Traceability Overview

Traceability is a system in which fruits and vegetables can be traced from the field to the buyer by lot through unique codes. A code could be a number, number-letter combination, or some other designation that is unique to the lot. Each farm should have a traceability system in place that allows the grower to track the produce from the field (one step back) to the buyer (one step forward). Traceability is made easier by establishing lots so each distinct lot can be traced separately.

Who Needs a Traceability System?

Everyone. Being able to identify and recall a defined segment (or lot) of contaminated product not only protects consumer health, but also helps reduce your losses by not having to recall the entire lot. In case of a foodborne illness outbreak or customer complaint, you will be able to identify what products you have in the marketplace, determine when they were sold, and recall them if necessary. A working traceability system is an asset to your farm because it can be used to settle customer complaints and questions about the product that was sold. If you direct market at farmers markets or other places where the buyers are anonymous, develop a system to track what you took to market (where it came from and when it was harvested) and document what was sold (crop, volume, date and location). If you have an on-farm market, keep track of what you put out for sale and how much is sold each day. Another benefit of a traceability system is that it helps you keep track of when your produce was harvested so you can keep your inventory moving and reduce loss.

What is a Lot?

A lot is a distinct and limited portion of a crop. A lot could be defined as all of the same crop harvested from the same field on the same day. Some farms may find this definition results in lots that are too big, so they may choose to divide the harvest further, thereby making several different lots. Each lot must be assigned a unique lot number. The lot number should be on each container in the lot and recorded on the invoice. The benefit of having the lot number on the container is that in the case of co-mingling with other lots, each container is identifiable.

Lot Number Specifics

A lot number is a unique code that identifies a designated lot. The number (which can also include letters) should incorporate the date. Many growers find using the Julian calendar date useful when developing lot numbers. From the lot number, you should be able to identify the following information about the lot:

- Commodity/Produce item
- Farm location where produce was grown
- Field where produce was harvested
- Harvest date
- Harvest crew
- Packinghouse used (if any)
- Packing date (if different than harvest date)
- Packing crew (if different than harvest crew)

Growers can use existing farm and planting maps to establish field numbers to reference in harvest logs that track harvest and packing dates. If the farm only has a few employees, the employees can be grouped together as one harvest crew responsible for picking and packing all produce on the farm. All of this information should be linked to the lot number. Please see Sample SOP: Traceability for an example of how to develop a lot number.

Labeling Issues

Most farms are not required to label each piece of produce under the Federal Food, Drug and Cosmetic Act, but each farm should consider labeling each container that leaves the farm. This makes traceability of lots more efficient and effective.
Even growers who may be exempt from the Food Safety Modernization Act’s produce rule “must prominently and conspicuously display, at the point of purchase, the name and complete business address of the farm where the produce was grown, on a label, poster, sign, placard, or documents delivered contemporaneously with the produce in the normal course of business, or, in the case of Internet sales, in an electronic notice.” This means that growers who sell at farmers markets or have a CSA could meet this labeling requirement by making a simple sign with their farm address to hang at their booth or pick up site.

**Traceability System Options**

Traceability options range from paper systems to electronic ones; choose the system that works best for you. Growers can use simple systems like grocery store labeling guns for marking all the containers of a particular lot. Markers and self-adhesive mailing labels can also be used. Electronic traceability systems can also be purchased but are not required. Electronic systems often use bar code technology. As the need for traceability grows, commercial options may increase and become more affordable, making bar codes a reasonable option for small farms.

**Testing the Traceability System with a Mock Recall**

In a mock recall, a buyer is contacted and asked about a particular lot number or series of lot numbers. The buyer should be asked how much of the lot remains in their possession and how much has been sold. Document the buyer’s response to your request about the selected lot numbers and match it with your farm information. If produce is sold through direct markets, the mock recall may include devising a way to contact a set of customers, such as through e-mail lists or by posting signs at the direct market stand. Collection of information could be done through e-mail, phone calls, or the postal service.
Traceability Decision Tree

1. Is each container that is sold by your farm labeled with your name, city, and state?
   - Yes: Every sellable container needs to be labeled with the farm name including city and state so that so you can be contacted to take action if there is a food safety problem.
   - No: Every sellable container needs to be labeled with the farm name including city and state so that so you can be contacted to take action if there is a food safety problem.

