

**MEMORANDUM**

**DATE:** March 15, 2001

**TO:** Division of Shellfish Sanitation Staff

**THROUGH:** Robert W. Hicks, Director  
Office of Water Programs

**FROM:** Robert E. Croonenberghs, Ph.D., Director  
Division of Shellfish Sanitation

**SUBJECT:** Administration - Policy - Prioritization of Work Effort

**Delete Working Memo #165 and #233**

The purpose of this working memo is to establish the priority that should be taken by the Field Directors regarding the work performed by the office. It should be used to indicate which project should be undertaken first, when, for example, two projects are supposed to be done and there is sufficient staff to do only one of the projects. These guidelines are meant as a mechanism to direct work efforts as they relate to accomplishing elements of the Division work plan and achieving performance evaluation criteria. One must keep in mind, that if a true emergency situation arises, then the emergency must be dealt with first. Such emergencies are expected to be relatively rare events.

Priority of selected work efforts

- Seawater sampling will receive top priority for any day's effort. If one crew member cannot make the run, the Field Director shall appoint another crew member. Only hazardous situations shall prevent the work.
- Shoreline survey is the second priority. A minimum of twenty-four hours of shoreline survey work shall be conducted by each Specialist each month. If less than twenty-four hours work is completed within a particular month, then the hours shall be made up within the next two months. Credit for prior time deficiencies can only be applied after the twenty-four hours for the current month are completed. If more than one shoreline survey is being conducted by an area office, then Specialists shall help with other surveys once their assigned survey is completed or contact the Survey Supervisor to start another survey.
- Plant, boat and truck inspections are third in priority. Monthly inspections and quarterly HAACP evaluations are the goal for all certified facilities, and a minimum of 95% of these facilities shall be inspected monthly. Shucker packers, shucked product repackers and crustacea processors are the most important, followed by shellstock shippers, and then boat and truck certifications.