## A **Traceability Plan** is required for all persons covered by the rule, and must include:

**iFoodDS.**

✓ Description of the procedures you use to maintain the required records, including the format and location of the records

✓ Description of the procedures you use to identify foods on the Food Traceability List (FTL) that you manufacture, process, pack or hold

✓ Description of how you assign traceability lot codes to foods on the FTL, if applicable

✓ Statement identifying a point of contact for questions regarding your traceability plan and records

✓ If you grow or raise a food on the FTL (other than eggs), a farm map showing the areas in which you grow or raise such foods:

- The farm map must show the location and name of each field (or other growing area) in which you grow a food on the FTL, including geographic coordinates and any other information needed to identify the location of each field or growing area.

- For aquaculture farms, the farm map must show the location and name of each container (e.g., pond, pool, tank, cage) in which you raise seafood on the FTL, including the geographic coordinates and any other information needed to identify the location of each container.

✓ You must update your traceability plan as needed to ensure that the information reflects your current practices and to ensure you are in compliance with the rule

✓ You must retain your previous traceability plan for 2 years after you update the plan

# Sample Traceability Plan for Greenfield Organics

**GREENFIELD ORGANICS**

*Organic Spring Mix*

## Procedure for Maintaining Required Records

- Digital records of all required Key Data Elements (KDEs) are captured and stored in the iFoodDS cloud-based software solution.

- Hard copies of all Bills of Lading are provided to subsequent recipients containing all KDEs except Traceability Lot Code/Traceability Lot Code Source Reference which is barcoded on product case labels. Some of our trading partners also receive digital ASNs containing all required KDEs.

## Procedure for Identifying FTL Foods

- All products packed at this facility are on the FTL. Confirmed by verifying against Food Traceability List on FDA's website.

## Procedure for Assigning Traceability Lot Codes

- Each product/pack size is assigned a 14-digit GS1 GTIN. Internal lot codes are assigned using date (MMDDYY) and packing line ("AAA" - "ZZZ"). Together, the GTIN and internal lot code makeup our Traceability Lot Code.

## Point of Contact

- Jane Doe, Traceability and Compliance Manager, 123-456-7890

## Traceability Plan Updates and Previous Versions

- This Traceability Plan is reviewed every 6 months as part of our bi-annual review of our field and facility system review. We also review this Traceability Plan when we make any procedural changes to our traceability program.

- Previous Traceability Plan versions are stored in our organization's Sharepoint folder for field and facility procedures for at least 5 years after the update is made.



Greenfield Organics Romaine Field Map

| Field Name | Field Geographic Coordinates |
| --- | --- |
| A-1 | 36.74461554525644, -121.57780927793655 |
| B-1 | 36.73652912775524, -121.57222320778244 |
| B-2 | 36.72844185835293, -121.55132049365741 |
| B-3 | 36.724831195197915, -121.53636424130934 |
| B-4 | 36.721798106955355, -121.53095836696664 |
| C-1 | 36.71414263734224, -121.5433918779548 |
| C-2 | 36.71472043525028, -121.53005738790955 |
| C-3 | 36.70590854500752, -121.53546326225222 |
| D-1 | 36.691027158050076, -121.51474074393863 |
| D-2 | 36.68784823601919, -121.50284782038473 |
| E-1 | 36.67831068146508, -121.5098754570302 |

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