



Shellfish Processing Facility Certification Application Guide

The Division of Aquaculture's Shellfish Processing Plant Compliance and Inspection Program (PPCIP) regulates all Certified Shellfish Processing Facilities for compliance with shellfish handling, labeling and food safety requirements. To begin the certification process, please submit a complete application to Aqua_PPCIP@FDACS.gov or mail it to the address on the application or as listed above. The guide below outlines key criteria and information required for the certification process.

- **Inspection** - Buildings and facilities must meet the requirements of [Rule 5L-1.010, Florida Administrative Code \(F.A.C.\)](#)
- **Equipment** for shellfish processing must meet the requirements of [Rule 5L-1.011, F.A.C.](#)
 - Possession of a mechanical refrigeration unit that is non portable and is able to maintain an ambient temperature of 45° F or less and be of sufficient size to handle one day's production, shall be required in accordance with [Rule 5L-1.005 \(12\), F.A.C.](#)
 - Shellfish leaving a certified shellfish processing facility must be transported in an enclosed, refrigerated conveyance with doors securely closed. The refrigeration unit must be capable of maintaining an ambient temperature of 45° F or less at all times as required by [Rule 5L-1.008 \(14\), F.A.C.](#)
- **Saltwater Wholesale Dealer License (WDL) to Sell Wild Shellfish or Aquaculture Certificate of Registration to Sell Farmed Shellfish**
 - Any certified facility that processes WILD harvested shellfish must acquire a WDL, even if they already have an Aquaculture Certificate of Registration. Contact the Florida Fish and Wildlife Conservation Commission, Licenses and Permits office at (850) 487-3122.
 - Facilities that ONLY process FARMED shellfish do not need a WDL. An Aquaculture Certificate of Registration serves as both a wholesale dealer and retail license for farmed products.
- **Water Analysis** - as required by [Rule 5L-1.005 \(4\), F.A.C.](#)
 - Municipal: Samples for analysis from an outlet in the facility and source for ice if made in the facility and is being used on shellfish.
 - Well: Samples for analysis shall be from the source water (well), an outlet located within the facility, and source for ice if made in the facility and used on shellfish. NOTE: The Florida Department of Health considers wells used for processing to be limited use systems and they require such water to be tested and monitored. Check
- **Shellfish Processing Certification Application** - There is currently no fee for the Shellfish Processing Facility Certification.
- **Hazard Analysis Critical Control Point (HACCP)** plan as required by [Rule 5L-1.005 \(13\) and \(14\), F.A.C.](#)
- **Certified Shellfish Processing Facility Tags** as required by [Rule 5L-1.007, F.A.C.](#)
 - Tags must have Shellfish Processing Facility Certification Number and Wholesale Dealers License Number (WD#) or Aquaculture Certificate of Registration Number (AQ#) (attach a shellfish certified shellfish processing facility tag).

Note: If a certified shellfish processing facility will be selling wild saltwater products to an end user, a Saltwater Retail Dealer License is required. This license can be obtained through the Florida Fish and Wildlife Conservation Commission (FWC), Licenses and Permits at (850) 487-3122.

