

Section IV. Guidance Documents

Chapter III. Harvesting, Handling, Processing, Distribution

.02 Shellfish Plant Inspection Standardization Procedures

NSSP Standardized Shellfish Processing Plant Inspection Form

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Chapter 1 Introduction to Plant Standardization

PURPOSE:

In 1988, the Interstate Shellfish Sanitation Conference (ISSC) adopted, as a primary goal, an initiative to standardize FDA Regional Shellfish Specialists and State Standardization Officers. The Conference affirmed that standardization of shellfish regulators will result in uniform plant inspections and strengthen consumer confidence in shellfish products. In 1991, the Conference adopted issue 91-222 requiring the certification of the shellfish plant inspections before listing in the Interstate Certified Shellfish Shipper's List (ICSSL), effective January 1, 1994. As a result of that issue, FDA developed procedures to standardize Regional Shellfish Specialists and State Standardization Officers. The requirements and criteria described in this Standardization procedures document apply only to standardization of the Regional Shellfish Specialists and State Standardization Officers.

OBJECTIVE:

The standardization process provides regulatory personnel the opportunity to standardized their knowledge and skills related to the National Shellfish Sanitation Program (NSSP) Model Ordinance (MO) with the knowledge and skills of FDA's National Plant *Standard(s)* and/or Regional Shellfish Specialists. The process and criteria for demonstrating uniformity in the required performance areas are described in Chapter 4.

Through the application of this procedure, the *Candidate* should demonstrate uniformity with "the *Standard*" or "State Standardization Officer" through his/her knowledge and expertise in the application and interpretation of the MO requirements for HACCP principles, sanitation, and the use of the NSSP

STANDARDIZATION SHELLFISH PROCESSING PLANT INSPECTION FORM. The application of this procedure is not intended to provide basic shellfish plant sanitation training to individual *Candidates*.

DEFINITIONS:

The following definitions apply in the interpretation and application of this procedure.

- (1) CANDIDATE means an individual applying for initial Standardization who has completed the prerequisite requirements or/and an applicant who is applying for re-standardization.
- (2) MODEL ORDINANCE (MO), also known as "Guide for the Control of Molluscan Shellfish," provides readily adoptable standards and administrative practices necessary for the sanitary control of molluscan shellfish.
- (3) NATIONAL STANDARDIZATION OFFICER, also known as "FDA's National Plant *Standard*," means an FDA individual(s) at the national level responsible for interpreting NSSP MO requirements for shellfish plant operations. The *Standard* represents the FDA position on all Standardization issues. The *Standard* is also responsible for standardizing FDA Regional Shellfish Specialists.
- (4) NOMINEE means the applicant designated for standardization based on the procedures contained in this document.
- (5) STANDARDIZATION means the process whereby a *Candidate* demonstrates the knowledge and skills necessary to be considered uniform with the *Standard* as defined in the National Shellfish Sanitation Program's (NSSP), Plant Standardization Procedures.
- (6) STANDARDIZED INSPECTOR means a state/federal shellfish plant inspector who has been authorized to certify shellfish shippers as demonstrated by successfully passing a standardized test.
- (7) STATE STANDARDIZATION OFFICER means a state shellfish program employee who has met the qualification requirements in the National Shellfish Sanitation Program Plant Standardization Procedures and successfully completed field standardization inspections with a Standardized FDA Regional Shellfish Specialist.

Chapter II Standardization Participants

FDA

The FDA National Plant *Standard*(s) will be responsible for standardizing all Regional Shellfish Specialists. Standardized FDA Regional Shellfish Specialists will standardize the State's "Standardization Officer" *Candidate*(s). The FDA National *Standard* will conduct standardization inspections to evaluate and assure the proficiency of the FDA Regional Shellfish Specialists. The Standardization inspection process will consist of three (3) practice inspections and five (5) formal standardization inspections.

STATE

Each participating state will sponsor an adequate number of individuals for positions as State Standardization Officers and inspectors to guarantee that each certified shellfish dealer is routinely

inspected for compliance with the MO plant processing requirements. The State should select no more than two (2) individuals as Shellfish Standardization Officers. The FDA Regional Shellfish Specialists will conduct standardization inspections to evaluate and assure the proficiency of the State Standardization Officer(s). The Standardization inspection process will consist of three (3) practice inspections and five (5) standardization inspections.

