Farm Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_ Initial\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Traceback and Recall Plan**

**1. Who Is In Charge Of The Operation: Key Management Names, Contact Info, And Duties**

*Include a phone number where key people can be reached outside of normal business hours with questions concerning time sensitive issues.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Duties** | **Phone: Home And Cell** |
| **Email** |
|  | Recall Coordinator | - Manage and coordinate implementation of the company’s product recall- Make recall decisions- Document all recall decisions and actions- Keep management informed at all stages of the recall |  |
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 **2. Description Of Lot Tracking System:**

*Describe your lot tracking, coding and accounting systems to identify and describe recalled product. Include use of lot numbers and case labels and show ability to trace one step forward and one step back.*

|  |  |
| --- | --- |
|  What information is included in your lot number? |  |
|  Describe the coding system of each item included in your lot number. |  |
| Include maps of growing areas and facilities as needed. |  |
|  Describe what is labeled, when, and with what type of label (include all product that is labeled on farm and distributed). |  |
|  Describe where lot numbers are recorded (on invoices, sales logs, etc.). |  |
|  Describe where trace-related records are kept. |  |

**3. Timeline And Process For Alerting Buyers**

*Describe your procedure for alerting buyers with step-by-step detail. If you have an issue it needs to be clear for anyone who deals with it what he or she must do. Example procedures are provided. Edit as needed to reflect your timeline and process.*

|  |  |
| --- | --- |
| **Procedure** | **Timeline and how long each step will take** |
| Notify all management and employees |  |
| Halt production of the product pending an analysis of the cause. |  |
| Record the reason for the recall, and the health risk (Form 1 – Recall Information).  |  |
| Halt distribution of the product and isolate the quantities still within the operation. |  |
| Identify the product and determine the quantities involved, and who received it (Form 2 – Product Information).  |  |
| Identify who needs to be contacted (Form 3 – Contact Information).  |  |
| Communicate with the parties concerned (Form 4 – Recall Notification).  |  |
| Recall the product (Form 5 – Product Retrieval).  |  |
| Properly dispose of all contaminated product.  |  |
| Determine preventative plans (Form 6 – Follow-Up Plan). |  |

Recall forms identified in above section: <https://onfarmfoodsafety.org/forms-and-templates/>

Resources: <http://ucfoodsafety.ucdavis.edu/files/26504.pdf>

 <http://onfarmfoodsafety.familyfarmed.org/wp-content/uploads/2011/05/Canada_Appendices_Version_4.1_2010_Eng.pdf>

**4. Plan For Disposing Of Affected Product***Describe your disposal plan. Include specific business and contact information that you involve.*

**5. Contact Information Procedure***A written procedure that states you will maintain a list with updated primary and secondary 24-hour contact information for each grower, pack house, processing facility, cold storage, broker, handling and transportation entity involved in both the inbound and outbound supply chain for each product.*

**6. Record Keeping Procedure***A written procedure that states you will secure necessary records for a minimum of two years beyond the expected shelf life of the Product, or to the extent required by applicable by law whichever is greater.*

**7. List Of Resources And Entities Involved In Your Supply Chain, With Contact Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **CONTACT LIST** | 🗸 **all applicable** | **Phone/email** | **Role** |
| FDA Contact |  | (301) 827-3044 | Help with the process, and determine cause and course of action. |
| State Health Department |  |  | Can help with the process, provide advice, lab testing, communication |
| State Agriculture Department |  |  | Can help with the process, provide advice, lab testing, communication |
| Extension |  |  | Can help with the process, provide advice, lab testing, communication |
| Media |  |  | Contacts who will accurately report |
| Testing Labs |  |  | If inspected by FDA swab everything FDA swabs, ask what pathogens they are testing, and run the same test. (Tests can be wrong) |
| Lawyer |  |  | Legal advice |
| Medical Personnel |  |  | As needed to manage illnesses |
| Grower Association  |  |  | Can help with the process |
| **Growers, Pack Houses, Processing Facilities, Cold Storage, Brokers, Handling And Transportation Entities Involved In Both The Inbound And Outbound Supply Chain For Each Product** |
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**FDA Website:** <http://www.fda.gov/Safety/Recalls/IndustryGuidance/ucm129259.htm>