

RETAIL GROUND BEEF SAMPLING WORKSHEET

When a retail prepared ground beef sample is collected for *E. coli* O157:H7 analysis, this worksheet will be completed. This worksheet will assist in trace back and trace forward efforts, supplier notification if necessary, and determining the extent of product involvement.

SAMPLE IDENTIFICATION

- | | |
|-----------------------------------|------------------------|
| 1. DATE SAMPLE COLLECTED | 2. DATE SAMPLE SHIPPED |
| 3. LAB FORM IDENTIFICATION NUMBER | |

SAMPLE COLLECTION SITE/FIRM INFORMATION ONLY

- | | | |
|---|------------------|---|
| 1. STORE NAME/ICS FIRM ID | | |
| 2. ADDRESS | | |
| 3. CITY/STATE/ZIP CODE | 4. TELEPHONE NO. | FAX NO. |
| 5. E-MAIL | | |
| 6. STORE CONTACT PERSON AND CONTACT NUMBERS: | | 7. NIGHT/WEEKEND CONTACT PERSON (If different, include contact numbers) |
| 8. DOES THE FIRM ISSUE CLUB CARD/MEMBERSHIP CARDS? <input type="checkbox"/> YES <input type="checkbox"/> NO | | |

PRODUCT SAMPLED

- | | |
|---|--|
| 9. WAS PRODUCT REPRESENTED BY THE SAMPLE HELD BY THE FIRM? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| 10. NAME OF FINISHED PRODUCT AS LABELED. | |
| 11. PRODUCTION CODE EXACTLY AS IT APPEARS ON THE RETAIL LABEL
(specify: sell-by, use-by, etc.) | 12. TOTAL POUNDS OF IDENTICALLY LABELED PRODUCT PRODUCED IN THE LOT AS DETERMINED BY FIRM, IF KNOWN. |

13. IDENTIFY ALL SOURCE MATERIALS OF SAMPLED PRODUCT (including the full name(s) and product code(s) of all source products used to formulate each lot of store ground product, federal/state establishments, sell by, use by or production date/code.) Check each appropriate box and include applicable information after each box.

a. Primals/subprimals/boxed beef

b. Bench trim

c. Purchased trim

13. CONTINUED

d. Rework (Identify the source firm name, establishment number and use by/sell by/production date/code for all bench trim/rework used in each lot of store ground product.)

e. Unknown (explain):

14. WAS SOURCE MATERIAL LABELED WITH SPECIAL INSTRUCTIONAL OR DISCLAIMER STATEMENTS? YES (*Explain below*) NO

OTHER PRODUCT PRODUCED

15. WERE OTHER PRODUCTS GROUND FROM THE SAME SOURCE MATERIAL?

YES (*specify below: products by name, code or other identifiers*)

NO

UNKNOWN (*Explain below*)

PRODUCTION PRACTICES

16. DOES THE STORE KEEP PRODUCTION RECORDS FOR THE LOT REPRESENTED BY THE SAMPLE SUFFICIENT FOR TRACE FORWARD/TRACE BACK?

YES NO OTHER (*Explain below*)

16a. DOES THE FIRM MAINTAIN BILLS OF SALE (e.g., sales receipts) THAT REFLECT ITEM NUMBERS FOR EACH GROUND BEEF PRODUCT SOLD TO CONSUMERS?

YES NO

16b. DOES FIRM MAINTAIN INVOICE(S) AND BILL(S) OF LADING FOR SOURCE PRODUCT(S) AS REQUIRED UNDER 9 CFR 320.1(b)?

YES NO

16c. ARE RECORDS MAINTAINED OFF-SITE AT CORPORATE HQ OR ANY OTHER OFF-SITE LOCATION?

YES NO

17. EXPLAIN HOW THE FIRM DETERMINES A LOT

18. THE PRODUCTION (RETAIL) RECORDS CONTAIN THE FOLLOWING INFORMATION RELATED TO FINISHED PRODUCT:

- | | |
|--|--|
| <input type="checkbox"/> Product Name | <input type="checkbox"/> Dates of sale |
| <input type="checkbox"/> Production date | <input type="checkbox"/> Sell by/Use by date |
| <input type="checkbox"/> Production time | <input type="checkbox"/> Special labeling (<i>Explain</i>) |
| <input type="checkbox"/> Package Weight | |
| <input type="checkbox"/> Lot Weight | |

19. THE PRODUCTION RECORDS CONTAIN THE FOLLOWING INFORMATION RELATED TO SOURCE MATERIAL:

- | |
|--|
| <input type="checkbox"/> Federal/State Establishment number |
| <input type="checkbox"/> Production code |
| <input type="checkbox"/> Production date |
| <input type="checkbox"/> Sell by/Use by on source material |
| <input type="checkbox"/> Special labeling (<i>Explain</i>) |

20. DOES THE STORE GRIND?

- | | | |
|---|--|---|
| <input type="checkbox"/> a. Primals/subprimals/boxed beef | <input type="checkbox"/> c. Purchased trim | <input type="checkbox"/> e. Product Labeled "Natural" or "All Natural"? |
| <input type="checkbox"/> b. Bench trim | <input type="checkbox"/> d. Rework | |

21. DOES THE STORE GRIND IRRADIATED AND NON-IRRADIATED PRODUCT ON THE SAME EQUIPMENT WITHOUT CLEANING AND SANITIZING BETWEEN SUCH PRODUCT?

- YES NO N/A UNKNOWN (*Explain*)

22. DOES THE STORE GRIND PRODUCT FROM BOVINE AND NON-BOVINE SPECIES ON THE SAME EQUIPMENT WITHOUT CLEANING AND SANITIZING BETWEEN SPECIES?

- YES NO N/A UNKNOWN (*Explain*)

23. DEFINITIONS

BENCH TRIM: Trim resulting from the store trimming various cuts such as steaks and roasts.

PRODUCTION CODE: A unique identifying feature affixed to a product and or its packaging representing a sell-by date, use-by date, best if used by date, freeze-by date, Julian date, calendar date, etc.

PRODUCTION RECORDS: Any records or logs associated with this process.

RECORDS FOR TRACE FORWARD/TRACE BACK: Sufficient to allow for tracing the source and where the product went after leaving the retail store (such information for trace back includes source product name, establishment number, production codes, production dates, special labeling, other identifiers; and such information for trace forward includes all labeling of the product as it was sold to customers, including dates of sale as meeting the requirements of 9 CFR 320.1(b)).

REWORK: Ground beef from previous lots or days' production used in the sampled ground product or the same lot as part of the sampled ground beef. This includes items such as steaks or cuts that the firm determines are not suitable for sale as such but are suitable as an ingredient in ground beef products.

24. ADDITIONAL COMMENTS OR FURTHER EXPLANATIONS FROM BLOCKS ABOVE

25. SAMPLE COLLECTOR'S NAME AND TITLE

26a. OFFICE PHONE NO.

b. EXT.:

27. BLACKBERRY NO.:

28. PIN NO.:

29. CELL PHONE NO.: