

# **Guidelines for the Management of Shellfish Quality Assurance Programme Delivery Centres**

**Fishing Industry Inspection and Certification Council  
Wellington  
June 1997**

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## Preface

The Fishing Industry Inspection and Certification Council has agreed that it would be desirable for guidelines to be developed to assist with the establishment and management of shellfish quality assurance programme delivery centres (SQAPDCs).

These guidelines describe the responsibilities of all personnel involved in SQAPDCs, as well as outlining the required activities to ensure compliance with IAIS 005.1: *Shellfish Quality Assurance Circular 1995*.

These guidelines are intended as recommendations for SQAPDCs, but it should be noted that the requirements of the legislation and the Fishing Industry IAISs and circulars must be met.

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## Amendments

Suggestions are welcomed for alterations, deletions or additions to these guidelines to improve them or to make them better suited to the needs of the fishing industry and inspection staff. Suggestions should be forwarded to the co-ordinator, together with reasons for the change and any relevant experimental or documentary data.

Amendments to these guidelines can be identified by the issue number in the page header and a background screen over the changes which have been made. Deletions are marked by a background screen appearing where the entry has been deleted, e.g. .

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## Amendment Record

It is important that these guidelines are kept up-to-date by the prompt incorporation of amendments.

To update these guidelines when you receive an amendment, remove the appropriate outdated pages, destroy them, and replace them with the pages from the new issue. Complete instructions will be given on the covering letter accompanying the amendment. File the covering letter at the back of the guidelines and sign off and date this page.

If you have any queries, please ask your local Inspector.

Issue No.	Date	Initials	Issue No.	Date	Initials
1	June 1997	MAF RA	11		
2			12		
3			13		
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# 1. Introduction

## 1.1 The Rationale for SQAPDCs

Bivalve shellfish receive special consideration in food safety law throughout the world, as:

- bivalves, being filter feeders, are able to accumulate contaminants;
- no thermal process is generally applied to the shellfish prior to sale to eliminate pathogens.

The New Zealand Ministry of Agriculture (MAF) has a memorandum of understanding (MOU) with the United States Food and Drug Administration, which affirms that the Ministry of Agriculture will ensure that all molluscan bivalves exported to the USA are harvested, transported, processed and labelled in accordance with the USFDA National Shellfish Sanitation Programme (NSSP).

This memorandum contains an understanding that the Ministry of Health (through crown health enterprises) will be responsible for the sanitary survey, classification and monitoring of shellfish growing areas from which shellfish is harvested. The Ministry of Health (through crown health enterprises) is also responsible for ensuring all shellfish sold in New Zealand comply with the requirements of the Food Act 1981 and the Food Regulations 1984. This means that shellfish are grown and harvested in accordance with the NSSP or its equivalent, i.e. IAIS 005.1.

IAIS 005.1 has therefore been developed to provide a New Zealand standard which will provide consumers and regulatory agencies with an assurance about the safety of shellfish grown, harvested, transported and processed in New Zealand.

To ensure that all the requirements are met in a cost-effective and efficient manner, a shellfish quality assurance programme delivery centre (SQAPDC) may be established where shellfish are grown and harvested.

## 1.2 Definitions

**Accredited** means for the purposes of these guidelines a shellfish growing area that appears in Appendix XV of IAIS 005.1: *Shellfish Quality Assurance Circular 1995*, complies with all the requirements of IAIS 005.1 and has paid for the costs of the shellfish quality assurance programme.

**Authorised health officer** means a person employed by a Crown Health Enterprise as a health protection officer or a person with other acceptable public health experience who is employed or contracted by the Ministry of Agriculture or a Crown Health Enterprise to perform duties to ensure compliance with the requirements of IAIS 005.1: *Shellfish Quality Assurance Circular 1995*.

**Fishing Industry Inspection and Certification Council (FIICC)** means the advisory council to the government on matters relating to the seafood industry. The Council comprises a co-operative tripartite group, namely representatives from the seafood industry, the Fishing Industry Board and the Ministry of Agriculture.

