Fresh Ground Beef Production Log/Tracking List

Store Name: _____   Address of Store: _____

This document is working example. Every establishment is free to modify or develop their own method for recording the information.

*Date and Time of Grind and Lot ID and Total Lbs Ground	*Name of Source Materials Used for Product Produced	*Supplier Lot #s And Pack Date	*Est. Number(s) of Est. Providing Source material	*Date and Time Grind and related FCS's cleaned and sanitized	Initials of record-keeper	Comments:
						Mgmt. Review Initials and Date

Explanation of Records on reverse.   *Information with an asterisk (*) is mandatory.

Records To Be Kept by Official Establishments and Retail Stores that Grind Raw Beef Products. FSIS regulation 9CFR 320

This rule requires official and retail stores that grind raw beef for sale in commerce to maintain specific information about their grinding activities. This rule is necessary to improve the Inspection Service's ability to accurately trace the source of foodborne illness outbreaks involving ground beef and to identify the source materials that need to be recalled.

*Date and Time of Grind and Lot ID and Total Lbs Ground: Record the date and time that each lot of ground product is produced. Lot ID's are not mandatory but can be used to differentiate separate lots of product made in the same day or Lots made on separate equipment. The total volume of each Lot must be documented

      Lot – For the purposes of the final rule, a lot is the amount of ground beef produced during a particular date and times, following clean up and until the next clean up, during which the same source materials are used.

*Manufacturer Name of Source Materials Used for Product Produced: Record the name of the product put into that ground batch. Record the muscle cut or the wholesale description of the source materials. For Example: 2 piece chucks, or Clod Heart, or Course Ground 80/20 beef; ect. Write whatever the supplier company uses on their description.

*Supplier Lot #s and Pack Dates: Record the lot # as provided on the shipping container from the supplier. Most suppliers have traceable lot #'s for every box shipped into commerce. The pack date is also important in the event that the lot #'s are repeated or the pack date is the supplier's lotting code.

*Establishment Number(s) providing source materials: Record the number that is printed inside the inspection legend on every box of beef. Every individual plant has a unique ID, so this helps differentiate the source when a single company has multiple plants making the same product.

*Date and Time Grinder and related FCSs cleaned and sanitized: Record the time and date that grinder and other food contact surfaces (FSCs) are cleaned and sanitized. This is important to establish a microbial break between two batches of product made on shared equipment.

Initials: Knowing which person was responsible for making the records can help assist investigations, in the event they may have questions regarding handwriting, or interpretation of the document.

Comments: Record any information about products, customer requested grinds, carry over from one lot to the next or any other information that might be useful if an investigator was using your records to determine the possible supplier of beef associated with foodborne illnesses.

Mgmt Review Initials and Date: If the manager does a review of the records to ensure that the correct information is being recorded, the manager can identify when the review was completed.

Record Retention: The records associated with every beef product ground at an establishment must be kept on-site at the place where the grinding occurred. The records must be kept for a period of one year.

The record requirements also apply when official establishments and retail stores grind new source materials *at an individual customer's request*. Each establishment will need to establish a traceability protocol for retail roasts and trim, if used to make ground products in the store.

(Enforcement of grinding records begins October 1, 2016.)