



Application for Commingling/Intermediate Processing/Bulk Tagging Plans

This application will assist shellfish dealers with submission of commingling, intermediate processing, and bulk tagging plans as required in DMR Regulations Chapter 15.19 and 15.20.

- * Dealers who package shellstock directly from harvesters must have a written, DMR-approved commingling plan.
 - * Dealers who wash and/or repack shellstock must have a written, DMR-approved intermediate processing plan.
 - * Dealers who receive bulk shellstock must have a written, DMR-approved bulk tagging plan and an intermediate processing plan.
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Directions

The following three pages provide guidance for completing the commingling, intermediate processing, and bulk tagging plan applications. **Example information is provided on the back of this page.**

- * Choose the page(s) that you need, fill out the top section, and attach a copy of the correct plan. Have your inspector check the application before sending it to the DMR Shellfish Sanitation office. The pages will be separated at the office and placed into your dealer file.

Commingling and intermediate processing plans may be done once, and will be considered the current plan until changed by the dealer. Bulk tagging plans need to be done each year, but you may make reference to your DMR-approved commingling or intermediate processing plan on file at the office when you update your bulk tagging plan.

This process will cut down on the amount of paperwork and time you have to spend on applications, and the DMR will have your current paperwork on file.

Dealers who submit this completed application will not receive it in the future; they will only receive a bulk tagging application. It will be the responsibility of the dealer to send updated commingling and intermediate processing plans to the Shellfish Sanitation office when the plans are changed.

Please send this completed application with **all** attachments required to:
Kohl Kanwit, DMR, P.O. Box 8, W. Boothbay Harbor, ME 04575.

EXAMPLES OF BULK TAGGING, COMMINGLING AND INTERMEDIATE PROCESSING PLANS

This is a good description of a bulk tagging plan.

Harvesters fishing in a single harvest area during a single harvest day, land quahogs at a local wharf. The quahogs are palletized, and a bulk tag will accompany each pallet of product from each harvester. Pallets will be piled to a total of 36 bushel bags and iced, if necessary. The quahogs will be shrink-wrapped. The bulk tag will be placed between the wrap and the bagged quahogs, so it can be easily read when approaching any side of the pallet. The captains of the fishing boats will be instructed on the bulk tagging procedure; and the crew, in addition to plant personnel, will be instructed that under no circumstances will they add incoming quahogs to existing pallets. The quahogs are transferred from the wharf to the company cooler, using a certified vehicle. Bulk tags will remain with the pallet until all shellstock is gone; the tag will then be forwarded to the main office for proper filing. Bushel bags are retagged with dealer tags at the time of shipment, and are filled out with the pertinent information from the master tag from each bulk lot. If lots are to be resized after being transferred to our facility, we will follow our intermediate processing and commingling plans on file with the Department. The bulk tag is attached to the purchase order form and is kept on file for one year. We will be getting these quahogs from harvesters: Joe Smith, License # 000, and Joe Clam, License # 00000.

This is a good description of a commingling plan.

When purchasing shellstock from harvesters, Cool Clam Company may commingle lots of shellstock from the same harvest date or the same harvest area, as per commingling regulations. Commingled lots are also identified during intermediate processing, using a shellfish tag filled out to indicate which areas or dates have been commingled. Records will be maintained to indicate this information as well. This information will be maintained in the tags and records of our intermediate processing, so tracability will be maintained. Commingling and intermediate processing tags will be kept on file for one year.

This is a good description of an intermediate processing plan.

Cool Clam Company packs the shellstock into various containers for shipment. We make efforts to use only one lot of shellstock at a time; however, we may have to change lots at times to fill orders. Intermediate processing labels, filled out with the lot information, are put in the appropriate totes to make sure lots aren't commingled prior to packing and shipping.

