"GUZZLE'S GRILL" FOOD TRACEABILITY PLAN EXAMPLE

This is an example of what a simple restaurant traceability plan might look like using our fictional "Guzzle's Grill" as an example. This document has been updated in August 2024 to include verification steps and an electronic storage process.

GUZZLE'S GRILL FOOD TRACEABILITY PLAN

Average annual food sales: over $250K but less than $1M

Date Created/Updated: September 1, 2025.

Can destroy this Food Traceability Plan (FTP) (no sooner than 2 years): September 1, 2027

FOOD TRACEABILITY LIST (FTL) RECIPE REVIEW & SUPPLIER VERIFICATION PROCESS

Restaurant management created an [FTL Recipe Spreadsheet](#) of all the **FTL foods** that are used in restaurant recipes and how each supplier is providing the required **KDE** Information to the restaurant. In some instances, restaurant management staff can access **KDE** information on the supplier/distributor website. In other instances, this information is sent electronically and/or included on an **Advance Shipping Notice (ASN)** or Invoice or both.

As new menu items are added, restaurant management reviews each recipe to determine if it contains any **FTL foods** and adds it to the **FTL** Recipe Spreadsheet if it does.

Restaurant management has verified that all the restaurant's suppliers can provide the required **FTL** food **Key Data Element (KDE)** information. In addition, restaurant management requires that suppliers demonstrate that their supply chain partners are also compliant with the **Food Traceability Rule (Rule) KDE** reporting requirements.

FOOD TRACEABILITY PLAN UPDATE PROCESS

We update the Food Traceability Plan if we make any significant changes and at minimum every January.

PROCESS USED TO MAINTAIN FOOD TRACKING RECORDS

1. The restaurant has a designated receiving area for all deliveries. Only the owner and restaurant management staff handle the product ordering and receipt of deliveries. There is access to orders, purchase orders, invoices, **Advanced Shipping Notices** and packing lists in the receiving area and in the management office using the restaurant's electronic tablet devices.

2. The receiving area is well stocked with receiving equipment and supplies (pens/pencils, scales, thermometers, iPad/electronic tablet and packing materials). Restaurant management staff has been trained in the receiving procedures and knows which foods are on the **FTL**. Staff is notified when deliveries are expected.

3. Upon receiving a shipment, restaurant management staff inspects the delivery for any damage. The quantity and condition of the items are checked and verified against the packing list. Items are weighed and thermometers are used (where appropriate) to ensure everything is as required per our Standard Operating Procedures (SOPs) for Receiving. Any damage, rejected items, discrepancies in quantity/temperature, type of items or difference in **Traceability Lot Codes (TLCs)** received are written/noted on the packing list. The manager signs and dates the packing list as an official sign off verification step for delivery receipt. The manager scans/photographs of the signed/dated packing list and may take additional photos of any damage or discrepancies.

4. Guzzle's Grill set up a new electronic data storage system to store all traceability records. The electronic folder and document system is in our cloud storage drive (*Google Drive). This is where we are keeping all the purchasing, required **KDE**s and receiving information.

5. We use an app (*ABBYY FineReader PDF) that takes photos/scans of paper documents (example: packing list/receipts), turns them into searchable PDFs that can be labeled and stored electronically with the rest of the purchasing /ordering information. The scan/photo/label app automatically records the date the image was taken, which makes it easy to find images/files by date and allows for the deletion of photos/files after 2 years. Each photo/scan has a unique ID which is used as the document's **Reference Number**. We can rename files with our own unique number and identification system if we choose. Staff is able to name tag/label each photo/scan with the **FTL** food(s) name(s) and supplier name(s). However, even if someone forgets to label something all files are saved as searchable PDFs which still allows the files to be keyword searched and pulled as needed.

6. After a manager takes the receipt delivery photos/scans, the manager adds the **FTL** food(s) and supplier name tags to the files and uploads the photos/scans file into the appropriate supplier's folder in the electronic data storage system. The physical packing list is then placed in the receiving month's physical folder.

7. As an additional quality control step, the assigned manager goes through all physical packing lists each month and confirms that all the delivery receipt images are there, tagged appropriately and in the correct electronic folder before physically destroying the signed/dated packing lists.

8. All **KDE** receiving information and associated documents are deleted after 2 years.

9. If we receive a records request from the FDA (regulator), we will create a shared folder where we will put all the files/information that we need to provide to the regulator. We will complete a keyword search on the **FTL** food name(s) and/or supplier name(s). We will then send a copy of the files pulled from the keyword search into the folder we created for the regulator and provide the regulator with access to this folder within 24 hours as is required in the **Rule**.

Assigning Traceability Lot Codes: We do not assign TLCs.

Name and contact information for the person that can answer questions regarding this FTP and records:

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DISCLAIMER: There are many commercial providers that offer software that can digitize, label, and store paper documents electronically. For this fictional example, we used software offered by ABBYY and Google.