



Food Safety and Traceability Initiative

Application Guidebook

Version 2.0

This Guidebook will assist applicants in completing the Application Form

To obtain the current version of the Application Guidebook, please visit www.ontario.ca/foodsafety

WHAT'S NEW FOR 2010

- Increased cost-share funding maximum of \$25,000, with a cap of \$15,000 for either food safety or traceability expenditures to encourage the adoption of both food safety and traceability projects, see page 5...
- Increased participant numbers through a change in cost-share ratio to 50 percent, see page 5...
- Premises Identification is a program eligibility requirement that strengthens Ontario's agriculture and food processing sectors by supporting a strong agri-food traceability system, see page 7...

Canada

 Ontario

THE FOOD SAFETY AND TRACEABILITY INITIATIVE (FSTI)

Ontario food producers and food processors are increasingly aware of the constant need to improve food safety and traceability within their operations. This will strengthen Ontario's ability to provide safe, high quality food and provide economic advantages to our producers and food processors.

The FSTI provides cost-share funding to individual facilities to support the implementation of written food safety programs and working traceability systems through the purchase and installation of equipment, the certification of Recognized Food Safety Programs and/or the training of employees.

The FSTI is part of the Best Practices suite of Growing Forward, a federal-provincial-territorial initiative. Other programs in the Best Practices suite include Environment and Climate Change, Business Development and Biosecurity. For more information on Growing Forward, please visit www.ontario.ca/growingforward.

TABLE OF CONTENTS

Glossary of Terms	2
Eligible Projects.....	3
Who May Apply.....	4
Funding.....	5
Application Process.....	6
Part A: Applicant Information.....	7
Part B: Project Options	
Project Option 1: Implementing a Food Safety Program and/or Traceability System.....	7
Project Option 2: Supporting Investment in a Recognized Food Safety Program.....	11
Project Option 3: Improving Food Safety and/or Traceability.....	14
Part C: Anticipated Benefits.....	16
Part D: Your Overall Food Safety and/or Traceability Plan.....	16
Part E: Declaration of Applicant and Final Checklist.....	16
Schedule I – Recognized Food Safety Programs.....	17
Schedule II – Provincial Travel Guidelines.....	18
Ontario Agri-Food Premises Registry Information.....	19

Glossary of Terms:

Agricultural Activities: activities involving the production of crops or livestock which may also involve minimal processing steps such as wash, pack, trim, and/or grade

Applicant: the facility or operation applying to the Food Safety and Traceability Initiative

Food Processing Activities: activities related to the processing, modification, transformation, wholesaling/distributing, transporting or storing of food product

Food Safety Expenditures (or Food Safety Activities): equipment, services and/or tasks that support food safety programs or practices within a facility or operation

Food Safety Program: written programs and practices that are put in place to reduce, control or eliminate food safety hazards present in agri-food operations or facilities

FSTI: Food Safety and Traceability Initiative

Good Agricultural Practices (GAP): individual environmental and operational practices that prevent, reduce, or eliminate food safety risks

Good Manufacturing Practices (GMP): individual programs that specify policies, procedures, staff training and record keeping documentation designed to control, reduce or eliminate risks associated with personnel and the manufacturing environment. Examples of these include Sanitation Programs and Personnel Programs. Good Manufacturing Practices are also referred to as HACCP Prerequisite Programs.

Hazard Analysis Critical Control Point (HACCP): a recognized, science-based, food safety system designed to identify and control hazards that are inherent to the ingredients and process

Offer to Proceed: the document a successful applicant will receive from OMAFRA describing the terms and conditions under which the applicant's specific project has been approved for FSTI cost-sharing

OMAFRA: Ontario Ministry of Agriculture, Food and Rural Affairs

Ontario Agri-Food Premises Registry (OAPR): a registry to uniquely identify agri-food premises in Ontario

Premises: a parcel of land defined by a legal land description or, in its absence, by geographical coordinates, on which animals, plants or food are grown, kept, assembled or disposed

Premises Identification/Premises ID: the characterization and allocation of a unique identifier to a premises whose geographical location has been established

Recognized Food Safety Program: food safety programs recognized by OMAFRA for FSTI funding purposes (refer to Schedule I)

Traceability Expenditures (or Traceability Activities): equipment, services and tasks that support a Traceability System within a facility or operation

Traceability System: a series of procedures designed to collect, keep and share identifying information at all stages of production through a facility, from inputs to outputs

ELIGIBLE PROJECTS

The Food Safety and Traceability Initiative (FSTI) is a 50 percent cost-share program for producers and food processors that supports projects to upgrade or implement food safety programs and traceability systems.

Eligible projects will fall under the following Project Options:

Project Option 1: Implementing a Food Safety Program and/or a Traceability System

This Project Option is for producers and processors to develop, write and implement a food safety program, individual food safety practices, or a working traceability system. Applicants can request a maximum of \$15,000 for either food safety or traceability expenditures. There is a funding cap of \$25,000 for a combination of food safety and traceability expenditures. Refer to page 7 for more details on Project Option 1.

Project Option 2: Supporting Investment in a Recognized Food Safety Program

Applicants currently certified, audited or verified under a Recognized Food Safety Program (Schedule I) may apply under this Project Option to make improvements to their existing food safety program. Food Safety Recall Program expenditures may be included as either food safety expenditures or traceability expenditures. Applicants can request a maximum of \$15,000 for either food safety or traceability expenditures. There is a funding cap of \$25,000 for a combination of food safety and traceability expenditures. Refer to page 11 for more details on Project Option 2.

