



Food Protection Program Policies, Procedures and Guidelines

Issue: Bay Scallop Harvesting and Processing Inspection Form

No: SF-02

Bay scallop meats are a food product and are therefore subject to the jurisdiction of the Food Protection Program (FPP).

The harvesting and processing of bay scallops present unique issues that are only partially addressed in regulation, 105 CMR 500.000; and specifically in the Supplemental Regulations for Fish and Fishery Products at 105 CMR 500.020 and 500.021. Unlike sea scallops, which are usually shucked prior to landing, bay scallops are required to be landed in the shell. The shucking of these scallops would normally be subject to the requirements of 105 CMR 500.000 and the National Shellfish Sanitation Program's Model Ordinance, however, a Division of Marine Fisheries (DMF) commercial shellfish permit with the proper endorsement, allows a commercial fisherman to shuck his/her own product as part of the harvesting process. Shucking, when carried-out in this manner only, is not subject to the requirements of 105 CMR 500.000.

The processing (i.e. shucking) of bay scallops may be conducted by persons other than a properly endorsed commercial fisherman. This policy has been issued to address the process by which a commercial fisherman may obtain a shucking endorsement and under what situations the shucking must be conducted by a properly permitted wholesale dealer.

General Requirements

1. All containers of bay scallop shellstock shall be properly labeled/tagged.
2. Bay scallop shellstock is subject to the requirements of 105 CMR500.021(B).
3. Bay scallop shellstock must be placed under refrigeration within 36 hours of landing.
4. The temperature of bay scallop meats must be 45° F or less within three hours of shucking.
5. A wholesale dealer receiving bay scallop meats shall ensure that the temperature of the meats can be lowered to 45°F or less within three hours.
6. A bay scallop harvester must sell his/her shellstock and/or meat to a wholesale dealer. Direct sale by a harvester/shucker to a retail food establishment or the ultimate consumer is prohibited.
7. Containers of shucked bay scallop meats shall be labeled with the following minimum information:
 - Harvester or wholesale dealer permit number
 - Shucked date

- Net weight
- If treated with a moisture preservative, proper ingredient labeling.
- 8. The FPP or the local board of health, utilizing a FPP approved inspection form, must approve all facilities in which scallop shucking is conducted.

Permit Requirements

1. All commercial fishermen harvesting bay scallops shall possess the proper permit(s) as required by the Division of Marine Fisheries.
2. A harvester seeking a shucking endorsement to his/her DMF commercial fisherman's permit may only process their own shellstock, in a facility owned by them, that meets the required minimum sanitary requirements and has been approved by the local board of health.
 - The harvester must sell the product to a wholesale dealer.
 - The harvester may employ immediate family members, who reside with the harvester, to shuck product.
 - The harvester may employ up to, but no more than, two non-family members to shuck product.
3. When bay scallops are shucked in a facility not owned or operated by the harvester, the facility must have a properly endorsed wholesale dealer permit.
4. Any person, who shucks bay scallops harvested by someone else, must do so in a facility with a properly endorsed wholesale dealer permit.

COMMERCIAL FISHERMAN BAY SCALLOP SHUCKING FACILITY INSPECTION FORM

City/Town: _____

Inspector: _____

1. Shucker Name and Facility Address:	2. Date Inspected: _____
	3. Telephone Number:

STATUS: S = Item is **satisfactory** at time of inspection V = Item is in **violation** at time of inspection N/A = Item is not applicable at the time of inspection

DEFICIENCIES: C = Critical = Immediate correction timeline NC = Non-Critical = ≤ 14 days correction timeline

STANDARD		S	V	N/A	TYPE OF DEFICIENCY	
PERSONNEL						
1.	Personnel with sores, infections, etc., are restricted from handling scallop products.				C	
2.	Employees thoroughly wash and sanitize hands as necessary.				NC	C
3.	Employees refrain from eating, drinking, and smoking and practice good food handling techniques in scallop processing areas.				NC	
GROUNDS						
4.	Adequate drainage to avoid contamination of facilities and products.				NC	C
5.	Waste treatment and disposal systems do not constitute a source of contamination.				NC	C
FACILITY CONSTRUCTION AND DESIGN						
6.	Facility is of suitable size, construction, and design to facilitate sanitary operations for scallop manufacturing.				NC	