State Standardized Inspectors are standardized by State Standardization Officers. Each State shall provide the necessary resources to support the training of state shellfish inspectors by the State Standardization Officer(s) to ensure that each shellfish firm receives uniform routine inspections. The State Standardization Officer also has the option of sanctioning the participation of local, city, and/or county shellfish plant inspectors. It is recommended that the State Standardization Officer standardize State Standardized Inspector *Candidates* utilizing the same standardization procedures identified for State Standardization Officers.

Chapter III Qualifications For Standardization

This chapter defines those requirements that the *Candidate* must complete prior to standardization. In order for a *Candidate* to engage in the process of initial field standardization, they will qualify by completing the prerequisite and experience requirements specified in this chapter. Those requirements only apply to first time applicants applying for standardization.

QUALIFICATIONS FOR STATE PERSONNEL:

When nominating a *Candidate*, the supervisor making the nomination should provide the required *Candidate* background information on the STANDARDIZATION NOMINATION FORM (Attachment 1). This information will be maintained in a file at the appropriate FDA Office.

- **NOMINATION** - To be eligible for standardization, the *Candidate* should be a senior inspector with experience and responsibility in the shellfish program.
- **JOB EXPERIENCE** - The *Candidate* should be responsible for conducting molluscan shellfish plant inspections and providing training in shellfish inspection procedures. It is a requirement that the *Candidate* has at least one (1) year of full time experience performing shellfish plant inspections within the past three (3) years.
- **CLASSROOM TRAINING** - Prior to field standardization, the *Candidate* must successfully complete the following courses:
 - A 2 or 3 day Seafood Alliance HACCP (Basic Seafood HACCP)
 - **FD 240** Basic Shellfish Plant Sanitation; and
 - **FD 241** Shellfish State Standardization Officer Training (**not recommended for State Standardized inspectors unless specifically offered**)
- **EDUCATION** - It is recommended that the *Candidate* have at least 20 hours of training in the application of Food Science and related studies in Microbiology and/or Epidemiology, HACCP principles/Plan Review, and State regulations.

QUALIFICATIONS FOR FDA PERSONNEL:

When nominating a *Candidate*, the supervisor making the nomination should provide the required *Candidate* background information on the STANDARDIZATION NOMINATION FORM (Attachment 1). This information will be maintained in the office of the appropriate FDA Regional Shellfish Specialist

and / or with the FDA National Plant Standard, Center for food safety and Applied Nutrition (CFSAN), Office of Food Safety, College Park, Maryland.

- **NOMINATION** - To be eligible for standardization, the *Candidate* must be a FDA Regional Shellfish Specialist.
- **JOB EXPERIENCE** - Experience will be in accordance with FDA's defined position description including job responsibilities.
- **CLASSROOM TRAINING** - Prior to field standardization, the *Candidate* must successfully complete the following courses:
 - 2 or 3 day Seafood Alliance HACCP (Basic Seafood HACCP)
 - **FD 240** Basic Shellfish Plant Sanitation and
 - **FD 241** Shellfish State Standardization Officer
- **EDUCATION** - Education will be in accordance with FDA's defined position description.

Chapter 4 Performance Criteria For Field Standardization

All Standardization *Candidates* shall meet the following performance criteria:

(a.) **HACCP:** The *Candidate* shall demonstrate the ability to verify that HACCP Plan exists and is being adequately implemented by the dealer.

(b.) **SANITATION ITEMS:** The *Candidate* shall demonstrate the ability to recognize, through records review, that the "8" National Shellfish Sanitation Program (NSSP), Model Ordinance (MO), "02 Sanitation Items" are being adequately monitored and that those records are accurate and complete.

(c.) **ADDITIONAL MO REQUIREMENTS:** The *Candidate* shall demonstrate knowledge of the NSSP Model Ordinance, "03 Other Model Ordinance Requirements" by correctly identifying deficiencies relating to those items during the field evaluation process.