**IAIS 005.1: Shellfish Quality Assurance Circular 1995** means the New Zealand Fishing Industry Agreed Implementation Standard that specifies the requirements of the shellfish quality assurance programme.

**Inspector** means a person employed by the Ministry of Agriculture as a inspector for the purposes of the Meat Act 1981.

**National Shellfish Sanitation Programme (NSSP)** means the shellfish programme for the certification of shippers as described in the United States Food & Drug Administration (FDA) National Shellfish Sanitation Programme Manual of Operations, Parts I and II.

**Regional shellfish specialist** means a person employed by the Ministry of Agriculture with the designation “regional shellfish specialist” to provide specialist advice and direction on shellfish quality assurance.

**Right holder** means a person who has the legal right to harvest or take shellfish, either from a marine farming lease, licence, coastal permit or by right of a picking permit.

**Shellfish** means all edible species of molluscan bivalves such as oysters, clams, geoducks, scallops, tuatuas, pipis and mussels, either shucked or in the shell, fresh or frozen, whole or in part, or processed. The definition does not include spat as defined by IAIS 005.1.

**Shellfish quality assurance programme delivery centre (SQAPDC)** means a shellfish quality assurance programme cost centre developed at the request of the shellfish industry to ensure compliance with IAIS 005.1 in a cost-effective manner. The delivery centre comprises representatives of the shellfish industry, the Ministry of Agriculture and the appropriate crown health enterprise.

**Shellfish Quality Assurance Programme Delivery Centre Co-ordinator** means a person appointed by the delivery centre who is responsible for SQAPDC co-ordination, ensuring that the requirements of the shellfish quality assurance programme in the SQAPDC are met to the satisfaction of the Ministry of Agriculture.

## **2. Legal Standards and Parties Involved in the Shellfish Quality Assurance Programme**

### **2.1 Legal Standards**

The legal standards for the New Zealand Shellfish Programme is provided by the following legislation:

- the Meat Act 1981,
- the Fish Export Processing Regulations 1995 and the consequent New Zealand Fishing Industry Agreed Implementation Standards, particularly IAIS 005.1: Shellfish Quality Assurance Circular 1995,
- the Marine Farming Act 1971,
- the Fisheries Act 1996,
- the Resource Management Act 1991,
- the Food Act 1981,
- the Food Regulations 1984,
- the Health Act 1956.

### **2.2 Responsibilities**

The following authorities have involvement in the shellfish quality assurance programme.

#### ***MAF Regulatory Authority***

The New Zealand Shellfish Quality Assurance Programme is administered by the MAF Regulatory Authority (MAF RA), who have responsibility for:

- policy advice to government,
- maintaining and improving market access,
- setting specifications based on legislative requirements,
- adjudication of technical issues,
- membership of the FIICC,
- being party to the MOU with the USFDA,
- auditing contracted agencies to ensure that programme standards and specifications have been met, including laboratories,
- being a member of the Marine Biotxin Management Group and Marine Biotxin Subcommittee.

### ***Marine Biotoxin Subcommittee of the MAF-MOH Food Safety Co-ordinating Group***

The Marine Biotoxin Subcommittee comprises senior representatives from the Ministry of Agriculture, the Ministry of Health (MOH) and the New Zealand Fishing Industry Board.

The objectives of this group include:

- to minimise the risk from hazardous levels of marine biotoxins in New Zealand shellfish and fish products;
- to develop procedures to achieve an efficient and cost-effective marine biotoxin surveillance programme;
- to collect and analyse information to enable the Marine Biotoxin Management Group to give the public and the New Zealand fishing industry early warnings of marine biotoxin events, their prevalence and persistence.

A National Marine Biotoxin Management Plan has been implemented, and this outlines the requirements for monitoring, opening, closure and recall procedures.

### ***Marine Biotoxin Technical Committee***

The Marine Biotoxin Technical Committee is composed of members of:

- the Ministry of Agriculture (the chairperson is the National Manager Shellfish),
- the Ministry of Health,
- the New Zealand Fishing Industry Board.

