



# TRACEABILITY ADOPTION PROGRAM

For individual businesses in British Columbia

## Application Form



# TRACEABILITY ADOPTION PROGRAM

The Traceability Adoption program provides cost-shared funding to individual businesses such as producers, processors and other agriculture, food and seafood businesses for specific costs relating to the purchase and installation of traceability systems, practices, technologies or infrastructure.

The objective of the program is to increase implementation of facility-based traceability systems by agriculture, food and seafood businesses in primary and secondary production and processing sectors. The program will help to enable businesses to meet both new and existing market and regulatory requirements for traceability systems.

The Traceability Adoption program is for individual businesses. If you are an industry association or a group of three or more businesses connected along a supply chain that is producing and delivering agriculture, food or seafood products to consumers, please refer to the Traceability Value Chain program guide.

## Sections to complete

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## Not sure about where to start?

If you require assistance in determining where your current system may require traceability improvements, please refer to our Traceability Self-Assessment document. Although this is not mandatory, if you do decide to complete the self-assessment, please submit it along with your application for review.



## Submitting your application

You can complete and submit this application online at: [bctraceability.ca](https://bctraceability.ca)

You also have the option of completing this PDF form on–screen and emailing us the saved PDF or printing it and sending us the completed paper form.

You can send the completed, signed application to the Program Administrator:

**By Email:** [bctraceability@ca.pwc.com](mailto:bctraceability@ca.pwc.com)

**By Fax:** 604-806-7806  
Attn: Jen McIntyre

**By Mail:** Attn: Jen McIntyre, BC Traceability Funding Programs  
PwC LLP  
250 Howe Street, Suite 1400  
Vancouver, BC V6C 3S7

For further information or if you require assistance on filling out the application form, please contact us at 604 484 3490 or [bctraceability@ca.pwc.com](mailto:bctraceability@ca.pwc.com)



## What is Traceability?

- ▶ Traceability is the ability to follow an item or a group of items – be it animal, plant, food product or ingredient – from one point in the supply chain to another. This trail can be followed in either direction: backwards or forwards.
- ▶ Traceability is a key component of food safety.
- ▶ Traceability can significantly reduce the economic, social and environmental impacts of a food safety issue such as product recall, or emergencies like a contagious disease outbreak.
- ▶ Speed and accuracy are key components of traceability.

## Is Traceability Mandatory?

- ▶ Traceability systems are required to help protect the health of animals and the general public. Each operation within the agri-food supply chain must be able to trace products **one step back and one step forward**.
- ▶ Traceability is a requirement of most food safety certifications (i.e. Global Food Safety Initiative).
- ▶ Traceability is a requirement of most identity preserved certifications (i.e. Certified Organic, Gluten Free).
- ▶ Traceability is legislated within Canada.
- ▶ In the case of a product recall, the business that has produced, distributed, or imported the unsafe food has the primary responsibility for implementing the food recall.  
*(2013 Fall Report of the Auditor General of Canada.)*

## What Are The Benefits?

- ▶ **Peace of mind.** Traceability regulations are changing in Canada.
- ▶ **Retain current customers and access new markets.** Avoid being shut out of lucrative new markets or losing your existing customers to businesses that can demonstrate the value of their traceability system.
- ▶ **Preparedness in the case of a food emergency or product recall.** Having the processes and data in place to act quickly and decisively in the event of a product recall can protect your brand reputation and limit the size (and cost) of recall.
- ▶ **Avoid financial devastation and reduce legal liability.** Recent outbreaks of food illness show financial devastation to businesses and whole sectors when their reputation for providing safe food is put into question without effective traceability.
- ▶ **Improve efficiency and reduce spoilage.** Traceability systems can improve the efficiency of your operation with real time production and inventory data, and can also reduce spoilage with raw product use and rotation data.
- ▶ **Gain a competitive advantage** over suppliers not meeting traceability criteria. Capitalize on new farm to fork marketing opportunities.

