



## **St. Bernard Seafood Market at Delacroix Pier Program Guidelines and Vendor Applications**

The *St. Bernard Seafood Market at Delacroix Pier* is a semiannual event that provides an opportunity for local commercial fishermen to sell their landings and other seafood products directly to the public. Additionally, the event provides an opportunity for local artisans to sell prepared food, fresh produce, arts, and crafts directly to the public in a festive atmosphere. **St. Bernard Parish Government (SBPG) and Louisiana Sea Grant (LASG) are co-hosting the next event from 9am-1pm on Saturday, June 1, 2019** at the Delacroix Pier (5565 Delacroix Highway, St. Bernard, Louisiana 70085).

All Louisiana Department of Wildlife and Fisheries (LDWF) licensed commercial fishermen who are residents of St. Bernard Parish and have a fresh product retail and/or wholesale retail license are eligible to participate in the event as dockside vendors (please refer to the guidelines on pages 2-4). While the primary focus of the event will be the dockside retail of fresh seafood, booth space on the adjacent property will be made available to accommodate eligible prepared food, fresh produce, arts, and crafts vendors (please refer to the guidelines on pages 2-4). Although eligible commercial fishermen will be allowed to participate free of charge, booth vendors must pay \$25/event to rent a booth.

SBPG owns and operates both the pier/pavilion and adjacent property, and the St. Bernard Parish Council has permitted the use of the property as a dockside seafood market on the established date. Consequently, unregistered vendors will not be allowed to sell seafood within 1,000 feet of the property on the day of the event (SBPC Code of Ordinances, Chapter 22, Section 22-6).

**Interested vendors must submit a complete application package (please see the applications on pages 9 and 10) no later than May 15, 2019.** SBPG

and LASG will make all final decisions regarding registration, which will be limited due to increasing interest in the event and space limitations.

**Program applicants will be contacted with a final decision regarding their registration no later than May 22, 2019.**

### **Program Guidelines**

1. All dockside vendors must be licensed for the species they are selling, fresh product retail, and/or wholesale retail. They must also be in good standing with LDWF. Wholesale retail licenses are required for anyone approved to sell oysters, as are Hazard Analysis and Critical Control Plans (HACCP) (please refer to page 8), white tags, and refrigeration. The sale of oysters is also subject to LASG and Louisiana Department of Health approval. Copies of all required licenses must be submitted with the vendor application prior to the established deadline in order to be considered.
2. All dockside vendors must be residents of St. Bernard Parish.
3. All products must be grown, wild-caught, or otherwise produced by the dockside vendor. Vendors must specify each species they intend on selling and will only be allowed to sell those species specified in the application. If the vendor is selling a product that is flash frozen or similarly preserved prior to dockside sale, the process must be specified in the application and will be subject to LASG approval. In the event that such practices are approved, the vendor agrees to work closely with LASG to educate consumers regarding the process during the event.
4. Shrimp, crabs (including soft shell), and oysters will be permitted for dockside sale during the event. Value-added products will not be allowed for dockside sale, although with approval, such items may be permitted for sale in booths on the adjacent property.
5. The designation of dockside and booth assignments and scheduling will be made solely by SBPG. For the purpose of fairness and safety, all space assignments and schedules will be strictly enforced.
6. Approved dockside vendors must comply with all federal, state, and local sanitary rules and regulations (please see the Fast Facts documents on pages 5-8). All seafood must also be raised, harvested, prepared for

sale, packaged, and displayed in accordance with all regulations.

**7. Dockside vendors are strictly prohibited from allowing the general public to enter their vessel.**

8. Approved dockside vendors will operate independently and will be allowed to set their own prices. However, **the advertisement of any prices prior to the event is strictly prohibited.** Each vendor is also responsible for utilizing the applicable product weights and measures in accordance with the latest industry practices and all federal, state, and local regulations.

9. Approved dockside and booth vendors will be responsible for adhering to all applicable sales tax requirements.

10. SBPG reserves the right to revoke any vendor's registration at any time for cause, including noncompliance with any of the guidelines listed here.

11. All booth vendors must be residents of St. Bernard Parish and/or the proprietor of a business or storefront that is either based in St. Bernard Parish or has demonstrated the ability to successfully participate in similar market events in St. Bernard Parish.