The role of this committee is to:

- undertake amendments to the National Marine Biotoxin Management Plan,
- approve changes to sample site location, species and sampling frequency,
- assist in establishing laboratory specifications and analytical methodologies,
- convene the science workshops on marine biotoxin issues.

### ***Fishing Industry Inspection and Certification Council***

The Council's functions derive from the Fishing Industry Boards' mandate under its Act to promote, both alone and in collaboration with other agencies, ways of ensuring that proper standards are maintained for all fish and fish products intended for export.

The Council consists of 10 members and an independent chairman appointed by the Fishing Industry Board on the recommendation of the Council members. Four members are nominated by the New Zealand Fishing Industry Association, two by the Ministry of Agriculture, two by the Board, one by the New Zealand Federation of

Commercial Fishermen and one is appointed by the Treaty of Waitangi Fisheries Commission. This organisation assists with:

- developing proposals for seafood safety standards for exports,
- developing guidelines or codes of practice for exports,
- advising of the direction that seafood standards should be taking,
- communicating to industry developments and trends in seafood safety.

### ***New Zealand Aquaculture Federation***

The Federation is the group that deals with generic shellfish issues in order to make collective decisions for the Industry and to interface with government departments and local authorities.

### ***Fishing Industry Board***

The Board issues fish export licences.

### ***MAF Quality Management***

MAF Quality Management is the delivery agency for MAF Regulatory Authority, with responsibility for:

- approving recommended classification and harvesting criteria for growing areas,
- the preparation and maintenance of the management plans for the areas,
- control of shellfish harvesting and transportation,
- control of shellfish processing and hygiene,
- health certification of shellfish exports.

### ***Ministry of Fisheries***

The Ministry of Fisheries' responsibilities are to:

- administer the Marine Farming Act 1971 and the Fisheries Act 1983 Part IV Marine Farming,
- ensure that the terms and conditions of leases, licences and permits under this legislation are complied with,
- issue harvesters' permits,
- issue marine farming permits.

### ***Regional Councils***

The introduction of the Resource Management Act on 1 October 1991 has resulted in regional councils being responsible for:

- granting and renewing marine farm coastal permits,
- granting water rights,
- granting discharge rights.

### ***Ministry of Health***

The Ministry of Health is responsible for:

- issuing policy specifications and guidance to crown health enterprises,
- being a signatory to the MAF-MOH, MOU, as a result of the FDA-MOU,
- ensuring the safety of shellfish sold on the New Zealand market,
- being a member of the Marine Biotxin Subcommittee of the MAF-MOH Food Safety Co-ordinating Group and Technical Committee.

### ***Crown Health Enterprises***

Crown health enterprises are contracted to MAF Quality Management to provide the services of an authorised health officer to:

- conduct sanitary surveys of shellfish growing areas,
- classify growing areas,
- recommend the harvesting criteria for growing areas,
- supervise the required water sampling programmes,
- update the sanitary survey annually,
- prepare and manage local marine biotoxin plans as per Section 3.11 of IAIS 005.1 and Section 2.3 of the National Marine Biotxin Management Plan,
- undertake other work as may be required.

Crown health enterprises are contracted to the regional health authorities to implement the requirements of the Health Act 1956, Food Act 1981 and the Food Regulations 1984. This legislation requires an understanding of shellfish quality in New Zealand, both from commercial and recreational harvests, and the public health impacts related to consumption patterns.