## SECTION 1: BUSINESS INFORMATION

BUSINESS INFORMATION			
Legal Business Name			
Business Registration or GST Number			
Mailing Address			
City		Postal Code	
Phone Number		Cell Number	
Farm Address (if different from above):			
Address			
City		Postal Code	
B.C. Premises ID # (livestock operators only) Website link: <a href="#">B.C. Premises ID</a>			

CONTACT DETAILS			
Applicant Lead Name (Signing authority on behalf of applicant)			
Applicant Lead Title			
Email Address			
Phone Number		Cell Number	

ELIGIBILITY	
Are you an agriculture, agri-food or seafood business?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are a livestock operator, did you provide a BC Premises ID number?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does your business constitute a legal entity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you provide an active business registration number or GST number?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the business based and operating in BC?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your business file business or farm tax returns in BC?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**If you have answered 'yes' to all the eligibility questions above, you are eligible for program funding.**  
If you are unsure on your eligibility, please contact us: 604 484 3490 or [bctraceability@ca.pwc.com](mailto:bctraceability@ca.pwc.com).

## SECTION 1: BUSINESS INFORMATION

BUSINESS OVERVIEW						
Type of company <i>Check all that apply</i>						
<input type="checkbox"/> Producer	<input type="checkbox"/> Transporter	<input type="checkbox"/> Distributor	<input type="checkbox"/> Importer	Other: Specify .....		
<input type="checkbox"/> Processor	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Packager	<input type="checkbox"/> Exporter			
Commodities produced / processed / handled:						
<a href="#">NAICS Code</a> (Appendix A):						
How long has your business been operating?						
<input type="checkbox"/> 0-2 years	<input type="checkbox"/> 2-5 years	<input type="checkbox"/> 5-10 years	<input type="checkbox"/> 10-15 years	<input type="checkbox"/> 15+		
How many employees do you have during:						
Peak:	<input type="checkbox"/> 1-4	<input type="checkbox"/> 5-9	<input type="checkbox"/> 10-19	<input type="checkbox"/> 20-49	<input type="checkbox"/> 50-99	<input type="checkbox"/> 100+
Off-season:	<input type="checkbox"/> 1-4	<input type="checkbox"/> 5-9	<input type="checkbox"/> 10-19	<input type="checkbox"/> 20-49	<input type="checkbox"/> 50-99	<input type="checkbox"/> 100+
What is your average annual farm cash receipt or annual income?						
<input type="checkbox"/> Under \$10,000	<input type="checkbox"/> \$10,000 to \$49,999	<input type="checkbox"/> \$50,000 to \$99,999	<input type="checkbox"/> \$500,000+			
Where are your current markets? <i>Check all that apply</i>						
<input type="checkbox"/> Local (within 200km)	<input type="checkbox"/> Within BC	<input type="checkbox"/> Within Canada	<input type="checkbox"/> International			
If you belong to an agriculture, food or seafood association, please indicate the association below:						
What is the driver / goal for your traceability investment? <i>Check all that apply</i>						
<input type="checkbox"/> Increase speed of commerce		<input type="checkbox"/> Decrease operation cost				
<input type="checkbox"/> Streamline operation		<input type="checkbox"/> Meet regulations				
<input type="checkbox"/> Upgrade or replace existing system		<input type="checkbox"/> Other: please specify.....				
Do you have a traceability system already in place?						
<input type="checkbox"/> Yes	<input type="checkbox"/> Partial / Not sure	<input type="checkbox"/> No				
		If no, why not? <i>Check all that apply</i>				
		<input type="checkbox"/> Size of business is too small				
		<input type="checkbox"/> Lack of knowledge / expertise				
		<input type="checkbox"/> Lack of financial resources				
		<input type="checkbox"/> Lack of time				
		<input type="checkbox"/> Other: please specify.....				

