

# HACCP PROGRAM

## **PENAEID SHRIMP: Dockside Operations** *(For illustrative purposes)*

**prepared by**

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### **Flow Diagram**

This HACCP model contains a typical flow diagram of a primary dockside shrimp packing operation that processes, both, fresh and frozen products.

### **Hazard Analysis Worksheets**

These worksheets analyze the potential food safety hazards that could be related to the processed product and identifies where in the process they may occur and where they could be most effectively prevented, eliminated or reduced to acceptable levels. This form was developed by the Seafood HACCP Alliance and is recommended to be used in the determination of the product's critical control points.

### **HACCP Plan Form**

This form was developed to guide processors in writing and developing the HACCP program. The form defines the critical control points found during the hazard analysis, specifies the hazards, defines the critical limits, and explains monitoring for the critical limit. The form goes on to explain the predetermined corrective action, the records to be kept and the verification procedures to assure the hazards are prevented, eliminated or reduced to safe levels.

### **Sanitation Standard Operating Procedures (SSOP)**

This chapter contain an example of a SSOP covering the 8 key sanitation areas required by the FDA's HACCP regulation.

### **SSOP Records**

The long version, breaks the processing plant into areas and activities depending on the frequency of the activity.

### **SSOP Records (Alternative)**

An alternative approach or short version, condenses the record keeping requirements to one page per week.

### **Training**

Model forms to document training of employees as well as fishing vessels. These forms are not a mandatory requirement but they are recommended as a good manufacturing practice.

## INTRODUCTION

As of December 18, 1997 all Florida seafood processing firms must operate with a hazard analysis and critical control point (HACCP) program as mandated by the U.S. Food and Drug Administration and adopted by the FL Dept. of Agriculture and Consumer Services. Firms unloading, grading, packing and/or holding shrimp, typical “shrimp packing houses” are considered seafood processing firms. This mandate requires:

- ◆ All firms shall conduct or have conducted for it a **Hazard Analysis** (21 CFR 123.6 part a) to determine any significant food safety hazard that are “reasonably likely to occur”
- ◆ All processors shall have and implement a written **HACCP plan** whenever a hazard analysis reveals one or more food safety hazards that are likely to occur (21 CFR 123.6 part b)
- ◆ All firms should have and implemented a written sanitation standard operating procedures (SSOP) or similar document (21 CFR 123.11 part a).
- ◆ All firms shall monitor the conditions and practices during processing with sufficient frequency to ensure that a minimum conformance with those conditions and practices specified in 21 CFR Part 110 (21 CFR 123.11 part b), which are:
  1. Safety of the water
  2. Condition and cleanliness of food contact surfaces
  3. Prevention of cross-contamination
  4. Maintenance of hand-washing, hand-sanitizing and toilet facilities
  5. Protection of food and packaging materials from contamination
  6. Proper labeling, storage and use of toxic compounds
  7. Control of employees health conditions that could result in a microbial contamination of food, food packaging materials and food contact surfaces
  8. Exclusion of pests from food plant
- ◆ All firms shall maintain sanitation control records that, at a minimum, document the monitoring and corrections described by previous listing and must comply with all record requirements by the HACCP regulations (21 CFR 123.6 part c)

In an effort to help the Florida shrimp packing houses, we have put together a HACCP model and model SSOP record to meet the above requirements. This example is for illustrative purposes. Firms must customize this model to suite their particular operation. **HACCP plans are product and plant specific.**

# FLOW DIAGRAM

Firm Name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Product(s): Raw Fresh/Frozen Penaeid Shrimp

RECEIVING

Harvest (GVP)

Unloading vessel (CCP)

Weigh option

PROCESSING

De-Icing / Wash

Weigh option

Culling

Optional heading

Grading

Weigh / Pack / Label (CCP)

