



 **CANADIAN
AGRICULTURAL
PARTNERSHIP**
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BRITISH COLUMBIA Traceability Value Chain Self-Assessment

For industry associations or value chain partners



TRACEABILITY VALUE CHAIN PROGRAM

- Available from January 2019 until February 28, 2020 -

The TVC program provides cost-shared funding to sector organizations and value chains (groups of two or more agri-food or seafood businesses along a value chain) for specific costs relating to the purchase and installation of information sharing systems that will enhance agri-food and seafood traceability among supply chain partners.

The objectives of the TVC program are to:

- enhance information sharing and increase the adoption of sustainable, voluntary information sharing systems that will meet national or international traceability standards across a sector or along a value chain;
- assist participants or entire sectors to increase market access, substantiate product claims, or generate economic benefits for participants;
- increase capacity to trace animals, agri-food or seafood products and their associated attributes; and
- increase the ability of sectors and value chains to execute emergency response procedures when required.

What is a value chain?

A value chain is a group of two or more agriculture, agri-food or seafood businesses connected along a supply chain that is producing and delivering agriculture or seafood products to consumers. Industry Associations can also apply.

E.g. a business partnership between a producer and a packer, a business partnership among a producer, processor and distributor.

Who submits the application?

- A lead applicant needs to be identified;
- All partners in the value chain complete the organization information in the application form and sign section 3;
- All partners in the value chain application will complete their own self-assessment; and
- The self-assessments are submitted alongside one application form.



Traceability Self-Assessment Questionnaire

Use the following traceability self-assessment questionnaire to identify the strengths and weaknesses of your current traceability system.

The self-assessment consists of 4 separate parts depending upon the type of commodity. Please complete the parts that are applicable to your organization. You can skip the parts that do not apply.

Part A – General	All applicants
Part B – Grower	All primary agriculture or agri-food producers
Part C – Packer / Processor	All packing and processing operations
Part D – Livestock Industry	All livestock operations

If you check off any red boxes in this questionnaire, your traceability system may need an urgent detailed review and upgrade.

If you check off any yellow boxes in this review, your traceability system should be reviewed for compliance gaps and opportunities for improvement.

While most questions are applicable to all agri-food and seafood businesses, some questions are specific to certain types of operations. If you believe a question does not apply to your particular business, select “N/A”.

You have the option of completing this PDF form on–screen and emailing us the saved PDF, or printing it and sending us the completed paper form.

You can send the completed, signed application to the Program Administrator:

By Email: bctraceability@ca.pwc.com

By Fax: 604-806-7806
Attn: Caroline Gibbeson

By Mail: Attn: Caroline Gibbeson, B.C. Traceability Programs
PwC LLP
250 Howe Street, Suite 1400
Vancouver, BC V6C 3S7

For further information or if you require assistance on filling out the application form, please contact us at 604 484 3490 or bctraceability@ca.pwc.com



What is Traceability?

- ▶ Traceability is the ability to follow an item or a group of items – be it animal, plant, food product or ingredient – from one point in the supply chain to another. This trail can be followed in either direction: backwards or forwards.
- ▶ Traceability is a key component of food safety.
- ▶ Traceability can significantly reduce the economic, social and environmental impacts of a food safety issue such as product recall, or emergencies like a contagious disease outbreak.
- ▶ Speed and accuracy are key components of traceability.

Is Traceability Mandatory?

- ▶ Traceability systems are required to help protect the health of animals and the general public. Each operation within the agri-food supply chain must be able to trace products **one step back and one step forward**.
- ▶ Traceability is a requirement of most food safety certifications (i.e. Global Food Safety Initiative).
- ▶ Traceability is a requirement of most identity preserved certifications (i.e. Certified Organic, Gluten Free).
- ▶ Traceability is legislated within Canada. To view requirements specific to your sector [click here](#).
- ▶ In the case of a product recall, the business that has produced, distributed, or imported the unsafe food has the primary responsibility for implementing the food recall.
(2013 Fall Report of the Auditor General of Canada.)

What Are The Benefits?

