



HOW TO USE ELICENSE FOR AQUACULTURE SEAWEED PRODUCER (AQSW)

Department of Agriculture



AUGUST 16, 2022

Background

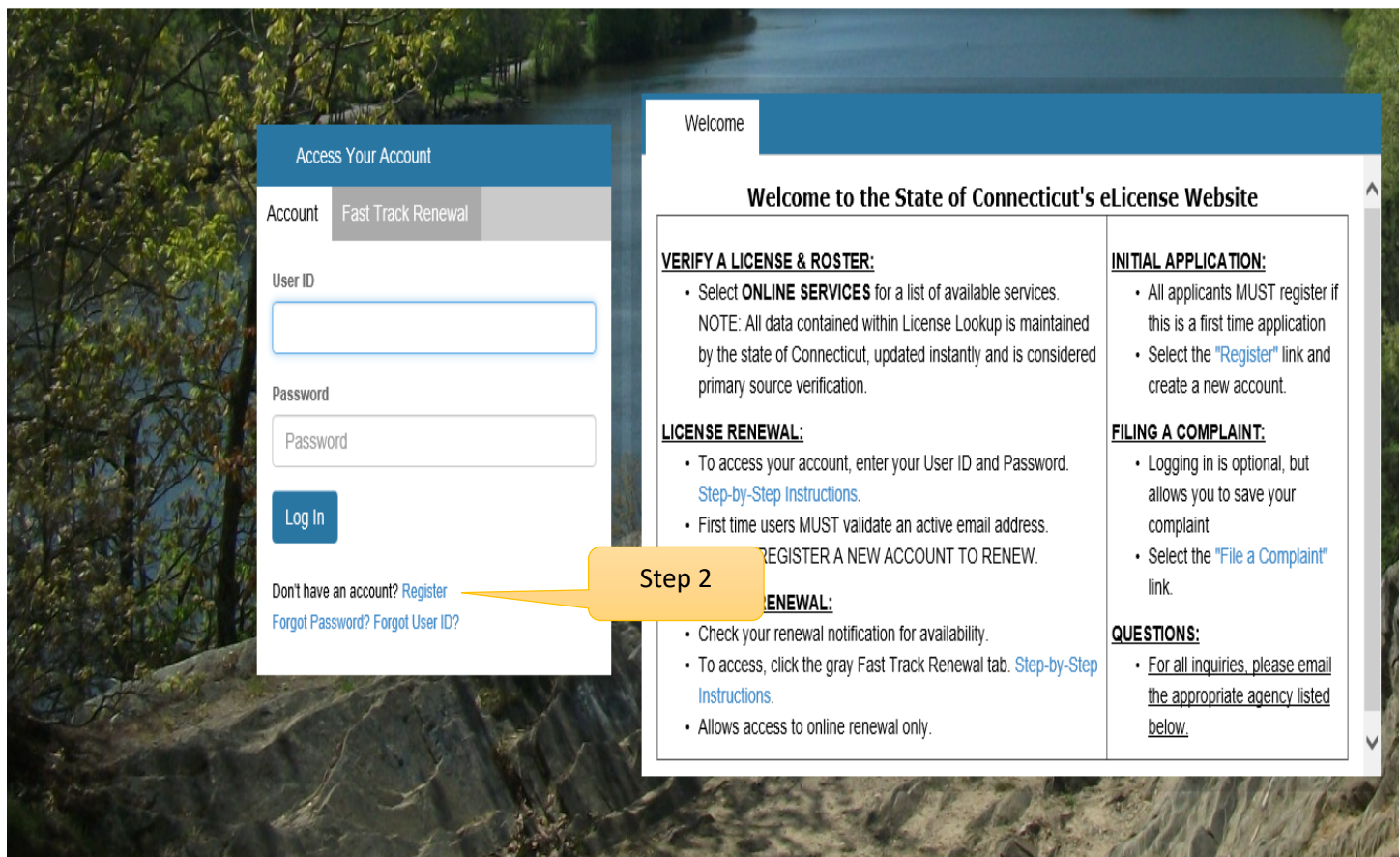
The Connecticut Department of Agriculture Bureau of Aquaculture is responsible for classifying shellfish growing areas and issuing aquaculture licenses, including seaweed licenses. Seaweed producers must cultivate seaweed in Approved or Conditionally Approved areas, as classified by the Bureau of Aquaculture ([Shellfish Area Classifications Maps \(ct.gov\)](#)). Prospective producers can identify Approved or Conditionally Approved areas on the Aquaculture Mapping Atlas ([Aquaculture Mapping Atlas \(uconn.edu\)](#)). In order to cultivate seaweed in Connecticut, all Seaweed Producers must have an active license from the Bureau. As of 2022, Seaweed Producers must apply for their license through the online system known as eLicense, as outlined below.