STORAGE

Refrigerated  
Storage

Frozen  
Storage

SHIPPING

Transport

Transport

GVP = Good Vessel Practice

CCP = Critical Control Point

Firm Name: \_\_\_\_\_

Product description: Raw Fresh/Frozen Penaeid Shrimp

Firm address: \_\_\_\_\_  
 \_\_\_\_\_

Method of storage and distribution: \_\_\_\_\_

Signature: \_\_\_\_\_

Intended use and consumer: Product must be fully cooked before consumption

Date: \_\_\_\_\_

*Example: For Illustrative Purposes*  
**Hazard Analysis Worksheet**

(1) Processing Step	(2) Potential Hazard Introduced or Controlled	(3) Is the Potential Hazard Significant (Reasonably likely to occur- Yes/No)	(4) Justification for Inclusion or Exclusion as a Significant Hazard (Consider the likelihood that the hazard would or would not be introduced, or intensified, or a hazard from previous step can be controlled)	(5) Preventive Measure(s) of the Significant Hazards from Column 3 (Existing plus additional, if needed)	(6) Critical Control Point (Yes/No)
RECEIVING Unloading	Biological -Bacterial Pathogens	Yes	Potential pathogenic bacteria can be associated with raw shrimp ( <i>Listeria monocytogenes, Vibrio spp.</i> )	Product to be cooked before consumption	No
	Chemical - Sulfiting agents	Yes	Sulfiting agents are known to cause allergic type reaction	Accurate label declaration on treated product	Yes
	Physical - None identified	No			
PROCESSING - De-Icing and Wash	Biological - Bacterial Pathogen growth	Yes	Possible thermal abuse could result in pathogen growth	Product to be cooked before consumption	No
	Chemical - Cleaning Residues	No	Established SSOP**		
	Physical - None Identified				

*Example: For Illustrative Purposes*  
Hazard Analysis Worksheet

PROCESSING - Weigh / Pack / Label	Biological - Bacterial pathogen growth	Yes	Possible thermal abuse could result in pathogen growth	Product to be cooked before consumption	No
	Chemical - Sulfiting agents	Yes	Sulfiting agents are known to cause Allergic type reaction	Proper label declaration on treated product	Yes
	Physical - None	No			
STORAGE - Refrigeration*	Biological - Bacterial Pathogen growth	Yes	Possible thermal abuse that could result in elevated numbers of pathogens	Product to be cooked before consumption	No
	Chemical - None	No			
	Physical - None	No			
STORAGE - Freezing*	Biological - Bacterial Pathogen growth	No	Unlikely do to low temperatures and SSOP		
	Chemical - None	No			
	Physical - None	No			
SHIPPING - Truck / Airline	Biological - Growth of Bacterial Pathogens	Yes	Possible thermal abuse that could result in elevated numbers of pathogens	Product to be cooked before consumption	No
	Chemical - None	No			
	Physical - None	No			

\* CP.- Control Point not required for formal HACCP record, but will be monitored and recorded in accordance with the firm's SSOP.

\*\*SSOP.- Sanitation Standard Operating Procedures (See SSOP Records).

**Firm Name:** \_\_\_\_\_

**Product description:** Raw Fresh/Frozen Penaeid Shrimp

**Firm address:** \_\_\_\_\_

**Method of storage and distribution:** \_\_\_\_\_

**Intended use and consumer:** Product must be fully cooked before consumption.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<i>Example: For Illustrative Purposes Only - HACCP Plan Form</i>									
(1) Critical Control Point (CCP)	(2) Hazard	(3) Critical Limits of the Preventive Measures	(4) (5) (6) (7) Monitoring				(8) Corrective Action	(9) Records	(10) Verification
			What	How	Frequency	Who			
RECEIVING	Sulfiting agents	Presence of sulfite residual on shrimp edible portion	Presence of sulfiting agent	Sulfite test kit for shrimp during unloading (3 grabs during unloading)	Every shipment from un-approved vessels and from Suspect approved vessels	Receiving supervisor	Identify sulfited shrimp	Receiving records	Pre-season qualification list  Daily record review
PROCESSING Weigh / Pack / Label	Sulfiting agents	Presence of proper label declaration on treated product	Package units	Label declaration	Every shipment	Dock Master	Properly identify and label declaration for all sulfited product	Shipping log	Review of label declaration before each new order of boxes  Annual sulfite analysis of non treated product

Sulfite Test Kit.-  
Approved vessel.-  
Unapproved vessel.-

color drop test kit  
shrimp harvest vessel with letter declaring sulfite use or non-use  
shrimp harvest vessel with no letter of declaration

Suspect approved.- previous declared non-use, but product suspect do to change in season, species, size, harvest area, fishing time and/or sensory judgments.

# SANITATION SSOP

## Standard Sanitary Operating Procedures

This program outlines the standard sanitary operating procedures (SOP) in accordance with FDAs proposed HACCP regulation. The SOP includes daily, monthly and annual procedures, plus Corrective Actions Records (CAR).

(key: cont = continuous monitoring and per = periodic monitoring).

