



Instruction Sheet for Commercial Shellfish Operation License Renewal Documents

Refer to these instructions to assist you in completing your license renewal documents. If you have questions or need additional information, please email [Amber Scott](mailto:amber.scott@doh.wa.gov) (amber.scott@doh.wa.gov) or phone (360) 236-3317.

Application Checklist

This sheet lists everything we need from you to renew your license. Check the box next to each item you're returning.

- Signed Renewal Application – Required
- Corrected Harvest Site Certificate – return this only if you've made changes to the information on this form. If there are no changes, you don't need to return it.
- Relay and/or wet storage renewal sheets – if you have either type of permit, the renewal applications are included in your packet. Complete and return with your license application.
- License fee and PSP fee(s) - make sure you've included a check for the total fee needed to renew your license, and write the check number in the space provided.

License Renewal Application

I. Facility / Owner / Manager Information

Make changes to information in this section directly on the form.

Facility Information

Physical Location: (This is where your harvesting records are kept.) Are the physical location, the phone number, fax number, and email address of your facility accurate?

Mailing Address: This is your facility's mailing address. If it's different than the physical location, make sure it's correct.

Company Owner/President Information

The name listed here must be either the owner or president of the company. Check the box indicating which applies. Are the name, mailing address, phone number, fax number, and email address all correct? If not, make the changes here.

Manager Information

Is the manager's name, phone number, and fax number correct? If the information is wrong or incomplete, correct it.

II. License Type (Shellstock Shipper/Shucker Packer license renewal packet)

or

II. Annual Renewal Fee (Harvester license renewal packet)

Shellstock Shipper and Shucker-Packer companies: Check the box that applies to your company. If you are unsure of which category applies to your company, look at the green "Certification Fees List" that came with your renewal packet. Category definitions are listed under #2 of the definitions portion.

Harvester companies: This area lists your renewal fee. If you want to change your license type to a Shellstock Shipper or Shucker Packer, please email Amber Scott or phone (360) 236-3317.

SECTION III

“**This certifies that I have reviewed and agree to comply with...**” This must be signed and dated by either the company owner or president *as listed under Section I* of the application. Under the signature line, please print the name of the person signing.

If you need any help in completing your renewal application, please email [Amber Scott](#) or phone (360) 236-3317.

Harvest Site Certificate

The Harvest Site Certificate lists all the sites that are approved for your company to harvest. It's important that you check your Harvest Site Certificate carefully, and make corrections to the harvest site information directly on the form. Examples of corrections are:

- A harvest site the company is no longer using (cross the harvest site out)
- Incorrect acreage amount
- Any incorrect or missing information
- A harvest site whose lease expired and it will not be renewed (cross the harvest site out)
- A harvest site whose lease expired and has been renewed (include a copy of the new lease)
- Any site you harvest that is not on your Harvest Site Certificate

Note: All sites not listed on your Harvest Site Certificate or with expired leases are not certified and licensed for commercial harvest. We will notify you if a lease on a harvest site expires and then remove it from your Harvest Site Certificate.

New harvest site certification applications: You may submit new harvest site applications at any time during the year. If you have any questions or concerns about your Harvest Site Certificate or about submitting new harvest site applications, please contact [Cathy Barker](#), Public Health Advisor, at (360) 236-3303.

Permits

Relay Permits: If you have a relay permit and want to continue your relay operations, you must complete a new relay application and return it to our office for approval. All relay permits expire with your license unless otherwise noted on the permit. If you do not have a relay permit and would like to apply for one, or have any questions or concerns about a relay permit, please contact [Bill Cleland](#), Public Health Advisor, at 360-236-3306.

Wet Storage Permits: If you have a wet storage permit and want to continue your wet storage operations, you must complete a new wet storage application and return it to our office for approval. All wet storage permits expire the same time as your license. If you do not have a wet storage permit and would like to apply for one, please contact our office for an application.

Wet storage permits are required for any on-shore flow-through systems that use natural waters or artificial waters. If you have any questions or concerns about a wet storage permit, please contact [Richard Lillie](#), Lead Inspector, at 360-236-3313.

Bait & Seed Permits:

If you are interested in applying for a bait or seed permit, please contact our main office number, (360) 236-3330, for an application.



Office of Shellfish and Water Protection
Licensing and Certification Section
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Contacts

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Amber Scott, Administrative Secretary	amber.scott@doh.wa.gov	360-236-3317
Richard Lillie, Lead Inspector	richard.lillie@doh.wa.gov	360-236-3313
Cathy Barker, Inspector, Harvest Site Lead	cathy.barker@doh.wa.gov	360-236-3303
Bill Cleland, Relay Permits	bill.cleland@doh.wa.gov	360-236-3306
Frank Cox, Inspector, Biotoxin Lead	frank.cox@doh.wa.gov	360-236-3309
Cari Franz-West, Inspector, Vibrio Coordinator	cari.franz-west@doh.wa.gov	360-236-3326
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Main Office.....360-236-3330

Fax Number..... 360-236-2257