- ▶ **Peace of mind.** Traceability regulations are changing in Canada. [Click here](#) to view requirements specific to your sector.
- ▶ **Retain current customers and access new markets.** Avoid being shut out of lucrative new markets or losing your existing customers to businesses that can demonstrate the value of their traceability system.
- ▶ **Preparedness in the case of a food emergency or product recall.** Having the processes and data in place to act quickly and decisively in the event of a product recall can protect your brand reputation and limit the size (and cost) of recall.
- ▶ **Avoid financial devastation & reduce legal liability.** Recent outbreaks of food illness show financial devastation to businesses and whole sectors when their reputation for providing safe food is put into question without effective traceability.
- ▶ **Improve efficiency & reduce spoilage.** Traceability systems can improve the efficiency of your operation with real time production and inventory data, and can also reduce spoilage with raw product use and rotation data.
- ▶ **Gain a competitive advantage** over suppliers not meeting traceability criteria. Capitalize on new farm to fork marketing opportunities.

PART A – GENERAL

*** ALL APPLICANTS MUST COMPLETE**

Legal Business Name	
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CURRENT TRACEABILITY SYSTEM – TYPE	Yes	No	Not sure	N/A
Does your operation have a formalized process to periodically review traceability procedures and policies?				
Is your current system based completely on paper files?				
Is your current system based completely on computer files?				
Is your current system a combination of computer and paper files?				
Does your current system use real time data collection?				
Does your current system use post-production data entry?				
Does your staff and /or management review traceability data daily / weekly?				
Does your current system use a Global Trade Item Number (GTIN) and lot code barcode labeling on the finished product?				
Does your current system apply labeling to raw / input products while in storage or the staging area?				
Have your employees completed traceability training?				
If yes, how many staff have been trained in the past year?	<input type="checkbox"/> All	<input type="checkbox"/> 1-19	<input type="checkbox"/> 20-49	<input type="checkbox"/> 50+
in the past 2 years?	<input type="checkbox"/> All	<input type="checkbox"/> 1-19	<input type="checkbox"/> 20-49	<input type="checkbox"/> 50+
in the past 5 years?	<input type="checkbox"/> All	<input type="checkbox"/> 1-19	<input type="checkbox"/> 20-49	<input type="checkbox"/> 50+

CURRENT TRACEABILITY SYSTEM – VERIFICATION	Yes	No	Not sure	N/A
Does your operation pass independent third party review / audit of your traceability system on at least an annual basis?				
Do you test your traceability system with mock recalls?				
Do your mock recalls include other members of the supply chain?				
Are your mock recalls successful?				
Are you able to complete the traceability test within 4 hours?				
What is the average time to complete a recall?	<input type="checkbox"/> 0-1 hr	<input type="checkbox"/> 1-2 hrs	<input type="checkbox"/> 2-6 hrs	<input type="checkbox"/> 6+ hrs

PART B – GROWER

*** MUST BE COMPLETED BY ALL PRIMARY AGRICULTURE OR AGRI-FOOD PRODUCERS**

CURRENT TRACEABILITY SYSTEM – EFFECTIVENESS	Yes	No	Not sure	N/A
Can you trace <u>back</u> all the inputs and source data (i.e. supplier, seed, root stock, pesticide, fertilizer, field, plant date, harvest date, quantity etc.) using the harvest Lot # as your tracing reference?				
Can you trace <u>forward</u> to recipients of all harvested product (i.e. harvest date, quantity, employee list, equipment, pallet / bin, ship date, ship destination, pallet / bin #'s) using the harvest Lot # as your tracing reference?				
Can you trace <u>forward</u> to recipients of all product handled by a specific employee using employee ID and the date as your tracing reference?				

CURRENT TRACEABILITY SYSTEM – REVIEW	Yes	No	Not sure	N/A
Note: Essential data is Field, Date, Quantity, Employees, Machinery, and Lot # etc.				
Do you record all the essential data for all harvested food products?				
Are all harvested pallets / bins labeled with a unique identification?				
Do you record all the essential data for all supplies and materials you use during harvest?				
Do you record the staging / storage location of each harvested pallet / bin?				
Do you record the shipment details of all pallets / bins you ship to the packer / processor?				
Are you able to retrieve all the essential harvest data, including usage and inventory, for any harvested Lot # within four hours?				
Are you able to retrieve all the essential growing data, including seed lot, pesticide / fertilizer used etc., for any harvested Lot # within four hours?				

PART C – PACKER / PROCESSOR

*** MUST BE COMPLETED BY ALL PACKING AND PROCESSING OPERATIONS**

CURRENT TRACEABILITY SYSTEM – EFFECTIVENESS	Yes	No	Not sure	N/A
Can you trace <u>back</u> all inputs and source data (i.e. <i>field, supplier, Lot #, receiving date, and quantity etc.</i>) using a finished product Lot # as your tracing reference?				
Can you trace <u>forward</u> to recipients of all finished product (i.e. <i>Lot #, pallet tags, ship date, quantity, recipient etc.</i>) using a finished product Lot # as your tracing reference?				
Can you trace <u>forward</u> to recipients of all your product handled by a specific employee using employee ID and date as your tracing reference?				
Can you trace <u>back</u> to original sources and <u>forward</u> to your final recipients when the finished product is from rework, pre-mixes, or interim products?				
Can you trace all lots or batches that were produced / packed using a specific equipment and / or during a specific date range?				
Can you trace <u>forward</u> to other lots and their recipients when allergens are used in the plant?				

CURRENT TRACEABILITY SYSTEM – REVIEW	Yes	No	Not sure	N/A
Incoming Food Products and Supplies				
Note: <i>Essential data is Field, Date, Quantity, Employees, Machinery, and Lot # etc.</i>				
Do you record all the essential data for all incoming food products?				
Are all received food pallets / bins labeled with unique identification?				
Do you record all the essential data for all supplies / materials you receive?				
Do you track in detail the usage of all food products you receive?				
Do you track in detail the usage of all supplies / materials you receive?				
Are you able to retrieve all the essential data, including usage and inventory, for all the received food products or supplies / materials within four hours?				

PART C – PACKER / PROCESSOR

*** MUST BE COMPLETED BY ALL PACKING AND PROCESSING OPERATIONS**

CURRENT TRACEABILITY SYSTEM – REVIEW				
Packing / Transformation of Food Products				
Note: <i>Essential data is Field, Date, Quantity, Employees, Machinery, and Lot # etc.</i>	Yes	No	Not sure	N/A
Do you have GTIN's for all the products you sell?				
Do you create a unique lot or batch code for each day's production?				
Do you record the essential data for all the input food products you consume for each production batch or lot?				
Do you record the essential data for all the supplies you consume for each production batch or lot?				
Do you record all the additional details for each production batch or lot (i.e. <i>equipment used, start and stop time for the production run, employee list</i>)?				
Do you apply a scannable barcode label containing GTIN and Lot code to each carton?				
Do you apply a unique scannable barcode label to each pallet at time of production?				
Does each pallet tag include all essential information (<i>Product Name, GTIN, Lot Code, Quantity, etc.</i>)?				
At the end of each production run, do you reconcile the input Kg with output Kg?				
At the end of each production run, do you reconcile the output quantity with inventory quantity in staging / storage?				
Do you record weight / quantity of all seconds / culls produced for each production run?				

PART C – PACKER / PROCESSOR

*** MUST BE COMPLETED BY ALL PACKING AND PROCESSING OPERATIONS**

CURRENT TRACEABILITY SYSTEM – REVIEW	Yes	No	Not sure	N/A
Sale / Distribution of Food Products <i>Note: Essential data is customer, SO#, PO#, Date, Quantity, Employees, Truck ID, and Lot # etc.</i>				
Is essential information recorded at the time of shipping?				
Is each pallet scanned / recorded at the time of loading?				
Do you create a bill of lading for each shipment?				
Does the bill of lading list the pallet tag number of each pallet included in the shipment?				
Do you mix Lot # and / or products on the same pallet?				
Do you use hybrid pallet tags where Lot # and / or products are mixed on same pallet?				
Do you receive and record confirmation from end destination when your shipped product has been received?				

PART D – LIVESTOCK INDUSTRY

*** MUST BE COMPLETED BY ALL LIVESTOCK OPERATIONS**

Note that there are two general questions applicable to all operations. Dairy and Beef operations must also complete the relevant sections below.

GENERAL QUESTIONS FOR ALL LIVESTOCK OPERATIONS:

The following two questions must be completed by all livestock operations.

CURRENT TRACEABILITY SYSTEM	Yes	No	Not sure	N/A
Can you trace the complete history / movement of any animal or a group of animals back from a finished product lot number?				
Can you trace the quantity, lot #, and recipients of all animals or products derived from an animal or group of animals using an animal or group of animals as a reference?				

DAIRY PRODUCER:

The following questions must be completed by all Dairy Operations.

ANIMAL IDENTIFICATION	Yes	No	Not sure	N/A
Are your dairy cattle double-tagged with approved dairy tags? (NLID/ATQ) * Calves must be tagged within 7 days of birth or before the animal leaves the farm of origin, whichever occurs first. * Any calves born on farm and destined for the beef industry may be identified with a single Radio Frequency Identification (RFID) ear tag (approved beef tag) - except for provinces that requires dual tagging.				
TAG ACTIVATION				
Do you maintain current birth records on farm? (birth date, Animal ID number) *In the 7 days following the animal's birth or at the time the animal leaves the farm of origin, whichever occurs first.				
Are you reporting animal birth information to the national traceability database within 45 days or before the animal leaves the farm of origin, whichever occurs first?				

PART D – LIVESTOCK INDUSTRY

*** MUST BE COMPLETED BY ALL LIVESTOCK OPERATIONS**

ANIMAL MOVE IN				
For animal move-in (reception of an animal at the farm, including import):				
a. Do you maintain current animal move-in records on farm? (animal ID number, date of movement, premises identification number of farm of arrival and departure, license plate number)				
b. Are you reporting the information to the national traceability database? *Information must be recorded within 7 days of the event or before the animal leaves the farm, whichever occurs first				
TAG RETIREMENT				
For tag retirement (on-farm animal disposal or export):				
a. Do you maintain current tag retirement records on-farm?				
b. Are you reporting the event information to the national traceability database? *Information must be recorded and reported within 7 days of the event.				

¹ Source: Questions reproduced with permission of Dairy Farmers of Canada from the proAction® PRODUCER SELF-EVALUATION QUESTIONNAIRE, p. 6 of 'Traceability Workbook' (December 2016), (c) Dairy Farmers of Canada

BEEF PRODUCER:

The following questions must be completed by all Beef Operations.

Traceability Practices (as required Federally: Health of Animals Regulation)	Tick which applies			Describe how this implementation project (or equipment purchased) would help you meet this required practice better
	Met	Needs work	N/A	
All cattle are tagged with an approved RFID tag prior to moving from their current location or leaving their farm of origin, including any movement to Crown range, community pastures, fairs, or veterinary clinics.				
For farms of origin, age verification is the association of animal birth date data with an Animal Identification Number (Single Tag or Tag Group) and is then loaded onto the national database.				
Proper placement of tags in the correct location of the ear is done for maximizing tag retention and to ensure accurate and efficient RFID reading.				

PART D – LIVESTOCK INDUSTRY

*** MUST BE COMPLETED BY ALL LIVESTOCK OPERATIONS**

Proper insertion and secure closing of the tag is done				
Care is taken to avoid wrestling with the animal and repeatedly squeezing the tag applicator to avoid damage of the electronic components with the tag.				
Before you tag each animal, the RFID tag number is recorded, along with the animal's management ear tag number.				
If an RFID tag is lost: - re-tag and cross-reference with original RFID tag - ensure the birth date linked to the animal's original RFID tag is brought forward to its new tag				
RFID tag is read manually when: - tag replacement makes electronic reading difficult - RFID tag is no longer functional If and approved RFID tag is not functioning, another tag is applied to the animal and cross-referenced in the CLTS to the original number. The original, defective tag is <u>not</u> removed.				
Animal health is regularly monitored and any deaths / euthanized cattle are recorded.				
Cattle, people and equipment entering / returning to the operation are managed / handled in a manner to avoid them introducing disease / pathogens to cattle already on site.				