2. Is each container that is sold by your farm labeled with a lot number?
   - Yes: All produce containers leaving the farm should contain a lot number. Lot numbers should trace back to farm records that identify the crop and type, the field where it was grown, date of harvest, date of packing (if different from harvest), address of packinghouse (if different from farm), and the worker(s) who harvested and packed the product.
   - No: Every sellable container needs to be labeled with the farm name including city and state so that so you can be contacted to take action if there is a food safety problem.

3. Does the lot number identify the crop and type?
   - Yes: The lot number should also identify crop information including type (e.g., tomatoes-Roma). If you already have a lot number process in place, adding the crop and type are the next steps to improve your traceability process.
   - No: Every sellable container needs to be labeled with the farm name including city and state so that so you can be contacted to take action if there is a food safety problem.
Traceability Decision Tree

Can the lot number identify the field from which the lot was harvested?

No

Yes

The lot number should identify the specific field in which the crop was grown.

If your farm is small, the easiest way to track this information is to have a detailed field map that you can refer to in relationship to your lot numbers.

Does the lot number identify the harvest and packing date(s)?

No

Yes

The lot number should identify the harvest and packing date for each crop that is sold by the farm.

Does the lot number identify the worker(s) involved in harvesting the lot?

No

Yes

The lot number should identify the workers involved in harvesting and packing.

Workers can transmit foodborne pathogens and some pathogens are only transferred by people. In an outbreak, identifying the workers who picked and packed produce may allow for faster identification of the cause of the illness and reduce the impact to your farm.

For small farms (10 or fewer workers), your harvest and packing paperwork can identify all workers as part of one crew. For larger farms, it may be beneficial to break harvest and packing into different crews to more clearly identify who was involved in harvesting and packing specific crops on specific days.
Traceability Decision Tree

7. Can your lot number be traced forward to the buyer?
   - No
      - Include the lot number(s) on all invoices to customers. If you direct market, keep track of the dates you harvest and distribute different crops including field numbers, harvest crew, and distribution points.

     In case of a quality dispute or recall, knowing the lot numbers and as much about the crop as possible will help you respond and prevent unsold products of the same lot from entering the marketplace.

7. Yes

8. Have you conducted a mock recall?
   - No

8. Yes
   - A mock recall helps you test your traceability system. In a mock recall, you contact one of your buyers and ask about a particular lot number or series of lot numbers. Be sure to mention that you are conducting a MOCK RECALL so they do not think it is a real recall. Your buyer should be able to tell you how much of the lot remains in their possession and how much has been sold to consumers or other buyers. This information should be documented and your production information should link to the mock recall.

   If you direct market, your mock recall may include contacting a set of your customers and asking them if they have any product remaining. This could be done through email, phone calls, or postal mail.
Can you successfully trace produce identified in the mock recall from your fields to the buyer?

No

Yes

Use this opportunity to assess weaknesses in your traceability that prevented a successful traceback from happening. Identify what pieces of traceability are missing and implement changes to address these weaknesses.

All products from this farm can be traced from the farm to the buyer through our identification system. Our traceability program includes labels with the farm name, city, and address on each sellable container. Lot numbers identify the field, date of harvest, date of packing, packinghouse, and workers involved in harvesting and packing. Lot numbers and date of sale are included on invoices to wholesale buyers. We have conducted a mock recall to test the system and were able to successfully track a lot from our fields to a buyer.

Finished
Sample SOP: Traceability

Revision: 3.0
Date: 11/11/13

1—Purpose
Displays our farm’s traceability system.

2—Scope
Applies to all lots of produce sold by our farm.