## **3. Shellfish Quality Assurance Programme Delivery Centres**

### **3.1 Composition of the SQAPDC**

- 3.1.1 The shellfish quality assurance programme as required by IAIS 005.1 is operated on a full cost recovery/user pays basis. The main task of the SQAPDC is to provide a cost-effective programme that ensures compliance with the New Zealand Fishing Industry Agreed Implementation Standards.
- 3.1.2 A SQAPDC may be set up wherever shellfish are grown and harvested for the export or domestic market and comprises the following members:
- the Inspector,
  - the Authorised Health Officer,
  - Industry members (growers, harvesters, processors and/or exporters at each growing area serviced by the delivery team),
  - a person nominated as responsible for delivery team co-ordination (this may be one of the above personnel or someone employed by the SQAPDC to undertake the task),
  - any other person who the above may wish to assist or represent them.
- 3.1.3. The Industry members are those with harvesting areas classified by MAF Quality Management and who have undertaken the payment of appropriate charges.
- 3.1.4 The SQAPDC should appoint a co-ordinator/executive office/chairperson, who should have regard to the considered views of the other committee members when formulating action plans for particular areas. They are responsible for ensuring that the programme meets the requirements of IAIS 005.1 and should involve the industry representatives in decision making, but should remember that overall responsibility and accountability rests with MAF Quality Management.
- 3.1.5 Where a new shellfish harvesting area is proposed, the Inspector will ensure that all right holders in the growing area are advised of the requirements of the shellfish quality assurance programme and the associated costs. The Inspector will arrange that the requirements for the sanitary survey, classification and establishment of harvesting criteria (as defined by IAIS 005.1) are met. This classification work is on a full cost recovery basis for the time and associated costs related to the establishment of the SQAPDC, and the costs will be shared amongst the marine farmers and permit holders for the area.

## 3.2 Management Structures of the SQAPDC

The following are acceptable ways of forming and administering the SQAPDC:

- *An informal committee*

In this situation the Inspector is paid as the co-ordinator and is paid by the committee for this activity.

- *A formal committee*

A recognised committee is formed from SQAPDC members and a co-ordinator is nominated. The members take a major role in making decisions for the centre and assist the co-ordinator.

- *An incorporated society*

If there are 15 or more members then an incorporated society may be formed. For more information contact the Commercial Affairs Division, Ministry of Commerce and ask for the free booklet *A Guide to the Incorporated Societies Act 1908*. The society will require the assistance of a co-ordinator.

- *A company*

A company must be registered under the Companies Act. For more information, contact the Commercial Affairs Division, Ministry of Commerce and ask for free booklets.

## 3.3 Roles of SQAPDC Members

### 3.3.1 The Inspector

The Inspector:

- ensures that a management plan is produced for all conditionally approved and conditionally restricted areas as per the requirements of Appendix VII of IAIS 005.1 (this management plan should be understood and agreed to by all members of the delivery centre),
- inspects licensed shellstock processors, exporters and depuration plants,
- inspects sorting sheds, harvesting vessels and transporters,
- ensures surveillance of the area,
- issues relaying permits,
- approves polyculture operations,
- approves the reuse and sanitising system for shellstock bags,
- undertakes all other approvals as required by IAIS 005.1 (see Appendix I of these guidelines).

### **3.3.2 Authorised Health Officer**

The Authorised Health Officer:

- conducts the sanitary survey and recommends classification and harvesting criteria,
- undertakes a written annual evaluation of growing area as per IAIS 005.1,
- supervises the water and flesh sampling programmes,
- opens and closes harvest areas in accordance with IAIS 005.1,
- develops and manages the local marine biotoxin sampling programme and ensures that the area has a local marine biotoxin management and recall plan according to the National Marine Biotoxin Management Plan,
- writes reports on emergency and marine biotoxin closures,
- closes and opens areas because of biotoxin events, and sewage and chemical spills.

### **3.3.3 SQAPDC Co-ordinators**

The programme co-ordinator is responsible for the following:

- maintaining a list of all accredited and non-accredited marine farms and permit/authority holders, which should include the licence/lease/permit number, location and postal address;
- organising SQAPDC budgets, collecting fees and implementing the SQAPDC bad debt policy (see Section 5);
- arranging and maintaining copies of contracts with other participatory agents, e.g. authorised health officers and inspectors (see Section 4);
- arranging laboratory analysis and boat hire for sample transport in conjunction with the Authorised Health Officer and ensuring that the required samples are taken and passed on for appropriate analyses;
- arranging and maintaining memoranda of understanding with local authorities for sewage treatment plant emergency response procedures, copies of water rights and the action plan for the emergency response procedures to the satisfaction of the Authorised Health Officer;
- maintaining any other documentation that is required for operating the programme to meet the requirements of IAIS 005.1;
- ensuring that all SQAPDC members receive copies of the management plan and its annual updates, and ensuring that a copy has been sent to the Regional Shellfish Specialist;
- organising meetings required by the SQAPDC and keeping records of them;

- ensuring that effective communication occurs between all parties, including the ability to contact members quickly in an emergency situation;
- ensuring that suitable staff are available to co-ordinate the programme when the co-ordinator is unavailable;
- ensuring that an adequate recall system exists for the SQAPDC product harvested and distributed from the area so that all product may be quickly retraced and accounted for.