Project Option 3: Improving Food Safety and/or Traceability

Applicants can request a maximum of \$5,000 to purchase equipment, engage in training or obtain initial certification, audit or verification of a Recognized Food Safety Program (Schedule I). Refer to page 14 for more details on Project Option 3.

Under the FSTI, an applicant may submit separate applications to carry out more than one project option with a program funding cap of \$25,000 per applicant. The maximum funding available under Project Option 3 is \$5,000 per applicant.

CONTACT INFORMATION

Additional information and advice on how to develop a food safety program or a traceability system, or how to complete an application form, is available from the Ontario Ministry of Agriculture, Food and Rural Affairs toll free at 1-888-479-3931 or by email at FSTI.omafra@ontario.ca or on our website at www.ontario.ca/foodsafety.

WHO MAY APPLY?

Eligible Applicants include:

Agricultural operations that are:

- either non-federally registered or federally registered (e.g., apple growers, maple syrup or honey producers) and are directly involved in growing or producing agricultural crops including harvesting, sorting, grading, washing or packing product, or raising live animals intended for human consumption
- directly involved in the commingling, movement, or storage/warehousing of food products along the agri-food chain are eligible for traceability expenditures only

Food processing operations that are:

- non-federally registered and are directly involved in the modification, processing, or transformation of food products intended for human consumption
- federally registered and are directly involved in the modification, processing, or transformation of food products intended for human consumption are eligible for traceability expenditures only
- directly involved in the commingling, movement or storage/warehousing of food products along the agri-food chain are eligible for traceability expenditures only

Eligible Applicants must have the following:

- a Canada Revenue Agency Business Number (GST number),
OR
- a Farm Business Registration (FBR) number or an Exemption Certificate
OR
- First Nations applicant operating on reservation land may furnish a letter from the Indian Agriculture Program of Ontario (IAPO) verifying their business operation
AND
- a Canadian bank account
- a validated OAPR Premises Identification number. Successful applicants will be required to submit a copy of their Premises Identification Number Certificate no later than the Offer to Proceed return due date.

Ineligible Applicants include:

- fish and shellfish producers or processors
- pet food facilities
- health and/or nutrition supplement processors
- retail food operations
- food service operations (e.g., cafeterias, dining halls, private food service providers, etc.)
- service industries, industry associations, equipment suppliers, and/or public institutions
- agricultural input suppliers (e.g., fertilizers, pesticides, etc.)
- collectors, brokers, salvagers, renderers or composters of deadstock (as defined in Regulation 105/09 of the *Food Safety and Quality Act, 2001* as amended)
- packaging manufacturers
- current or former federal public office holders or federal public servants who are not in compliance with the Conflict of Interest and Post-Employment Code for Public Office Holders or the Conflict of Interest and Post-members of the House of Commons or of the Senate

Please note that federally registered food processing facilities are not eligible for funding of food safety projects.

FUNDING

Cost-share funding will be allocated to agricultural and food processing activities up to the available annual funds for each fiscal year of the program. One of OMAFRA's key objectives is to distribute annual funding equally between food safety and traceability expenditures. Applications are assessed on a first-come, first-served basis.

Total funding for a project will be committed based on 50 percent of the eligible costs applied for in-the application form. Applicants can request a maximum of \$15,000 for either food safety or traceability expenditures. A single application may include both food safety and traceability expenditures if the applicant is eligible for both project activities. There is a program funding cap of \$25,000 for a combination of food safety and traceability expenditures.

OMAFRA will determine the eligibility of proposed food safety and traceability expenditures or activities. Applicants with approved projects will be notified by OMAFRA by an Offer to Proceed.

Although costs incurred after April 1, 2009 may be eligible, they are at the applicant's own risk until the applicant's proposed project has been approved and the Offer to Proceed has been signed and returned.

OMAFRA recognizes that food safety and risk management practices can change to reflect current and emerging trends in the areas of food safety and traceability. To that extent, eligible food safety and traceability expenditures under FSTI may be amended to reflect the objectives of the initiative.

Depending on the Project Option selected, eligible Expenditures or Activities may include:

- equipment or software that supports a food safety program or a traceability system
- staff costs directly related to food safety or traceability education or training activities, including wages, travel, meals and accommodation costs, in accordance with current provincial travel guidelines (see Schedule II)
- consultant or staff costs directly related to the development, writing and implementation of a food safety program, an individual food safety practice, or procedures that support a traceability system
- materials and supplies for the development of food safety or traceability plans, procedures, record keeping, and manuals
- minor structural modifications to accommodate the installation of equipment or infrastructure associated with a traceability system
- scientific testing supporting the implementation of a food safety program
- initial certification, audit or verification of a Recognized Food Safety Program (see Schedule I)
- in-kind contributions directly related to the development and implementation of a food safety program or a traceability system. In-kind contributions are activities that are undertaken by the applicant or on behalf of the applicant for which an invoice is not generated or where a T4 slip or a payroll record does not exist. OMAFRA reserves the right to limit the funds related to in-kind activities. Where the applicant makes a claim for in-kind activities identified in the application form, reimbursement may be claimed as follows:
 - work may be billed at a maximum rate of \$20/hour for labour and services. OMAFRA has authority to determine what is reasonable based on the nature of the work performed
 - total in-kind contribution funding requests cannot exceed 50 percent of the maximum eligible costs of a project funded through the FSTI

Ineligible Expenditures or Activities include:

