

System to Create Lot Numbers for Traceability

The following procedure describes how Cary and Main Co. creates lot numbers when syrup is canned or used to make confections. These lot numbers are used to trace syrup in case of a recall.

Create a new lot number for each batch of syrup that is processed

- For each boil (batch) a lot number is created that includes the Julian date, grade and barrel number:

Example: 1st 40 gallon barrel produced March 15, 2023 of Grade A Syrup: 23075A-001

- For each barrel produced a sample is taken to measure grade, samples are labeled with the lot number of the corresponding barrel and stored for reference. Barrels are labeled with lot number, grade, operator and any production notes.

For each lot created:

- Document the source of the syrup. This may be the barrel number if this syrup is from one barrel. If the syrup was blended from more than one barrel then each barrel must be noted. If the syrup was purchased or is being repackaged then the source of the syrup must be described (vendor barrel number, lot code(s) of containers that are being repackaged).
- Document the date that the syrup was processed.
- Document the grade of the syrup.
- Document operator and production notes.

Mark each container with the lot number

- Sales records document the lot number of syrup/cream sold to a customer. Canned syrup or cream can be traced to a specific batch and barrel.

Production and Distribution Record Keeping

Production Records are kept of:

- Time, date and sugar content of sap production
- RO processing
- Boiling and Filtering
- Total gallons, grade and density of syrup produced
- Canning and cream production
- Cleaning and sanitation

Distribution Records of bulk sales are kept of:

- Quantity of product
- Container size and type
- Buyers/Contacts name, address, phone number and email

How to recall a batch of syrup

- When a complaint is received, a Complaint File is created that includes complainant info, problem with product, source of product (bulk or direct sale).
- The complaint is investigated. Looking at records, samples and products of the same lot number. Complaint File is updated with any information found.
- If it is determined that a product is contaminated and/or does not meet quality standards a Recall is issued.

Recall Action Plan

- A Recall File is created and information is updated.
- Production, sales and distribution records are searched to find all instances of the lot number that needs to be recalled.
- The customer/distributor that purchased the batch/lot of syrup is contacted and informed that the batch/lot is being recalled. Refunds are issued and Recalled product is shipped back or retrieved. Once assembled, Recalled products are labeled “not for consumption”, separated from inventory and prepared to be composted or labeled for “animal feed” if possible.
- Any product of the lot number remaining in inventory that needs to be Recalled is labeled “not for consumption”, separated from inventory and prepared to be composted or labeled for “animal feed” if possible.

Policy on how outside food is separated from food production areas

The following policy describes how Cary and Main Co. separates outside food from maple production.

- All food must be consumed in the specified break area, which is separate from the areas where sap, syrup or confections are processed.
- Everyone must wash their hands prior to going back to work in any sap, syrup or confection processing area.