(d.) **INSPECTION EQUIPMENT:** The *Candidate* shall be equipped and familiar with the equipment necessary to conduct a Shellfish plant inspection. The *Candidate shall* be evaluated on the proper use of inspection equipment during the standardization process.

The following is a **MINIMUM** list of required forms and equipment for use during shellfish plant inspections:

- Current Edition of the NSSP Standardized Shellfish Processing Plant Inspection Form)
- Administrative materials (Model Ordinance, Field Guide, etc.)
- Head cover: baseball cap, hair net, lab coat or equivalent protection, etc.
- Calibrated stem or digital thermometer with not >2°F increments.
- Chemical test kit or strips for Chlorine, Quaternary, or Iodine sanitizers.
- Flashlight(important item - must be adequate for the job and in working condition.); and
- A 70 % solution of Isopropyl alcohol or equivalent "wipes".
- A camera (Optional)

(e.) **COMMUNICATION:** The *Candidate* shall demonstrate the ability to effectively communicate with plant management about deficiencies noted during the evaluation. Many different

types of communication skills and approaches are necessary and valuable during the inspection process.

The *Candidate* shall be required to take the lead in communicating with industry personnel during all inspections and the *Standard* shall evaluate the *Candidate's* communication skills.

INTRODUCTION:

The *Candidate* shall be required to make all introductions. A complete introduction consists of:

- (a.) Identifying yourself and then introducing all persons participating in the inspection;
- (b.) Describing to the PERSON IN CHARGE the purpose and flow of the inspection - for training only, NOT a regulatory inspection so no written report will be left with the firm.
- (c.) Identifying and explaining to the PERSON IN CHARGE, that it will be necessary to ask questions, during the inspection; and
- (d.) Although there will be no written report left, with the firm, if there are significant findings they will be brought to the attention of the PERSON IN CHARGE during the Exit Interview.

In addition to verbal and written communication, the *Candidate* shall also use the inspection process to communicate and demonstrate FOOD SAFETY concepts by example. Activities such as proper hand washing, and sanitizing, insuring the thermometer is cleaned and sanitized before every use and wearing proper clean outer garments and a heave cover will reinforce your spoken and written communications.

INTERVIEW WITH THE PERSON IN CHARGE:

The *Candidate* shall conduct a discussion with the PERSON IN CHARGE to determine:

1. (a.) If a HACCP PLAN exists, and if so, whether the PERSON IN CHARGE understands the principles of HACCP, and is ensuring that the employees are effectively adhering to the plan.

EXIT INTERVIEW:

The Candidate, at the exit interview shall thank the PERSON IN CHARGE for allowing the use of his/her facility for training. Next he or she must clearly convey and discuss in detail with that person any significant finding, as stated during the introduction phase at the start of the training.

If significant findings were identified the Candidate shall discuss with the PERSON IN CHARGE:

- (a.) What was observed and how it can be corrected;
- (b.) The firm's plan for correction and how long it will take, and
- (c.) If any Corrective actions were observed during the inspection (where, when, how and by whom the correction occurred), insure the PERSON IN CHARGE is advised and emphasize the commendable nature of all such action.

Explain the public health significance of any significant findings and demonstrate the ability to discuss and resolve in a courteous and professional manner, issues that the PERSON IN CHARGE might not agree with or clearly understand.

Table 1: Summary of evaluation methods for initial STANDARDIZATION.	
PERFORMANCE AREA	FIELD STANDARDIZATION
HACCP (Items 1 - 7)	Evaluation of existing HACCP Plan
Sanitation (Items 8 - 16)	Evaluation/inspection
Additional MO Requirements (Items 17 -27)	Evaluation/inspection
Inspection Equipment	Observation
Communication	Observation

Chapter 5 Pre-Standardization Field Procedure

Pre-standardization - This phase consists of three (3) joint "practice" field inspections by the *Candidate* and the *Standard*. During these "practice" inspections there will be open discussion between the *Candidate* and the *Standard* on all matters relating to the standardization process including: the NSSP Model Ordinance interpretations, inspection form debiting requirements (where is "it" marked on the form); questions and discussions relating to the firm's HACCP plan; related Sanitation and Monitoring records and Corrective Action. The current edition of the NSSP Standardized Shellfish Processing Plant Inspection Form (Attachment 4) will be used during all aspects of the standardization procedure.

