

SHELLFISH SANITATION OPERATING PROCEDURES (SSOP'S)

For

THE FOLLOWING ITEMS WILL BE CHECKED DAILY AND RECORDED ON THE SSOP AUDIT FORM.

A. Safety of Water for Processing and Ice Production.

Shellstock Washing.

1. Water from either an approved and tested potable water supply or a growing area in the approved classification shall be used to wash shellstock.

Plumbing and Related Facilities. All plumbing and plumbing fixtures are designed, installed, modified, repaired, and maintained to:

2. Prevent contamination of water supplies;
3. Prevent any cross-connection between the pressurized potable water supply and water from an unacceptable source
4. The dealer shall install and maintain in good working order devices to protect against backflow and back siphonage.

B. Condition, and Cleanliness, of Food Contact Surfaces.

Equipment and utensil construction for food contact surfaces.

All equipment and utensils, including approved plastic ware and finished product containers are:

1. Constructed in a manner and with materials that can be cleaned, and sanitized, maintained or replaced in a manner to prevent contamination of shellfish products;
2. Free from any exposed screws, bolts, or rivet heads on food contact surfaces;
3. Fabricated from food grade materials.

All joints on food contact surfaces:

4. Have smooth easily cleanable surfaces and
5. Are welded

All equipment used to handle ice is kept clean, sanitized and stored in a sanitary manner and meets construction requirements.

Shellstock washing storage tanks and related plumbing shall be fabricated from safe materials and tank construction shall be such that it:

6. Is easily accessible for cleaning and inspection;
7. Is self-draining; and
8. Meets the requirements for food contact surfaces

(2) Cleaning and sanitizing of food contact surfaces.

Food contact surfaces of equipment, utensils and containers are cleaned and sanitized to prevent contamination of shellfish and other food contact surfaces. The dealer:

9. Provides adequate cleaning supplies and equipment, including three compartment sinks, brushes, detergents, and sanitizers, hot water and pressure hoses shall be available within the plant as required.
10. Sanitize equipment and utensils prior to the start-up of each day's activities and following any interruption during which food contact surfaces may have been contaminated;
11. Wash and rinse equipment and utensils at the end of each day.
12. Shellfish bags are new and are stored in a manner to protect them from contamination.

If used, the finger cots or gloves shall be:

13. Made of impermeable materials except where the use of such material is inappropriate or incompatible with the work being done;
14. Cleaned more often, if necessary
15. Properly stored until used; and
16. Maintained in a clean, intact, and sanitary condition.
- 17.

C. Prevention of Cross Contamination.

(1) Protection of shellfish.

- A. Shellstock shall be stored in a manner to protect shellstock from contamination in dry storage and at points of transfer.
- B. Shucked shellfish shall be protected from contamination.

- C. Shellstock shall not be placed in containers with standing water for the purposes of washing shellstock or loosening sediment.
- D. Equipment and utensils shall be stored in a manner to prevent splash, dust, and contamination.

(2) Employee practices.

- E. The dealer shall require all employees to wash their hands thoroughly with soap and water and sanitize their hands in an adequate handwashing facility:
 - 1. Before starting work;
 - 2. After each absence from the work station;
 - 3. After each work interruption; and
 - 4. Any time when their hands may have become soiled or contaminated.
- F. In any area where shellfish are stored and in any area which is used for the cleaning or storage of utensils, the dealer shall not allow employees to:
 - 1. Store clothing or other personal belongings;
 - 2. Eat or drink;
 - 3. Spit; and
 - 4. Use tobacco in any form.

D. Maintenance of Hand Washing, Hand Sanitizing and Toilet Facilities.

1) Handwashing facilities with warm water at a minimum temperature of 110° F (43°C), dispensed from a hot and cold mixing or combination faucet, shall be provided.

- A. Handwashing facilities shall be provided which are:
 - 1. Convenient to work areas;
 - 2. Separate from the three compartment sinks used for cleaning equipment and utensils;
 - 3. Directly plumbed to an approved sewage disposal system, and
 - 4. Adequate in number and size for the number of employees, and located where supervisors can observe employee use;
- B. The dealer shall provide at each handwashing facility:
 - 1. Supply of hand cleansing soap or detergent;
 - 2. Conveniently located supply of single service towels in a suitable dispenser or a hand drying device that provides heated air;

3. Easily cleanable waste receptacle; and
4. Handwashing signs in a language understood by the employees;

2) Sewage and liquid disposable wastes shall be properly removed from the facility.

3) The dealer shall provide:

- A. Toilet room doors that are tight fitting, self closing, and do not open directly into a processing area.
- B. An adequate number of conveniently located, toilets.
- C. Each toilet facility with an adequate supply of toilet paper in a suitable holder.

E. Protection from Adulterants.

1) Shellfish shall be protected from contamination while being transferred from one point to another during handling and processing.

2) Any lighting fixtures, light bulbs, skylights, or other glass suspended over food or processing activities in areas where shellfish are exposed shall be of the safety type or protected to prevent food contamination in case of breakage.

3) Food contact surfaces shall be protected from contamination by adulterants by using cleaning compounds and sanitizing agents only in accordance with applicable federal and state laws and regulations.

4) Shellstock shall be packed in clean, new bags/containers

5) Protection of ice used in shellfish processing.

- A. Any ice which is not made on site in the shellfish processing facility shall be inspected upon receipt and rejected if the ice is not delivered in a way so as to be protected from contamination.
- B. Ice shall be stored in a safe and sanitary manner to prevent contamination of the ice.
- C. Any ice used in the processing, storage, or transport of shellstock or shucked shellfish shall come from a facility sanctioned by the Authority or the appropriate regulatory agency.