12. All booth vendors must be established as a business entity and as such, each vendor is responsible for collecting his/her own sales taxes, where applicable. Whereas farmers and commercial fishermen selling their own produce directly to consumers are exempt from sales taxes, value-added producers, such as bakers and preserve makers, may be required to pay sales or other taxes (vendors must check the local, state, and other application regulations and follow the rules as they apply).

13. Booth vendors (with the exception of Louisiana farmers) who are not already established as a restaurant and/or catering business must obtain a valid Food Handler Certificate from ServSafe (<https://www.servsafe.com/access/SS/Catalog/ProductDetail/SSECT6>). All booth vendors must submit a copy of all applicable LDH credentials and/or ServSafe certificate with their application prior to the established deadline in order to be considered.

14. SBPG reserves the right to deny a booth vendor application or request that a booth vendor alter their product offerings. Such decisions will be based solely on the quality and relevance of the product(s) and/or the avoidance of duplicative product offerings.

15. SBPG will prioritize approved booth vendors according to whether the applicant has a storefront or other business based in St. Bernard Parish and on the quality and relevance of the product offering(s).

16. All approved vendors must arrive to the site no later than 8am and must pack up their booth beginning at 1pm. Each booth vendor will be provided with signage, one table, and two chairs, although SBPG will consider requests for additional space and/or furniture.

17. Access to electricity and water is limited on the site.

# LOUISIANA Fisheries Forward *fast facts*

QUALITY + EDUCATION + SUSTAINABILITY [www.LaFisheriesForward.org](http://www.LaFisheriesForward.org)

## Selling Your Catch To The Public

**C**OMMERCIAL FISHERMEN CAN SELL THEIR OWN SEAFOOD ONE OF TWO WAYS: to a wholesale/retail dealer (such as a dock or processor), or directly to Louisiana consumers with a Fresh Products License. If you plan on selling your catch combined with the catch of other commercial fishermen, you will need additional licenses.

### LICENSES AND PERMITS

Louisiana Department of Wildlife & Fisheries (LDWF)  
<http://la.wildlifelicenses.com> (renewals only)

225-765-2887 and 225-765-2898

#### Commercial Fisherman's License

Required for any fisherman selling seafood in any form; cost is \$55 for residents, \$460 for non-residents.

#### Fresh Products License

Only covers the sale of your own catch (excluding oysters) direct to consumers in Louisiana. The fee is \$20 for residents; \$120 for non-residents.

#### Fresh Products License – Spouse

This secondary Fresh Products License allows a spouse to sell the catch while the fisherman continues to fish. Additional cost is \$5.

#### A Wholesale/Retail Dealer License is required:

- if you want to purchase seafood directly from a commercial fisherman for resale (retail or wholesale)
- if you want to purchase seafood from another wholesaler and resell wholesale

**Note:** Additional permits are needed from Louisiana Department of Health & Hospitals (DHH) if you plan to sell oysters, process seafood, or distribute processed and packaged seafood products from other approved vendors. If you are selling your own catch directly from your boat, home, or automobile, you will not need a DHH Mobile Food Vendor's Permit.

### Louisiana Department of Agriculture & Forestry / Weights & Measures

225-925-3780

#### State-inspected Scale

If selling seafood by weight you must have a legal-for-trade scale, which must be inspected and certified annually (cost is \$35 up to 1,000 lbs).

### Local City/Parish Government

#### Various Permits and Licenses

These include general occupational, health and mobile vendors permits.



Let consumers know your seafood is fresh, local and Certified Louisiana Wild Seafood; enroll in the program today at <http://certified.louisianaseafood.com>



### RECORD-KEEPING REQUIREMENTS

Fresh Products License holders need to keep two kinds of records for LDWF:

- Records of Sales to the Consumer: You must keep records in English, of the quantity and species of seafood caught, the date the seafood was caught and that the seafood was sold directly to the consumer (not necessary to record other consumer information). Keep these records for at least three years.
- Reports via Trip Tickets: You must also maintain trip ticket records and submit monthly reports to LDWF. If no trips are taken for a given month, you must still send a monthly submission sheet indicating '0' trips.

### TAXES

Most parishes require that each fisherman selling his catch register with the parish to collect and file sales taxes; check with your city/parish government for more details. You can file parish sales taxes online at: <http://parishe-file.revenue.louisiana.gov>

If you are a shrimper, you are required to pay a shrimp excise tax to LDWF; assessed at the rate of 15 cents per barrel of 210 pounds or 210 pounds equivalence.





