

FARM NAME _____

Doc.No. **2.16**

Title: **Assigning Traceback Codes on the Farm**

Effective Date: _____

Reviewed by: _____ GAP Coordinator, Date: _____

1. Traceback codes will be assigned to all commercial crops produced on the farm
2. The code will include (1) the date harvested, (2) crop and (3) field number.
3. The following protocol will be followed in assigning traceback codes: “On **date & year**, I harvested **crop** from **field number**.”
4. The three digit date will be assigned using the Julian calendar format.
5. The harvest year will be the last two digits of the current year.
6. The crop code will be a two digit number assigned by the grower based on crops grown.
7. A two digit number will be assigned to all production fields under the management of the grower (These numbers will be posted in the field.)
8. The assigned traceback code will be set up as follows: 000-00-00-00
9. The traceback code will follow that crop from time of harvest through final disposition from the farm.
10. All finished products will carry the assigned traceback code on boxes, pallets or designated harvest container (marketable unit) and will be recorded on crop production/disposition sheets and invoices.