Prior to deploying aquaculture gear, all producers must have completed the Joint Agency Application to Conduct Marine Aquaculture in Connecticut ([Permit Requirements for Aquaculture in Connecticut](#)) and receive approval from all agencies.

Connecticut has led the nation in developing seaweed sanitation guidelines. See the Seaweed Production and Processing Hazards guide for additional information (https://seagrant.uconn.edu/wp-content/uploads/sites/1985/2020/01/Seaweed-Hazards-Guide_Jan2020_accessible.pdf). All producers must comply with required pre-market testing.

Any producer intending to process seaweed (e.g. freeze, dry, blanch) must have the appropriate license from the Bureau of Aquaculture, complete the required facility inspections, and comply with Consumer Protection standards (contact the Connecticut Food and Standards Division at dcp.foodandstandards@ct.gov), prior to processing seaweed.

Step 1: Type www.elicense.ct.gov on the command line of your browser.



Step 2: Click on the Register button

New users of the eLicense system must register by creating a user name and password that will be used for all licensing pertaining to this business. Click on the Register button and follow the instructions.

Step 3: Always Register as a “Business”

Remember to have your email available to confirm that you are registering.

Register new Account

- Individual
 Business

Step 3

Note: Register as the Individual or Business to whom the credential will be issued.

****PLEASE READ****

- You will not be able to reinstate, renew or access information for an existing license if you register a new account.
- You must use the User ID and Password linked to that account.
- Please contact the issuing agency below to request your User ID and Password.

Has the Individual or Business ever had any prior Licensing interaction(s) with any of the following State agencies:

- **Department of Public Health**
- **Department of Consumer Protection**
- **Department of Agriculture**
- **Department of Developmental Services**
- **Office of Early Childhood**
- **Office of the State Fire Marshal**

- Yes
 No

Next

Cancel

Please enter all the information on the next page to create the account. The ID and Password will be used every time you want to access the eLicense application.

Registration

Account Information

* denotes required fields

*User ID

*Email

*Password

Confirm Password

We will use this email address to contact you.

Personal Information

Business Name

Click here when public address is the same as mailing address

Public Address

Mailing Address

Same as Public Address

Attention

Address

City

State

Country

Zip

Phone Number

Cell Phone

Attention

Address

City

State

Country

Zip

Phone Number

Cell Phone

Captcha Verification

Please note that this code is case sensitive.



Enter Code*

Create Account

Enter all the characters on the left into the enter code box. Use upper and lower case alphanumeric. This field is case sensitive.

Click Create Account

User Account

In order to validate your account we have sent you a verification email to the address listed below. You must access your email account and click on the link provided. Once clicked you will be returned to your account and provided access.

⚠ There is currently 1 issue with your account.
Please resolve it before going further.


Your email address has not been verified. If you have not yet received an email to do this, please follow the instructions below.

| | | |
|------------------|--|--------------------------------|
| User ID: | FVGFarm13 | Change User ID |
| E-mail: | <p>Your account or new email address has not yet been verified. You have been sent a verification email by the system to your email address of record. You may have to check your SPAM filter. Click on the link provided in the email. Once clicked you will be returned to your account and provided access.</p> <p>If you have not yet received the email, you may click the below button labeled "Generate E-mail" and a new one will be sent to you. Please note: When you click the "Generate E-mail" button any older verification emails will be invalid. Ensure that you click the link in the most recently received email.</p> <p>Generate E-mail</p> | Change Email |
| Password: | Change Password | |

Step 4:

Logon on to your email and look for an email from donotreplylicense2@po.state.ct.us. Open it and click on the link.

Reply Reply All Forward

 donotreplylicense2@po.state.ct.us
Email Verification

Dear Happy Fruits and Veggie Farm,

This message is intended to verify the email address on file for you in the State of Connecticut's eLicensing website and to allow you to use the other online functionality.

To complete the process, please click the hyperlink below if it appears in your email program. If it does not appear as a hyperlink please read the instructions below.