3—Responsibility
The farm food safety manager is responsible for making certain that the traceability process is functioning on a day-to-day basis. The farm owner is responsible for responding to any problems that the farm food safety manager is unable to resolve.

4—Materials
- System for labeling lots (lot numbers, labeling stickers, etc.)
- System for organizing lot numbers (database, logs, etc.)
- A map of the farm and fields to identify locations
- Names and crew number designations (if applicable) of workers harvesting and packing produce

5—Procedure
This procedure should result in the labeling of every lot that is sold by the farm.

1. Assign each commodity with a unique lot number.

2. Collect the following information for each lot:
   a. Commodity including type (e.g., romaine lettuce, roma tomatoes)
   b. Farm of origin
   c. Field of origin
   d. Harvest date
   e. Harvest crew
   f. Packing house used (if any)
   g. Packing date (if different than harvest date)
   h. Packing crew (if different than harvest crew)

3. Create a unique lot number using our coding system to assign a code for all of the variables listed above. Note: This sample coding system is provided as an example. Use a system of numbers and/or letters to develop a lot coding system that makes sense to you.
<table>
<thead>
<tr>
<th>C05</th>
<th>009</th>
<th>155</th>
<th>02</th>
<th>157</th>
<th>01</th>
<th>SRCF/SRCF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commodity type</td>
<td>Field of origin</td>
<td>Harvest date</td>
<td>Harvest Crew</td>
<td>Packing date</td>
<td>Packing crew</td>
<td>Farm/Packinghouse</td>
</tr>
</tbody>
</table>

**Code to Lot Number System**

- **C05** = Cabbage (variety #5 = SuperStar)
- **009** = Field 9
- **02** = Harvest Crew #2
- **155** = June 4 (Julian Date)
- **157** = June 6 (Julian Date)
- **01** = Packing Crew #1
- **HCF** = Happy Cabbage Farm

Initial codes, such as field of origin, harvest crew, harvest date, and commodity/type, are assigned in the field and attached to picking totes with a card. Our farm uses the Julian calendar for its date assignment. Additional codes are added in the packinghouse including packing date and packing crew. The farm and packinghouse code is static because there is only one farm and one packinghouse on the farm.

4. Label each [enter type of container to be labeled, e.g. box, carton, bin] of the lot with the unique lot number.

5. Include lot numbers on invoices when produce is sold.

6. Keep all codes on file for two years [enter location here].
Sample Recall Contact List

**Farm Name, Address, Contact person and phone number and/or Logo**

**Product Withdrawal:** Still under the farm’s control (at the warehouse, on the truck). Product has not reached the consumer.

**Product Recall:** In the hands of the consumers and the consumers need to be notified.

You should have a plan to handle product traceability, recovery and disposal of affected product. This may mean designating a field for disposal or a commercial landfill where it can be taken.

<table>
<thead>
<tr>
<th>Farm Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Contact #1</td>
</tr>
<tr>
<td>Phone # (w)</td>
</tr>
<tr>
<td>Phone # (c)</td>
</tr>
<tr>
<td>Name of Contact #2</td>
</tr>
<tr>
<td>Phone # (w)</td>
</tr>
<tr>
<td>Phone # (c)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Buyer #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Contact #1</td>
</tr>
<tr>
<td>Phone # (w)</td>
</tr>
<tr>
<td>Phone # (c)</td>
</tr>
<tr>
<td>Name of Contact #2</td>
</tr>
<tr>
<td>Phone # (w)</td>
</tr>
<tr>
<td>Phone # (c)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Buyer #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Contact #1</td>
</tr>
<tr>
<td>Phone # (w)</td>
</tr>
<tr>
<td>Phone # (c)</td>
</tr>
<tr>
<td>Name of Contact #2</td>
</tr>
<tr>
<td>Phone # (w)</td>
</tr>
<tr>
<td>Phone # (c)</td>
</tr>
</tbody>
</table>
Buyer #3
Name of Contact #1
Phone # (w)
Phone # (c)
Name of Contact #2
Phone # (w)
Phone # (c)

