

System to Create Lot Numbers for Traceability

The following procedure describes how *{name of sugarhouse}* 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

The lot number may include the date and grade, the Julian date and grade, or be a sequential number.

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.

Mark each container with the lot number

- Sales records should document the lot number of syrup sold to a customer.

How to recall a batch of syrup

- Search the sales records to find all instances of the lot number that needs to be recalled.
- Contact the customer that purchased the batch/lot of syrup and inform them that the batch/lot is being recalled.