

# Traceability Plan Example for Restaurants (§ 1.1315)

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

This example incorporates the information that is required by FDA's 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 final 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.
  - 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 rule. You must retain your previous traceability plan for 2 years after you update the plan.

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<b>BUSINESS NAME:</b> Sammy's Sandwich Shoppe	<b>ISSUE DATE</b>	01/01/2028
<b>ADDRESS:</b> 123 Main Street, Anytown, CA 12345	<b>SUPERSEDES</b>	01/20/2026

## Procedures to Maintain the Records

Hard copies of Invoices and Bills of Lading are scanned and stored in an electronic filing system located on our local computer system. Digital advance shipment notices that have been received are also maintained in an electronic filing system located on our local computer system. Records are maintained for two years.

## Procedures to Identify FTL Foods

All suppliers to Sammy's Sandwich Shoppe are obligated by contract to identify FTL Foods on the records provided when shipments are received (either paper copies provided at receiving or electronically sent ahead of shipment receipt).

## Assigning Traceability Lot Codes

We do not assign TLCs.

## Point of Contact

Steve McGee, Manager, 456-789-1233

## Traceability Plan Updates

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