

<b>Traceback Investigation Worksheet</b>	
The purpose of these investigations is to identify and document the distribution of implicated foods or foods suspected of contamination. This involves reconstructing <u>past</u> production and distribution events during a specific time period through interviews, observations, photos, and record collection.	
<b>Establishment Name and Address:</b>	
<b>Epidemiological Investigational Information:</b>	<b>Notes:</b>
Preliminary product description	
Time period of interest verified (Dates and times product of interest was prepared/served/distributed and consumed at point of service)	
Epi data (to share with industry as needed)—number of cases, association certainty	
<b>Product Identifying Information:</b>	
Product description (Brand, food type, size, container type)	
Include pertinent label information (collect copy or photo if available)	
Document product identifiers (i.e. Lot Codes, Universal Product Codes (UPC), Stock Keeping Unit (SKU), Price Look Up (PLU) numbers, Production/pull dates)	
Manufacturer name and production facility address	
Determine how product is received (i.e. frozen, fresh, shelf stable)	
Identify food items that may contain the product of interest	
<b>Shipping and Receiving Practices (obtain copies of invoices, receipts, bills of lading, etc...):</b>	
Document receiving dates, times, and amounts for each shipment (or transfer) in requested time period	
Determine whether firm wholesales and/or retails product of interest	
Indicate how the dates on the shipping records reflect the date the product was received	
Determine how supplier deliveries are documented or recorded	
Identify firm's suppliers during this time period (include cash transactions)	
Determine or estimate transportation time from supplier to point-of-service	
<b>Handling and Storage Practices:</b>	
Determine if there is any on-site packing, repacking, and/or processing that could have allowed introduction of contamination	
Determine if an environmental assessment/investigation is needed (i.e. to assess cross-contamination opportunities like repacking of fresh produce during distribution)	
<b>Stock Rotation Practices:</b>	
Review the standard operating procedure at the firm	
How is the product unloaded and added to inventory	
Determine if first-in-first-out (FIFO) rotation policy is standard operating procedure and how closely it's adhered to	
<b>Stock Inventory (daily or otherwise):</b>	
Review inventory record (logs) for time period of interest (how records are used by firm, identify record system strengths and weaknesses)	
Determine what time of day inventory is performed	
Identify what each inventory number represents	
Determine how partial cases or containers are accounted for, and how and if carry over is recorded	
Determine if the facility links purchase orders, UPC codes, etc to supplier lot codes	
<b>Ordering Practices:</b>	
Determine how and when the product is ordered	
Determine shelf-life and average daily use	
Identify routine/regular suppliers	
Identify any non-routine suppliers or products used during time period of interest	
<b>Other Information:</b>	