Food Safety Plan. Part 5
Traceability and Recall Program
<mark>**G-6 & G-7 Traceability and Recall Program**</mark>

Our traceability and recall program enable us to respond efficiently and effectively in the unlikely case we are faced with a food safety emergency and have to recall produce we have sold <mark>**wholesale**</mark>. The Food Safety Manager is responsible for developing the traceability program, completing the annual mock recall and that all traceability records are up to date and accessible. A responsible party must ensure that all produce leaving the farm is correctly labeled.

<mark>**G-6.1-6.2 Traceability Program**</mark>
- **Develop a lot code number. The lot code can provide very specific information or can be very general. See next page for example on how to develop lot codes.**
- Each box from the field is labeled with the following information:
    - Farm name & business address (in compliance with Produce Safety Rule for qualified exempt farms)
    - Lot code
- Invoices or bill of lading must include lot codes of produce sold.
- Traceability records will provide information on all sales except direct-to-consumer sales and will allow the Food Safety Manager to trace the product forward (i.e., the destination of a particular lot of product) by also referring to other farm records, one step back (the field, date of harvest, employees working in the field, inputs on fields).
- A trace back and trace forward exercise will be conducted annually as part of a Mock Recall. The traceability exercise will achieve accurate traceability within 4 hours and shall achieve 100% reconciliation of product.

<mark>**G-7.1 Recall Program**</mark>

Create a recall program that will allow you to do the following:
- Determine the issue prompting the recall.
- The Food Safety Manager will gather any additional information related to the product issue.
- Locate the products using the specific Lot Number on-site and remove product from inventory.
- Notify all buyers who are affected by the recall and instruct them to hold/ destroy all affected product.
- A full credit will be issued to the buyer for the affected product only.
- A record of any and all recalls will be kept with the Food Safety Plan.

a. A mock recall exercise will be performed at least every year.

b. The Food Safety Manager will contact a buyer for a "MOCK recall," and go through the traceability exercise. An email verification must be obtained from the buyer who received the Lot # being (mock) recalled. This email must be retained for company records and attached to this section. **Use form provided to document the exercise.**

List of buyers

Name of Business	Contact Person	Phone number

G6.1-6.2. Traceability Program. Developing a Lot Code

There are different methods to develop a lot code, here are two common methods.

1. Develop a lot code number that has specific information for each shipment. The benefits of this method is that it allows you to reconcile inventory or keep track of production per field, per farm, can be used to make business decisions and in the event of an outbreak it can help narrow down sources of contamination.

   Example of the information used to create a detailed lot code:

   - Harvest date
     o **(Julian date) Jan 10, 2021 or 01010**
     o **(Calendar date) Jan 10, 2021 or 011021**
     o
   - Field (each field can have its own code unless you treat fields completely different or are in different locations). **Perkins branch (PB) or Smith Creek (SC)**

   - Product code for all the commodities that will be sold wholesale **(C= cucumbers, T= tomatoes, B= beets)**

   Lot code to be placed in tomato boxes harvested on January 10, 2021 at Perkins Branch

   01010PBT

2. **The lot code is your harvest date.**

   01102021 = Harvest date: January 10 2021

*In both instances make sure you can trace your harvest date or season to the people that were working at the farm, especially those handling, harvesting or packing produce.

G-6.1-6.2 Traceability Program
Exercise 1: Develop your own lot code based and outline how you will keep track of lot codes through the season. Also include a sample label in this section.

Example of Produce traceability Record (before produce leaves the farm)

Shipping Date	Boxes or units in lot	Customer Receiving Shipment	Initials pf dispatcher	Is truck clean, free of smells and at adequate temperature?

G7.1 Mock Recall Record

Reminder: when contacting the buyer to complete this form make sure you always use the words "Mock Recall" in the email's subject line.

Date:	Start time:	Scenario:		
Conducted By:				
Product Name/Shipping Unit:				
Buyer Name:		Phone:	Email:	
Lot #:		Total Time to Locate Product:		
Harvest Date	**Shipping Date**	**Units Shipped**	**Units remaining with Buyer**	**Amount of Product sold by Buyer**
Corrective Action(s):				
Lessons Learned:				

G-7.1 Recall Program

Date:	Time:	Issue:
Conducted By:		
Product Name/Shipping Unit:		
Lot #:		Total Time to Locate Product:

STEP BACKWARD					STEP FORWARD		
Harvest Date:	Harvester(s)	Packing Date:	Packers:	Shipping Date:	Customer(s) Contacted:	Amount of product remaining from original shipment:	Condition of product which could not be recalled: