may include but is not limited to the shore base, boats, clothing, grading equipment, etc.). Where equipment is shared please detail the number of sites sharing the equipment and detail any disinfection carried out between sites.

Compliance with Health and Safety Executive (HSE) requirements – If this application refers to a cage site, please detail if all the cages used on site are compliant with all applicable Health and Safety Executive (HSE) requirements. Guidance on the requirements may be found at the [Health and Safety Executive website](#).

Checklist – Please ensure all required documents are included in order to assess your application.

REGULATION 12(4) AND 12(5) OF THE AQUATIC ANIMAL HEALTH (SCOTLAND) REGULATIONS 2009 MAKE IT AN OFFENCE FOR AN OPERATOR (OF A NCB) TO FAIL TO NOTIFY SCOTTISH MINISTERS, IN WRITING, OF ANY CHANGE TO INFORMATION SUPPLIED IN THIS APPLICATION, WITHIN 30 DAYS OF THE CHANGE.

REGULATION 9 OF THE AQUATIC ANIMAL HEALTH (SCOTLAND) REGULATIONS 2009 REQUIRES OPERATORS (OF APB's) TO APPLY TO SCOTTISH MINISTERS, IN WRITING, FOR ANY AMENDMENT TO INFORMATION SUPPLIED IN THIS APPLICATION, PRIOR TO THE AMENDMENT.

For this purpose, it is recommended that a copy of your application is retained for your records.

REGULATION 8(5) AND REGULATION 12(6) OF THE AQUATIC ANIMAL HEALTH (SCOTLAND) REGULATIONS 2009 MAKE IT AN OFFENCE FOR A PERSON TO PROVIDE INFORMATION OR MAKE A STATEMENT IN AN APPLICATION THAT IS FALSE, AND WHICH THAT PERSON KNOWS OR SUSPECTS IS FALSE.

Completed forms should be sent via post/fax or e-mail to:

Fish Health Inspectorate,
Marine Scotland,
Marine Laboratory,
375 Victoria Road,
Aberdeen,
AB11 9DB

Tel: (0131) 2443498

e-mail: MS.fishhealth@gov.scot

Additional forms and further information can be found on the [FHI website](#)