During pre-standardization inspections, the *Standard* and *Candidate* shall conduct the inspection together and discuss each noted deficiency. They shall agree on the number of times and locations where deficiencies were observed in the plant.

Following pre-standardization, the *Standard* may decide that the *Candidate* is unprepared to proceed to the formal field standardization process. If the *Standard* determines the *Candidate* needs additional field training, after discussion with the *Candidate*, they may decide to complete additional "practice" inspections. If the *Standard* determines that more "practice" inspections will not help in the *Candidate's* understanding of the process and/ or procedure then the *Candidate* and *Candidate's* supervisor will be informed.

Chapter 6 Field Standardization Procedure

The Field Standardization Process consists of the *Standard* and the *Candidate* jointly conducting five (5) formal shellfish plant evaluations. Always select five (5) formal Shucker/packer (SP) plants if they are available. If a state has less than five (5) Shucker/packer's (SP), then the remaining plants will be selected according to the following priority:

- 1) Repackers (RP)
- 2) Shellstock Shippers (SS)
- 3) Reshippers (RS)

During all joint field inspections, the *Candidate* will be the lead person. He or she will be responsible for the following: Introduction (determining who is the "most responsible" person), requesting the firm's HACCP Plan and its related documents, and sanitation monitoring records. The minimum number of

records required for review will be at least three months. The *Candidate* shall also conduct the "exit" interview and discuss all significant findings with management.

Chapter 7 Standardization Scoring

COMPARISON OF FINDINGS:

Following each inspection, the *Standard* shall compare his/her findings with the *Candidate*. At the conclusion of the field standardization, the *Standard* shall tabulate and compare the *Candidate's* inspection findings to determine if the *Candidate* has successfully completed the requirements for Standardization. The *Standard* shall discuss any differences, results and other observations with the *Candidate*.

The *Standard* will evaluate each inspection report to determine the number of disagreements (*using Standardization Requirements below*) between the *Standard* and the *Candidate*. Disagreements shall be recorded on the Comparative Results form provided as Attachment 2.

CANDIDATE SCORING: The *Standard* shall grade each inspection report by circling each incorrectly marked item. The *Standard* shall determine the number of disagreements on items and record that number in the form provided in ATTACHMENT 3. For inspectional equipment and communication scoring is not used but impacts the outcome of the *Candidate's* performance.

The *Candidates* shall meet the following level of agreement to achieve Standardization after completing five (5) formal field evaluations.

(a.) HACCP: (item 1-7)

The *Candidates* **SHALL NOT DISAGREE** with the *Standard* more than an average of three (3) times in five (5) evaluations.**

(b.) Sanitation Items: (item 8- 16)

The *Candidates* **SHALL NOT DISAGREE** with the *Standard* more than an average of three (3) times in five (5) evaluations. **

(c.) Other Model Ordinance Requirements: (item 17 –27)

The *Candidates* **SHALL NOT DISAGREE** with the *Standard* more than an average of four (4) times in five (5) evaluations. **

(d.) Inspection Equipment:

The *Candidates* **SHALL** have all essential equipment, listed in Chapter 4 "Performance Criteria for Field Standardization" available for use during each inspection. This section shall rate as **SATISFACTORY or NEEDS IMPROVEMENT**.

(e.) Communications:

The *Candidates* **SHALL** communicate per the requirements in Chapter 4 "Performance Criteria for Field Standardization." This section shall rate as **SATISFACTORY or NEEDS IMPROVEMENT**.

****NOTE: With the exception of *Candidates* deficiencies that were not observed by the *Standard***

CRITERIA FOR SUCCESS STANDARDIZATION:

To achieve standardization, the *Candidates* shall meet requirements for the Performance criteria (a-c) described in Chapter 4. The *Candidates* may receive "Needs Improvement" classification in the section inspectional equipment and communications and still be standardized.

When either inspection equipment or communication performance area are classified as needing improvement, the *Candidates* and the *Candidate's* supervisor shall be notified that the "Needs Improvement" area(s) must be satisfactorily addressed before restandardization is granted. Prior to restandardization, the *Candidate's* supervisor must notify the *Standard* that the area(s) or concern has been addressed.

