



Sourcing, receiving and tracing food and drink

K

Know

What do you need to know?

- You need to know that all of the inputs, ingredients, food additives and processing aids that are used in your food or drink are safe. You also need to know where they came from.
- If you buy in fruit, juice or bulk wine you need to get information about where it has come from and what has been added to it from your supplier.
- If exporting wine, you need to know where all of your wine has come from (including top-ups) so that you can be sure it's eligible for an intended market.
- You should use trusted suppliers (e.g. registered food businesses) for your food, ingredients and processing aids to give you a good start to making safe and suitable food and drink.
- Businesses sprouting seed for human consumption need to consider the seed as an ingredient and source it from a trusted supplier. You need to make sure it has been produced specifically for human consumption, and that the risk of the seed becoming contaminated with Salmonella has been managed.
- You should consider agricultural compounds (inputs) like an ingredient of the food you produce. You need to know what chemicals you got, from where, the crops you used them on and when, and where the crops went. A spray diary is a good way to do this.



Producing, processing and handling food

- You need to check that the fruit, juice, must and other ingredients you receive are:
 - safe to use,
 - not damaged,
 - at the right temperature (if applicable),
 - not past their Use By date.
- You need a system to keep track of the food, ingredients and inputs you receive.



- Tutin is a poison from the tutu plant. When bees collect honeydew from tutu plants infested with passion vine hoppers, tutin can sometimes find its way into honey.
- The amount of tutu (if any) that grows in areas where the bees foraged, the weather and the time of year honey is harvested all influence the level of tutin that could find its way into honey.



- There are specific rules for receiving milk for making raw milk cheese outlined in the **Do** section.
 - You need to be able to trace and recall your product immediately if you need to. You can use either option 1 or 2 for tracing food.
- 1 **record** all information (including suppliers' information with batch/lot identification) so that specific batches of your product can be traced and recalled (if necessary), or
 - 2 only **record** the minimum amount of information required and recall all food or drink you have made that might be affected if there is a problem.
- There is specific information you must keep about foods, ingredients or inputs you import.

Why is sourcing, receiving and tracing important?

- Using trusted suppliers gives you confidence that foods, ingredients and inputs are safe to use. This can save you time and money, and prevent people getting sick from your food or drink.
- Some foods must be kept cold (chilled or frozen) to stop bugs growing as they can become unsafe quite quickly if they're not kept at the right temperature.
- It's best to be there to receive deliveries. If chilled or frozen food is delivered out of hours, how will you know that it was delivered at the right temperature, and if it's still safe to use?
- What happens on the farm (or immediately post-harvest) can affect the safety and suitability of horticultural produce.
- There have been cases in New Zealand where tutin in honey has made people sick.
- If you extract or pack honey for sale, you need to make sure that the tutin level meet the rules in the Australia New Zealand Food Standards Code (the Code) so that it won't make people sick.



D

Do

What do you need to do?

Source

- Keep a list of your suppliers and their contact details.
- If you are an importer of food or drink, the requirements you must meet are outlined here: <https://www.mpi.govt.nz/importing/overview/food-imports/>

Receive

- You must always:
 - check the temperature of foods and inputs that need to be chilled to keep them safe, and if it is above 5°C, apply the 2 hour/4 hour rule as shown in the diagram below

0 hours	Less than 2 hours	Less than 2 hours	4+ hours
Serve ready to eat food • or refrigerate 5°C or below	Serve ready to eat food • or cook food to 75°C • or refrigerate 5°C or below	Serve ready to eat food • or cook food to 75°C	Throw out

- check that frozen food is frozen,
 - ensure that packaging is not damaged or dirty,
 - ensure that food is not past its Use By date.
- You must put chilled food and inputs away first, then frozen food, and then food that can be stored at room temperature.