# LOUISIANA Fisheries Forward *fast facts*

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[www.LaFisheriesForward.org](http://www.LaFisheriesForward.org)



## Key Requirements for Wholesale Seafood Sales

**A** wholesale/retail seafood dealer is any entity (person or business) that buys, acquires or handles any species of seafood in Louisiana for sale or resale. A wholesale/retail dealer is the only licensee who can legally purchase seafood from a licensed commercial fisherman and resell it.

### LICENSES AND PERMITS

**Louisiana Department of Wildlife & Fisheries (LDWF)**  
<http://la.wildlifelicenses.com> (renewals only)  
 225-765-2887 & 225-765-2898

#### Wholesale/Retail Seafood Dealer License

You either need a license for sales from a fixed business location or for sales from a vehicle—or multiple licenses if selling from more than one location. Each license costs \$250.00 for residents and \$1,105.00 for non-residents.

#### Seafood Transport License

You must also have this license to legally transport the product to your place of business. The cost is \$30 per vehicle.

#### Wholesale Out-of-State Crab Shipping License

If selling crabs outside of Louisiana—whether hard or soft shell, cooked or live—this license is required; the cost is \$100.

**Note:** Certain species of fish require an additional state permit to catch commercially, like shark and spotted sea trout. You may only buy that species of fish from those commercial fishermen who have the required permit. In addition, wholesale/retail seafood dealers may need certain federal permits to buy federally regulated species; contact NOAA Fisheries Service, Southeast Regional Office for details.

**Louisiana Department of Health & Hospitals (DHH)**  
<http://eatsafe.louisiana.gov>

#### State Health Department Permit to Operate

If you plan on processing (cleaning, shucking, picking, peeling, or packing) at all, you will need a special permit to operate, must register with the FDA, and complete a Hazard Analysis and Critical Control Points (HACCP) plan.

#### Mobile Vendor's Permit

If you sell seafood out of a vehicle, you must have the vehicle inspected by your local sanitarian.

#### Wholesale Seafood Distributor Permit

This permit is required if you are distributing processed and packaged products from other approved processors or dealers.

**Louisiana Department of Agriculture & Forestry / Weights & Measures**  
 225-925-3780

#### State-inspected Scale

If selling seafood by weight you must have a legal-for-trade scale, which must be inspected and certified annually (cost is \$35 up to 1,000 lbs).

#### Local City/Parish Government

**Various permits and licenses;** including general occupational, and mobile vendors permit (in addition to DHH requirement).



### RECORD-KEEPING REQUIREMENTS

**Business Records** LDWF requires that records of seafood purchases and sales must be kept for three years, in English. When seafood is bought, you must record the quantity and species, the date purchased, and the name and license number of the fisherman or dealer from whom the purchase was made. Similarly, when seafood is sold, you must keep a record showing the quantity and species, the date, and the name and license number of the person to whom the seafood was sold (or that it was sold to a 'consumer').

**Trip Tickets** Wholesale/retail seafood dealers purchasing seafood directly from commercial fishermen are required to document each transaction on LDWF-issued trip tickets. On or before the 10th of each month, you must send in all the previous month's trip tickets and a submission sheet. For more information, contact LDWF at 225-765-2449.



Let consumers know your seafood is fresh, local and Certified Louisiana Wild Seafood; enroll in the program today at <http://certified.louisianaseafood.com>

## Basic Guide to Retail Seafood Sales

**A** retail seafood dealer is any entity (person or business) that buys, acquires or handles any species of seafood in Louisiana for sale direct to the consumer for personal or household use. A retail license holder may buy or handle catch from a licensed, Louisiana wholesale/retail dealer only; and may not purchase fish directly from a commercial fisherman. If purchasing seafood from out of state, you can only buy from a seller who is legally licensed in that state.



### LICENSES AND PERMITS

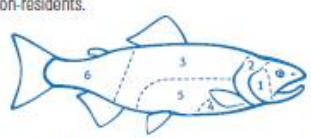
**Louisiana Department of Wildlife & Fisheries (LDWF)**  
<http://la.wildlifelicenses.com> • 225-765-2887 & 225-765-2898

#### Retail Seafood Dealer License

You either need a license for sales from a fixed business location or for sales from a vehicle—or multiple licenses if selling from more than one location. Each license costs \$105 for residents and \$405 for non-residents.