To undertake these functions it would be expected that the co-ordinator have adequate skills and systems in the following areas:

- an understanding of the requirements of IAIS 005.1,
- database management,
- accounting and budgeting,
- written and verbal communication,
- secretarial duties, e.g. meeting preparation and management techniques,
- contract management.

### **3.3.4 Regional Shellfish Specialist**

The Regional Shellfish Specialist is not a member of the SQAPDC, but may attend the SQAPDC meetings and has the following roles with regard to the shellfish quality assurance programme:

- approving recommended classification and harvesting criteria,
- providing technical expertise to delivery centre members,
- ensuring that all the requirements for the delivery centre are undertaken, as listed in Sections 3.31-3.3.3,
- providing assistance to the National Manager Shellfish, as required.

Contact details are as follows:

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 Blenheim

### **3.3.5 Roles of Industry Members**

Delivery Centre members:

- provide and maintain contact details,
- pay fees,
- comply with the requirements of IAIS 005.1 and the associated management plans.

## **4. Contracts and Memoranda of Understanding**

### **4.1 Written Agreements are Needed**

Due to the importance of the requirements of the shellfish quality assurance programme, it is important that the expectations and requirements of all parties are clearly documented and agreed to in writing.

The programme operates on a “user-pays” basis; it is also therefore important that costs are explicit and agreed to by all parties.

Contracts and memoranda of understanding are needed by the SQAPDC with the following parties.

### **4.2 The Inspector and the Authorised Health Officer**

The requirements for the Inspector and the Authorised Health Officer are clearly defined in IAIS 005.1. The SQAPDC cannot operate without these personnel. However, as the programme is operated on a cost-recovery basis, a budget for their activities needs to be established and all members of the delivery centre must agree in writing that these costs will be paid. A model contract can be found in Appendix II of these guidelines.

Regular audits of the Inspector and Authorised Health Officer are undertaken by MAF Regulatory Authority.

### **4.3 SQAPDC Members**

The contract regarding the SQAPDC’s members intent to comply with the quality assurance programme as outlined in IAIS 005.1 may be signed on an annual basis or when individuals first enter the delivery centre programme.

The budgeted costs for operating the programme are negotiated and agreed to on an annual basis. Failure to pay for the services of these mandatory services will result in MAF RA removing certification rights for the harvest area.

### **4.4 A Rainfall Station or River, Salinity or Wind Monitors**

Accurate information needs to be collected by a recognised body to allow for the effective management of the growing area. This information needs to be collected, recorded and transferred to all parties, i.e. industry members, the Inspector and the Authorised Health Officer, as per the management plan for the growing area.

## **4.5 The Local Authority**

Due to the potential health risk associated with human sewage spills, if there is a sewerage outfall in the growing area, there needs to be a documented notification procedures in the growing area management plan in the event of plant failure. These notification procedures need to take into account the systems used for communication outside normal business hours.

## **4.6 Sampling Officers**

If independent sampling officers are used, clear instructions need to be given to them regarding the required monitoring work for the growing area. This person works directly under the supervision of the Authorised Health Officer.

## **5. Finances of the Delivery Centre**

### **5.1 Funding**

The SQAPDC is not a part of MAF, but is organised and operated by representatives of the shellfish growers.

The SQAPDC is funded by the growers and in some cases by the local authority and/or regional councils. All costs incurred that relate to the Shellfish Quality Assurance Programme, such as Crown Health Enterprise and MAF inspectors' costs, and sampling and laboratory tests, are charges to and paid for by the shellfish industry.