Do

Trace

- For all food choose either (tick as appropriate)
 - 1 **record** all information to enable targeted recall, or
 - 2 **record** minimum information and recall all food that might be affected.
- If you choose Option 1
 - you must have a written plan to be able to trace your food or drink, ingredients and/or inputs, and recall it if there's a food safety problem with either your food or drink, and/or any of the ingredients in your food or drink, and
 - you must keep **records** including supplier details, brand and batch ID's, Best Before and Use By dates (if required),
 - your staff must know how to follow the plan (i.e. **recording** the information above), and where to look for this information on pre-packaged products.
- If you choose Option 2
 - you must **record** the following information:
 - the name and contact details of your supplier,
 - the type and quantity of food or ingredients,
 - the temperature of the food (only if it needs to be kept at a certain temperature to keep it safe and suitable), and
 - recall or dispose of all food, ingredients or inputs which may have been affected.
- You must test your tracing systems regularly to prove you can quickly identify and prevent the sale or distribution of, or recall, unsafe/unsuitable food or drink.

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Do



- If you get your fruit, juice or must from a supplier you must get a statement from them to show your inputs are safe and suitable to be made into wine or cider.
- If exporting wine you must keep traceability **records** to show your consignees, destination markets and that your wine is eligible for each intended market.
- You must keep **records** including supplier details where grapes were grown, brand and batch ID's, Best Before and Use By dates (if required).
- When receiving grapes, fruit, juice, must or other ingredients, start your tracing system by:
 - keeping your receipts, or
 - writing down the type(s) and quantity of food(s), ingredients or inputs (e.g. weights or volumes) that you got from each supplier, or
 - using an electronic (e.g. bar-coding) system to track what you received, when and who from.



- Ensure any seed used for sprouts or microgreens has been produced specifically for human consumption.
- You must be able to show that the level of tutin in honey you sell meets the Standard 1.4.1 in the Code (0.7mg/kg for both honey and comb).
- If you are extracting and/or packing your own honey you can do this by (tick as appropriate):

Sending homogenous samples of your honey to a certified laboratory for testing before it is released for sale, or

Harvesting honey early. Honey from supers put into hives on or after 1 July, then harvested before 31 December does not need to be tested, or

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Do



Showing (using satellite or drone mapping) that there is little or no tutu in the range of bee foraging in the area the honey is collected from, or

Keeping your hives in a low risk zone, below 42°South (south of a line from Westport on the West Coast to Cape Campbell on the East Coast) where there are no passion vine hoppers, or

Using targeted testing to show you operate within a low risk area. Once three consecutive years of tests for honey collected from the same area show that the honey has tutin levels below 0.035mg/kg (0.01mg/kg for comb), you only have to test once every 10 years for that same area.

- If you are extracting and/or packing honey that was produced by others, you need to obtain copies of **records** from above and/or a signed statement from the producer that the honey meets the Standard.



- You must tick which type of milk you are sourcing:

Pasteurised

Raw

- Raw milk for raw milk cheese that has not been received within 2 hours of milking must be received at:
 - 8°C or less if cheesemaking starts within 4 hours, or
 - 7°C or less if cheesemaking starts within 24 hours, or
 - 6°C if cheesemaking starts within 48 hours.

Producing, processing and handling food

- Milk for making raw milk cheese must be no more than 48 hours old.

0 - 2hrs	2 - 4hrs	4 - 48hrs	48+ hrs
Any temperature	Less than 8°C	Less than 7°C within 3 hours of end of milking (daily collection) Less than 6°C within 2 hours from end of milking (48 hours collection)	Can't be used for raw milk cheese

S

Show



What do you need to show?

- Your verifier will:
 - ask who your suppliers are,
 - ask how you know that they are trusted suppliers,
 - ask how you know any honey you extract or pack or sell meets the standard,
 - check any **records** and or supplier statements that honey you sell meets the tutin standard.
- Your verifier might:
 - watch what you do when receiving a delivery of food, ingredients or inputs at your business,
 - check your **records** relating to receiving food, ingredients or inputs,
 - ask how you have tested your tracing system. They might also conduct a tracing test using an ingredient you have received or a batch of food or drink you have produced.

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Show



- Show your verifier a **record** of:
 - all of the information outlined in the **Do** section if you are importing food,
 - all of the information in the **Do** section if you chose option **1**, or
 - the minimum information required listed in the **Do** section if you chose option **2**.
- Show or explain to your verifier:
 - how you know seed used for sprouts or microgreens is safe for human consumption,
 - how you know which agricultural compounds have been applied to crops, and how you know maximum residue levels are not exceeded.