

DATE: February 20, 2009

TO: Division of Shellfish Sanitation Staff

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

FROM: Julie Ray, Plant Program Manager
Division of Shellfish Sanitation

SUBJECT: Plants - Shellfish/Crustacea - Certification Periods and
Cancellation/Deactivation/Reactivation Form



DELETE - Working Memo #S-138

This working memo provides direction to the Division of Shellfish Sanitation and the Shellfish Specialists for plant certification cancellation, deactivation and reactivation. A single form is provided which a shellfish or crustacea dealer must use to formally indicate to DSS that operations have ended and can further indicate whether or not to leave the company name on the Virginia Certified Crabmeat Shippers List or the Interstate Certified Shellfish Shippers List, hereinafter called the "shippers list" unless specifically noted.

Cancellation:

When a plant has ended operations for the season, the shellfish specialist should try to persuade the operator to check the first block and sign the form to request cancellation and removal of the company name from the shippers list (either shellfish or crustacea). This serves two purposes: the sanitarian no longer has to make monthly inspections of the plant, and the shippers list is not cluttered with names of inoperative plants.

If such a temporarily decertified dealer, as above, wants to resume operations prior to the beginning of the next certification period (Nov. 1 until Oct. 31), shellfish specialists may only certify the plant until October 31 of that year. Certifications may only be issued for a maximum of 12 months.

Deactivation:

In some instances a dealer may have ended operations for the season, yet may want to keep the company name on the shippers list since product is still on the market (e.g., frozen, pasteurized, etc.). The specialist shall have the dealer check the second block and sign the attached form to indicate that he is ending operations, but wants to remain on the shippers list (i.e., deactivated). The specialist at the time of the deactivation request, if no other processing will occur during the deactivation, must conduct a thorough inspection alerting the dealer as to what items need correction before reactivation. If other processing will occur during the deactivation period, an inspection must be conducted during the deactivation period noting the items that must be completed before recertification for the next operation.

When a shellfish plant remains on the Interstate Certified Shellfish Shippers List it must comply with the Model Ordinance to remain certified. Inspections of certified shellfish dealers that are deactivated should be conducted at such frequency as is necessary to assure compliance with NSSP minimum requirements. When a plant is deactivated, DSS must periodically inspect the plant, providing documentation stating that the plant meets the minimum requirements for certification: hot and cold running water, electricity, shellstock coolers capable of maintaining 45° F or below, and the buildings being rodent and insect proof. Note during the inspection what is occurring at the plant e.g., soft shell

crab production, bait processing etc. The inside of the plant should be inspected, if possible. If access to the building is not possible, the specialist should make contact with the dealer and note on the inspection whether the dealer confirmed what operations are occurring at the plant and whether the plant has conducted any shellfish processing, storage etc. since deactivation.

Inspection frequencies when the plant is deactivated are according to the following types of certification: quarterly inspections for shucker packers and repackers, semiannual inspections for shellstock shippers and reshippers. A certified crab plant must be inspected quarterly. DSS should not deactivate a plant and then only visit the plant when the dealer requests reactivation.

Reactivation:

Should a deactivated dealer want to resume operations during the certification period, the dealer must contact DSS requesting an inspection of the plant. The specialist must inspect the plant to ensure that the plant is in substantial compliance with the Model Ordinance and ensure that the items noted during the deactivation inspection are corrected. The dealer must check the third block on a new form and sign it. In addition, the specialist shall sign the form, indicate the date of inspection, note whether or not the inspection was satisfactory, and include a copy of the inspection in the files.

PLANT CANCELLATION / DEACTIVATION / REACTIVATION FORM

PLANT NAME: _____ VA _____

ADDRESS: _____

CHECK APPROPRIATE BOX BELOW:

CANCELLATION:

I request that the name of the operation be removed from the shippers list during the current certification period and that the Certificate of Inspection be revoked through this certification period. The above referenced plant will cease operations until the plant is reinspected and reissued a current Certificate of Inspection. (The purpose of this temporary revocation of the Certificate of Inspection is to remove those names from the shippers list which do not operate or otherwise handle product during certain portions of the certification period).

DEACTIVATION:

I do hereby declare that the above designated business will not be operating for the period _____ until _____. I wish to remain certified but on an inactive status and on the shippers list through this period. If at any time during this period I wish to resume operations, I will notify the Division of Shellfish Sanitation so that a plant inspection can be performed prior to operating. All plant repairs indicated on the precertification list must be completed prior to recertification for the next season. Failure to comply with the above will result in revocation of the current Certificate of inspection.

REACTIVATION:

I wish to reactivate the plant.

Name (dealer): _____ Date: _____

Title: _____

Date of Inspection: _____ Satisfactory (Y/N): _____

Shellfish Specialist: _____