### **5.2 Budgets**

The budget estimates prepared by the centre co-ordinator should be based on the action plan for the year's programme, i.e.:

- TMI costs,
- crown health enterprise costs,
- laboratory costs,
- vessel hire,
- time and travel for the sampling programme,
- equipment,
- time and travel for the shellfish transport and harvesting barge inspections,
- time and travel for closed periods surveillance,
- delivery centre meetings,
- river flow meters or rain gauges,
- a contingency fund (10% is suggested).

Some of these costs (e.g. laboratory costs) may be negotiated on a national basis, to obtain the benefit of volume savings.

A model budget can be found in Appendix III.

### **5.3 Allocation of Costs**

If there is one right holder in the growing area, they would pay 100% of these costs; if there are twenty, the centre committee or their industry association will decide whether the costs are to be apportioned. Options for allocation of costs include:

- per hectare used or owned,

- by lease or licence,
- by tonnage,
- by value,
- by number of personnel in the SQAPDC.

The work performed by the Inspector and crown health enterprise falls into two categories:

- activities required to ensure compliance with IAIS 005.1,
- work requested by the grower.

Therefore, agreement needs to be established in the SQAPDC as to how to recover and pay these costs.

## **5.4 Bad Debts**

The SQAPDC needs to establish protocols for the recovery of bad debts from its members, as any SQAPDC unable to fully fund any of the required programmes will have the mandatory services withdrawn, thus resulting in the removal of area certification by the MAF RA.

One option for bad debt recovery is that, under the Fisheries Act Section 107 (h) and the Commodities Levies Act, the right-holder can request the Minister to levy the right-holders. This action can be taken if more than 50% of members, by value or commodity landed, support such action.

## **5.5 Records**

All records of time, contracts, equipment, travel, etc., shall be auditable, i.e. maintained according to good accounting practices.

If the TMI or crown health enterprise officer is appointed as the SQAPDC co-ordinator, a fee will be charged for this role and the amount of time spent on administrative tasks for the centre.

## **6. Activities and Records of the Delivery Centre**

### **6.1 Daily**

Rainfall, river flows or other data used to close and re-open the area needs to be recorded and available to all parties.

It is imperative that the SQAPDC have a communication system which allows for quick communication to all members in the event of emergency closures due to marine biotoxin, sewage overflows, etc.

### **6.2 Weekly**

Biotoxin samples are taken according to the National Marine Biotoxin Plan.

### **6.3 Monthly**

Conditionally approved and conditionally restricted areas require water samples to be undertaken monthly when the area is open for harvest, using the sampling strategy appropriate for the area.

### **6.4 Water Samples**

Restricted and approved areas need five water samples per year taken under adverse pollution conditions or six under systematic random sampling methods.

### **6.5 Six Monthly**

Polyculture sites are inspected at least every 6 months by the Inspector (see Section 3.10.4 of IAIS 005.1).

### **6.6 Annually**

The following must be undertaken every 12 months:

- a written review of sanitary survey, classification and harvesting criteria by the Authorised Health Officer (Section 3.2.6 of IAIS 005.1),
- the list of harvesters and road operations transport must be updated (Section 5.2.3 of IAIS 005.1),
- inspection and approval of harvesting and road transport vehicles (Section 5.2.4 of IAIS 005.1).
- a review of the surveillance plan for the area (Section 5.3.2 of IAIS 005.1),
- preparation of a surveillance report by the Inspector (Section 5.3.4 of IAIS 005.1),

- renewal of all relaying permits (see Section 4.3.1 of IAIS 005.1).

## **6.7 Three Yearly**

A heavy metal and toxic substance assessment needs to be undertaken and the report included in the annual evaluation by the Authorised Health Officer (see Section 3.2.7 of IAIS 005.1).

## **6.8 Twelve Yearly**

A full sanitary survey must be undertaken on each classified growing area (see Section 3.2.5 of IAIS 005.1).