[Click here](#)

Step 4

If a hyperlink does not appear above, then please copy the following text into your web browser's address bar (all the text below must be put in as a single line with no spaces)

You are now in the eLicense system and are ready to start the Seaweed Producer application.

Step 5 - Click on the ONLINE Services button

Welcome, Happy Fruits and Veggie Farm Logout

Step 5

\$0.00 Checkout

ct.gov | STATE OF CONNECTICUT

HOME MY ACCOUNT ONLINE SERVICES ▾

Welcome Contact Information Credential Information Supervision My Complaints

You are Logged on to the State of Connecticut's eLicense Website

ONLINE RENEWAL: To renew your license, permit or registration online, select "RENEWAL" under "Online Services."

See links below for step-by-step renewal instructions:
[User Id and Password Instructions](#)
[Fast Track Renewal Instructions](#)

APPLICATION FOR A NEW LICENSE, PERMIT OR REGISTRATION: Online applications are for new applicants ONLY. If you are seeking to reinstate or renew, please contact the appropriate agency below for further information.

To apply for a new license, permit or registration online, please follow the instructions below:

1. From "Online Services", select "INITIAL APPLICATION" under "Activities" to begin.
2. Select the appropriate application and follow instructions. Please note, not all application types are available to be completed online.

Note: All applications must be reviewed and approved by the appropriate agency.

QUESTIONS: For all inquiries, please email the appropriate agency listed below.

Step 6: Click on the Initial Application.

The screenshot shows the Connecticut State website interface. At the top, there is a navigation bar with the text "Welcome, Happy Fruits and Veggie Farm" and a "Logout" link. On the right side of the navigation bar, there is a shopping cart icon with "\$0.00" and a "Checkout" button. Below the navigation bar, the "CONNECTICUT" logo is visible on the left, and "HOME", "MY ACCOUNT", and "ONLINE SERVICES" are listed on the right. The "ONLINE SERVICES" dropdown menu is open, showing three main categories: "Activities", "License Lookup & Download", and "Account". Under "Activities", the "Initial Application" link is highlighted with a yellow callout box that says "Step 6". Other links under "Activities" include "File a Complaint". Under "License Lookup & Download", there are links for "Lookup a License" and "Generate Roster(s)". Under "Account", there is a link for "Account Details".

ONLINE RENEWAL: To renew your license, permit or registration online, select "RENEWAL" under "Online Services."

See links below for step-by-step renewal instructions:
[User Id and Password Instructions](#)
[Fast Track Renewal Instructions](#)

APPLICATION FOR A NEW LICENSE, PERMIT OR REGISTRATION: Online applications are for new applicants ONLY. If you are seeking to reinstate or renew, please contact the appropriate agency below for further information.

To apply for a new license, permit or registration online, please follow the instructions below:
1. From "Online Services", select "INITIAL APPLICATION" under "Activities" to begin.
2. Select the appropriate application and follow instructions. Please note, not all application types are available to be completed online.
Note: All applications must be reviewed and approved by the appropriate agency.

QUESTIONS: For all inquiries, please email the appropriate agency listed below.

Step 7: Find Agriculture in the list below and Click on it

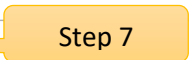
Welcome, Happy Fruits and Veggie Farm [Logout](#) \$0.00 [Checkout](#)

[ct.gov](#) | STATE OF CONNECTICUT HOME MY ACCOUNT ONLINE SERVICES

Apply for new license

Below are all current License/Certification types available for online application.


Please expand a category to view the available types, then select "Start" for the License/Certification you wish to apply from the list:

- All
- Public Health Practitioners
- Drug Control
- Medical Marijuana
- Environmental Health Practitioners
- Home Contractors
- Agriculture 
- Amusement Permits
- Bedding Permits
- Charities & Solicitation

Step 8: Click on the Start button to start the application process.

By selecting Seaweed Producer application, the user will be guided through a series of questions about their seaweed production and processing methods.

Apply for new license

| | | |
|-------|--|----------------|
| Start | PET SHOP | ANIMAL CONTROL |
| Start | POULTRY SLAUGHTER FACILITY | FOOD SAFETY |
| Start | RAW MILK CHEESE MANUFACTURER | FOOD SAFETY |
| Start | RETAIL DAIRY STORE | FOOD SAFETY |
| Start | RETAIL F  OODUCER | FOOD SAFETY |
| Start | SEAWEED PRODUCER | AQUACULTURE |

The application process has begun...