- expenses incurred prior to April 1, 2009
- the refundable portion of the Goods and Services Tax (GST), value-added taxes or other items for which a refund or rebate is received
- expenses that receive a cost-share payment from another program under Growing Forward
- expenses that have been covered by another provincial, federal or municipal cost-sharing or grant program. Combined cost-sharing funding or grant monies received by the applicant are not to exceed 100 percent of the total eligible project cost.
- expenses associated with food safety or traceability that are inherent in the day-to-day operations of the business or the ongoing maintenance of a Food Safety Program or a Traceability System (e.g., ongoing employee salaries, disposable gloves, hairnets, ongoing pest control services, laundry services, hiring of external sanitation crews, ongoing scientific testing, lot code printer labels, ear tags, etc.)
- recertification, reverification or surveillance audits of a Food Safety Program
- rental or leasing expenses
- travel expenses unrelated to education or training activities
- items or expenses that are peripheral or not directly connected to food safety or traceability, including, but not limited to:
 - barn, farmstead or facility structural modifications or expenses
 - purchase of new equipment such as a tractor that will be used largely in other applications
 - equipment that specifically supports an increase in production volume, throughput or capacity within an operation
 - deadstock disposal and removal
 - programs that only support food quality

APPLICATION PROCESS

How to Apply

In order to be considered for funding under the Food Safety and Traceability Initiative (FSTI) applicants must complete an application form that includes details on how the proposed project will make an improvement in food safety or traceability at their facility. Providing insufficient information in the application form may result in the application being deemed incomplete and ineligible.

Applications will be accepted after 9:00 a.m. on March 1, 2010. Applications received prior to this date and time will not be processed and will be returned to the applicant.

Applications may be submitted:

- online at www.ontario.ca/foodsafety
- by email to FSTI.omafra@ontario.ca
- by fax at (519) 826-3398
- in hard copy to:

Food Safety and Traceability Initiative
Ontario Ministry of Agriculture, Food and Rural Affairs
1 Stone Road West, 4th Floor
Guelph, ON N1G 4Y2

Applications will be reviewed by OMAFRA within eight weeks of the date they are received.

Offer to Proceed

Applicants with approved projects will be advised in writing, through an Offer to Proceed which outlines their eligibility to receive funding under the FSTI. The Offer to Proceed will outline the terms and conditions of funding. The signing authorities of the applicant will be required to sign and return the Offer to Proceed by a specified date.

The Offer to Proceed will also specify the deadline dates and documentation required to demonstrate that their project has been implemented.

A copy of the applicant's OAPR Premises Identification Number Certificate will be required no later than the Offer to Proceed return due date.

An applicant's failure to meet a deadline date or documentation specified in the Offer to Proceed may result in the withdrawal of FSTI funding.

Part A: Applicant Information

To complete Part A, refer to page 1 of the Application Form.

All parts of this section must be completed for the application to be considered. Failure to complete all required information will result in a delay in application processing and may result in rejection of the application.

1. Business Information

Program participants will be required to register and validate their premises in the OAPR. A copy of the applicant's OAPR Premises Identification Number Certificate for the property receiving funding will be required no later than the Offer to Proceed return due date.

Please refer to page 9 of the Application Form for instructions on how to register for a Premises ID number.

2. Sector Information

Indicate which sector best describes your facility or operation as it applies to your application. Check only the boxes corresponding to activities relating to the funding requested. This information is a reporting requirement of the program.

Part B: Project Options

Please complete only ONE of Project Options 1, 2 or 3 per application form. Refer to page 3 of the Guidebook for an overview of the Project Options.

Project Option 1: Implementing a Food Safety Program and/or a Traceability System

This option is for applicants who want to develop, write and implement a food safety program, individual food safety practices or a working traceability system. All eligible expenditures or activities must be directly related to a food safety program or practice or a traceability system.

Once your project has been approved, you will have a maximum of **18 months** to complete it. Project deadlines and progress reports will be outlined in the Offer to Proceed.

Eligible Expenditures or Activities under Project Option 1 may include:

- equipment or software that supports a food safety program or a traceability system
- staff costs directly related to food safety or traceability education or training activities, including wages, travel, meals, and accommodation costs, in accordance with current provincial travel guidelines (see Schedule II)
- consultant or staff costs directly related to the development, writing and implementation of a food safety program, an individual food safety practice, or procedures that support a traceability system
- materials and supplies for the development of food safety or traceability plans, procedures, record keeping, and manuals
- minor structural modifications to accommodate the installation of equipment or infrastructure associated with a traceability system
- scientific testing supporting the implementation of a food safety program
- initial certification, audit or verification of a Recognized Food Safety Program (see Schedule I)

Successful applicants will be required to submit documentation demonstrating that their project is complete and has successfully supported the implementation of a food safety program, individual food safety practices, or a working traceability system.

Documentation required to support implementation includes:

- for services or equipment purchases - invoices and proof of payment (i.e., copy of cancelled cheques, credit card statements, bank account statements, wire transfer documentation, or equivalent loan agreement documentation). Cash payments without supporting proof of payment will not be reimbursed.
- for staff costs – T4 slips or payroll records, details of tasks performed and number of hours spent working on the project
- for progress reports – a total of three progress reports (two interim reports and one final report) to indicate the progress of work on the project and describe how the project is being effectively implemented
- for facility records demonstrating implementation – facility records demonstrating the implementation of project expenditures or activities upon completion of the project. The specific facility records required for submission will be outlined in the Offer to Proceed.

