

## Section IV. Guidance Documents

### Chapter III. Harvesting, Handling, Processing, and Distribution

#### .02 Shellfish Plant Inspection Standardization Procedures

##### 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	

**National Shellfish Sanitation Program (NSSP) Guide for the Control of Molluscan Shellfish:  
2011 Revision**

**ATTACHMENT II**

COMPOSITE PERFORMANCE REPORT

FIRM NAME:	Candidate(O)	Standard(X)	Disagreements
<b>#1 HACCP Plan</b>			
<b>#2 Plan Elements (a) Hazards</b>			
<b>#2 Plan Elements (b) Records</b>			
<b>#2 Plan Elements (c) Critical Limits</b>			
<b>#2 Plan Elements (d) Signed and Dated</b>			
<b>#2 Plan Elements (e) Critical Control Points</b>			
<b>#2 Plan Elements (f) Monitoring</b>			
<b>#2 Plan Elements (g) Verification Procedures</b>			
<b>#2 Plan Elements (h) Corrective Action if identified</b>			
<b>#3 HACCP Training</b>			
<b>#4 Plan Implementation (a) Receiving</b>			
<b>#4 Plan Implementation (b) Shellstock Storage</b>			
<b>#4 Plan Implementation (c) Processing</b>			
<b>#4 Plan Implementation (d) Shucked Meat Storage</b>			
<b>#4 Plan Implementation (e) Other Critical Limits</b>			
<b>#5 Approved Source Control Failure</b>			
<b>#6 Time/Temperature Control Failure</b>			
<b>#7 Other Critical Control Failure</b>			
<b>TOTAL NUMBER OF DISAGREEMENTS</b>			
<b>SANITATION ITEMS</b>			
<b>#8 Safety of water for processing and ice production</b>			
<b>#9 Condition and cleanliness of food contact surfaces</b>			
<b>#10 Prevention of cross-contamination</b>			
<b>#11 Maintenance of hand-washing, hand sanitizing, toilet facilities</b>			
<b>#12 Protection from adulterants</b>			
<b>#13 Proper labeling, storage, and use of toxic compounds</b>			
<b>#14 Control of employees with adverse health conditions</b>			
<b>#15 Exclusion of pests</b>			
<b>#16 Sanitation Monitoring and Records</b>			
<b>TOTAL NUMBER OF DISAGREEMENTS</b>			
<b>ADDITIONAL MODEL ORDINANCE REQUIREMENTS</b>			
<b>#17 Plants and Grounds</b>			
<b>#18 Plumbing and related facilities</b>			
<b>#19 Utilities</b>			
<b>#20 Disposal of other waste</b>			
<b>#21 Equipment condition and cleaning, maintenance, and construction of non-food contact surfaces</b>			
<b>#22 Shellfish storage and handling</b>			
<b>#23 Heat shock</b>			

**National Shellfish Sanitation Program (NSSP) Guide for the Control of Molluscan Shellfish:  
2011 Revision**

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

**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)*.

**National Shellfish Sanitation Program (NSSP) Guide for the Control of Molluscan Shellfish:  
2011 Revision**

**ATTACHMENT III**

**INDIVIDUAL FIRM COMPARISON FORM**

*"Candidate vs Standard: Composite Performance Chart"*

NUMBER OF DISAGREEMENTS

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

\*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:

**National Shellfish Sanitation Program (NSSP) Guide for the Control of Molluscan Shellfish:  
2011 Revision**

**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:							
<b>Hazard Analysis Critical Control Point (HACCP)</b>							
1. <b>HACCP Plan</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Required for Certification							
2. Plan Elements	√/x NA	<b>Code</b>				√/x NA	<b>Code</b>
<b>Identified and Adequate</b>							
(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. <b>Plan Implementation</b>		<b>Corrective Actions recorded (K)</b> <b>Verification Procedures (K) (Signature)</b> <b>Monitoring Procedures (K)</b> <b>Records: Accurate/Maintained (K) Format (O) Initialed/Dated (O)</b> <b>Firm's Name on record (O)</b>					
		√/x			<b>Code</b>		
(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

**National Shellfish Sanitation Program (NSSP) Guide for the Control of Molluscan Shellfish:  
2011 Revision**

<b>Sanitation Items</b>		<b>Citation</b>	$\sqrt{x}$	<b>Code</b>
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)
<b>Additional Model Ordinance Requirements</b>		<b>Citation</b>	$\sqrt{x}$	<b>Code</b>
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		
<b>Dealer's Signature</b>		<b>Inspector's Signature</b>		