- 6) Adequate ventilation shall be provided to minimize condensation in areas where food is stored, processed or packed.
- 7) The dealer shall assure that any steam used in food processing or that comes in contact with food contact surfaces is free from any additives, or deleterious substances consistent with federal and state laws and regulations.

F. Proper Labeling, Storage and Use of Toxic Compounds.

(1) Storage of toxic compounds.

- A. The dealer shall assure that only toxic substances necessary for plant activities are present in the facility.
- B. Each of the following categories of toxic substances shall be stored separately:
 1. Insecticides and rodenticides;
 2. Detergents, sanitizers, and related cleaning agents; and
 3. Caustic acids, polishes, and other chemicals.
- C. The dealer shall not store toxic substances above shellfish or food contact surfaces.

(2) Use and labeling of toxic compounds.

- D. When pesticides are used, the dealer shall apply pesticides in accordance with applicable federal and state regulations to control insects and rodents in such a manner to prevent the contamination of any shellfish or packaging materials with residues.
- E. Cleaning compounds and sanitizing agents shall be labeled and used only in accordance with applicable federal and state laws and regulations.
- F. Toxic substances shall be labeled and used in accordance with the manufacturer's label directions.
- G. Provide a test kit or other device that accurately measures the parts per million concentration of the chemical sanitizing agent in use.

G. Control of Employees with Adverse Health Conditions.

- (1) **The dealer and the supervisor shall take all reasonable precautions to assure that** any employee with a disease in the communicable stage which might be transmissible through food shall be excluded from working in any capacity in which the employee may come in contact with the shellfish or with food contact

surfaces. The pathogens causing diseases which are transmissible from food workers through food are those determined by the US Centers for Disease Control and Prevention, in compliance with the Americans with Disabilities Act, and published in the *Federal Register* and include the following:

1. Norovirus
2. Hepatitis A virus,
3. *Shigella* spp.,
4. Enterohemorrhagic or Shiga Toxin-producing *Escherichia coli*, or
5. *Salmonella typhi*;

(2) All employees shall immediately report to the dealer and/or the supervisor information about their health and activities as they relate to diseases that are transmissible through food. All employees shall report the information in a manner that allows the dealer and/or supervisor to reduce the risk of shellfish-borne disease transmission, including providing necessary additional information, such as the date of onset of symptoms of an illness, or of a diagnosis without symptoms, or if the employee:

6. Has any of the following symptoms:
 1. Vomiting
 2. Diarrhea,
 3. Jaundice,
 4. Sore throat with fever, or
 5. A lesion containing pus such as a boil or infected wound that is open or draining on any part of the body, or
7. Has an illness diagnosed by a health practitioner due to:
 1. Norovirus
 2. Hepatitis A virus,
 3. *Shigella* spp.,
 4. Enterohemorrhagic or Shiga Toxin-producing *Escherichia coli*, or
 5. *Salmonella typhi*;
8. Has been exposed to, or is the suspected source of, a confirmed disease outbreak, because the employee consumed or prepared food implicated in the outbreak, or consumed food at an event prepared by a person who is infected or ill with:
 1. Norovirus within the past 24 hours of the last exposure;
 2. Enterohemorrhagic or Shiga toxin-producing *Escherichia coli* or *Shigella* spp. Within the past 3 days of the last exposure;
 3. *Salmonella typhi* within the past 14 days of the last exposure;
 4. Hepatitis A virus within the past 30 days of the last exposure; or
9. Has been exposed by attending or working in a setting where there is a confirmed disease outbreak, or living in the same household as, and has knowledge about, an individual that works or attends a setting where there

is a confirmed disease outbreak or living in the same household as, and has knowledge about, an individual diagnosed with an illness caused by:

1. Norovirus within the past 24 hours of the last exposure;
2. Enterohemorrhagic or Shiga toxin-producing *Escherichia coli*, or *Shigella* spp. Within the past 3 days of the last exposure;
3. *Salmonella typhi* within the past 14 days of the last exposure; or
4. Hepatitis A virus within the past 30 days of the last exposure.

(3) If an employee with an infected wound protects the lesion by keeping it covered with a proper bandage, a dry, durable, tight-fitting impermeable barrier, and a single-use glove for a hand lesion, the dealer and/or supervisor may allow the employee to work in the shellfish processing facility without additional restrictions.

(4) The dealer shall notify the State Shellfish Control Authority and Health Department when *notified* by an employee *of a diagnosis or exhibits symptoms of hepatitis*, and shall ensure that the employee is excluded from working in any capacity in which the employee may come in contact with the shellfish or with food contact surfaces or that may transmit the illness to other employees.

H. Exclusion of Pests.

The dealer shall operate his facility to assure that pests (rodents, insects, etc.) are excluded from the facility and processing activities. Animals shall not be allowed in those portions of the facilities where shellfish are stored, handled, processed, or packaged or food handling equipment, utensils, and packaging materials are cleaned or stored.

Company: _____

Signature _____

Date _____

STANDARD SANITATION OPERATING PROCEDURES (SSOP'S) MONTHLY CHECKLIST

A. Safety of Water for Processing and Ice Production.

1. Water Supply.

1. (a) potable water supply supplied in accordance with applicable federal, state and local regulations.
 2. (b) If the water supply is from a private source, the dealer shall make arrangements to have the water supply sampled by persons recognized by the Authority and tested at laboratories sanctioned or certified by the Authority:
 1. Prior to use of the water supply;
 2. Every six months while the water supply is in use; and
 3. After the water supply has been repaired and disinfected.
- 2. Ice Production.** Any ice used in the processing, storage, or transport of shellstock or shucked shellfish shall be made from a potable water supply in a commercial ice machine.

Company: _____

Signature _____

Date _____