

Traceability Plan Example for Distribution Center (§ 1.1315)

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

This example includes the information that is required by the 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 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.
 - Except for aquaculture farms, 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 Food Traceability Rule. You must retain your previous traceability plan for 2 years after you update the plan.

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Business Name: Dee-Cee Distribution Center	ISSUE DATE	01/15/2028
Address: 123 Distributors Lane, College Park, MD 20737	SUPERSEDES	02/20/2026

Procedures to Maintain the Records

When shipments are inbound to Dee-Cee Distribution Center, shippers are required to transmit an ASN to the Dee-Cee EDI gateway or email the College Park logistics department email address with the inbound shipment details. When an inbound shipment includes foods on the FTL, this transmission or email needs to include the Shipping KDEs that the supplier is required to send, including the Traceability Lot Code of the foods.

Pending arrivals are created in Dee-Cee's Warehouse Management System (WMS) with the details of the expected shipment. Then, when the truck is unloaded at College Park, the unloading staff can record a *Warehouse Receipt* transaction in the WMS which records the KDEs required for a Receiving CTE. The *Warehouse Receipt* transaction can update which products, quantities, and Traceability Lot Codes are recorded in the WMS if what is actually unloaded differs from the ASN.

When outbound shipments are assembled by pickers, the products and their associated TLCs are recorded in a *Warehouse Pick* transaction in the WMS. After the doors are closed on the truck, the loading staff confirms the *Warehouse Pick* transaction which either triggers an ASN in the Dee-Cee EDI gateway (if the recipient is setup with EDI) or notification to the logistics department to email the shipping KDEs to the recipient.

The Dee-Cee EDI gateway and WMS are cloud-hosted software solutions that store records digitally such that the records are accessible by personnel at the College Park distribution center. When the logistics department receives documents via email for inbound shipments, the documents are saved as PDFs in the Dee-Cee document management system (DMS), where they are associated with the WMS Warehouse Receipt transaction #. If documents (e.g., Bills of Lading) are hand-delivered by a driver, the unloading staff will pass them along to the logistics department to scan the documents and store in the DMS. The DMS is also a cloud-hosted service that stores the files digitally in a way that is accessible by personnel at the College Park location.

Procedures to Identify FTL Foods

Many products packed at this operation are on the FTL. Because suppliers and current inventory needs change often, our Traceability Manager reviews all new products and compares them to the FDA's Food Traceability List before they are added to our Product Lists. When FTL foods are identified (including foods that contain FTL ingredients), they are flagged in our warehouse management system as FTL foods.

Assigning Traceability Lot Codes

Most FTL products received already have assigned Traceability Lot Codes. The only situation in which our firm assigns TLCs is when we receive FTL foods from exempt entities. In that situation, we assign a TLC that consists of the supplier's name/number in our WMS, the purchase order number, SKU, and the date of receipt of the food.

Point of Contact

Marie Clover, Inventory Control Specialist, 123-456-7899

Traceability Plan Updates

This plan is reviewed annually as part of our management review of our food safety system, as well as whenever something changes in our traceability procedures. Each previous traceability plan is maintained in our Document Management System at least two years after it is updated.