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| **Company logo** | **Company name** | | |
| **TRACEABILITY AND RECALL PROGRAM** | | |
| **Issued:** 08/08/2022 | **Version:** 1 | **Code:** SOP-02 |

**Objective:**

Identify each lot sold by the facility.

**Control measures**

One step forward

|  |  |  |
| --- | --- | --- |
| Provider | My facility | Customers |

One step back

1. **Traceability system**

* For **one-step-back traceability**, the “List of providers” record is filled in with all the necessary contact information. [An example of this listing is shown at the end of this SOP as “List of Providers”]
* Records (invoices, purchase orders, receipts, and others) from all providers are kept in order to match them to facility activities.
* For traceability, each product container is labeled with a lot number for identification, which includes product name, origin, amount, and date. Additionally, each package contains the name of the facility and its location.
* Lot codes are created using the following system:

|  |  |  |  |
| --- | --- | --- | --- |
| **Product**  (If you have more than one product you can list them and identify each one with a unique number) | **Field of origin or provider** | **Amount of product in the lot** | **Date of packing** |
| Example:  1-Lettuce  2-Spinach  3-Cabagge | 1. “El Amarillo” field 2. “Margaritas” field 3. “Pericles” provider | Specified in kilos/pounds | Following the format of day, month and year:  dd, mm, yyyy |
| **2** | **3** | **2554 (kilograms)** | **05042022** |

In this case, the resulting batch lot code is **2-3-2554-05042022**

* Logs are created where this information is documented.
* For **one-step-forward traceability**, the “Customers List” record is filled with all the contact information for all buyers necessary to enable a recall. [An example of this listing is shown at the end of this SOP as “Customers List”].
* Each sale is documented with an invoice, note, or some other document that allows identification of the product. The invoice must include: the number of boxes or product shipped identified by lot, customer or recipient of the product and date of shipment. [An example of this listing is shown at the end of this SOP as “Product Release Log”.]
* Copies of every invoice and/or shipping document are kept for easy identification in the event of a recall.

1. **Mock recall**

* A mock recall or trace forward exercise is conducted once a year/once a season (indicate frequency).
* The mock recall is recorded in RECORD-01.
* Customers are not contacted. It is only verified that each lot sold can be matched to the specific customer to whom it was sent and that a record of updated contact information is maintained for each customer.
* The mock recall starts by selecting one or more lots at random. Records, logs, and invoices are reviewed to verify that every box shipped to buyers can be identified. The goal is to achieve 100% tracking of the product to its recipients in a period that does not exceed XX hours (indicate the target time, 4 hours is usual).
* If it is not possible to trace 100% of the shipped product, corrective actions are proposed. The problem is described as well as the actions taken to correct it, who is responsible for carrying them out and whether preventive actions are needed to avoid future situations that lead to the same problem (RECORD-02).

1. **Product recall program**

* If a contamination incident involving this facility occurs, there is a person designated as responsible for notifying the company’s customers.   
  -The person responsible for recalling the product from the market is: (name and position)

Their contact information is:   
Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (Indicate a private phone available 24/7)

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

In the event that said responsible person is unable to handle the situation, contact:

-The backup responsible is: (name and position)

Their contact information is:   
-Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (indicate a private phone available 24/7)

-Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* Only the designated person makes the calls and communicates with people from outside the company about this issue.
* Lots at risk are identified and all customers who purchased affected products are notified to recall the products. The product recall is documented in RECORD-01.
* The appropriate regulatory agency (or agencies) will be notified so that they can evaluate the situation and issue instructions which the company will follow.

1. **Use of the USDA logo**

* The GAP &GHP logo is only used on packages, containers and product units that contain the traceability lot (this applies if you use the USDA GAP&GHP logo, check the food safety plan).

**List and log examples:**

**LIST OF PROVIDERS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product** | **Provider** | **Location/Address** | **Contact Name** | **Phone Number** | **Email Address** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**CUSTOMERS LIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Customer/Company Name** | **Location/Address** | **Contact Name** | **Phone Number** | **Email Address** |
|  |  |  |  |  |
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|  |  |  |  |  |

**HARVEST OR PRODUCT ENTRY RECORD**

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| --- | --- | --- | --- | --- |
| **Date of Entry or Harvest** | **Field or Cultivation Area // Provider  (specify the assigned internal ID)** | **Product Name  (specify assigned internal ID)** | **Amount of Incoming or Harvested Product** | **Assigned Lot** |
|  |  |  |  |  |
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**PRODUCT RELEASE LOG**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of Departure** | **Customer** | **Product Name** | **Amount of Product Shipped** | **Lot or Lots Shipped** |
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