OMAFRA reserves the right to request additional documentation to demonstrate sufficient implementation of the project (e.g. written Food Safety Programs or practices).

Until the project is demonstrated to be implemented to the satisfaction of OMAFRA, there will be a holdback of 10 percent of the maximum approved project funding.

To complete this option, refer to page 4 of the Application Form.

1. Information Session

All Project Option 1 applicants must attend an FSTI Information Session prior to submitting an FSTI Application Form. A certificate will be issued verifying participation in the information session. A copy of the certificate must be attached to the application form.

The purpose of this four-hour session is to:

- provide background information on food safety and traceability
- assist applicants in conducting a self-assessment of their facility
- explain the requirements of the FSTI funding for Project Option 1

You can find a list of available OMAFRA Information Sessions on our website at www.ontario.ca/foodsafety, by emailing FSTI.omafra@ontario.ca or by calling toll free 1-888-479-3931. If you would like to request an Information Session in your region, call toll free 1-888-479-3931.

Proposed Project

List each of the proposed expenditures or activities. For food safety expenditures or activities, indicate the food safety practice/program that will be implemented and how the expenditure of or activity will improve or change food safety at your facility. For traceability expenditures or activities, indicate how the expenditure or activity will improve or change traceability at your facility. OMAFRA will determine the eligibility of proposed expenditures or activities based on the descriptions provided and will ensure each expenditure or activity is linked to a specific food safety program or practice or to a traceability system.

Here are some sample descriptions of expenditures or activities and how each will improve food safety or traceability:

List each requested project expenditure or activity	For food safety expenditures or activities, indicate the food safety practice/program that will be implemented and how the expenditure or activity will improve or change food safety at your facility. For traceability expenditures or activities, indicate how the expenditure or activity will improve or change traceability at your facility.
Consultant costs to develop, write and implement a sanitation program	A written sanitation program does not currently exist at our facility. An external consultant's expertise is required to develop, write and implement an effective sanitation program.
Purchase a knife sterilizer	We currently do not have a knife sterilizer on the production floor at our facility. A knife sterilizer would support the procedures outlined in a sanitation program and reduce the potential for biological hazards during production.
Staff costs to research, purchase and install a lot code printer for traceability	A lot code printer for a traceability system will ensure that each product leaving the facility will be identified with a unique lot code that specifies the facility where it was produced and the pack date.
Remote hand washing sinks	We do not currently have remote hand washing sinks to allow employees to wash their hands as a requirement of our Personnel Practices Program. The purchase of a remote hand washing sink will prevent recontamination of hands after washing.
Pasteurizer	We do not currently pasteurize our products. The purchase and installation of a pasteurizer will allow us to control biological hazards as part of our HACCP program.
Radio Frequency Identification (RFID) wand reader	A RFID wand reader for our traceability system will allow RFID ear tags to be read electronically, eliminating errors in recording animal movements or health events.
Training of staff on new sanitation program	Training of staff on new sanitation procedures will ensure that the sanitation program is properly implemented.
Performing a mock recall	Performing a mock recall ensures that the traceability system in place is effective and affected product can be identified and recalled within an allotted time period.
Scientific testing (environmental swabs) for <i>Listeria</i> spp. in the production area	Scientific testing will identify areas in the facility where the sanitation program needs to be updated or changed to properly address the risk of biological hazards.
Luminometer	We currently do not verify the effectiveness of our sanitation program. A luminometer can be used to indicate the presence of ATP on a food processing surface, indicating whether the surface was properly cleaned and if our sanitation program is effective.
Obtain first time audit under the Canadian Horticultural Council On-farm Food Safety Program	By undergoing a third party audit for the first time, and achieving certification under the Canadian Horticultural Council On-farm Food Safety Program, our operation will now have proof that a consistent, verified food safety program is in place.
Purchase of new weigh scale and handling chute	A weigh scale will help to deliver appropriate amounts of medication by weight. This will prevent excess residues in meat. The handling chute will also reduce the chance of broken needles occurring with proper restraint of the animal. This equipment purchase will help meet the requirements for the Animal Health Product Use GAP.
Install hand sanitizer stations at entry points to livestock housing areas	Visitors and workers on my operation need to ensure their hands are clean coming into and leaving the livestock housing areas to prevent spread of pathogens to other areas of the farm. Sanitizer stations are needed to implement a Hand Washing GAP.
Consultant costs to write procedures for my equipment maintenance and calibration program	A consultant will be hired to assess the maintenance and calibration requirements for all equipment critical to food safety on my operation. The consultant will then provide a schedule and set of procedures for proper maintenance and calibration.

2. Indicate when you plan to complete each expenditure or activity

For each proposed expenditure or activity, indicate whether you intend to complete:

- within 6 months of project approval
- within 12 months of project approval
- within 18 months of project approval (by the end of the project)

If your application is successful, the completion dates you indicated on your application will be used by OMAFRA to determine deadline dates to be included in the Offer to Proceed. OMAFRA may contact applicants to request that these deadline dates be changed to ensure that the project progresses in a timely manner. Specific deadline dates of an approved project will be set out in the Offer to Proceed. Failure to meet assigned deadline dates may result in withdrawal of FSTI funding, the forfeit of funds allocated to the approved project and the requirement that the applicant repay all or part of funds received under FSTI.