AQSW – Before you begin

It is important that all users have the appropriate permits for their proposed work. Please read the “Before you begin” section carefully and contact the Bureau of Aquaculture with any questions.

The screenshot shows a web application interface. At the top, there is a blue header bar with the text "AQSW - Before you begin". Below this, the main content area contains several paragraphs of text providing instructions and links. At the bottom of the content area, there is a navigation bar with three buttons: "Previous", "Next", and "Close and Save". A yellow callout box with a pointer pointing to the "Next" button contains the text "Click Next to continue the application".

AQSW - Before you begin

The Connecticut Department of Agriculture Bureau of Aquaculture is responsible for classifying shellfish growing areas and issuing aquaculture licenses, including seaweed licenses. Seaweed producers must cultivate seaweed in Approved or Conditionally Approved areas, as classified by the Bureau of Aquaculture [Shellfish Area Classifications Maps \(ct.gov\)](#).

Prospective producers can identify Approved or Conditionally Approved areas on the Shellfish Mapping Atlas [Aquaculture Mapping Atlas](#).

Prior to deploying aquaculture gear, all producers must have completed the Joint Agency Application to Conduct Marine Aquaculture in Connecticut [Permit Requirements for Aquaculture in Connecticut](#) and receive approval from all agencies.

Connecticut has led the nation in developing seaweed sanitation guidelines. See the Seaweed Production and Processing Hazards guide for additional information [Seaweed Production and Processing in Connecticut: A Guide to Understanding and Controlling Potential Food Safety Hazards](#). All producers must comply with required pre-market testing.

Any producer intending to process seaweed (e.g. freeze, dry, blanch) must have the appropriate license from the Bureau of Aquaculture, complete the required facility inspections, and comply with Consumer Protection standards (contact the Connecticut Food and Standards Division at (email) dcp.foodandstandards@ct.gov), prior to processing seaweed.

Navigation buttons: Previous, Next, Close and Save

Callout: Click Next to continue the application

Click on the Next button at the bottom of the screen to move to the next screen.

Facility Info

The red * star left of the answer box identifies the field as mandatory. The user will not be allowed to move to the next screen until all mandatory questions have been answered.

AQSW - Facility Info

Fields marked with an asterisk * are required.

1. Select the type of ownership for Applicant business:

- Corporation
- * Limited Liability Company
- Partnership
- Sole Proprietor

2. DHHS/FDA Food Facility Registration Number:

*

Click on radio button to identify ownership

Enter the Food Facility Registration Number or N/A if not applicable

Previous Next Close and Save

Click the Next button at the bottom of the screen to continue.

Organization Type:

The type of organization (Question 5) will determine which business screen is presented to the user.

There is a separate screen for Corporations, Partnerships, LLC/LLPs and Sole Proprietors.

The screenshot shows a web application window titled "AQUACULTURE FISH PRODUCTION". On the left is a vertical navigation menu with three items: "AQFP - Before you Begin", "AGR - AQ - Business Information", and "AGR - AQ - Corporation". The "AGR - AQ - Corporation" item is selected and highlighted. The main content area is titled "AGR - AQ - Corporation" and contains the following text: "Fields marked with an asterisk * are required." followed by five numbered questions, each with a text input field. Question 6: "6. What is the corporation name" with a red asterisk and an empty text box. Question 7: "7. What is the name of the principal officer (for corporation) or principal member (for LLC/LLP). List only one name." with a red asterisk and an empty text box. Question 8: "8. Provide the email of the legal owner:" with a red asterisk and an empty text box. Question 9: "9. Federal Employer Identification Number (FEIN):" with two sub-inputs: "* Enter:" and "* Re-enter:", each with an empty text box. Question 10: "10. What is the telephone number of the business." with an empty text box. At the bottom of the form area are three buttons: "Previous", "Next", and "Close and Save". The "Next" button is highlighted. At the very bottom of the window, the words "License" and "Board" are visible.

Click the Next button at the bottom of the screen to continue.

AQSW - Land Facility

Fields marked with an asterisk * are required.

