

REGULATIONS & PERMITTING

SHELLFISH DEALER REQUIREMENTS

I AM A LICENSED HARVESTER IN VIRGINIA AND I WANT TO SELL SHELLFISH DIRECT - WHAT DO I NEED TO DO?

This factsheet covers the requirements for a Shellstock Shipper (SS) dealer certification. For more information on other certified shellfish dealer requirements, contact your local Division of Shellfish Safety (DSS) field office.

WHO CAN A LICENSED HARVESTER SELL TO?

Licensed shellfish harvesters must sell product to a certified shellfish dealer in Virginia. You are considered a certified shellfish dealer if you hold a Certificate of Inspection from the Virginia Department of Health, Division of Shellfish Safety (VDH, DSS). The types of certified dealers are listed below.

COMMON TYPES OF SHELLFISH DEALERS

| CODE | CERTIFICATION | WHAT YOU CAN DO WITH THIS CERTIFICATION |
|------|--------------------|--|
| SS | SHELLSTOCK SHIPPER | A person who grows, harvests, buys, or repacks and sells shellstock. They are not authorized to shuck shellfish nor to repack shucked shellfish. However, a SS may ship shucked shellfish. |
| RS | RESHIPPER | A person who purchases shucked shellfish or shellstock from other certified shippers and sells the product without repacking or relabeling to other certified shippers, wholesalers, or retailers. |
| RP | REPACKER | A person other than the original certified shucker-packer who repacks shucked shellfish into other containers. A repacker also may repack and ship shellstock. A repacker shall not shuck shellfish. |
| SP | SHUCKER-PACKER | A person who shucks and packs shellfish. A shucker-packer may act as a shellstock shipper or reshipper or may repack shellfish originating from other certified dealers. |

VDH DIVISION OF SHELLFISH SAFETY OFFICES

Accomac Field Office
757-787-5864

Kilmarnock Field Office
804-577-4007

Norfolk Field Office
757-683-8461

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REQUIREMENTS FOR A CERTIFIED SHELLFISH SHIPPER (SS)

Inspection authority is given to the Virginia Department of Health, Division of Shellfish Safety. Requirements are outlined in the **National Shellfish Sanitation Program Model Ordinance (NSSP MO)** and **12VAC5-150**. Certification requires 1) an onsite inspection, 2) a HACCP plan and trained employees, and 3) ongoing compliance. After initial inspection, and each year following, if compliance is maintained, the dealer will receive their Certificate of Inspection (COI) and be listed on the Interstate Certified Shellfish Shippers List (**ICSSL**). Harvesters may only sell shellfish to, and retail stores and restaurants may only receive shellfish from, sources listed on the ICSSL. Certifications must be renewed every year, by September 30.

1) Onsite Inspection

Dealers interested in becoming certified or re-certified must complete an **application** and submit it to the appropriate Field Office. Once received, you will be assigned a reserve certification number; however, this number does not constitute certification. Instead, it is provided so that you can have dealer tags created. During the initial onsite inspection of your physical plant location, the inspector will briefly outline the HACCP implementation and sanitation requirements. As the dealer, it is your responsibility to be knowledgeable of the requirements in the most recent version of the NSSP MO. The inspector will provide you with a list of deficiencies to be corrected before being issued a Certificate of Inspection (COI). Following issuance of the COI, the inspector will make unannounced visits to your facility to review records and sanitation compliance.

2) HACCP plan and trained employees

A HACCP plan is a written food safety system that identifies key points in the process where controls must be applied and monitored. A HACCP plan can prevent hazards, thus protecting the consumer from a foodborne illness. During your initial onsite inspection, and after any changes, your inspector will provide you with a written HACCP plan and associated record templates. There must be at least one person associated with the business who is trained in seafood HACCP. The extent of training depends on the level of compliance. A dealer certified as a Shellstock Shipper (SS) must complete at least the one-day HACCP course. This course is offered a couple times per year and is instructed by VDH DSS staff in collaboration with the **Marine Advisory Program at VIMS**.

All employees must be trained in proper food handling and personal hygiene practices as they pertain to their assigned job duties. Documentation of employee training must be kept. VDH DSS has created a two-page dealer training information sheet, available in both English and Spanish. This can be obtained upon request, but dealers are encouraged to pursue other training opportunities as needed.

3) Ongoing compliance

The NSSP MO requires the VDH DSS conduct at least semiannual inspections of Shellstock Shippers. The dealer's compliance with the MO is evaluated during each inspection. Findings are reported to the dealer in writing. Each inspection should show compliance with any deficiencies noted in the previous inspection. A Certificate of Inspection is only issued to dealers who demonstrate limited deficiencies as outline in Section II Chapter 1@.02B in the NSSP MO.

This fact sheet covers the training for shellfish dealers only. For harvester training, please read the Shellfish Harvester Requirements: VMRC Required Permits & Training and complete the online training through the VMRC website: <https://webapps.mrc.virginia.gov/public/training/register.php>