3. Costs

Applicants can request a maximum of \$15,000 for either food safety or traceability expenditures. There is a funding cap of \$25,000 for a combination of food safety and traceability expenditures. Expected costs must be identified as either food safety or traceability expenditures. Refer to the Glossary of Terms on Page 2 for a definition of these expenditures. Food Safety Recall Program expenditures may be included as either food safety expenditures or traceability expenditures. Provide a single price, not a price range. If costs are not yet finalized, use your best estimate. Do not include the rebateable/refundable GST.

OMAFRA will assess individual costs projected for each expenditure or activity line.

Add the proposed food safety costs (A) and the traceability costs (B) and enter these values in the *Total Cost* boxes. Multiply each total cost by 50 percent to determine the cost share funding. The cap for either A or B is \$15,000 with a maximum amount of \$25,000 for A plus B. Cost A plus B will be your total funding request.

Total cost-share funding for the project will be based directly on the total cost indicated in the application. Once an application has been submitted, the total cost of the project cannot be changed.

Proceed Directly to Part C ➡

Part B – Project Option 2: Supporting Investment in a Recognized Food Safety Program

This option is for applicants who are certified, audited or verified under a Recognized Food Safety Program (see Schedule I). When revising or updating an existing food safety program, applicants may make further improvements by purchasing equipment, engaging in training opportunities, conducting scientific testing or updating traceability procedures.

Once your project has been approved, you will have up to **12 months** to complete it. Project deadlines and progress reports will be outlined in the Offer to Proceed.

Eligible Expenditures or Activities under Project Option 2 may include:

- equipment or software that supports a Recognized Food Safety Program
- staff costs directly related to food safety education or training activities, including wages, travel, meals, and accommodation costs, in accordance with current provincial travel guidelines (see Schedule II)
- consultant or staff costs directly related to the revising or updating of a Recognized Food Safety Program
- materials and supplies for the revising or updating of food safety plans, procedures, record keeping, and manuals
- scientific testing supporting the revising or updating of a food safety program

Food Safety Recall Program expenditures may be included as either food safety expenditures or traceability expenditures.

Ineligible Expenditures or Activities under Project Option 2 may include:

- costs associated with the day-to-day operations of the business (e.g., ongoing employee salaries, disposable gloves, etc.) and the maintenance of an ongoing food safety program (e.g., recertification or audit costs)

Applicants whose proposed project is accepted into the cost-share program will be required to submit documentation demonstrating that the project is complete and implemented.

Documentation required to support implementation includes:

- for services or equipment purchases - invoices and proof of payment (i.e., copy of cancelled cheques, credit card statements, bank account statements, wire transfer documentation, or equivalent loan agreement documentation). Cash payments without supporting proof of payment will not be reimbursed.
- for staff costs – T4 slips or payroll records, details of tasks performed and number of hours spent working on the project

OMAFRA reserves the right to request additional documentation to demonstrate implementation of the project.

Until the project is demonstrated to be implemented to the satisfaction of OMAFRA, there will be a holdback of 10 percent of the maximum approved project funding.

To complete this option, refer to page 5 of the Application Form.

1. Proof of Certification, Audit or Verification

Only facilities certified, audited or verified under a Recognized Food Safety Program listed in Schedule I are eligible for funding under Project Option 2.

Attach a copy of the certificate or documentation issued by your certifying body or the third party auditor that confirms you are currently certified, audited or verified under a Recognized Food Safety Program (see Schedule I) to your application form.

If you do not have a certificate or documentation on hand you must contact your industry association or the certifying body to obtain a copy of the certificate or audit, or written proof that verifies you are currently following, and have been audited, under a Recognized Food Safety Program.

2. Proposed Project

List each of the proposed expenditures or activities and indicate how each expenditure or activity will improve food safety or traceability at your facility. OMAFRA will determine the eligibility of proposed expenditures or activities based on the descriptions provided.

Here are some sample descriptions of expenditures or activities and how each will improve a Recognized Food Safety Program:

List each requested project expenditure or activity	How will the expenditure or activity improve or change food safety or traceability at your facility?
Consultant costs to modify an existing sanitation program at your facility	New food safety related equipment has recently been purchased for a processing line. A consultant's expertise is required to update the written sanitation and preventative maintenance programs at our facility.
UV water treatment system	A UV water treatment system is required to ensure that biological hazards are effectively eliminated in the water used for the washing of fresh produce at our facility.
Remote hand washing sinks	We do not currently have remote hand washing sinks. The purchase of a remote hand washing sink will prevent recontamination of hands after washing.
Luminometer	We currently do not verify the effectiveness of our sanitation program. A luminometer can be used to indicate the presence of ATP on a food processing surface, indicating whether the surface was properly cleaned and if our sanitation program is effective.
Training of staff on new sanitation program	Our sanitation program has recently been updated and training of staff on the new sanitation procedures is required to ensure that the sanitation program is properly implemented.
Scientific testing (environmental swabs) for <i>Listeria</i> spp. in the production area	Scientific testing will identify areas in the facility where sanitation procedures need to be updated or changed to properly address the risk of biological hazards.
Purchase of new weigh scale and handling chute	A weigh scale will help to deliver appropriate medication by weight. This will prevent excess residues in meat. The handling chute will reduce the chance of broken needles occurring with proper restraint of the animal.
Install hand sanitizer stations at entry points to livestock housing areas	Visitors and workers on my operation need to ensure their hands are clean coming into and leaving the livestock housing areas to prevent spread of pathogens to other areas of the farm.