25. Do you have an Aquaculture Land Facility?

* Yes No

Step 8 Click on the Yes or No button

Click Next to continue the application

Previous Next Close and Save

The image shows a screenshot of a web form titled "AQSW - Land Facility". At the top, there is a blue header bar with the title. Below the header, a message states "Fields marked with an asterisk * are required." The main content area contains question 25: "25. Do you have an Aquaculture Land Facility?". Below the question are two radio button options: "*

When previous answer is 'yes', you must answer these questions.

AQSW - Land Facility Info

Fields marked with an asterisk * are required.

26. Location of aquaculture land facility:

*

27. Detailed Facility Diagram/Plan/Schematic (for land-based facilities) (File must be in a PDF format)

No document(s) uploaded for this question.

Select a document to upload:

No file chosen

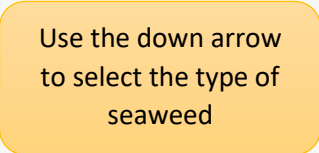
* File types accepted: pdf

Previous Next Close and Save

Record your seaweed information here

AQSW - Seaweed Information - 1

Fields marked with an asterisk * are required.

28. Type of Seaweed:
* 

29. Location - City/Town:

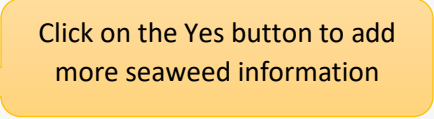
30. Lot/Lease Number:
*

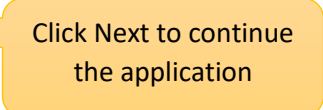
31. Grow out Method - Number of Lines:
*

32. Grow out Method - Length of Lines:
*

33. Army Corp. #
*

34. Gear Deployment Dates:
*

35. More Seaweed Info to report:
* Yes No 



Enter all fertilizer types and ingredients here

AQSW - Fertilizer Type and Ingredients

Fields marked with an asterisk * are required.

51. Fertilizer/Type and Ingredients:

*

52. Source (Company and Location)

*

Click Next to continue the application

Previous Next Close and Save

Importation of seaweed seed/stock is entered here

AQSW - Importation of Seaweed

Fields marked with an asterisk * are required.

53. Importation of seaweed seed/stocks:

* Yes No

54. Source of Kelp Seed:

*

55. Number of Spools:

*

56. Spool Length:

*

Click Next to continue the application

Previous Next Close and Save

Chemical Additives, Therapeutants, Pharmaceuticals:

AQSW - Chemical Additives Therapeutants Pharmaceuticals

Fields marked with an asterisk * are required.

57. Chemical Additives/Therapeutants/Pharmaceuticals:

* Yes No

Click Next to continue the application

Previous Next Close and Save

If you answer “yes” to chemical additives, therapeutants, or pharmaceuticals, you will be directed to the next field where you must list the names of all chemicals used.

AQSW - Chemical Additives Therapeutants Pharmaceuticals Names

Fields marked with an asterisk * are required.

58. List Names:

*

Click Next to continue the application

Previous Next Close and Save

Fields marked with an asterisk * are required.

59. Type of Water Treatment (physical/chemical) describe:

*

Click Next to continue the application

Previous

Next

Close and Save

Fields marked with an asterisk * are required.

60. Product/Crop Disposition:

* Blanched Dried Frozen Raw

61. Location of Processing (describe):

*

Click Next to continue the application

Previous

Next

Close and Save

Blanched, dried or frozen will require you obtain a DCP license before you continue this application

AQSW - DCP - License

Fields marked with an asterisk * are required.

62. Any producer intending to process seaweed (e.g. freeze, dry, blanch) must have the appropriate license from the Bureau of Aquaculture, complete the required facility inspections, and comply with Consumer Protection standards (contact the Connecticut Food and Standards Division at dcp.foodandstandards@ct.gov), prior to processing seaweed.
Have you obtained a license from DCP?

* Yes No

Click Next to continue the application

Previous Next Close and Save

Water sources to be used for processing/washing

AQSW - Water Source to be Used for Processing/Washing

Fields marked with an asterisk * are required.

63. Water Source to be Used for Processing/Washing:

* Private Well Public Water Supply

Click Next to continue the application

Previous Next Close and Save

When you select the water source as private well, well water test results must be uploaded here.

AQSW - Private Well - Upload form

Fields marked with an asterisk * are required.

64. Upload Well water test results (must be tested twice yearly-does not apply to public water supply): (File must be in a PDF format)

No document(s) uploaded for this question.