During packing, shellstock from one lot will be placed into a sorting tote, and then placed into appropriate-sized packaging for the order. Regular customers have packaging labeled with one of our completed dealer tags. If the order will be going to a retail store, the small packages will not be individually tagged; they will be wrapped into one large pack. One dealer tag will be placed inside the large pack, and one will be placed on the outside of the main package. The tags will contain: harvest date, original dealer code, and general shellstock tag information. Records will be kept on the number of individual packages in the large pack, and the total weight.

Any leftover shellstock from the lots will be stored on a separate pallet and identified with an intermediate processing lot label. Amounts of leftover shellstock will be noted on the label. The shellstock will be saved in the storage area until needed. Records will be maintained to ensure tracability of leftover shellstock as it is packed into future orders.

Intermediate Processing Plan

Date: _____

Name of Company: _____

Certification #: _____

Mark box if your company doesn't need this plan:

Name of contact person: _____

Signature: _____

Requirements

This plan establishes procedures the dealer shall use to tag the lot during the washing and packaging of shellfish and which **includes a Department approved commingling plan, if needed**, to ensure that each lot of shellstock is separated and identified in a way, which prevents commingling or misidentification. [Please refer to DMR Regulations Chapter 15.19(B)]

Identification shall be provided by either: (1) a harvester tag, bulk tag or dealer tag which meet the requirements of Chapter 15.19, or (2) a tag for each lot of shellstock as described in Chapter 15.20(B)(2).

Please attach a copy of your intermediate processing plan to this page.

Commingling Plan

Date: _____

Name of Company: _____

Certification #: _____

Mark box if your company doesn't need this plan:

Name of contact person: _____

Signature: _____

Requirements

If a primary dealer (those dealers packaging shellfish directly from harvesters) chooses to commingle shellstock, they must possess a written commingling plan approved by the Department. [Please refer to DMR Regulations Chapter 15.20(D)]

The plan shall include provisions that minimize commingling but meet the minimum of:

- * Multiple harvest areas from the same harvest date, and/or
- * Multiple harvest dates from the same harvest area are permitted to be commingled.
- * The shellfish tag and records must indicate which areas and/or which dates from the same harvest area have been commingled; i.e. Quahog Bay/Whites Cove, Brunswick commingled or Quahog Bay, Brunswick 11/12 & 11/13 commingled.

Shucked product may be commingled if it is in one container and from only two consecutive days processing. The areas commingled must be documented in the days shucking log, also in the sales records.

Please attach a copy of your commingling plan to this page.

Bulk Tagging Plan

Date: _____

Name of Company: _____

Certification #: _____

Mark box if your company doesn't need this plan:

Name of contact person: _____

Signature: _____

Requirements

Bulk tagging means a specified written agreement between a harvester(s), a certified Maine Shellfish Dealer and the Department under which mussels, quahogs, surf clams or oysters that are harvested from one harvest area on a single day by one licensed harvester may be landed by boat bearing one tag per lot (if loose) or per pallet (if bagged, stacked and shrink wrapped). The permit applies only to transportation of shellfish from harvest area to the original certified shellfish dealer. [Please refer to DMR Regulations Chapter 15.19] Each dealer's bulk tagging permit must be evaluated and approved annually by the Department. The evaluation will include, but not be limited to, an evaluation of written application and standard operating procedures as submitted by the dealer, and an inspection of the record keeping associated with the permit.

The following information must be submitted to the Department as part of the annual application package (including but not limited to):

- Name (as it appears on certificate), address, telephone number and certification number included as part of a signed letter requesting a permit for bulk tagging.
- A written standard operating procedure (SOP) which includes:
 - how product is handled and tagged when it is harvested, or comes out of wet storage;
 - how it is to be transported;
 - a description of how product is tagged during transport and intermediate processing (in plant handling) before final shipment; and
 - a list of the harvesters, and their license numbers, that will be participating in bulk tagging.

* If the dealer has an approved intermediate processing or commingling plan on file with the Department, these plans may be referenced in the SOP.

Please attach a copy of your bulk tagging plan to this page.