## SECTION 2: OVERVIEW OF CURRENT TRACEABILITY SYSTEM

CURRENT TRACEABILITY SYSTEM – TYPE					
How would you describe your business?					
<input type="checkbox"/> I am just getting established	<input type="checkbox"/> I am expanding my business				
<input type="checkbox"/> I am maintaining my business at a steady level	<input type="checkbox"/> Other (please describe): .....				
Does your operation have a formalized process to periodically review traceability procedures and policies?					
<input type="checkbox"/> Yes	<input type="checkbox"/> Not sure				
<input type="checkbox"/> No	<input type="checkbox"/> N/A				
What is your current record keeping system?					
<input type="checkbox"/> Paper based	<input type="checkbox"/> Paper and computer based				
<input type="checkbox"/> Computer based	<input type="checkbox"/> Not sure				
What is your current data collection process?					
<input type="checkbox"/> Real time data collection	<input type="checkbox"/> Post-production data entry				
Have your employees completed traceability training?					
<input type="checkbox"/> Yes	<input type="checkbox"/> Not sure				
<input type="checkbox"/> No	<input type="checkbox"/> N/A				
If yes, how many staff have been trained:		<input type="checkbox"/> All	<input type="checkbox"/> 1-19	<input type="checkbox"/> 20-49	<input type="checkbox"/> 50+
in the past year?		<input type="checkbox"/> All	<input type="checkbox"/> 1-19	<input type="checkbox"/> 20-49	<input type="checkbox"/> 50+
in the past 2 years?		<input type="checkbox"/> All	<input type="checkbox"/> 1-19	<input type="checkbox"/> 20-49	<input type="checkbox"/> 50+
in the past 5 years?		<input type="checkbox"/> All	<input type="checkbox"/> 1-19	<input type="checkbox"/> 20-49	<input type="checkbox"/> 50+
Where do you plan to install the new traceability hardware and/or software?					
<input type="checkbox"/> Throughout entire operation		<input type="checkbox"/> Expansion into new area / facility			
<b>Previous Projects</b>					
Note: Funding for the BC Traceability Funding Programs is provided through the Canadian Agricultural Partnership Agreement (CAP), in effect from 2018 to 2023.					
Have you received support through the BC Traceability Funding Programs, the BC On-Farm Food Safety Program, or the Post-Farm Food Safety Program (since January 2019)?					
Yes:					
<input type="checkbox"/> BC Traceability Funding Programs	<input type="checkbox"/> No		<input type="checkbox"/> Not sure		
<input type="checkbox"/> BC On-Farm / Post-Farm Food Safety Program					

## SECTION 2: OVERVIEW OF CURRENT TRACEABILITY SYSTEM

CURRENT TRACEABILITY SYSTEM – VERIFICATION	Yes	No	Not sure	N/A
Does your operation pass independent third-party review / audit of your traceability system on at least an annual basis?				
Do you test your traceability system with mock recalls?				
Do your mock recalls include other members of the supply chain?				
Are your mock recalls successful?				
Are you able to complete the traceability test within 4 hours?				
What is the average time to complete a recall?	<input type="checkbox"/> 0-1 hr	<input type="checkbox"/> 1-2 hrs	<input type="checkbox"/> 2-6 hrs	<input type="checkbox"/> 6+ hrs



## SECTION 3: PROPOSED TRACEABILITY PROJECT

Section 3 is gathering information on the systems and equipment that are currently in place at your organization and what you are seeking funding for.

If you require assistance in determining where your current system may require traceability improvements, please refer to our Self-Assessment document.

### Traceability Consultant for assessing, planning and/or implementing the project

If you intend to use the services of a consultant to assess, plan or implement your traceability project, please fill in this table. If you require direction with your traceability project and would like to receive a list of known traceability consultants in BC, please contact us.

Name:	Company:
Phone number:	Email:
Please describe the key activities and output of the work:	
Please attach:	
<input type="checkbox"/> Consultant CV or resume	<input type="checkbox"/> Work plan and quote to this application form.

### Purchase and installation of hardware for traceability systems

Please complete the following tables with the number of items in your current operation, and the number of items you would like to receive funding for. If you are not seeking funding for an item, please put 'N/A' or '0' to indicate that it is not applicable.

