

CAP'T LOUI

Food Traceability Plan & Shellstock (Oyster / Clam) HACCP Plan

Location: _____	Prepared by: _____	Effective date: _____
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Purpose & Scope

This plan ensures that every food product used at Cap't Loui can be traced one step back to its supplier and identified throughout receiving, storage, and use. It supports rapid response to a recall or foodborne-illness investigation and demonstrates compliance with the FDA Food Code and local health-department requirements. It applies to all foods, with specific controls for raw molluscan shellfish (oysters and clams).

1. Receiving

- Schedule deliveries during staffed hours only; never accept product at an unattended door.
- **Inspect every delivery:** verify temperatures (cold $\leq 41^{\circ}\text{F}$, frozen solid with no signs of thaw/refreeze), packaging integrity, dates, and that product matches the purchase order and invoice.
- **Approved sources only:** every supplier must be on the approved-vendor list; shellfish must come from dealers on the current Interstate Certified Shellfish Shippers List (ICSSL).
- **Log each receipt:** date/time, supplier, product, lot or invoice number, quantity, temperature, and receiver's initials. Reject and document any out-of-spec product.
- **File invoices & packing slips by date** — these are the establishment's "one step back" trace records.

2. Labeling & Date Marking

- Label every item on receipt with the date received and a use-by date.
- **Ready-to-eat TCS foods held >24 hrs:** date-mark and discard within 7 days (day of prep/opening = day 1) when held at $\leq 41^{\circ}\text{F}$.
- Preserve original packaging and lot information; when repackaging bulk items, transfer the source/lot information to the new container.

3. Storage & FIFO (First In, First Out)

- **Rotate stock FIFO:** place newer stock behind or beneath older stock so the oldest is always used first; check dates at every restock.
- **Cooler storage order (top $\rightarrow$ bottom):** ready-to-eat, then seafood, whole cuts, ground meat, and raw poultry on the bottom shelf to prevent cross-contamination from drip.
- **Temperatures:** cold holding $\leq 41^{\circ}\text{F}$; freezers at 0°F or below; dry storage cool, dry, and at least 6 inches off the floor.
- Use "use-first" labels or color-coded day dots so staff apply FIFO consistently; log all cooler and freezer temperatures at least twice daily.

4. Traceability & Recall Response

- **Retain records** for a minimum of 90 days (shellstock tags) or as required locally — receiving logs, invoices, temperature logs, the shellstock tag file, and the approved-supplier list.
- **If a recall is issued:** identify the affected lot via the receiving log and invoice, pull and segregate the product, and notify the supplier and the health department.

Oyster & Clam Shellstock HACCP Plan (Example)

In retail food service, raw molluscan shellfish are controlled through approved-source receiving, temperature control, and tag retention rather than a federally mandated HACCP plan. The plan below documents those controls in HACCP format, which is what most health departments expect to see for oysters and clams.

Process Step	Food Safety Hazard	Critical Limit / Control	Monitoring & Frequency	Corrective Action	Records
1. Receiving (live shellstock)	Vibrio spp. Norovirus, Hepatitis A Marine biotoxins Uncertified / recreational harvest	Source only from an NSSP-certified dealer on the current Interstate Certified Shellfish Shippers List. Legible harvester/dealer tag attached. Live shellstock received at ≤45°F air / ≤50°F internal. Shells intact, alive, closing when tapped.	Inspect tag, dealer cert., temperature, and condition of every delivery; verify against invoice.	Reject and log any untagged, uncertified, dead/broken, or temp-abused product. Notify supplier.	Receiving log Supplier cert. Rejection log
2. Cold storage	Bacterial growth from temp abuse Cross-contamination	Cool to ≤41°F within 4 hours of receipt; hold at ≤41°F. Keep in original tagged container on self-draining ice — never in standing water or sealed bags. Do not commingle different lots, harvest dates, or growing areas.	Cooler temperature logged ≥2× daily. Inspect shellstock daily; remove dead/broken.	Repair/adjust cooler. Discard product above 41°F beyond the limit and any dead shellfish.	Temp log Daily shellstock check log
3. Tag retention & identification (traceability CCP)	Loss of traceability — cannot trace source in an illness investigation or recall	Tag stays attached to the container until empty. Record the date the last shellstock is used on the tag. Retain all tags 90 calendar days in chronological order. If moved from original container, transfer source ID.	Manager verifies each emptied container's tag is dated and filed.	Reconstruct source ID from invoice if a tag is lost. Discard product that cannot be traced to a certified source.	90-day tag file (chronological)
4. Display, shucking & service	Contamination Temp abuse Cross-contact (raw / RTE)	Hold raw shellstock ≤41°F or on drained ice. Post consumer advisory for raw/undercooked shellfish. Use sanitized utensils; keep raw separate from ready-to-eat. Boiled/cooked shellfish reach ≥145°F.	Cook-temperature checks each batch; visual check; advisory posted on menu.	Continue cooking to temperature. Discard contaminated or commingled product.	Cook-temp log Menu advisory on file

Sample Shellstock Tag Log (retain tags 90 days, in chronological order)

Keep the dealer's tag attached to the container until empty, then write the date the last shellstock was used on the tag and file it. The 90-day clock starts the day the container is emptied.

Date received	Dealer name & cert. #	Product / harvest area	Date last used	Tag filed (init.)

Consumer advisory: menus offering raw or undercooked oysters/clams must carry the required disclosure and reminder statement regarding the risk of consuming raw shellfish.

Approved by (Person in Charge): _____ Date: _____