3. Indicate when you plan to complete each expenditure or activity

For each proposed expenditure or activity indicate whether you intend to purchase or complete:

- within 6 months of project approval
- within 12 months of project approval (by the end of the project)

If your application is successful, the completion dates you indicate on your application will be used by OMAFRA to determine deadline dates to be included in the Offer to Proceed. OMAFRA may contact applicants to request that these deadline dates be changed to ensure that the project progresses in a timely manner. Specific deadline dates of an approved project will be set out in the Offer to Proceed. Failure to meet assigned deadline dates may result in withdrawal of FSTI funding, the forfeit of funds allocated to the approved project and the requirement that the applicant repay of all or part of funds received under FSTI.

4. Costs

Applicants can request a maximum of \$15,000 for either food safety or traceability expenditures. There is a funding cap of \$25,000 for a combination of food safety and traceability expenditures. Expected costs must be identified as either food safety or traceability expenditures. Refer to the Glossary of Terms on Page 2 for a definition of these expenditures. Food Safety Recall Program expenditures may be included as either food safety expenditures or traceability expenditures. Provide a single price, not a price range. If costs are not yet finalized, use your best estimate. Do not include the rebateable/refundable GST.

OMAFRA will assess individual costs projected for each expenditure or activity line.

Add the proposed food safety costs (A) and the traceability costs (B) and enter these values in the *Total Cost* boxes. Multiply each total cost by 50 percent to determine the cost share funding. The cap for either A or B is \$15,000 with a maximum amount of \$25,000 for A plus B. Cost A plus B will be your total funding request.

Total cost-share funding for the project will be based directly on the total cost indicated in the application. Once this application has been submitted, the total cost of the project cannot be changed.

Proceed Directly to Part C ➔

Part B – Project Option 3: Improving Food Safety and/or Traceability

This option is for applicants who want to improve food safety or traceability by purchasing equipment, engaging in training opportunities or obtaining initial certification, audit or verification of a Recognized Food Safety Program.

Once your project has been approved, you will have a maximum of **six months** to complete it. The project deadline will be outlined in the Offer to Proceed.

Eligible Expenditures or Activities under Project Option 3 may include:

- equipment or software that supports a food safety program or a traceability system
- staff costs directly related to food safety or traceability **education or training activities**, including wages, travel, meals, and accommodation costs, in accordance with current provincial travel guidelines. (see Schedule II)
- minor structural modifications to accommodate the installation of equipment or infrastructure associated with a traceability system
- scientific testing supporting the implementation of a food safety program
- initial certification, audit or verification of a Recognized Food Safety Program (see Schedule I)

Applicants whose proposed project is accepted into the cost-share program will be required to submit documentation demonstrating that the project is complete and implemented.

Documentation required to support implementation includes:

- for services or equipment purchases - invoices and proof of payment (i.e., copy of cancelled cheques, credit card statements, bank account statements, wire transfer documentation, or equivalent loan agreement documentation). Cash payments without supporting proof of payment will not be reimbursed.
- for staff costs – T4 slips or payroll records, details of tasks performed and number of hours spent working on the activity

OMAFRA reserves the right to request additional documentation to demonstrate sufficient implementation of the project.

Until the project is demonstrated to be implemented to the satisfaction of OMAFRA, there will be a holdback of 10 percent of the maximum approved project funding.

To complete this option, refer to page 6 of the Application Form.

1. Proposed Project

List each of the proposed expenditures or activities and indicate how each expenditure or activity will improve food safety or traceability at your facility. OMAFRA will determine the eligibility of each proposed expenditure or activity based on the description provided.

Here are some sample descriptions of expenditures or activities and how each will improve food safety or traceability:

List each requested project expenditure or activity	How will the expenditure or activity improve or change food safety or traceability at your facility?
Pasteurizer	We do not currently pasteurize our products. The purchase and installation of a pasteurizer will allow us to control biological hazards.
First time audit under the Canadian Horticultural Council on-farm Food Safety Program	By undergoing a third party audit for the first time, and achieving certification under the Canadian Horticultural Council On-farm Food Safety Program our operation will now have proof that a consistent, verified food safety program is in place.
UV water treatment system	A UV water treatment system is required to ensure that biological hazards are effectively eliminated in the water used for the washing of fresh produce at our facility.
Lot code printer	A lot code printer for traceability will ensure that each product leaving the facility will be identified with a unique lot code that specifies the facility where it was produced and the pack date.
Remote hand washing sinks	We do not currently have remote hand washing sinks. The purchase of a remote hand washing sink will prevent recontamination of hands after washing.
Stainless steel evaporator pan for maple syrup production	Current evaporator pans contain lead. The replacement of pans will eliminate the potential for lead contamination of maple syrup during production.
Radio Frequency Identification (RFID) wand reader	A RFID wand reader will allow RFID ear tags to be read electronically, eliminating errors in recording animal movements or health events.
Training of staff on new water treatment equipment	Training of staff on the new water treatment equipment will ensure that the system is properly used by staff, record keeping is kept up to date and biological hazards are controlled.
Luminometer	We currently do not verify the effectiveness of our sanitation program. A luminometer can be used to indicate the presence of ATP on a food processing surface, indicating whether the surface was properly cleaned and if our sanitation program is effective.
Training seminar on GMPs and HACCP	Sending staff to a training seminar on GMPs and HACCP will increase the knowledge of food safety in our facility.
Purchase of new weigh scale and handling chute	A weigh scale will help to deliver appropriate medication by weight. This will prevent excess residues in meat. The handling chute will reduce the chance of broken needles occurring with proper restraint of the animal.
Install hand sanitizer stations at entry points to livestock housing areas	Visitors and workers on my operation need to ensure their hands are clean coming into and leaving the livestock housing areas to prevent spread of pathogens to other areas of the farm.