### General Plant Design

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#### Daily Activities.

- (cont) Plant will not be subject to flooding during normal tide changes.
- (cont) Processing and sanitation water will be obtained from a safe and sanitary source (Record No. \_\_\_\_\_).
- (cont) There will be no cross-connection between potable water supply and waste water.
- (cont) Adequate sewage system will be maintained.
- (cont) No pets should be allowed in any area of the food processing plant.
- (cont) All equipment and food contact surfaces are designed and constructed of non-toxic, impervious materials capable of withstanding the environment for its intended use, cleaning and sanitizing agents, and is easy to clean.
- (cont) All surfaces are made of impervious materials, ease to clean and sanitize and free of cracks.
- (cont) Floors should be designed and constructed with adequate drainage.
- (cont) Equipment, containers, facilities and utensils in good repair.
- (cont) Chemicals used in cleaning and sanitizing are properly labeled and stored in area separated from food handling.
- (cont) Screening and screen door intact and excluding pests.
- (cont) Product traffic or flow control to prevent cross-contamination of edible products by inedible by-products (i.e. viscera).
- (cont) Lighting adequate and of safe type for use in processing area.
- (cont) No accumulation of condensate in processing or storage areas.
- (cont) Ice produced and stored in a sanitary manner with no floor contact by direct exposure, or foot and utensils (i.e. shovels left on floor).
- (cont) All waste products disposed routinely and in a proper manner.
- (per) Walls, ceilings and exposed pipes and free of peeling paint or debris.
- (per) All waste should be removed promptly and in a sanitary manner from the plant.
- (per) Restroom should be kept clean and in good repair.
- (per) All toxic materials must be held, used and stored in a manner that protects against contamination of food product

## General Plant Design (cont)

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### Weekly Activities.

- (per) Insects and rodents should be kept excluded and controlled.
- (per) All storage facilities, including supplies, employee storage, chemicals, etc., should be maintained clean and free from rodent and insects.

## Personnel

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### Daily Activities.

- (cont) No worker with any illness, open or infected wound will be allowed to come in contact with product that may result in a contaminated product.
- (cont) No worker will be allowed into the processing area without any previous company training in sanitation and food handling practices and the SSOP HACCP program (Record No. \_\_\_\_\_).
- (cont) No personnel will be allowed inside the processing area without hair covering.
- (cont) Personnel observing proper hand washing procedures and remove all jewelry while working in the processing area.
- (cont) No eating, smoking or chewing tobacco in the processing areas.
- (per) Personnel clothing and work apparel clean.
- (per) Bathrooms clean and sanitized, plus equipped with adequate type and amount of hand cleaners and sanitizers.

## Operations - Receiving

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### Daily Activities.

- (cont) Control personnel and equipment (carts, pallets, shovels, etc.) traffic to avoid transporting mud, and possible contaminants to processing and storage areas.
- (cont) All boxes and other containers used to transport fish do not accumulate in the processing area.
- (cont) Ice on in-coming product is not allowed in the processing area and is replaced by clean ice from the processing area.
- (cont) Fishermen and handlers of the harvest can not enter the processing area with harvest clothing, boots or gear.
- (per) Dry clean area, wash and sanitize [cleaner and sanitizer: \_\_\_\_\_ ]
- (per) Reusable containers are color coded and cleaned and sanitized between uses.
- (per) Clean all equipment used during unloading and receiving product.

### Weekly Activities.

- (per) Inspect area surrounding receiving dock to remove debris, waste and grass, weeds and other items that may attract pest.
- (per) Inspect areas for presence of any insects and rodents and take measures to prevent occurrence. (i.e., spraying, application of proper insecticides, possible use of traps, etc.)

## Operations - Processing (storage - refrigeration / freezer)

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### Daily Activities

- (cont) Refrigerated and/or frozen products will be stored in containers placed on pallets to avoid contact with the floor.
- (cont) Control personnel and product traffic in refrigeration/freezer room.
- (cont) Maintain proper product segregation and inventory rotation.
- (per) Control Point (1) refrigerated storage will be below 40° F (4° C) as monitored by continuous time temperature recorder. Recorder is checked three times daily.
- (per) Control point (2) frozen storage will be held at 0° F (-18° C) as monitored by continuous time temperature recorder. Recorder is checked twice (AM and PM) daily.
- (per) Refrigerated/frozen storage area will be maintained in clean, non-cluttered manner.
- (per) The refrigerated / frozen storage will be adequately drained, free of standing water, and have drain cleaned of any melting ice.
- (per) Dry clean area and remove debris.