Chapter 8 Standardization Results

REPORTING

The *Standard* and *Candidate* shall describe on the narrative section on the NSSP SHELLFISH PROCESSING PLANT FORM each specific deficiency and location within the firm where the deficiency was observed. The *Candidate* shall not fail to recognize any critical items. After each inspection has been completed, the *Standard* shall compare the number and description of the deficiencies found in the plant for each item on the narrative section of the NSSP Standardized Shellfish Processing Plant Inspection Form. The *Standard* shall determine if both observed the same specific deficiencies throughout the plant.

The *Standard* will use the Comparative Results Form (Attachment 2) to determine the level of agreement between the *Standard* and *Candidate*. At the conclusion of the formal Field Standardization exercise, the *Standard* will complete a Composite Results Report (Attachment 3).

After successfully completing the Field Standardization Exercise, the *Candidate* will be granted the TITLE of STANDARDIZATION OFFICER OR STANDARDIZED INSPECTOR. A certificate recognizing that accomplishment will be forwarded to the *Candidate*, along with formal notification to the *Candidate's* supervisor, within thirty (30) days.

Chapter 9 Re-Standardization

STANDARDIZATION EXPIRATION:

The *Candidate's* STANDARDIZATION is valid for a period of 5 years. Expiration dates will appear on the certificate issued by the *Standard*.

STANDARDIZATION MAINTENANCE:

The maintenance process consists of joint inspections conducted during evaluation activities. Maintenance will also be provided in the form of updated FD 2041 Shellfish State Standardization Officer courses, ORA University web based course, updated field standardization guides, and other guidance/technical assistance activities on an as needed basis.

Chapter 10 Termination, Suspension, or Revocation of Standardization

TERMINATION OF FIELD STANDARDIZATION:

- (a.) The *Standard* has the option to terminate the field exercise at any time during the procedure if the *Candidate*, in the opinion of the *Standard*, is not achieving the required level of agreement for standardization.
- (b.) The *Standard* shall notify the *Candidate* and the *Candidate's* supervisor in writing of the reasons for failure.
- (c.) The *Standard* will document the reason(s) for termination of the field. This information shall be forwarded to the *Candidate's* supervisor and a copy shall be placed in the FDA file. All evidence and conclusions reached by the FDA shall be documented in writing by the *Standard* and shall be kept for 3 years in accordance with the Freedom of Information Act.

SUSPENSION/REVOCAION OF STANDARDIZATION CERTIFICATION

- (a.) Fails to utilize and/or properly complete the current NSSP Standardized Shellfish Processing Plant Inspection Form.
- (b.) Fails to properly code (critically code) deficiencies (critical, key, and other) on the NSSP STANDARDIZATION SHELLFISH PROCESSING PLANT INSPECTION FORM.
- (c.) Fails to fulfill the required maintenance activities described in *CHAPTER 9*.
- (d.) Before suspension or revocation, the *Standard* will consult with appropriate personnel in the FDA and/or the *State's* agency to reach a decision on whether:
 - i. The standardization shall be suspended temporarily with notice regarding conditions required for reinstatement; or
 - ii. The standardization shall be revoked.
- (e.) When a STANDARDIZATION certificate is revoked or suspended, the *Standard shall* notify the supervisor in writing, of his/her decision.
- (f.) The *Standard* will document the reason(s) for suspension or revocation of the standardization certification. This information shall be forwarded to the *Candidate's* supervisor and a copy shall be placed in the FDA file. All evidence and conclusions reached by the FDA shall be documented in writing by the *Standard* and shall be kept for 3 years in accordance with the Freedom of Information Act.

RE-STANDARDIZATION AFTER SUSPENSION OR REVOCATION.

The *Candidate* may apply for re-standardization, within thirty (30) days, after suspension or revocation. He or she must contact and work with the appropriate FDA or *State Standardization Officer to correct all prior deficiencies before the re-standardization process begins.

NOTE: State Standardization Officers can only standardize their inspectors. Only FDA National *Standards* or standardized FDA Regional Specialists can standardize state standardization officers.

Chapter 11 Appeals

FILING AN APPEAL.

