

## NCTC Resources

### Region 8 HACCP Policy

On March 5, 2009, Chapter 1, Part 750 of the Fish and Wildlife Service Manual was released to establish policy to help prevent the spread of invasive and non-target species by developing and implementing a quality control planning process in all Service operations within the Fisheries Program using the **Hazard Analysis and Critical Control Point (HACCP)** planning process. The HACCP concept was developed in the 1960's as a process to improve quality control in manufacturing to prevent food contamination. Since then, the concept has been internationally applied in numerous processes.

One of Region 8's goals is to have in place a HACCP plan for all field and research activities (FWOs, NFHs and FHC) the Fisheries program conducts, and thus comply with the HACCP National policies (Chapter 1, 750 FW manual). To this end the Regional Office is requesting that Project Leaders (PLs) and their office's AIS point of contact (POC) work with the R8 Regional AIS Coordinator to review and/or create HACCP plans for all Fisheries Program activities within their jurisdiction. PLs should verify that contractors and, to the extent possible, partners are HACCP compliant.

1. PLs (working with their office AIS POC and the Regional AIS Coordinator) should go over all activities conducted by their offices under the Fisheries program, and identify procedures and employees subject to HACCP policy. At least, two people should be appointed to work/develop HACCP plans. Several HACCP plans can be found on this site and can be used as a tool to develop your own plans.
2. PLs and Field Supervisors need to make sure that HACCP plans are implemented.
3. All HACCP plans should be sent to the Regional AIS Coordinator for review before they are implemented.
4. The Regional AIS Coordinator will provide support (e.g. list of potential aquatic invasive and non-target species to come in contact with and/or moved, introduced) to PLs and Field Supervisors to identify needs for a HACCP plan and assist in the development and review of HACCP plans.
5. The Regional AIS Coordinator will keep a copy on file of all active HACCP plans for R8 and remind AIS POC and PLs of HACCP plan annual review requirement. If the AIS Regional Coordinator finds it necessary to amend a HACCP plan prior to the one year review (e.g. due to new events, invasions, etc.), he will notify the appropriate AIS POC.
6. The Regional AIS Coordinator will upload all updated R8 HACCP plans to the Region 8 AIS Program HACCP web page.

Annual implementation time line:

1. January – Field offices provide name and contact info for AIS POC to Regional AIS Coordinator.
2. February – Field Offices submit list of activities requiring a HACCP plan to Regional AIS Program Coordinator.
3. May – Field Offices submit newly created or revised HACCP plans to Regional AIS Program Coordinator for review.
4. Within three weeks of receiving plans – Regional AIS Program Coordinator will review HACCP plans and provide comments and suggestions back to Field Offices.

5. July – Field Offices submit Final HACCP plans to Regional AIS Program Coordinator.
6. August 14, 2015: all HACCP plans should be implemented and uploaded to HACCP web-site.

### **Region 8 HACCP Resources**

To facilitate and expedite compliance with the National and Regional HACCP policy, the Regional AIS Program will organize training sessions upon field (FWOs, NFHs, FHC) offices' request. Additional resources for the development of HACCP plans including the HACCP Manual, R8 HACCP form and HACCP training presentations are provided below. Additional information is available from the R8 AIS Program by contacting the Regional AIS Program Coordinator at (209) 334-2968 x 321

[HACCP Manual](#)

[R8 HACCP Form](#)

[HACCP Training presentations](#)

### **Region 8 HACCP Plans**

Many of the field and research activities conducted by Field Offices in the Region 8 are similar in nature and involve standardized protocols and activities. Because of this it is possible to make use of an already developed HACCP plan by modifying it to fit a similar project or research activity. To facilitate this knowledge sharing, Region 8 has posted current HACCP plans for its Field Offices. Although potential AIS species of concern are relatively consistent throughout the Region it is suggested that selecting a HACCP plan from a Field Office in the same general area as the proposed project would generate a more comprehensive local plan for the new project.

[Ash Meadows Fish Conservation Facility](#)

[Arcata Fish and Wildlife Office](#)

[California/Nevada Fish Health Center](#)

[Coleman National Fish Hatchery](#)

[Klamath FWO](#)

[Lahontan National Fish Hatchery Complex](#)

[Livingston Stone National Fish Hatchery](#)

[Lodi Fish and Wildlife Office](#)

[Red Bluff FWO](#)

[Southern Nevada Fish and Wildlife Office](#)

[Yreka Fish and Wildlife Office](#)