#### Seafood Transport License

Purchased in connection with your retail license, it allows you to legally transport the product to your place of business. The cost is \$30 per vehicle.



#### Retail Out-of-State Crab Shipping License

If selling crabs outside of Louisiana—whether hard or soft shell, cooked or live—this license is required; the cost is \$100.

**Note for restaurant & retail grocery store owners:** If you only sell cooked seafood for immediate consumption by a consumer, you are exempt from license requirements but must still follow all reporting and records requirements. However, you must obtain a retail license if selling raw seafood or sushi, or you transport the seafood to your business (must also have transport license).

**Louisiana Department of Health & Hospitals (DHH)** <http://eatsafe.louisiana.gov>

#### State Health Department Permit to Operate

Either a Retail Food Permit for restaurants & seafood markets; a Fair or Festival, or Special Event Permit; a Grocery or Non-grocery Store Permit (based on revenue); or a Mobile Vendor's Permit, which requires a vehicle inspection by your local sanitarian. If you plan on processing (cleaning, shucking, picking, peeling, or packing) at all, you will need a special permit to operate, must register with the FDA, and complete a Hazard Analysis and Critical Control Points (HACCP) plan.

**Louisiana Department of Agriculture / Weights & Measures** 225-922-1341

#### State-inspected Scale

If selling seafood by weight you must have a legal-for-trade scale, which must be inspected and certified annually (cost is \$35 up to 1,000 lbs).

#### Local City/Parish Government

Various permits and licenses; including general occupational, and mobile vendors permit (in addition to DHH requirement).

### RECORD-KEEPING REQUIREMENTS


LDWF requires that records of seafood purchases and sales must be kept for three years, in English. When seafood is bought, you must record the quantity and species, the date of purchase, and the name and license number of the wholesale/retail seafood dealer (or the out-of-state seller) from whom the purchase was made. Similarly, when seafood is sold, you must keep a record showing the quantity and species, the date, and that it was sold to a "consumer".

### BUILDING PLANS/APPROVALS

New retail seafood dealers should contact the state sanitarian in the parish they plan to operate to submit a building plan review questionnaire along with a detailed, scale-drawn floor plan of the facility.

Once approved, your establishment will be inspected from 1 to 4 times a year, based on your risk category. Find your local sanitarian at: <http://new.dhh.louisiana.gov/index.cfm/page/394>.



 For more information on starting and operating a business in Louisiana, visit [www.geauxbiz.com](http://www.geauxbiz.com).



## HAZARD ANALYSIS & CRITICAL CONTROL POINTS (HACCP) Plan Basics

**T**he HACCP plan looks at what could potentially go wrong at each stage in the seafood processing operation, along with possible causes and the likely effect, before applying effective control actions. It identifies seafood hazards that only refer to the conditions or contaminants in food that can cause illness or injury to people. Following are 10 tasks—3 preliminary steps and 7 actions based on HACCP principles—that form the basis of a HACCP plan.



### TASK 1 Establish a HACCP team.

This team should be made up of people of different specialties, and may include personnel from maintenance, production, sanitation and quality control. If you do not have these resources within your business, seek help from consulting groups, Sea Grant, LSU AgCenter, trade associations, and Louisiana Department of Health and Hospitals. Your team will write AND implement the HACCP plan.

### TASK 2 Describe the product.

Though it may seem unnecessary, putting your product specifications down on paper may help you to spot a potential hazard you never considered. Make sure you identify:

- Type of seafood product to include species, product form, water activity (aw), the amount of acid or alkali in the product (pH).
- Where product is purchased
- How product is received, stored and shipped
- How product is processed and packaged
- Intended end use; e.g. cooked and ready-to-eat

### TASK 3 Draw up the process flow chart.

Also known as a commodity flow diagram (CFD), this chart will track all process steps from receiving to storage. Include every handling, processing and holding step for the primary

product as well as ingredients and packaging. Confirm the accuracy of your chart by 'walking the line' in your plant to make sure every procedure is covered.

Have a written description of what happens during every stage; for example, what type of refrigeration is used to store your oysters, at what temperature and for how long.