## Appendix I. A Summary of Approvals, Notifications and Permits Required under IAIS 005.1

IAIS 005.1 Section	Approval is required from the Inspector for:
2.3	The method of keeping records for 2 years, if other than in a permanently bound ledger.
3.8.4	Harvesting of shellfish for human food use from a conditionally restricted area when it is closed.
3.10	A written operational plan for polyculture.
4.3.2	Written operating procedures for relaying (developed by the relayer).
4.4.2	Purification times of less than 14 days after relaying.
5.2.4	All harvesting vessels and road transport vehicles (in isolated rural areas, a method of transport rather than a vehicle may be approved).
5.4.4	All toilets and hand-sanitising facilities on board harvesting boats.
5.6.2	The material of bags or sacks reused for shellfish.
5.6.2	The method of sanitising bags, if other than the prescribed chlorine-based system.
5.7.1	Storage of shellstock overnight in a sorting shed.
5.8.3	The method of isolating shellstock from other accompanying cargo, if other than by horizontal, impervious partitioning.
5.10.2	Processing of product that arrives at a packhouse with its declarations incomplete or missing.
5.10.2	Processing of dead shellstock.
6.3.3	Wet storage facilities.
6.5.2	Culling of mussels after wet storage.
7.4	The depuration process.
7.4.1	The depuration process.
7.4.2	The sampling plan for shellstock that have been used in depuration trials and are intended for release for sale.

<b>IAIS 005.1 Section</b>	<b>Approval is required from the Inspector for:</b>
7.7.5	Storage methods, if depurated and undepurated shellstock are to be kept in the same storage room.
7.10.3	The frequency of sanitising tanks between depuration trials, if it differs from the prescribed frequencies.
8.2.2	The shellfish mixing management plan, where shellfish from different lots are to be combined.
8.4.2	The heat shock process schedule.
8.6.1	The lot numbering system, if other than the date of harvest/harvest area system is used.

<b>IAIS 005.1 Section</b>	<b>Permits are required from the Inspector for:</b>
4.3.1	Harvesting for relaying.
7.5	The harvesting of shellstock for depuration.

<b>IAIS 005.1 Section</b>	<b>Notifications to the Inspectors are required for:</b>
5.10.2	If the shellstock does not meet requirements for acceptance into packhouse, the Inspector should be notified within 24 hours.

## Appendix II. Model Agreement with the Inspector and Authorised Health Officer

### Memorandum of Undertaking of Compliance with the Shellfish Quality Assurance Standards Referred to in the Fish Export Processing Regulations 1995

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

Address : \_\_\_\_\_

Lease/License/Permit Numbers : \_\_\_\_\_

Growing Area Name/Number : \_\_\_\_\_

(hereinafter called "the grower/harvester"), as a pre-condition of having his/her shellfish accepted into a licensed fish packing house hereby undertakes to the Ministry of Agriculture (hereinafter called the "Ministry" and to the licensees of all licensed fish packing houses to be bound by the terms and conditions in the Schedule attached hereto and by the following terms and conditions:

1. That the grower/harvester shall not present to any fish packing house for packaging or processing any shellfish intended for export derived from laying or gathering grounds, the waters of which were polluted to such an extent that the shellfish could contain pathogenic organisms at levels harmful to human health of shellfish which were held after taking in water that was polluted to that extent.
2. That the grower/harvester in order to establish the fitness for human consumption of his/her shellfish and the fact that the shellfish were taken from waters complying with the requirements of the National Marine Biotoxin Management Plan shall present to the licensee of the fish packing house and to such Ministry persons at such time and places as shall be set out in the Schedule hereto the true and accurate results of sanitary surveys of their growing or harvesting waters.
3. That the Ministry, its personnel or agents shall be allowed on to the grower's/ harvester's growing or harvesting areas to audit by way of sampling and testing their waters and any shellfish contained therein for compliance with the requirements of Regulation 10, and Part 2, Part 4, and Part 6 of the First Schedule of the Fish Export Processing Regulations 1995 and the grower/harvester undertakes to the Ministry to meet all agreed costs associated with audit inspections, sampling, testing or any agreed to sanitary survey to ascertain his/her compliance with Regulation 10, and Part 2, Part 4 and Part 6 of the First Schedule of the Fish Export Processing Regulations 1995 based upon the negotiated charges for these tasks set for the local area in the attached Schedule.