Candidate after being notified of a failure to successfully achieve Standardization or re-standardization may appeal the decision. Should the Candidate elect to appeal, this action must be initiated within thirty days (30) of the date of the written notification of the failure, suspension or revocation. The appeal's request shall be addressed to the National Shellfish Standard, FDA, Center for Food Safety and Applied Nutrition (CFSAN), Office of Food Safety, 5100 Paint Branch Parkway, College Park, MD 20740.

APPEAL BOARD MEMBERS.

The National Shellfish Standard and representatives from the ISSC and FDA Regional Shellfish Specialists will comprise the STANDARDIZATION Appeals Board. The ISSC will select states representatives to participate in the appeals process.

HEARINGS.

If the Appeal Board finds the appeal unjustified, the decision of the FDA *Standard* will stand.

If the Appeal Board determines that the State Standardization Officer's appeal is justified, the *State Standardization Officer* and the FDA *Standard* will be notified in writing that a hearing will be scheduled.

HEARING PROCEDURE.

At the hearing, the following procedure will be followed:

- (1) The *State Standardization Officer* will present his/her argument for reversing the FDA *Standard's* decision;
- (2) The Appeal Board will have the opportunity to question the action or conduct of the State Standardization Officer and the FDA *Standard*; and
- (3) The Appeal Board will render a decision.

ATTACHMENT I

STANDARDIZATION NOMINATION FORM

TO:	
FROM:	
SUBJECT: REQUEST FOR STANDARDIZATION	
DATE:	
Name:	
Title:	
Agency Name:	
Address:	
City/State/Zip:	
Telephone:	
Fax:	
Education: (list degree or include a transcript)	
	Length of Service:
	Describe shellfish experience:
CHECK (X) BELOW COURSES ATTENDED:	How many routine shellfish plant evaluations per year?
Shellfish Plant Sanitation ()	1 - 5 () 6 - 10 () >20 ()
Basic Seafood HACCP Alliance Course ()	
List Other Courses	

ATTACHMENT 2

COMPOSITE PERFORMANCE REPORT

FIRM NAME:	Candidate(O)	Standard(X)	Disagreements
#1 HACCP Plan			
#2 Plan Elements (a) Hazards			
#2 Plan Elements (b) Records			
#2 Plan Elements (c) Critical Limits			
#2 Plan Elements (d) Signed and Dated			
#2 Plan Elements (e) Critical Control Points			
#2 Plan Elements (f) Monitoring			
#2 Plan Elements (g) Verification Procedures			
#2 Plan Elements (h) Corrective Action if identified			
#3 HACCP Training			
#4 Plan Implementation (a) Receiving			
#4 Plan Implementation (b) Shellstock Storage			
#4 Plan Implementation (c) Processing			
#4 Plan Implementation (d) Shucked Meat Storage			
#4 Plan Implementation (e) Other Critical Limits			
#5 Approved Source Control Failure			
#6 Time/Temperature Control Failure			
#7 Other Critical Control Failure			
TOTAL NUMBER OF DISAGREEMENTS			

SANITATION ITEMS

#8 Safety of water for processing and ice production			
#9 Condition and cleanliness of food contact surfaces			
#10 Prevention of cross-contamination			
#11 Maintenance of hand-washing, hand sanitizing, toilet facilities			
#12 Protection from adulterants			
#13 Proper labeling, storage, and use of toxic compounds			
#14 Control of employees with adverse health conditions			
#15 Exclusion of pests			
#16 Sanitation Monitoring and Records			
TOTAL NUMBER OF DISAGREEMENTS			

ADDITIONAL MODEL ORDINANCE REQUIREMENTS

#17 Plants and Grounds			
#18 Plumbing and related facilities			
#19 Utilities			
#20 Disposal of other waste			
#21 Equipment condition and cleaning, maintenance, and construction of non-food contact surfaces			
#22 Shellfish storage and handling			
#23 Heat shock			

#24 Supervision			
#25 Transportation (To include only the person shipping)			
#26 Labeling and Tagging			
#27 Shipping Documents and Records / Written Recall Procedures			
TOTAL NUMBER OF DISAGREEMENTS			

FIELD REQUIREMENT FOR THE SUCCESSFUL COMPLETION OF STANDARDIZATION

In order for the *Candidate* to successfully complete standardization he/she must meet the following field standardization criteria after five (5) evaluations:

- HACCP inspection form items 1 - 7.
Disagreements with the *standard cannot exceed an average of three (3)*.
- Sanitation inspection form items 8 - 16.
Disagreements with the *standard cannot exceed an average of three (3)*.
- Additional Model Ordinance inspection form items 17 - 27.
Disagreements with the *standard cannot exceed an average of four (4)*.