### TASK 4 Identify and analyze hazard(s). PRINCIPLE 1.

All real or potential hazards that may occur in each ingredient and at each stage of seafood processing should be considered:

- Biological: harmful bacteria, viruses, algae, fungi, etc.
- Chemical: biotoxins, e.g. histamine, and man-made chemicals or cleaners.
- Physical: broken glass, metal fragments, insects or stones.

Once a food safety hazard has been identified, then an appropriate action or activity that can control it should be determined.

### TASK 5 Determine the critical control points (CCP). PRINCIPLE 2.

A CCP is a step where a hazard can be prevented, eliminated or reduced to an acceptable level. At each step in your process flow chart, the team must determine whether the hazard can occur, and if so whether control measures exist. If the hazard can be controlled adequately, is not best

controlled at another step, and is essential for food safety, then this step is a CCP for the specified hazard. For example storage and cooking are points in the process that can control the hazard of bacterial growth.

### TASK 6 Establish critical limits for each CCP. PRINCIPLE 3.

A critical limit is a maximum and/or minimum value that must be met to control a hazard; often measurements of temperature, time, moisture level, pH, water activity, and sensory parameters such as visual appearance. For example to eliminate pathogens from cooked crabs, the CCP is cooking, and the limits will be a minimum internal product temperature and amount of time cooked.

### TASK 7 Establish a monitoring procedure. PRINCIPLE 4.

Monitoring is a planned series of observations or measurements to determine whether critical limits for each CCP are being met. It is crucial that monitoring is done based on a set schedule, and that results are available quickly, so that corrective action can be taken immediately if needed.

### TASK 8 Establish corrective action. PRINCIPLE 5.

If monitoring indicates that critical limits are not being met, thus demonstrating that the product

may be unsafe, corrective action must be taken immediately. The objectives of the corrective action are to keep potentially unsafe product from reaching the consumer and to restore control to the process prior to producing more product.

### TASK 9 Verify the HACCP plan. PRINCIPLE 6.

The complete plan must be verified to show that the product is safe and meets customer specifications.

Ways in which the system can be verified include:

- collecting samples for analysis by a method different from the monitoring procedure
- asking questions of staff, especially CCP monitors
- observing operations at CCPs
- weekly review of all records
- formal independent audit

### TASK 10 Keep a record. PRINCIPLE 7.

Record keeping demonstrates that the correct procedures have been followed, offering product traceability. Documents should include the original HACCP study, but the most important records will be the monitoring of CCPs and corrective actions taken.



### Dockside Vendor Application

Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: Cell: \_\_\_\_\_ Other: \_\_\_\_\_

E-Mail: \_\_\_\_\_

What do you intend to sell at the market? All items sold must be listed.

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LDWF License Information (Please also attach copies of all applicable licenses):

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Boat Information (Please include name, license number, size, and type)

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**Dockside Vendor Agreement:**

I agree to abide by the above guidelines and obtain any and all permits and licenses (where applicable) and to only sell products harvested on my boat. I further agree to indemnify and save SBPG and LASG from any loss, costs, damages, and other expenses, including attorney's fees incurred by SBPG and/or LASG by reason of the vendor's negligence or that of its servants, agents, and employees. I further agree not to hold SBPG or LASG or any of their representatives and employees responsible for any damages arising out of the sale of my products or from my presence on the market site.

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

### Booth Vendor Application

Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: Cell: \_\_\_\_\_ Other: \_\_\_\_\_

E-Mail: \_\_\_\_\_

What do you intend to sell at the market? All items sold must be listed.

\_\_\_\_\_

Business Information (If applicable, please attach copies of all business documents, LDH licenses/certificates, and/or ServSafe certificate):

\_\_\_\_\_

Other Requests (utilities, space, etc.):

\_\_\_\_\_

#### **Booth Vendor Agreement:**

I agree to abide by the above guidelines and obtain any and all permits and licenses (where applicable). I further agree to indemnify and save SBPG and LASG from any loss, costs, damages, and other expenses including attorney's fees incurred by SBPG and/or LASG by reason of the vendor's negligence or that of its servants, agents, and employees. I further agree not to hold SBPG or LASG or any of their representatives and employees responsible for any damages arising out of the sale of my products or from my presence on the market site.

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_