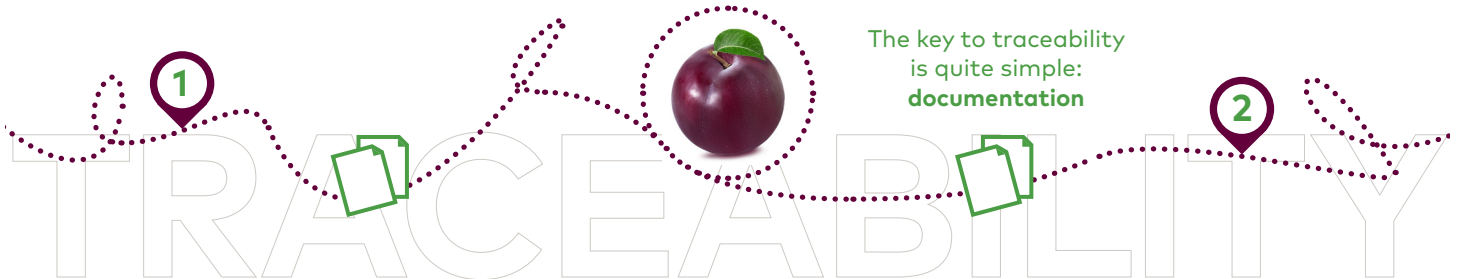


# traceability

Food traceability is the process of tracing where your food came from and where it is going. By law in Canada, food must be traced until the time that it gets to the consumer, with the exception of programs that serve meals or snacks directly to their clients. Tracing the food means knowing where the food came from one step back and where it is going to one step forward.



## FOOD RECALLS

The importance of tracking where food came from is critical in handling a food recall. When food that was sold or donated is recalled, it has been identified as being harmful for human consumption. If your organization has any of that food, you are required to destroy it. This ensures that the bad food cannot be given out to make someone sick.

As a non-profit, you likely rely on food donations to serve your food programs. Because a donation doesn't come with a receipt the way purchased food does, traceability practices mean that you will make your own. In the case of a recall you will know whether the food you received has been impacted.

## TRACEABILITY BEST PRACTICES

Here are some simple tips for implementing an easy but effective traceability practice at your organization.

### 1 SIGN UP FOR ALERTS!

You need to know when something has been recalled. Sign up for recall alerts by email at the [Canadian Food Inspection Agency website](#). For recalls that are specific to stores and not posted on CFIA, the Second Harvest team will be notified by the business and will promptly notify organizations who we believe could have received that food.

### 2 KEEP A LOG.

Keep a log of every donation you received, indicating the business that donated it and the date that the food was received. This log could be on paper, or it could be a digital record. An easy option is to use the Second Harvest Food Rescue App, which keeps the logs for you.

### 3 LABEL THE FOOD.

If the food received doesn't come in its original package, or if you've prepared the food yourself using donated ingredients, label the food with as much information as you know. The CFIA recommends the following:

- the common name of the food
- the name and address of the person who manufactured, prepared, produced, stored, packaged or labelled the food
- a lot code or other unique identifier to trace the food

### 4 HAVE A RECALL PROCESS.

Food recalls happen daily across Canada, so it's important to be prepared to handle a recall. Create a simple document that identifies what you will do in the event of a recall on food that you received. This process will likely include disposing of the food and notifying any clients who potentially received or ate recalled product.

### 5 TRAIN YOUR STAFF AND VOLUNTEERS.

Ensure your staff and volunteers are aware of your food traceability practices and know what to do in the event of a recall. Use this document as a simple training tool. Post the recall process in a conspicuous spot so that all staff and volunteers are aware of it.

### LEARN MORE FROM CANADA FOOD INSPECTION AGENCY



TOOLKIT



RECALL PROCEDURE