	Number of items	
	In your current operation:	Requested:
<b>Radio Frequency Identification (RFID) or barcode readers</b>		
<b>Dedicated computer terminals</b>		
<b>Label printers</b>		
<b>On-site database or web servers</b>		
<b>Wireless or wired connectivity within the enterprise, as required for the traceability system</b>		

## SECTION 3: PROPOSED TRACEABILITY PROJECT

### Multi-use computer terminals

Number of items		
	In your current operation:	Requested:
<b>Multi-use computer terminals</b>		
Reason for request:		
<input type="checkbox"/> Do not currently have computers	<input type="checkbox"/> Current computer won't support new system	<input type="checkbox"/> Expansion
		<input type="checkbox"/> Other
If other, please explain:		

### Multi-use handheld electronic devices

Number of items		
	In your current operation:	Requested:
<b>Multi-use handheld electronic devices</b>		
Reason for request:		
<input type="checkbox"/> Do not currently have electronic devices	<input type="checkbox"/> Device won't support new system	<input type="checkbox"/> Expansion
		<input type="checkbox"/> Other
If other, please explain:		

## SECTION 3: PROPOSED TRACEABILITY PROJECT

### Traceability software

Please indicate the software you have in your current operation.

**In your current operation:**

Software type:

- |   |  |
|---|--|
| <input type="checkbox"/> None or Not sure   | <input type="checkbox"/> Off-the-shelf |
| <input type="checkbox"/> Microsoft® Excel®  | <input type="checkbox"/> Custom built  |
| <input type="checkbox"/> Microsoft® Access® | <input type="checkbox"/> Other         |

Please complete the question below if you are looking to receive funding to purchase or license traceability software.

**Requested:**

Software type:

- |   |  |
|---|--|
| <input type="checkbox"/> None or Not sure   | <input type="checkbox"/> Off-the-shelf |
| <input type="checkbox"/> Microsoft® Excel®  | <input type="checkbox"/> Custom built  |
| <input type="checkbox"/> Microsoft® Access® | <input type="checkbox"/> Other         |

Subscription / license basis (if applicable):

- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> Monthly (max. 6 months) | <input type="checkbox"/> Multi-year |
| <input type="checkbox"/> Annual (one year)       | <input type="checkbox"/> No expiry  |

### Staff training

Are you requesting funding for training?

- Yes                       No                       Training is free with purchase

If yes, who will provide training?

- |   |   |
|---|---|
| <input type="checkbox"/> Vendor<br>Name and company:<br>Phone number:<br>Email: | <input type="checkbox"/> Consultant<br>Name and company:<br>Phone number:<br>Email: |
|---|---|

If a consultant is responsible for training, have you worked with the consultant before?

- Yes                       No                       N/A

Number of staff to be trained:

- 1-4                       5-9                       10-19                       20-49                       50 +

If no funding for training is requested, please outline why:

- Used similar items before                       Item has detailed user manual                       Other: .....

## SECTION 3: PROPOSED TRACEABILITY PROJECT

### PROJECT DESCRIPTION

Please provide a summary of your proposed project and details to support your work plan, or other additional information about your proposed project that hasn't been answered above.

## SECTION 4: WORK PLAN

PROJECT TIMELINES											
Expected project start date											
Expected project end date											
ELIGIBLE ACTIVITIES FOR TRACEABILITY SYSTEM				Brand	#	Units	Estimated pre-tax cost (\$)	Applicant cost share	Applicant portion (\$)	Program Cost share	Funds requested (\$)
Consultant fees for assessing, planning and / or implementing projects <sup>1</sup>						Hours		30%		70%	
Purchase and installation of:	Radio Frequency Identification (RFID) or barcode readers					Items		30%		70%	
	Dedicated computer terminals					Items		30%		70%	
	Label printers					Items		30%		70%	
	Wireless or wired connectivity within the enterprise, as required for the traceability system					Items		30%		70%	
	Traceability software <sup>2</sup>					Items		30%		70%	
	On-site database or web servers					Items		30%		70%	
Staff training by vendor (preferred) or approved consultant <sup>1</sup>						Staff		30%		70%	
Lease / rental / purchase of a multi-use computer terminal <sup>3</sup> <i>Incremental costs (up to 50%) to be used to house a traceability database, where the operation has no computer and if it is a part of a traceability system.</i>						Items		50%		50%	
Multi-use handheld electronic devices <sup>3</sup> <i>Incremental costs (up to 50%) for the purchase of multi-use handheld electronic devices to support the traceability system.</i>						Items		50%		50%	
<b>Total</b>										Maximum \$16,000	

