This is an example of what a simple restaurant traceability plan might look like.

GUZZLE'S GRILL FOOD TRACEABILITY PLAN

Date Created/Updated: September 1, 2026.
Can destroy this Food Traceability Plan no sooner than 2 years = September 1, 2028.
The process used to maintain food tracking records:

Our average annual food sales are over 250 K but less than 1 million. We keep physical records for all FTL foods in an extra-large locked, fireproof, and waterproof filing cabinet in the restaurant manager's office.

Our staff has been trained on what documents we need to keep on each FTL food, and we have a box outside the manager's office marked FTL Documents for staff to place these documents in after receiving them from suppliers. The restaurant manager prints any FTL documents that arrive electronically and saves them in the FTL Food Documents folder on the computer as a backup storage system to ensure nothing is missed.

Each month the restaurant manager creates a physical folder for each category of FTL Food to store required FTL food reference documents (ex: receipts, Purchase orders, etc.) for the month. Folders are marked with the FTL food category, name, month, and year. FTL food categories include Produce, Fish/Seafood, and Dairy.

Each week the manager goes through all the FTL documents and inspects them to ensure they have all required information on them including a unique ID number prior to adding them to the corresponding FTL Food Category folder. The manager stores all FTL Food documents in the month/year folder that corresponds to that FTL food category and the date the restaurant received the FTL food.

If a document does not have a unique identifier on it, then we use our unique ID spreadsheet. We used a free online unique identifier code generator to create unique ID codes, put those codes in a spreadsheet and then created a column in the spreadsheet to record which FTL food document we put the code on. Every time we get a new document that is missing a code , we add the next unused code to the FTL food document, and we add the FTL food document name to the unique ID spreadsheet.

FTL food folder contents are shredded after the 2-year storage requirement. Then, the folder is recycled, and a clean label is placed on it to be used in future filing efforts.

How we identify foods in our restaurant that are on the Food Traceability List:

We started by going through our menu recipes individually and identifying those recipes that included foods on the FTL list.

Next, we talked with our suppliers to determine how we would best be able to collect the Key Data Element (KDE) information from the Critical Tracking Events for each FTL food and created our storage for traceability record-keeping requirements.

We created a master list of all the FTL foods we must keep records for. It includes the date we started keeping records for the food. If we no longer use the FTL food, it provides the date we stopped using it. It also says what types of records we need to keep related to each FTL food.

As we add a new menu item, we review the recipe to determine if it contains any foods on the FDA's FTL list. If it is new item to our FTL Food master list, then we add it to the list and keep all necessary documents on it in the appropriate folder moving forward.

Name and contact information of the person that can answer questions regarding this traceability plan and our record:

Kate Piche
123 Association Drive, Chicago, IL 60638
Phone: 312-485-6925 | Email:kpiche@restaurant.org

Food Traceability Plan Update process:
We update the Food Traceability Plan as needed and at least once a year.