### Weekly Activities.

- (per) Clean all refrigerator's floors and walls with a general purpose cleaner followed by a rinse and sanitation [cleaner and sanitizer:\_\_\_\_\_].
- (per) Inspect condition of all surfaces (walls, floor and ceiling).

### Monthly Activities.

- (per) Clean drip pan from refrigeration unit with sanitizer [sanitizer:\_\_\_\_\_].

### Annual Activities.

- (per) Clean refrigeration coils in freezer and refrigerator units with a brush using a general purpose cleaner. Sanitize with non-corrosive agent.[sanitizer:\_\_\_\_\_].

## Operations - Processing (overall)

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### Daily Activities.

- (cont) Monitor personnel hygiene (see personnel).
- (cont) Control personnel, equipment and utensil traffic to reduce cross-contamination.
- (per) Conduct pre-operation check before each days processing activity.
- (per) Dry clean, rinse, wash and sanitize all equipment, utensils and surface (tables, cutting boards, floors, etc..) in the processing areas at the beginning and end of the work day [cleaner and sanitizer:\_\_\_\_\_].

### Weekly Activity.

- (per) Dry clean exhaust fan and similar blowers or air conditioning units.

## Processing - Weigh/Pack/Label

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### Daily Activity.

- (per) Conduct pre-operational check of work area, equipment, facilities and personnel (see general plant design and operation).
- (per) Maintain clean, dry, orderly storage of packaging materials free from pest and contamination.

## Operations - Ice Room

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As needed.\*

Remove residual ice, clean with general purpose cleaner [cleaner: \_\_\_\_\_], hand scrub and sanitize [sanitizer:\_\_\_\_\_].

Shovels to be used for ice should remain in ice cooler at all time. Avoid direct contact with the floor.

(\* ) As often as necessary to prevent any contamination or bacterial transfer.

## Shipping -

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### Daily Activity.

- (per) Dry clean area.
- (per) Clean [cleaner:\_\_\_\_\_] and sanitize area and utensils.
- (per) Examine condition and cleanliness of trucks used to transport products.
- (per) Provide proper instructions to transport of products by required temperature and time. Utilize time-temperature indicators when necessary.

### Monthly Activity.

- (per) Inspect and clean areas surrounding shipping area for waste, grass, weeds or any other items that could attract pest.
- (per) Inspect areas for presence of any insects and rodents and take measures to prevent occurrence. (i.e., spraying, application of proper insecticides, possible use of traps, etc.)

Dry clean = physically remove debris without the use of water.

## SANITATION RECORDS

### HACCP INSPECTION PROGRAM

Records will be kept by the appointed assisted person\* marking the appropriate time log to indicate that this person supervised or performed the listed actions. **Positive records will be indicated by the time it was performed (daily, weekly or annually). If any activity other than the one indicated was performed, a Corrective Action Record (CAR) form will be attached.**

#### Daily Sanitation Record

PLANT MANAGER - General plant design

"Periodic Items"(D=Daily Time; W=Weekly Time & Day)	Time & CAR
- Conduct Pre-operation review for general plant condition and sanitation, including workers.	D*=
- Clean and sanitize area and surfaces that contact product; tables, drains, floor, walls, utensils and equipment; at least once daily and/or before each break and at the end of operations.	D= D=
- Clean and sanitize the cooler / refrigeration storage. Daily for dry clean and weekly for full cleaning and sanitation.	D= W=
- Clean and sanitize washroom areas and facilities.	D=
- Inspect and clean as necessary all waste disposal areas and completely clean and wash waste containers.	D= W=
- Inspect plant premises for clutter and general filth that may attract pests; clean and remove excess weeds, vegetation, waste, etc.	W=
- Inspect all areas for presence of insects and/or rodents and continue rodent control program.	W=
- Inspect lighting and ventilation for proper operation or possible product contamination.	W=
- Inspect all chemical storage for segregation from processing area and possible leakage or spills.	D=
- OTHER:	

\* The listed time marks beginning for "continuous" records.