--- Purchases made prior to receiving the approval decision and notification will not be reimbursed ---

--- Eligible participants may apply for funding each year for new eligible activities ---

Notes:

<sup>1</sup> Consultant fees and staff training costs combined must not exceed 25% of total project costs.

<sup>2</sup> Only that portion of livestock or crop production software with traceability functionality will be eligible for funding.

<sup>3</sup> Projects that consist solely of a multi-use computer purchase or multi-use electronic device are ineligible for funding. Reimbursement for the combined cost of multi-use devices must not exceed 25% of the total project costs.

## SECTION 5: SUBMISSION

By submitting this form for benefits under the B.C. Ministry of Agriculture's Canadian Agricultural Partnership Traceability Adoption and Traceability Value Chain Programs, I/We:

- Hereby declare that the information provided in this application is true and correct in every respect.
- Have not applied more than once for the Services/Activities applied for in this application.
- Authorize the Province of British Columbia, its employees or agents to use the information contained within this application and data relating to my/our agri-food operation to verify this application and to administer, audit, analyze, evaluate, and improve the Canadian Agricultural Partnership programs administered by the Province of British Columbia and the Government of Canada.
- Acknowledge that I/we are presently actively engaged with the applicant (i.e. participate in the day-to-day operations of the farm/business), have signing authority on behalf of the applicant, and am/are British Columbia resident(s) over 19 years of age.
- Understand that failing to comply with all other application requirements may delay the processing of the application, or may make me/us ineligible for receiving assistance under the program.
- Acknowledge that the completion and submission of this application form does not oblige B.C. Ministry of Agriculture, their agents, servants, and employees to provide funding for the services herein.
- Understand that expenses incurred prior to the submission of an approved application are not eligible for assistance under this program.
- Agree to participate in an evaluation and/or audit of the program.
- Understand that personal information on this form is collected under the Freedom of Information and Protection of Privacy Act, s.26(c).
- Understand that in the performance of the activities funded by this project, I/we must comply with all applicable laws.
- The information collected will be used in furtherance of and in a manner consistent with an activity of the public body; that is the B.C. Traceability Adoption and Traceability Value Chain Programs and being delivered under the Canada-British Columbia Canadian Agricultural Partnership Framework and Bilateral Agreements.
- Agree that the information provided for the purposes of Canadian Agricultural Partnership Traceability Adoption and Traceability Value Chain Programs may be shared with Agriculture and Agri-Food Canada or its agents regarding claims, audits, and evaluations as it relates directly to and is necessary for this contract being delivered as part of the Canada-B.C. Canadian Agricultural Partnership Framework and Bilateral Agreements.
- Consent to the public release of my/our business name, the amount of funding received, and the general nature of the project.

**Disclaimer:** The British Columbia Minister of Agriculture and the Minister of Agriculture and Agri-Food Canada, their officers, servants, and agents accept no responsibility nor will they be held liable for any claims, demands, losses, or actions which may be made or taken against them, rising out of the advice, operation or any other action related to the B.C. Traceability Adoption and Traceability Value Chain Programs.

