



RSSBP Hatchery Compliance Program Shellfish Hatchery Auditor Role and Responsibilities

Overview

The RSSBP Hatchery Compliance Program is a voluntary program for molluscan shellfish hatcheries which supports, improves and documents facility biosecurity practices to facilitate interstate commerce of biosecure bivalve shellfish seed and larvae. Independent auditors are critical in the process to validate facility compliance with the RSSBP Best Management Practices. Auditors conduct annual onsite facility visits and submit a report with a recommendation to approve, conditionally approve, or deny BMP-compliant facility status. Reports are reviewed by the RSSBP's Shellfish Health Advisory Council for final determination of BMP-compliance. The Shellfish Health Advisory Council is responsible for following up on any concerns noted in the audit reports.

Knowledge, Abilities, and Skills

Auditors should have basic knowledge of shellfish hatchery production operations as they relate to biosecurity and/or bivalve shellfish pathogens of concern. Training is provided on the RSSBP Hatchery Compliance Program including the Best Management Practices to reduce risk of shellfish disease and audit procedures. Auditors should also have the availability and willingness to travel to facilities within a specified range, and file reports in a timely fashion; within a few days of the audit visit.

Independence

RSSBP auditors must be independent, meaning he/she must be free from any obligation to or interest in the hatchery business, its management, or its owners.

Confidentiality

Auditors must maintain confidentiality with all facility records, operating procedures and discussions with hatchery operators. The audit focus will be limited to aspects related to the risk of shellfish disease in the facility. Auditors may be asked by the facility to sign a Non-Disclosure Agreement.

Typical Responsibilities

- Pre-audit review of the hatchery facility application/renewal forms which outline operating procedures as they relate to the Program Best Management Practices (BMPs). Applications are typically one to three pages in length per facility.
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- Assist with travel logistics in conjunction with other auditors, and/or hatchery manager. Auditors may conduct audits solo or in conjunction with one or more auditors. Initial audits require at least two auditors; renewals can be a single auditor.
- Travel to the facility and conduct an in-person audit which includes an in depth tour where the auditor notes whether the facility operating procedures, risk management controls, and recordkeeping exceeds, meets or does not meet the RSSBP Best Management Practice standards. One and a half hours per facility is the typical amount of time for each audit.
- Complete the Audit Report (provided) including observations on how the Program BMPs are being addressed and providing a recommendation to the Advisory Council to: Approve, Conditionally Approve or Deny approval as a BMP-Compliant Facility under the RSSBP.

Audit Timeframe

The audit travel timeframe is flexible and is spread out across December - September.

Hatchery Locations

The Program is currently auditing facilities on the Atlantic coast of the US. Auditors are needed in the Northeast, Mid-Atlantic, and Southeast. Individuals can select where they want to travel and the level of participation that works best. This list of facilities in the Program can be found here: <https://rssbp.org/participating-hatchery-list/>

Compensation

Travel costs are reimbursed upon conclusion of the travel through the submission of an expense report and receipts for air travel, lodging, tolls, car rental, and meals. Expenses are reimbursed within the Federal per diem standards. Auditors are provided with a daily reimbursement of \$400.