

Traceability Plan Example

– Sprouter (§ 1.1315)

The purpose of this document is to help businesses establish a traceability plan as required in § 1.1315 of the Food Traceability Rule.

This example includes the information that is required by the Food Traceability Rule and is one example of how a traceability plan can be established. There is no specific format required for the traceability plan, but the information in the traceability plan must meet the requirements as described in § 1.1315 of the Food Traceability Rule and reflect the current practices specific to the covered entity.

Requirements under § 1.1315 of the Food Traceability Rule:

If you are subject to the requirements of the rule, you must establish and maintain a traceability plan containing the following information:

1. A description of the procedures you use to maintain the records you are required to keep under this rule, including the format and location of these records.
2. A description of the procedures you use to identify foods on the Food Traceability List that you manufacture, process, pack, or hold;
3. A description of how you assign traceability lot codes to foods on the Food Traceability List, if applicable;
4. A statement identifying a point of contact for questions regarding your traceability plan and records; and
5. If you grow or raise a food on the Food Traceability List (other than eggs), a farm map showing the areas in which you grow or raise such foods.
 - Except for aquaculture farms, the farm map must show the location and name of each field (or other growing area) in which you grow a food on the Food Traceability List, including geographic coordinates and any other information needed to identify the location of each field or growing area.
 - For aquaculture farms, the farm map instead must show the location and name of each container (e.g., pond, pool, tank, cage) in which you raise seafood on the Food Traceability List, including geographic coordinates and any other information needed to identify the location of each container.
6. You must update your traceability plan as needed to ensure that the information provided reflects your current practices and to ensure that you are in compliance with the requirements of the Food Traceability Rule. You must retain your previous traceability plan for 2 years after you update the plan.

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BUSINESS NAME: Growing Green	ISSUE DATE	01/15/2028
ADDRESS: 123 Alfalfa Lane, Minneapolis, MN 55401	SUPERSEDES	01/20/2026

Procedures to Maintain the Records

Digital records of all required KDEs are captured and stored in an excel document on the Traceability Manager's laptop. Records are maintained for two years.

Hard copies of Bills of Lading are provided to subsequent recipients containing all required KDEs. Some companies also receive digital advanced shipment notices containing all required KDEs.

Procedures to Identify FTL Foods

All products packed at this operation are on the FTL.

Assigning Traceability Lot Codes

Lot codes are assigned using sprout type ("AL" or "MB"), harvest date (MMDDYY) and growing location ("RD1-12" or "MBB1-10"). For example, a lot of alfalfa sprouts harvested on Aug. 19, 2024, from rotary drum 1 would have the TLC "AL081924RD1."

Point of Contact

Jen Clover, Traceability Manager, 123-456-7899

Farm Map

See Appendix.

Traceability Plan Updates

This plan is reviewed annually as part of our management review of our food safety system, as well as whenever something changes in our traceability procedures. Each previous traceability plan is kept in a folder on the Traceability Manager's laptop for at least two years after it is updated folder on our local computer system for at least two years after it is updated.

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Appendix:

Growing Green
 123 Alfalfa lane
 Minneapolis, MN 55401
 GPS coordinates: 39.289661, -76.580203