Select a document to upload:

No file chosen

* File types accepted: pdf

Click Next to continue the application

Product use must be entered here. Select all that apply.

AQSW - Product - Crop Use

Fields marked with an asterisk * are required.

65. Product/Crop Use:

* Broker/Agent Processor Restaurant Retail Wholesale

Click on all that apply

Click Next to continue the application

Previous Next Close and Save

When Broker/Agent has been selected, you will be directed to this page for more broker/agent details. **List ALL purchasers that you are selling to.**

AQSW - Product Use - Broker Agent Purchasers

Fields marked with an asterisk * are required.

Product Use - Broker/Agent Purchasers

66. Please List ALL Purchasers of Product (Include City and State):

*

Click Next to continue the application

Previous Next Close and Save

Fields marked with an asterisk * are required.

Product Use - Processor Purchasers

67. Please List ALL Purchasers of Product (Include City and State):

*

Click Next to continue the application

Previous

Next

Close and Save

Fields marked with an asterisk * are required.

Product Use - Restaurant Purchasers

68. Please List ALL Purchasers of Product (Include City and State):

*

Click Next to continue the application

Previous Next

Close and Save

Fields marked with an asterisk * are required.

Product Use - Retail Purchasers

69. Please List ALL Purchasers of Product (Include City and State):

*

Click Next to continue the application

Previous Next

Close and Save

Fields marked with an asterisk * are required.

Product Use - Wholesale Purchasers

70. Please List ALL Purchasers of Product (Include City and State):

*

Click Next to continue the application

Previous

Next

Close and Save

All these documents must be uploaded:

Fields marked with an asterisk * are required.

71. Upload process document and flow chart: (file must be in a pdf format)

No document(s) uploaded for this question.

Select a document to upload:

Choose File No file chosen

* File types accepted: pdf

Upload Document

72. Upload Fertilizer/Type and Ingredients: (file must be in a PDF format)

No document(s) uploaded for this question.

Select a document to upload:

Choose File No file chosen

* File types accepted: pdf

Upload Document

73. Upload HACCP Plan for Seaweed Production and/or Processing (File must be in a PDF format)

No document(s) uploaded for this question.

Select a document to upload:

Choose File No file chosen

* File types accepted: pdf

Upload Document

74. Upload Seafood HACCP Certification (File must be in a PDF format)

No document(s) uploaded for this question.

Select a document to upload:

Choose File No file chosen

* File types accepted: pdf

Upload Document

75. Upload Standard Operating Procedures (SOP) and/or Best Management Practices (BMP) for Seaweed Production (File must be in a PDF format)

No document(s) uploaded for this question.

Select a document to upload:

No file chosen

* File types accepted: pdf

76. Upload Recall Plan (file must be in a PDF format)

No document(s) uploaded for this question.

Select a document to upload:

No file chosen

* File types accepted: pdf

77. Example of Label/Tag/Identification for Seaweed Product (File must be in a PDF format)

No document(s) uploaded for this question.

Select a document to upload:

No file chosen

* File type accepted: pdf

Click Next to continue the application

You must attest that all information you entered is correct and truthful.

Fields marked with an asterisk * are required.

78. I attest that all of the information contained herein is true to the best of my knowledge and agree that in the event a license or registration is granted, said applicant shall comply with all laws, orders, rulings, regulations and directives issued by the Commissioner of Agriculture.

* Yes No

79. Name of Applicant:

*

80. Applicant Title:

*

81. Applicant Telephone Number:

*

82. Attestation Date:

2022-08-09

Click Next to continue the application

Previous

Next

Close and Save

The Review page will show all the questions and responses for the application. Use the Print Review button to print a copy of this application for your records.

The Finish Button must be clicked to submit the application.

UCER

Review Print Review

Fees

Total Fees: \$0.00

AQSW - Before you begin

AQSW - Facility Info

1. Select the type of ownership for Applicant business:

Limited Liability Company

2. DHHS/FDA Food Facility Registration Number:

n/a

AGR - AQ - LLC/LLP

8. What is the name of the LLC or LLP?

xxxx

9. Select which type of LLC/LLP best describes your organization:

Previous Finish Close and Save

Click Finish to submit the application

Bureau of Aquaculture staff will review your application, and either issue a Seaweed Producer certificate or request corrections on the application prior to issuing the certificate. All correspondence and the certificate will be sent to you via email.