STANDARD		S	V	N/A	TYPE OF DEFICIENCY	
7.	Scallop processing areas are effectively separated from other operations that may cause contamination of scallops by means of location, time, partition, airflow, enclosed systems or other effective means.				NC	
8.	Floors, walls and ceilings are constructed of easily cleanable, impervious materials and are kept clean and in good repair.				NC	
9.	Scallop and scallop contact surfaces are protected from contamination from drip or condensate (condensation) from fixtures, ducts, pipes, etc.				NC	C
10.	The interior lighting is sufficient to allow adequate inspection and cleaning of premises.				NC	
11.	Scallop products and processing areas are protected against contamination from breakage of light bulbs and other glass fixtures.				NC	C
12.	Air quality and ventilation are adequate to prevent contamination by dust, and/or other airborne substances.				NC	
13.	Open windows are screened and loading dock doors are kept closed when not in use.				NC	
SANITARY OPERATIONS						
14.	The facility is maintained in good physical repair.				NC	
15.	The cleaning of facilities and equipment is conducted in such a manner as to avoid contamination of scallop products.				NC	C
16.	Cleaning compounds and hazardous materials are kept in their original containers, stored separate from raw materials and used in a safe, effective manner.				NC	C
17.	All areas of the plant are maintained free of insects, rodents, and other pests.				NC	C
18.	Insecticides and rodenticides are used and stored so as to prevent contamination of scallop items.				C	
19.	All utensils and equipment are cleaned and sanitized at intervals that are frequent enough to avoid contamination of scallop products.				C	
SANITARY FACILITIES AND CONTROLS						
20.	Water supply is from an approved source <ul style="list-style-type: none"> ▪ Public Water Supply <input type="checkbox"/> ▪ Private Well <input type="checkbox"/> 				C	
21.	Water supply is sufficient for the operations intended.				NC	C
22.	Water temperature and pressure are maintained at suitable levels for intended uses.				NC	C

STANDARD		S	V	N/A	TYPE OF DEFICIENCY	
23.	Plumbing is adequately sized, designed, installed, and maintained in a manner to prevent contamination.				NC	C
24.	There is adequate floor drainage in all areas where floors are subject to flooding-type cleaning or where normal operations release or discharge water or other liquid waste on the floor.				NC	C
25.	There is adequate back-flow prevention.				NC	C
26.	There are no illegal cross-connections.				C	
27.	Sewage disposal system is adequate.				C	
28.	Toilets and dressing rooms are maintained in good physical repair, properly equipped and properly ventilated.				NC	C
29.	Adequate and properly supplied hand washing and/or sanitizing facilities are provided within the production area.				NC	C
30.	All refuse is properly stored and protected from insects, rodents, and other pests and disposed of in an appropriate manner.				NC	
EQUIPMENT AND UTENSILS						
31.	All utensils, scallop storage containers, and equipment are constructed of smooth, easily cleanable materials and suitable for their intended uses.				NC	
32.	Equipment is installed and maintained so as to facilitate the cleaning of equipment and adjacent areas.				NC	
33.	Scallop-contact surfaces are impervious and corrosion-resistant where in contact with scallop meats.				NC	
PROCESS AND CONTROLS						
34.	Ice is manufactured from potable water or purchased from an approved source.				C	
35.	Ice is stored and handled in a sanitary manner.				NC	C
36.	Scallop processing is conducted in a manner to prevent contamination and harmful microbiological growth.				NC	C
37.	Packaging processes and materials are adequate to prevent contamination.				NC	
38.	Weighing and measuring practices are adequate to insure the declared quantity of contents.				NC	
SHELLFISH OPERATIONS						
39.	All products are from an approved source.				C	

STANDARD		S	V	N/A	TYPE OF DEFICIENCY	
40.	Shucker has proper transaction records for all shellfish sales.				NC	C
41.	All transaction records are maintained for a minimum of 90 days				NC	C
42.	Scallop product treated with moisture preservative is properly labeled.				NC	C
43.	Three-bay sink is located convenient to the processing area.				NC	C
TEMPERATURE CONTROL						
44.	Storage and transportation of finished scallop products are under conditions that will protect scallops against physical, chemical, and microbial contamination.				NC	C
PERMIT						
45.	Fisherman is currently licensed by the Division of Marine Fisheries to shuck bay scallops.				NC	
APPROVAL						
46.	Facility is APPROVED for bay scallop shucking:	YES ____ NO ____				

The above inspection report is a true and accurate assessment of the applicant's facility based upon an on-site inspection conducted by:

Inspector's Signature

Date