Buyer #4
Name of Contact #1
Phone # (w)
Phone # (c)
Name of Contact #2
Phone # (w)
Phone # (c)

Other Relevant Contacts

Name of Auditor
Name of Company
Phone # (w)
Phone # (c)

Other Important Contacts

Name
Phone # (w)
Phone # (c)

To view Guidance for Industry, Product Recalls, Including Removals and Corrections, see http://www.fda.gov/Safety/Recalls/IndustryGuidance/ucm129259.htm
Sample Mock Recall Log

Name of operation: Happy Cabbage Farm  Conducted by: Fred  Date: 8-25-13

Farm Address: 210 W. Farm Rd., Any City, NY 14456

Selected Lot number(s): 224-5-1-M-13, 224-5-1-A-13

Please see the food safety plan for overall traceback procedures.

<table>
<thead>
<tr>
<th>Lot #</th>
<th>Commodity/ Variety</th>
<th>Field of origin (#)</th>
<th>Harvest date</th>
<th>Harvest crew (# or name)</th>
<th>Packinghouse address</th>
<th>Packing date</th>
<th>Packing crew (# or name)</th>
<th>Shipping date</th>
</tr>
</thead>
<tbody>
<tr>
<td>224-5-1-M-13</td>
<td>Cabbage/Fresco</td>
<td>Field 5 (see map)</td>
<td>8-12-13</td>
<td>Crew #1</td>
<td>Field packed</td>
<td>8-12-13</td>
<td>Crew #1</td>
<td>8-13-13</td>
</tr>
<tr>
<td>224-4-1-A-13</td>
<td>Cabbage/Fresco</td>
<td>Field 4 (see map)</td>
<td>8-12-13</td>
<td>Crew #1</td>
<td>Field packed</td>
<td>8-12-13</td>
<td>Crew #1</td>
<td>8-13-13</td>
</tr>
</tbody>
</table>

Additional information about the selected lots: No overhead irrigation was applied and manure was last applied three years ago to these fields. Produce was field packed and sent directly to store.

<table>
<thead>
<tr>
<th>Step forward</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer contacted</td>
</tr>
<tr>
<td>Retailer of choice</td>
</tr>
</tbody>
</table>

Reviewed by: ___________________________  Title: ___________________________  Date: ___________________________
Template Language for
Traceability Section of a Farm Food Safety Plan

Risk Assessment
Fresh produce is labeled so it can be removed from the marketplace if it is contaminated or has some other issue that makes it unsafe for humans to eat. Our farm has established a traceability system to identify our produce in the marketplace so that we can recall the product if a problem is identified.

Actions to Reduce Risks
All produce harvested and packed for sale is organized into a lot system. Each lot is given a unique number that identifies the:

- Commodity, including type (e.g., Romaine lettuce)
- Farm where grown
- Field where grown
- Harvest date
- Harvest crew
- Packinghouse used (if any)
- Packing date (if different than harvest date)
- Packing crew (if different than harvest crew)

Each [package type, e.g. box, clamshell, pallet] is labeled with the lot number. Lot numbers are included on all invoices, so that the farm and buyers know what lots have been purchased. We use a [paper or electronic] traceability system. All records are kept [enter location here].

In addition to lot numbers, each [invoice or container type IF you are labeling them with farm contact information] contains the postal address, telephone number, and e-mail address for the farm.

All wholesale buyers are listed on our Recall Contact List so they can be contacted immediately in case of a recall or other problem. Our traceability system is tested through [add frequency here, e.g. annual] mock recalls. During mock recalls, we call one of our buyers and ask them to trace a specific lot number or set of lot numbers. The buyer is asked when they received the lot(s), how much of the lot(s) remains in their possession and how much of the lot(s) has been sold. This information is recorded on the Mock Recall record keeping sheet and kept on file [enter location here].

All logs and record keeping sheets are reviewed by management [can enter name of individual here, if only one person] and kept on file for at least 2 years.