



## TRACEABILITY PROCEDURE

A functional traceability system allows you to trace your product one step forward and one step back. If you are a fresh produce grower, this means you know what field a particular lot came from and the day it was harvested AND when and to whom that lot was sold. In the event there is a foodborne illness outbreak, you will be able to identify what products you have in the marketplace and recall product if necessary. The traceability system can be developed from a system you already have in place based on invoicing and harvest dates. Although it can be very high tech with bar codes and computers, it does not need to be. The important part is to know what product went where on what day.

### Direct Marketers:

It is seemingly impossible to track every individual who buys your product if you sell at a farmers market or have a self service farm stand. In this case, keep track of what you took to market (where it came from and when it was harvested) and document what was sold (date and location). Essentially, the market becomes the step forward. If you have an on-farm market, keep track of what you put out and how much is sold each day. The benefit is that it will help you keep first in-first out in your coolers and keep the inventory moving.

### Documentation:

Create a diagram/field map to reference and use a harvest log that gives locations of field and/or plots where product came from. This will help simplify the method you use to create a reasonable traceability procedure.

### Write Your Plan:

*Our farm utilizes a [DESCRIBE YOUR SYSTEM HERE (e.g., paper, electronic)] traceability system that allows us to trace product one step back (field) and one step forward (customer). For example: We maintain a Harvest Log to record the following information for each venue we sell at:*

- *Who packed the produce (crew #, group, individual)*
- *The field it came from*
- *The date it was harvested*
- *The date it was packed*
- *The date of sale*

If the situation arises, you would have a plan in place to follow your farm product and determine if there were more products from that same field or harvest date that might be at risk.

See the Harvest Log Handout for an example of a traceability form.