**NOTE:** Purchases made prior to receiving approval notification will not be eligible for support under this program.

Dated (MM / DD / YYYY): \_\_\_\_\_

Name of Applicant (Please print): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

## APPENDIX A – LIST OF INDUSTRY CODES (NAICS)

### 1111 Oilseed and Grain Farming

- 11111 Soybean farming
- 11112 Oilseed (except soybean) farming
- 11113 Dry pea and bean farming
- 11114 Wheat farming
- 11115 Corn farming
- 11116 Rice farming

### 1112 Vegetable and Melon Farming

### 1113 Fruit and Tree Nut Farming

- 11131 Orange groves
- 11132 Citrus (except orange) groves
- 11133 Non citrus fruit and tree nut farming

### 1114 Greenhouse, Nursery, and Floriculture Production

- 11141 Food crops grown under cover
- 11142 Nursery and floriculture production

### 1119 Other Crop farming

- 11191 Tobacco farming
- 11192 Cotton farming
- 11193 Sugar cane farming
- 11194 Hay farming
- 11199 All other crop farming
- 111993 Fruit and vegetable combination farming
- 111994 Maple syrup and products production
- 111999 All other miscellaneous crop farming

### 1121 Cattle ranching and farming

- 11211 Beef cattle ranching and farming, including Feedlots
- 11212 Dairy cattle and milk production

### 1122 Hog and Pig Farming

### 1123 Poultry and Egg Production

- 11231 Chicken egg production
- 11232 Broiler and other meat type chicken production
- 11233 Turkey production
- 11234 Poultry hatcheries
- 11239 Other poultry production

### 1124 Sheep and Goat Farming

- 11241 Sheep farming
- 112420 Goat farming

### 1125 Aquaculture

- 11251 Aquaculture

### 1129 Other Animal Production

- 11291 Apiculture
- 11292 Horse and other equine production
- 11293 Fur bearing animal and rabbit production
- 11299 All other animal production

### 1132 Forest nurseries and gathering of forest products

- 11321 Forest nurseries and gathering of forest products

### 1151 Support Activities for Crop Production

### 1152 Support Activities for Animal Production

### 3112 Grain and Oilseed Milling

- 31121 Flour milling and malt manufacturing
- 31122 Starch and vegetable fat and oil manufacturing
- 31123 Breakfast cereal manufacturing

### 3113 Sugar and Confectionery Product Manufacturing

- 31131 Sugar manufacturing
- 31134 Non chocolate confectionery manufacturing
- 31135 Chocolate and chocolate confectionery manufacturing

### 3114 Fruit and Vegetable Preserving and Specialty Food Manufacturing

- 31141 Frozen food manufacturing
- 31142 Fruit and vegetable canning, pickling and drying

### 3115 Dairy Product Manufacturing

- 31151 Dairy product (except frozen) manufacturing
- 31152 Ice cream and frozen dessert manufacturing

### 3116 Meat Product Manufacturing

- 31161 Animal slaughtering and processing

### 3117 Seafood Product Preparation and Packaging

### 3118 Bakeries and Tortilla Manufacturing

- 31181 Bread and bakery product manufacturing
- 31182 Cookie, cracker and pasta manufacturing
- 31183 Tortilla manufacturing

### 3119 Other Food Manufacturing

- 31191 Snack food manufacturing
- 31192 Coffee and tea manufacturing
- 311930 Flavouring syrup and concentrate manufacturing
- 31194 Seasoning and dressing
- 311990 All other food manufacturing

### 3121 Beverage Manufacturing

- 312110 Soft drink and ice manufacturing
- 312120 Breweries
- 31213 Wineries
- 31214 Distilleries

## APPENDIX A – LIST OF INDUSTRY CODES (NAICS)

### **413 Food, Beverage and Tobacco Merchant Wholesalers**

- 4131 Food merchant wholesalers
- 4132 Beverage merchant wholesalers
- 4133 Cigarette and tobacco product merchant wholesalers

### **445 Food and Beverage Stores**

- 4451 Grocery stores
- 4452 Specialty food stores
- 4453 Beer, wine and liquor stores

### **482 Rail Transportation**

### **484 Truck Transportation**

- 4841 General freight trucking
- 4842 Specialized freight trucking

### **494 Warehousing and Storage**