

Instructions for completing a traceback flow diagram:

Note: Items italicized in the flow diagram template should be filled in and updated for each traceback flow diagram completed.

1. Header
 - a. Pathogen associated with the cases of illness
 - b. Vehicle/Ingredient being traced
 - c. Month and Year that outbreak started
 - d. Name and location of POS or starting point of the traceback

2. Footer
 - a. Name of agency completing the timeline
 - b. Information disclosure statement for agency
 - c. Date the timeline document was created
 - d. Date the timeline was revised

3. POS (Leftmost box)
 - a. Add the POS Name and Location.
 - b. Case information:
 1. # of cases being traced from the POS
 2. Date(s) of exposure
 3. Vehicle/ingredient consumed or purchased by the case(s) (Ex. Mary's Spinach Leaves (5oz bag); Spicy tuna sushi roll (ground tuna))
 - c. Add the firm name of the supplier to POS in the space following 'FROM:'
 - d. Description of product being traced as it appears on the invoice/BOL showing shipment to the POS (Ex. 5oz spinach; Tuna ground).
 - e. Invoice/BOL information on the shipment received:
 1. Identifying # - a unique number that enables an investigator to find and refer back to the document which has the shipment information being entered into the flow diagram (Ex. Invoice/BOL #, Order #, etc.).
 2. Quantity (Qty) – Amount of product received by the POS for that shipment (Ex. 5 cases, 20 lbs., etc.).
 3. Received Date (Rec'd Date) – Date the product was received at the POS. Verify which date on the document refers to the actual date the product was received at the firm.
 - f. If more than one firm supplied the POS during the time period of interest, continue to add firm information as described in c-e above.

4. Next level in the distribution chain
 - a. Create a new box to the right of the POS box.
 - b. Draw an arrow from the POS box to the new box on the right (→).
 - c. Add the firm name and location (this will be the supplier to the POS – this will be the same firm listed as the FROM firm in the POS box).
 - d. Add the name of the firm that sent product to the supplier in the space following 'FROM:'
 - e. Add the information described in 3d, 3e and 3f above.
 - f. Continue to follow the product back through the distribution chain (4a – 4e) until the source of the product is reached.

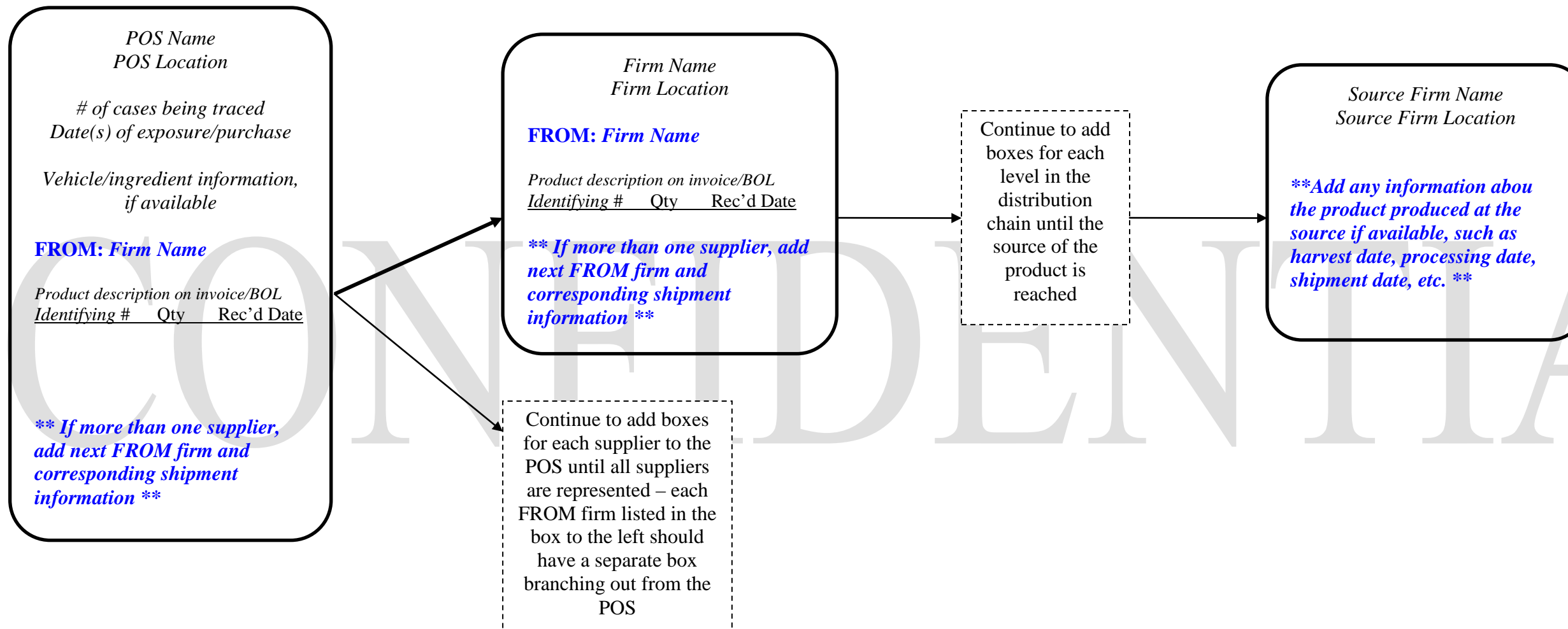
5. Source firm (Rightmost box)
 - a. The box on the rightmost side of the flow diagram should include information on the firm from which the product originated. Include the source firm name and location at the top of the box.
 - b. If available, include any information on the product from the source firm (Ex. harvest date, processing date, date the product was shipped to the receiving firm, etc.).

6. Indicate implicated shipments
 - a. Bold each shipment implicated for each level in the distribution chain (bold the information pertaining to the identifying #, qty, and rec'd date).
 - b. Bold the boxes corresponding to firms with implicated shipments.
 - c. Bold the arrows that link the firms with implicated shipments for each level in the distribution chain
 - d. Gray out boxes of firms that do not have implicated shipments. Indicate 'NOT IMPLICATED' in the box.

Please see attached example of a completed flow diagram.

Template

Pathogen – Vehicle
Multi-state Outbreak *Month Year*
TRACEBACK INVESTIGATION TIMELINE (DRAFT)
POS name – POS State



Example

Salmonella Typhimurium – Tuna
Multi-state Outbreak FEB 2012
TRACEBACK INVESTIGATION FLOW DIAGRAM (DRAFT)
Sushi Me - CA Leg

