

I. CALL TO ORDER

The meeting was called to order at 1:35 PM (EST) by Chairman Keith Skiles.

II. ROLL CALL

Ken Moore conducted roll call and determined a quorum was present to conduct business.

Board Members Present:

Keith Skiles
Ken Moore
Mike Hickey
Steve Fleetwood
Julie Henderson
Patti Fowler
Tommy Ward
Joe Jewell
Mike Voisin for Al Sunseri
Maryanne Guichard
Margaret Barrette
Bruce Flippens
Gary Wolf for Paul DiStefano
Spencer Garrett
Bill Kramer
Christopher Blankenship

Representing:

Chair
ISSC Executive Director
Region 1 Regulatory
Region 2 Industry
Region 3 Regulatory
Region 4 Regulatory
Region 4 Industry
Region 5 Regulatory
Region 5 Industry
Region 6 Regulatory
Region 6 Industry
Non-Producing State
FDA
NOAA
EPA
Patrol Advisor

Others Present:

Calvin Walker
Angela Ruple
Sandra Sharpe
Al Sunseri
Nancy Daniel
Heather Thomas

NOAA
NOAA
NOAA
Region 5 Industry
ISSC Executive Office
ISSC Executive Office

Board Members Absent:

William Eisele
Lori Howell
Cali Alexander
Larry Simms
Johnathan Gerhardt
Terri Gerhardt
David Fyfe
Greg Pallaske
Chris Nelson
Kirk Wiles

Conference Office Manager
Region 1 Industry / Task Force II Chair
Region 2 Regulatory
Region 3 Industry
Non-Producing State
Non-Producing State
Northwest Indian Fisheries Commission
Conference for Food Protection Representative
Task Force I Chair
Task Force III Chair

III. SHIPPING & RECEIVING COMMITTEE RECOMMENDATIONS

A. Definitions

Following a motion and a second, the Board adopted the Committee's recommendation that the following definitions will be added to the NSSP Guide for the Control of Molluscan Shellfish Model Ordinance effective immediately and a proposal will be submitted at the 2013 Biennial Meeting for adoption by the Conference.

1. **Adequate Icing** means that the amount and application of the ice is sufficient to ensure that immediate cooling begins and continues for all shellfish. If ice slurry is used and the shellfish are submerged the presence of ice in the slurry indicates adequate icing.
2. **Processing** means any activity associated with the handling, shucking, freezing, packing, labeling or storing of shellfish in preparation for distribution. This would include the activities of a shellstock shipper, shucker packer, repacker, reshipper, or depuration processor.
3. **Receipt of Shellfish** means the Critical Control Point where a shellfish dealer takes possession of shellfish at a location where it will be processed and/or will be shipped to another dealer or retail establishment. At this (location) point the dealer will monitor at receiving Critical Control Points to ensure compliance with Critical Limits. This is also the (location) point at which the dealer will monitor storage and shipping Critical Control Points.

B. Model Ordinance Chapter VIII. Control of Shellfish Harvesting @ .02 Shellstock Time to Temperature Controls A. (3)

Following a motion and a second, the Board adopted the following change as recommended by the Committee:

- (3) All other shellstock shall comply with the matrix below:

Action Level	Average Monthly Maximum Air Temperature	Maximum Hours from Exposure to Receipt at a Dealer's Facility Temperature Control
Level 1	<50°F (10°C)	36 hours
Level 2	50°F - 60 °F (10°C - 15 °C)	24 hours
Level 3	>60 °F - 80 °F (15 °C - 27 °C)	18 hours
Level 4	>80 °F (≥27 °C)	12 hours

The Board also adopted a motion that clarification of requirements in A. (3) will be further elaborated in the Guidance Document.

Ken Moore will assist Bill Dewey in writing a proposal for submission at the 2013 Biennial Meeting that addresses the two (2) hour requirement in the Model Ordinance.

Ken Moore will share Gary Wolf's draft HACCP plan with the Board.

C. Model Ordinance Chapter XIII. Shellstock Shipping .01 Critical Control Points B. (4)

Following a motion and a second, the Board adopted the following change as recommended by the Committee:

- (4) All other shellstock obtained from a licensed harvester shall be placed in a conveyance pre-chilled or a storage area maintained to 45°F (7.2°C) or less and cooled to an internal temperature of 50°F (10°C) prior to shipment ~~within ten (10) hours of receipt~~. [C]

D. Guidance Document Cooler Process Studies

Following a motion and a second the Board adopted the following Guidance Document.

Cooler Process Study Guidance

An alternative to monitoring product temperatures would be to properly design a cooling process study that demonstrates that cooling critical limits will be met. The cooling process study must evaluate cooling times under worst case conditions found in the facility.