2. Costs

Identify your expected costs as either food safety or traceability expenditures. Refer to the Glossary of Terms on Page 2 for a definition of these expenditures. Provide a single price, not a price range. Use your best estimate of costs if they are not yet finalized. Do not include the rebateable/refundable GST. OMAFRA will assess individual costs projected for each expenditure or activity line.

Add the proposed food safety costs (A) and the traceability costs (B) and enter these values in the *Total Cost* boxes. Multiply each total cost by 50 percent to determine the cost share funding. The maximum amount of funding for A plus B is \$5,000. Cost A plus B will be your total funding request.

Total cost-share funding for the project will be based directly on the total cost indicated in the application. Once this application has been submitted, the total cost of the project can not be changed.

Part C: Anticipated Benefits

To complete Part C, refer to page 7 of the Application Form.

This section must be completed for the application to be considered.

Part D: Your Overall Food Safety and/or Traceability Plan

To complete Part D, refer to page 7 of the Application Form.

Are your proposed project expenditures or activities indicated under Part B part of a larger food safety or traceability plan at your facility?

- This section will help OMAFRA determine how many FSTI applicants are involved in making food safety or traceability changes at their facility, in addition to those supported by the FSTI funding.

Provide a brief description of your overall food safety or traceability plan.

- Describe other food safety or traceability activities that are taking place, that have recently taken place, or that are planned to take place at your facility, outside of your proposed expenditures or activities identified in your proposed project. These might include:
 - HACCP certification
 - writing and implementing other food safety programs or practices
 - purchasing other equipment related to food safety or traceability
 - structural changes

Provide an estimate of the total cost of your overall plan, including the costs already detailed under your proposed project in Part B.

- Consider the total amount spent on food safety and traceability activities at your facility. This will help OMAFRA determine how much money each facility spent above and beyond the funding provided by the government to improve food safety or traceability.

Part E: Declaration of the Applicant and Final Checklist

To complete Part E, refer to page 8 of the Application Form.

Please read this section carefully. All boxes must be checked and authorized signing officers required to legally bind the applicant must be identified in Part E for the application to be considered.

Schedule I

Version 2.0

Recognized Food Safety Programs with accepted certification body.

HACCP Programs	Accepted Certification Body
<i>Advantage HACCP</i>	CGSB (Canadian General Standards Board)
<i>Advantage HACCP Plus</i>	CGSB
ISO 22000	QMI – SAI Global
SQF 2000 – General Food, Processing Levels 1, 2, and 3.	SGS Canada Inc.
AIB	GFTC (Guelph Food Technology Centre)
BRC Food Standard (Issue 5)	QMI - SAI Global
FSEP	SGS Canada Inc.
Advantage Grain (Ontario)	Canadian Grain Commission

Good Agricultural Practices (GAP) or Good Manufacturing Practices (GMP) Programs	Accepted Certification Body
<i>Advantage GMP</i>	CGSB
GlobalGAP	SGS Canada Inc. Ecocert Canada
SQF 1000	SGS Canada Inc.
AIB	GFTC

National On-farm Food Safety Programs that have passed technical review and have received letter of completion by CFIA	National Association
CanadaGap Program (Leafy Vegetables and Cruciferae, Potato, Small Fruit, Treefruit and Vine, Greenhouse and Combined Vegetable: Asparagus/Sweet Corn/Legumes, Bulb and Root, Fruiting Vegetables)	Canadian Horticultural Council
Canadian Quality Assurance (CQA) Program (Pork)	Canadian Pork Council
Canadian Quality Milk (CQM) Program (Dairy)	Dairy Farmers of Canada
CHEQ™ (Broiler Hatching Egg)	Canadian Hatching Egg Producers
Clean Start Pullet Program (Pullet Production)	Egg Farmers of Canada
ExcelGrains Canada (Grains, Oilseeds, and Specialty Crops)	Canada Grains Council
Food-Safe Farm Practices (Sheep)	Canadian Sheep Federation
Good Agriculture and Collection Practices (GACP) (Herbs and Spices)	Canadian Herb, Spice and Natural Health Products Coalition (CHSNC)
Safe, Safer, Safest Program (Chicken)	Chicken Farmers of Canada
Start Clean-Stay Clean Program (Eggs)	Egg Farmers of Canada
Turkey Farmers of Canada On-Farm Food Safety Program	Turkey Farmers of Canada
Verified Beef Production (VBP) Program	The Canadian Cattlemen's Association

This list may be updated periodically, visit the website for the most recent version at www.ontario.ca/foodsafety or call 1-888-479-3931 with questions concerning this schedule.

Schedule II

Provincial Travel Guidelines

Outlined below are the guidelines that should be followed when applying to the Food Safety and Traceability Initiative for reimbursement for travel expenses associated with staff training costs.