ATTACHMENT 3

INDIVIDUAL FIRM COMPARISON FORM

"Candidate vs Standard: Composite Performance Chart"

NUMBER OF DISAGREEMENTS

FIRM NAME	HACCP	SANITATION ITEMS	ADDITIONAL MO REQUIREMENTS
TOTAL			
*Average Score			
Acceptable Avg. Score	3	3	4
INSPECTIONAL EQUIPMENT	SATISFACTORY	NEEDS IMPROVEMENT	
COMMUNICATION	SATISFACTORY	NEEDS IMPROVEMENT	

*The *Candidate's* average composite score through five (5) formal standardization inspections meets (OR DOESN'T MEET) the acceptable average score required to achieve standardization.

STANDARDIZATION LOCATION:

DATE(S):

CANDIDATE:

STANDARD:

NSSP Standardized Shellfish Processing Plant Inspection Form

Agency Name:					Date:	
Type of Inspection	<input type="checkbox"/> Certification <input type="checkbox"/> Pre-operational <input type="checkbox"/> Routine <input type="checkbox"/> Follow-up <input type="checkbox"/> Standardization					
Dealer Name:					Certification Number:	
Dealer Address:						
Hazard Analysis Critical Control Point (HACCP)						
1. HACCP Plan Yes <input type="checkbox"/> No <input type="checkbox"/> Required for Certification						
2. Plan Elements	√/x NA	Code			√/x NA	Code
Identified and Adequate						
(a) Hazards		O	(e) Critical Control Points			K
(b) Records		O	(f) Monitoring			K
(c) Critical Limits		K	(g) Verification Procedures			O
(d) Name, Address, Signed and Dated		O	(h) Corrective Action if identified			K
3. HACCP Training Yes <input type="checkbox"/> No <input type="checkbox"/> Code O						
4. Plan Implementation	Corrective Actions recorded (K) Verification Procedures (K) (Signature) Monitoring Procedures (K) Records: Accurate/Maintained (K) Format (O) Initialed/Dated (O) Firm's Name on record (O)					
		√/x			Code	
(a) Receiving						
(b) Shellstock Storage						
(c) Processing						
(d) Shucked Meat Storage						
(e) Other Critical Limits						
5. Approved Source Control Failure						C
6. Time/Temperature Control Failure						C
7. Other Critical Control Failure						C

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Sanitation Items		Citation	√/x	Code
8.	Safety of water for processing and ice production	.02A		
9.	Condition and cleanliness of food contact surfaces	.02B		
10.	Prevention of cross-contamination	.02C		
11.	Maintenance of hand-washing, hand sanitizing, and toilet facilities	.02D		
12.	Protection from adulterants	.02E		
13.	Proper labeling, storage, and use of toxic compounds	.02F		
14.	Control of employees with adverse health conditions	.02G		
15.	Exclusion of pests	.02H		
16.	Sanitation Monitoring and Records			S(k/O)
Additional Model Ordinance Requirements		Citation	√/x	Code
17.	Plants and Grounds	.03A		
18.	Plumbing and related facilities	.03B		
19.	Utilities	.03C		
20.	Disposal of other waste	.03D		
21.	Equipment condition and cleaning, maintenance, and construction of non-food contact surfaces	.03E		
22.	Shellfish storage and handling	.03F		
23.	Heat shock	.03G		
24.	Supervision	.03H		
25.	Transportation (To include only the person shipping)	X.05		k
26.	Labeling and Tagging			S(K/O)
		X.05		
		.06 ,07		
27.	Shipping Documents and Records / Written Recall Procedures	X.08		K
		.03		
Dealer's Signature		Inspector's Signature		