

Traceability Plan Execution

How are the Traceability Requirements Executed?

Produced for

Chehalis Indian Band

Submitted by **Food Information Service – UBC**

Main Researcher: Rebecca Robertson

Report Date: March 2009

Introduction

This report is partnered with the report “Traceability & Chain of Custody Documentation”. Gap Assessment. This report identified that the following actions will demonstrate traceable chain of custody of the fish in this fishery.

1. Weigh the fish at the Landing Site and record the tared weights and the gross weight on the Landing Slip, Fish Slip, Shipping Manifest and Bill of Lading.
2. Fax each day’s fishery paperwork to the Virtual Warehouse within 24 hours.
3. Record the Crew on the Shipping Manifest and the Tote Tags

Point number 1 is a key component of traceability. The reason that this step has not been previously undertaken is that it is challenging to operate a scale in an outdoor environment like the beach. However, weights are a key element in many supply chains so there are scales that are designed to accept the abuse of an outdoor environment. Another incentive to implement this step is that weights drive payments in a fish value chain – gaining control over this aspect right at the beginning of the fishery will demonstrate that the amount of product has not changed from Landing through to delivery to the buyer. In addition, there is now information that can be helpful to examine if there is a discrepancy between the weights at landing versus the weights delivered to the buyer.

The scales have been purchased from a supplier that services many industries and is capable of delivering customized orders that fit the needs of the customer. In this case the scale must be able to withstand the rigours of a beach, rain and related abuse.

This report outlines the steps needed for the 2009 fishery to implement a fully traceable system that can track the initial fish from the fishery through to the Virtual Warehouse.

Traceability Workplan for 2009

Table 1 summaries the activities that are needed to establish traceability for the fishery. These activities incorporate the improvements that are given in the previous section. The two biggest changes are to begin weighing the fish at the Landing Site and to record the Crew on the Shipping Manifest. Various documents will now have the tared weights and the gross weights recorded on the Tote Tags, Landing Slip, Fish Slip, and Shipping Manifest. The BOL will have the total of the tare weight and the grow weight for the males and females. In addition, the paperwork will be faxed to the Virtual Warehouse by the following morning. In addition, several verification activities will be performed including a Recall Effectiveness Check and unannounced visits to the fishery as it operates.

There are several projects that are being set up for 2009; this schedule of activities must be covered within many of these projects. This will also assist with determining who is responsible for some of the tasks.

Table 1. 2009 Traceability Workplan

Location/Process Step	Description	Traceability Documents
Prepare and Train fishery	<p>Incorporate the traceability requirements into the fishery's training materials</p> <p>Develop SOPs and set up training and a manual</p> <p>Organize weighing station</p> <p>Modify paperwork – add tare weight and gross weight columns</p> <p>Train participants in documentation and weighing – get suggestions from the trainees as to how to facilitate weighing and tote pre-labelling</p>	<p>Tote Tags Landing Slip Fish Slip Shipping Manifest BOL</p>
Prepare totes	Tare totes (with ice) and pre-label with tote tags	<p>Tote tags –Pre- labelled with:</p> <ul style="list-style-type: none"> • Species • Date • Tote bin number • Tared weight (with ice) • Crew • Landing Site
Land Fish on Beach	<p>Fish are landed on the beach</p> <p>Place fish sorted by gender in tared with ice, pre-labelled totes</p>	<p>Independent Monitor's Log (not part of the traceability chain unless there is a problem)</p> <p>Tote Label - Label totes with:</p> <ul style="list-style-type: none"> • Number of fish • Sex

Location/Process Step	Description	Traceability Documents
Transport fish to Landing Site	<p>Off-load filled totes and weigh</p> <p>Replace totes with pre-tared, pre-labelled totes</p> <p>Fill in Landing Slip</p>	<p>Tote Tag – fill in the:</p> <ul style="list-style-type: none"> • Gross weight <p>See “prepare totes” above</p> <p>Landing Slip – fill in the:</p> <ul style="list-style-type: none"> • Band • Crew • Date • Landing Site • Gear • Species • Number of pieces • Tared weight (with ice) • Gross weight
Sign crews out after fishing	Prepare daily paperwork for crews for their record of fishing	<p>Fish Slip – fill in the</p> <ul style="list-style-type: none"> • Band • Crew • Date • Landing Site • Plant, Packer, Collector • Gear • Designation • Species • Number of pieces • Tared weight (with ice) • Gross weight
Staging (for transport)	Prepare Shipping Manifest	<p>Shipping Manifest – fill in the</p> <p>Date</p> <p>Truck BOL</p> <p>Species</p> <p>Landing Site</p> <p>Tote number</p> <p>Number of fish per tote and totalled by sex</p> <p>Tared weight – totalled by sex</p> <p>Gross weight – totalled by sex</p> <p>Crew</p>

Location/Process Step	Description	Traceability Documents
Load Truck	Give information to driver for BOL	Bill of Lading – fill in the Number of totes Total number of pieces by sex Tared weight totalled by sex Gross weight totalled by sex
Fax paperwork	Fax paperwork to Virtual Warehouse the next morning or sometime that day	Shipping Manifest Landing Slips Fish Slips BOL
File paperwork	File paperwork at office	Shipping Manifest Landing Slips Fish Slips BOL
Ensure shipment posted on Virtual Warehouse	Review postings on Virtual Warehouse	Shipping Manifest Landing Slips Fish Slips BOL
Verify traceability system is intact	Perform Recall effectiveness check Perform unannounced visit to Landing Site and to fish warehouse	Perform once per season – Document these verification checks.