Long-distance travel

- Travellers may travel by air, rail or road – whichever is the most practical and economical way to travel
- When air is the most practical and economical method, travellers must fly economy class
- When rail is the most practical and economical method, travellers must travel coach class
- When road is the most practical and economical method, travellers must maintain a record of departure location, destination and the number of kilometres travelled. Kilometres traveled to and from a training facility are reimbursed per kilometre as follows:

Kilometres Driven	Southern Ontario (\$ per km)	Northern Ontario (\$ per km)
0 – 4,000km	0.40	0.41
4,001 – 10,700 km	0.35	0.36
10,701 – 24, 000 km	0.29	0.30
More than 24,000 km	0.24	0.25

The boundary between Northern and Southern Ontario for the purposes of kilometre reimbursement is as follows:

- Healey Lake (Municipal) Road from Healey Lake easterly to its junction with Hwy 612;
- Highway 612 southerly to its junction with Highway 69;
- Highway 69 easterly to its junction with Highway 169;
- Highway 169 easterly to its junction with Highway 118;
- Highway 118 through Bracebridge to its junction with Highway 11;
- Highway 11 northerly to its junction with Highway 60 at Huntsville; and
- Highway 60 easterly to its junction with Highway 62 at Killaloe Station; and Highway 62 to Pembroke.

Highways named above are to be included in Southern Ontario.

Accommodation

- Reimbursement will be made for single accommodation only (no suites, executive floors or concierge levels)
- Travellers may arrange to stay with friends or relatives instead of using hotel/motel accommodation. A maximum of \$30.00 for such lodging expenses is permissible

Meals

- Reasonable and appropriate meal costs will be reimbursed if they are incurred while training through normal meal periods, or when travelling during normal meal periods. Reimbursement for the cost of alcoholic beverages is not permitted.
- Meal expenses are treated as a daily allowance up to a maximum of \$40 per day, including taxes and tips, as follows:

Meal	Breakfast	Lunch	Dinner
Reimbursement	\$8.75	\$11.25	\$20.00

Itemized receipts and documentation are required when claiming for reimbursement to FSTI.

PREMISES IDENTIFICATION IN THE OAPR

A Premises Identification begins is a unique identifying number that is given to a parcel of land that is associated with agri-food activities. In Ontario, premises are identified and registered in the Ontario Agri-Food Premises Registry (OAPR). The purpose of the OAPR is to be able to locate where agricultural and agri-food activities occur in Ontario.

INFORMATION YOU NEED TO GET YOUR PREMISES ID NUMBER

You will need to accurately identify your property, preferably with an:

Assessment Roll Number (ARN) – your tax assessment number from the Municipal Property Assessment Corporation.

If you cannot provide an ARN you will need to provide one of the following:

Latitude and Longitude – from a Global Positioning System

Municipal Address – of the premises to be registered

Lot and Concession Number – of the premises to be registered

APPLYING FOR A PREMISES ID IS EASY AND FREE

Step 1: Contact OnTrace for your application form

- online at www.ontraceagrifood.com
- by phone to 519-766-9292 or toll free 1-888-388-7223
- by mail to 1030 Gordon Street, Suite 202, Guelph, ON, N1G 4X5

Step 2: Complete your application:

Fill out the online or printed application form. All of the required fields must be completed. You will need to describe the agricultural or agri-food activities that take place on the premises.

Step 3: Submit your application to OnTrace:

If you have any questions, please contact OnTrace.

YOUR PREMISES ID NUMBER AND CERTIFICATE

After validating your premises information, OnTrace will assign a unique Premises Identification Number (PID) to your premises and will issue you a Premises Identification Number Certificate.

YOUR PREMISES ID NUMBER IS UNIQUE

Premises Identification Numbers differ from business registration numbers (e.g., Farm Business Registration, license or other business identifiers) as each one is linked to specific parcel of land, not to a business. If land is sold or the agri-food activity on an identified premises changes, the information in the OAPR needs to be updated but the Premises ID number associated with that parcel of land remains the same.

Premises Identification Numbers can also be linked with Global Location Numbers (GLN) by OnTrace for businesses that require internationally unique identifiers.

For more information about Premises ID, please contact the Agricultural Information Contact Centre:

- online at www.ontario.ca/omafra
- by phone to 1-877-424-1300
- by email to ag.info.omafra@ontario.ca

The Food Safety and Traceability Initiative (FSTI) is administered by the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA). Any information supplied further to the FSTI may be disclosed by OMAFRA where it is obligated to do so under the Freedom of Information and Protection of Privacy Act (FIPPA), or by an order of a court, tribunal or pursuant to a legal proceeding. Information contained in the application to FSTI may be disclosed by OMAFRA to verify cross-compliance with other provincial and federal funding initiatives, administered by OMAFRA or a third party delivery agent, to ensure that there is no duplication of funding or to verify licensing status of provincially licensed establishments or federally registered facilities.

OMAFRA reserves the right to obtain information for the purposes of assessing, evaluating, verifying, auditing and enforcing the application and payments made under the FSTI.

Questions about the application process may be directed to the Food Safety and Traceability Initiative by:

- emailing to FSTI.omafra@ontario.ca
- calling 1-888-479-3931 (1-888-GRWFWD1)
- faxing at (519) 826-3398
- mailing to
Food Safety and Traceability Initiative
Ontario Ministry of Agriculture, Food and Rural Affairs
1 Stone Road West, 4th Floor
Guelph, ON N1G 4Y2



Growing Forward is a federal, provincial, territorial initiative. In Ontario, Growing Forward supports the development and implementation of best practices in four key areas: environment and climate change; food safety and traceability; business development; and biosecurity. Participants are encouraged to develop strategies across all these areas to meet their business goals through a variety of information sessions and workshops, as well as one-on-one training and technical assistance.

Tel: 1-888-479-3931 (1-888-GRWFWD1)

email: growingforward@ontario.ca

www.ontario.ca/growingforward

Notes

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