Sanitation Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

HACCP Record Manager: \_\_\_\_\_

Date: \_\_\_\_\_

## Daily Sanitation Record PLANT MANAGER

**Continuous Items (From pre-operation review through end of work day)**

**CAR**

- General housekeeping to avoid clutter that hampers plant operations and sanitation.	
- Plant layout and general condition helps prevent product contamination and assures sanitation.	
- No condensation on pipes, ceilings or other surfaces that could result in product contamination.	
- Equipment, facilities and processing utensils to be in good operating condition and able to be sanitized.	
- All wet and dry waste materials segregated and removed from the plant into proper disposal.	
- Brushes, trash cans and clothes used to clean and sanitize are color coded to distinguish.	
- Clean and sanitize all utensils after each use during the workday; gloves, aprons, etc.	
- All product containers stored in clean, dry area free of personnel and product traffic, and protected from pests.	
- All chemicals for equipment use, pest management, cleaning and sanitizing must be stored segregated and separate from the processing area.	
- Convenient hand washing facilities, clean and properly equipped.	
- Water supply approved (Attach record source)	
- Ice supply clean and protected from contaminants due to floor traffic or equipment contact.	
- No worker with an illness, or an open or infected wound will be allowed to come in contact with product or plant operations.	
- No worker will be allowed into the processing area without previous training for food handling and sanitation.	
- No personnel will be allowed in the processing area without clean garments and hair covering.	
- Control all personnel traffic. Only authorized personnel in processing plant operation area.	

Sanitation Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

HACCP Record Manager: \_\_\_\_\_

Date: \_\_\_\_\_

**Daily Sanitation Record**  
**PROCESSING SUPERVISOR**

"Periodic Items" (D=Daily Time; W=Weekly Time & Day)

Time & CAR

- Clean and sanitize working area and surfaces that contact product; tables, drains, floor, walls, utensils and equipment; At least once daily and/or before each break and at the end of operations.	D*= D=
- Clean and sanitize packing supplies room. Dry clean daily and clean and sanitize weekly.	D= W=
- Inspect packing supplies room for presence of insect and/or rodent and implement rodent control program.	W=
- Clean and sanitize all utensils used during the workday; knives, gloves, aprons, etc.	D=
- <b>CP1</b> Storage temperatures checked on continuous recorder three times per day	D1= D2= D3=
- <b>CP2</b> Storage temperatures checked on continuous recorder two times per day	D1= D2=
- Shipping Instructions provided to shippers/trucks. Time-Temperature indicators recorded when placed per shipments.	D =

\* Listed time marks beginning for "continuous" records.

Area Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

HACCP Record Manager: \_\_\_\_\_

Date: \_\_\_\_\_

## ALTERNATIVE SANITATION SSOP

Assuming the processing firm and individuals are properly trained and experienced, a reduced version of Sanitation Standard Operating Procedures (SOP) can be used. This reduced or weekly sanitation SOP should be supported by a narrative to explain the specific concerns and procedures for each listed item (1.0 through 21.0). The narrative allows detail and features for individual operations.

This alternative version reduces the amount of paperwork but provides for continuous monitoring and record keeping. Depending on the size of the firm, the sheet could represent the entire operation or individual sheets could be maintained by various managers or station heads in the various stages or locations about the operation. The accompanying sanitation SOP could reflect a single operation or multi-station operations.

### Check Sheet Procedures

Daily records for items 1.0 through 21.0 would be completed using a “☑” or “X” response. Marking with a “☑” indicates compliance. Marking with an "X" indicates a problem.

Any problem is dated and reported on the reverse side with accompanying corrective action. Additional sheets can be attached to expand the list of reported problems. Workers should be encouraged to list all problems. This will reflect a conscientious and responsible effort.

It is recommended to complete the daily checks at the beginning of any operation (Pre-Opt) and after breaks or changing product type, flow or work schedules. **Note:** An initial "☑" mark can very easily be changed to an "X" when a problem occurs or is discovered after the Pre-Opt or previous check.

The temperature and time checks should be completed daily to accompany continuous temperature recording equipment.

All weekly form should identify the firm, process location and dates. All forms should be reviewed and signed weekly.

