

Sample SOP: Traceability

Revision: 3.0

Date: 11/11/13

1—Purpose

Describes 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.*

C05	009	155	02	157	01	SRCF/SRCF
Commodity type	Field of origin	Harvest date	Harvest Crew	Packing date	Packing crew	Farm/Packinghouse

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.

Farm Name

Name of Contact #1

Phone # (w)

Phone # (c)

Name of Contact #2

Phone # (w)

Phone # (c)

Buyer #1

Name of Contact #1

Phone # (w)

Phone # (c)

Name of Contact #2

Phone # (w)

Phone # (c)

Buyer #2

Name of Contact #1

Phone # (w)

Phone # (c)

Name of Contact #2

Phone # (w)

Phone # (c)

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>