PTI Implementation Checklist for Growers/Packers/Shippers

This checklist is designed for growers, packers and shippers of product in the produce supply chain to help facilitate the implementation of traceability guidelines and best practices established by the Produce Traceability Initiative (PTI).

PTI has established the following 7 Milestones toward case-level traceability:

M1 **Obtain Company Prefix**

M2 **Assign GTIN Numbers** - Brand owners will assign a 14-digit Global Trade Item Number (GTIN) to every case configuration.

M3 **Provide GTIN Information to Buyers** - Brand owners will provide their GTINs (and corresponding data) to their buyers.

M4 **Show Human-Readable Information on Cases** - Packers are responsible for providing human-readable information on each case.

M5 **Encode Information on a Barcode** - Packers are responsible for encoding the GTIN and batch/lot number in a GS1-128 barcode.

M6 **Read and Store Information on Inbound Cases** - Each subsequent handler of the case will have the systems and capability to read and store the GTIN and lot number from each case of produce received.

M7 **Read and Store Information on Outbound Cases -** Each subsequent handler of the case will have the system and capability to read and store GTIN and lot number from each case of produce shipped.

Use the below checklist as a guide to implementing the PTI

☐ **Form a cross functional PTI project team within your company**
Traceability Frequently Asked Questions

☐ **Choose a technology partner, if required, to implement case and pallet labeling of product packed by your company**
Guidance on Choosing a Technology Provider (February 2012)

☐ **Acquire a GS1 Company Prefix** *(Milestone 1)*
Obtain Company Prefix

☐ **Assign case Global Trade Item Numbers (GTINs) to all of your fresh produce products for your company brand(s)** *(Milestone 2)* Note: A GTIN is a globally unique product identification number within the GS1 System of Standards.
Assign GTIN Numbers
Best Practices for Preparing to Assign GTINs (January 2012)
GTIN Check Digit Calculator

☐ **Request and record GTINs for all fresh produce products shipped by your company that are not your brand(s)**
[Data Synchronization Worksheet Example (February 2012)](#)
[Data Synchronization Template (February 2012)](#)

☐ **Share your GTINs with all of your trading partners** *(Milestone 3)*
[Data Synchronization: Grade Codes (February 2012)](#)
[Data Synchronization: Commodity and Variant Codes (February 2012)](#)
[Data Synchronization: Growing Method Codes (February 2012)](#)
[Data Synchronization: Units of Measure Codes (February 2012)](#)
[Data Synchronization: Package Type Codes (February 2012)](#)
[Data Synchronization: Country of Origin Codes (February 2012)](#)
[Data Synchronization: Worksheet Example (February 2012)](#)
[Data Synchronization Template (February 2012)](#)

☐ **Request GS1 barcodes on all fresh produce cases received from shippers** *(Milestones 4 and 5)*
[Show Human-Readable Information on Cases](#)
[Encode Information in a Barcode](#)
[Best Practices for Formatting Case Labels (January 2012)](#)

☐ **Evaluate the best approach for your company to implement case and pallet labeling** *(Milestones 4 and 5)*
[Encode Information in a Barcode](#)
[Best Practices for Formatting Case Labels (January 2012)](#)
[Best Practices for Labeling Hybrid Pallets (November 2011)](#)
[Best Practices for Direct Print (February 2012)](#)
[Best Practices for Repacking/Commingling (March 2012)](#)
[Best Practices for Product Substitutions (January 2012)](#)
[Voice Pick Code Calculator](#)

☐ **Begin labeling all cases and pallets** *(Milestone 5)*

☐ **Engage in a pilot with a trading partner to validate your PTI implementation**
[PTI Pilot Project Sign-up Sheet (November 2010)](#)

☐ **Communicate your PTI compliance with all of your trading partners**

☐ **Capture GTIN and Batch/Lot Number information on all inbound shipments**
(Milestone 6: This milestone will be implemented by your buyers.)

☐ **Capture GTIN and Batch/Lot Number information on outbound shipments to your customers**
(Milestone 7)
[Read and Store Information on Inbound Cases](#)