# SANITATION SOP CHECK

**PreOp**

SANITATION CHECKS	Date						
Time							
1.0 Work area in good order and not cluttered. Work surfaces and areas clean and properly sanitized.							
2.0 Equipment, facilities and utensils in good operating condition.							
3.0 Work surfaces clean and sanitized between use.							
4.0 Food containers, packaging and dry storage area cleaned and sanitized with good housekeeping.							
5.0 All food ingredients and supplies properly labeled and stored.							
6.0 Separate brushes, wiping clothes and containers used for cleaning and sanitizing in the work area. Restrict use of wiping clothes							
7.0 Utensils cleaned and sanitized after each operation and each work day. Properly stored and protected.							
8.0 Water and ice supply approved potable and protected.							
9.0 Coolers and freezers clean and not cluttered with all product stored properly.							
10.0 Dry and wet waste materials properly removed from the processing area to disposal.							
11.0 Disposal area properly maintained to avoid odor and pest problems.							
12.0 No evidence of insect, pest or rodent infestation. All bait stations current.							
13.0 Grounds free of improperly stored equipment, litter, refuse and uncut grass and weeds to avoid pest problems.							
14.0 Thermometers and scales calibrated, cleaned and sanitized.							
15.0 All food transport equipment cleaned and sanitized (Trucks, forklifts, hand trucks, dollies and push carts).							
16.0 All chemicals properly stored and labeled separate from food products and ingredients.							
17.0 All shrimp crates are washed and lined.							
PERSONNEL CHECKS	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
18.0 No person with illness, open or infected wounds allowed in contact with foods or food operations.							
19.0 Persons with clean uniform and hair covers.							
20.0 Only authorized persons in the food processing area.							
21.0 Hand wash facilities properly supplied and used.							
22.0 All food handling personnel are trained in food safety & sanitation.							
COOLER TEMPERATURE CHECKS	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Ice Bins/Cooler Unit. Best Temperature 25° - 32° Time / Temp.							

Completed by \_\_\_\_\_

Verified by \_\_\_\_\_ Date \_\_\_\_\_

# DISCREPANCY REPORT

Firm: \_\_\_\_\_

Station Head: \_\_\_\_\_

Date: \_\_\_\_\_

**Problem or Discrepancy**

**Solution or Corrective Actions**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Review & Remarks: \_\_\_\_\_

Reviewers Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **TRAINING PROGRAM**

**HACCP Coordinator** - At least one assigned employee will have attended a recognized HACCP training program and will hence serve as the plant coordinator for implementation and maintenance of the plant HACCP program and records.

**Plant Employees** - The HACCP Coordinator will provide initial HACCP orientation for all new plant employees (form A) and supplemental in-plant training per individuals or entire plant staff as needed. Likewise, an annual HACCP audit per plant activity will include a special joint training update and review for all plant employees and management. All events will be recorded.

**GVP - Ship Vessel** - The HACCP coordinator will orient all vessel captains to the HACCP expectations for the current program (form B). To be known as Good Vessel Practices (GVP's)

**FORM A**

**NEW EMPLOYEE SANITATION TRAINING**

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1. No food, beverage or tobacco is permitted anywhere in the facility except in designated break areas.
2. Eating is only permitted in the break area.
3. Employees should notify the HACCP Coordinator when they leave their work stations.
4. Hands must be washed before returning to work station.
5. Hands must be washed and sanitized after going to the bathroom.
6. Hands and gloves must be washed and sanitized after touching any exposed body parts or soiled clothing.
7. Only use gloves and equipment approved by the HACCP coordinator.
8. Waste receptacles and trash can not be touched or moved except by authorized workers.
9. Doors and windows to the processing area are to be kept closed or screened as approved by the HACCP coordinator.
10. Clean clothes and boots will be worn while working.
11. Employees are expected to have bathed before reporting to work.
12. Sick employees or employees with infected cuts, boils or wounds cannot handle product.
13. Others

This information has been discussed with -

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Trainer: \_\_\_\_\_

Date: \_\_\_\_\_

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**FORM B**

**GVP - FISHING VESSEL HACCP TRAINING**

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(Good Vessel Practices)

1. All product should be handled to prevent any type of contamination (dirty ice, dirty storage bin or containers, fuel, lubricants, used brine solutions, etc.).
2. Any ice bin or brine freezer for use on the product shall be clean.
3. The deck and baskets used to handle product should be cleaned between catches. All baskets used should be color code just for use with product.
4. Dockside and off-loading guidelines.
  - A. No trash in Shrimp baskets.
  - B. No trash to be left on dock.
  - C. No unauthorized personal on dock.
5. Is Sodium Bisulfite used on shrimp on this vessel ?  
Yes \_\_\_\_\_ No \_\_\_\_\_
6. Others:

This information has been discussed with -

Vessel Name: \_\_\_\_\_

Captain: \_\_\_\_\_

Date: \_\_\_\_\_

Trainer: \_\_\_\_\_

Date: \_\_\_\_\_