Factors including ambient air temperatures, product temperatures at arrival, amount of product to be cooled, arrangement of product in the cooler, and opening of the cooler door must be considered in the study. In conducting the studies, confirmatory product temperatures should be taken at the area of the cooler that is likely to have the least cooling ability. For instance, product temperature should be taken in the middle of a pallet in the most difficult cooling portion of the cooler.

Once a study is completed, the study should detail requirements needed to achieve compliance with the critical limits. Requirements could include such items as cooler capacity or arrangement of product in the cooler. Once identified, the monitoring of the critical limits would include records to document that the requirements identified in the study to meet the critical limit are monitored. The written study remains with the HACCP records.

This guidance can be utilized as a guide by the Authority when a certified dealer chooses not to physically monitor the initial temperature storage Critical Control Point (CCP) for each incoming lot of shellstock. The dealer can demonstrate the ability of the cooler to achieve required internal shellstock temperatures through a study that demonstrates that their mechanical refrigeration unit is able to cool shellstock to 50°F for *V_p* or 55°F for *V_v* within the required maximum time frame and cool non-*Vibrio* shellstock to 50°F prior to shipment. This would enable the firm to monitor the ambient temperature of the refrigeration unit without requiring the firm to take the internal shellstock temperatures at the exact time of ten (10) hours (*V_p*) or six (6) hours (*V_v*) for each lot of shellfish on each day of the *V_v* or *V_p* Control Plan season or at time of shipment for A. (3) product. This guidance assumes that the refrigeration unit has a continuous temperature recording device (TRD) or the dealer manually monitors the cooler ambient temperature each day.

1. Determine the parameters of the cooler process study based on expected maximum load during implementation of a *V_v* or *V_p* Control Plan. This study can also be used to satisfy internal temperature requirements for shipping A. (3) shellstock.
2. Over three (3) days of refrigerated storage, starting with the first day of the *V_v* or *V_p* season, record the “internal” shellstock temperature at the time of loading into the cooler.

3. Record the days' maximum air and water temperature in the vicinity of the harvest area.
4. Record the internal shellstock temperatures after six (6) hours of refrigerated storage for V_V and at ten (10) hours of refrigerated storage for V_P and record the results. For A. (3) shellstock, internal temperature must be monitored to determine the length of time necessary to achieve an internal temperature of 50°F.
5. If the internal shellstock temperatures meet the Model Ordinance requirements for cooling, continue to only monitor the cooler ambient temperatures as outlined in the HACCP Plan.
6. When the air or water temperatures in the vicinity of the harvest area have increased by 10°F since the initial process study date repeat process study as described in No. 1 through No. 4 above.
7. If results meet the Model Ordinance requirements for cooling continue to only monitor the cooler ambient temperatures as outlined in the HACCP Plan.
8. When the air or water temperatures in the vicinity of the harvest area have increased by another 10°F since the initial process study date repeat process study as described in No.1 through No. 4 above.
9. If results meet the Model Ordinance requirements for cooling continue to only monitor the cooler ambient temperatures as outlined in the HACCP Plan.
10. If following the process studies the cooler has been shown to achieve the required internal shellstock temperature, including at least one 3-day period of maximum loading under elevated air and water temperatures, then the study is considered successful and the certified dealer needs only to continue to monitor the routine cooler ambient temps as per their HACCP Plan.

Note: Changes to maximum shellfish loading or cooler capacity or changes to cooler compressor would require the Process Studies to be repeated.

IV. OTHER BUSINESS

A. State *Vibrio* Control Plans

A motion was made directing the Executive Office to compile a listing of States that are required to have *Vibrio* Control Plans and the months the Plans are in effect and distribute to the Board. The motion was seconded and adopted by the Board.

B. Chapter VIII. Control of Shellfish Harvesting @.02 Shellstock Time to Temperature Controls Item E.

A motion was made to adopt the following change:

- E. The Authority shall ensure that harvesters document and provide trip records to the initial dealer demonstrating compliance with the time to temperature requirements or at which time the authority shall make other provisions.

The motion was withdrawn with an agreement by the Board that Ken Moore will add language to the Guidance Document to clarify this requirement. This language will be shared with Steve Fleetwood for concurrence.

C. 2013 Biennial Meeting

Ken Moore provided an update to the Board that he will be making site visits in Texas the second week of February. An update will be provided to the Board prior to the Board meeting in March.

V. ADJOURN

The meeting was adjourned at 2:40 PM (EST).

NOTE: All referenced documents had previously been furnished to Board members and are available from the ISSC Executive Office upon request.