4. That in the event of the waters/shellfish being found not to be in compliance with the fitness for human consumption or marine biotoxin safety requirements of Regulation 10, and Part 2, Part 4 and Part 6 of the First Schedule to the Fish Export Regulations 1995, the grower/harvester acknowledges that his/her shellfish may be declined entry into a fish packing house until such time as they are in compliance with the requirements of Regulation 10, and Part 2, Part 4 and Part 6 of the First Schedule to the Fish Export Processing Regulations 1995.
5. That compliance by the grower/harvester with the terms and conditions of the Schedule hereto and with any amendments to that Schedule negotiated for that area as communicated by the Ministry to the grower/harvester in writing forms part of this undertaking.
6. That the Schedule hereto and any amendment thereto shall relate to the harvesting, handling and testing criteria with to ensure that the requirements of Regulation 10, and Part 2, Part 4 and Part 6 of the First Schedule to the Fish Export Processing Regulations 1995 are met.

Signed by, on behalf and with the authority of the grower/harvester this day.  
of \_\_\_\_\_ 199 \_\_.

Signed by, on behalf                    )  
and with the authority of            ) \_\_\_\_\_  
the grower/harvester in                )  
the presence of                            )

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

Address : \_\_\_\_\_

Occupation: \_\_\_\_\_

## Schedule

1. This schedule specifies the terms and conditions of the Memorandum of Undertaking of compliance with the Shellfish Quality Assurance standards referred to in Regulation 10, and Part 4 and Part 6 of the First Schedule to the Fish Export Processing Regulations 1995.

2. The grower/harvester agrees to the following work being carried out by the Ministry, its personnel or agents:

### **Types of samples and tests**

Presumptive coliform and faecal coliform counts on shellfish growing waters and shellfish flesh or any additional tests where necessary.

Marine Biotoxin sampling as per the requirements of the National Marine Biotoxin Management Plan.

### **Shoreline sanitary survey**

Regular updating of the shoreline survey to be incorporated in the routine water/flesh sampling runs and an annual report to be prepared.

### **Surveillance of harvesting activities**

Routine monitoring of rainfall readings from designated rain gauge stations and monitoring of shellfish harvesting, particularly during closure periods.

### **Recording of rainfall, river height, salinity, etc.**

The administrative work involved in supporting the programme carried out by MAF Quality Management.

3. The grower/wild shellfish harvester agrees to:

- a) At all times handle shellfish in a manner that prevents contamination and spoilage.
- b) Keep all harvesting and product movement records as required by MAF Quality Management.
- c) Comply with harvesting restrictions as set out in this Schedule or any agreed amendment thereto and to only harvest shellfish for sale from the area when the harvesting restrictions are in force with the written approval of MAF Quality Management.
- d) Only undertake depuration or wet storage of shellfish in an approved premises, or relaying of shellfish in an approved area with a written approval of MAF Quality Management.
- e) Report to the MAF Quality Management without delay on any changes or abnormalities in the growing area that may have a bearing on the sanitary condition of the growing waters and shellfish.

4. The grower/wild shellfish harvester agrees to pay the Ministry and its agent [e.g. *Northland Health Ltd*] for the above mentioned work for the period 1 November 1995 to 31 October 1996 at the following agreed rates:

Charge rates for the grower/wild harvester:

	MQM	[e.g. <i>Northland Health Ltd.</i> ]
Based on per hectare:	\$	
Based on per lease/license:	\$	
Based on per grower/picker:	\$	

5. The harvesting restrictions to be observed are:

[*Individual area criteria are to be entered.*]

## Appendix III. Model Annual Budget

Item	Budget 1996-97	Actuals 1996-97	Budget 1997-98
<b>Income</b>			
Levies			
Bank interest			
Transfer from previous year's contingency fund			
<b>Expenditure</b>			
CHE biotoxin plan			
CHE water quality services, annual reporting, etc.			
Rainfall monitoring services			
MAF Inspector services			
Laboratory fees			
Phytoplankton programme fees			
Boat hire			
Library programme fees			
Bank fees and audit			
Levy rebate			
Meetings, stationery, copying, postage			
Extraordinary fees			
10% contingency fee			