# Appendix II: Grinding Log

Ground Meat Production Log photocopy template on page 30.



### How to Use the Grinding Log

## 1 Grinding Time & Date

Record the time and date when in-store grinding was initiated for the batch.

# Ingredient Source and Supplier

### Internal

In this column simply place a check mark if the trim was generated in-store during fabrication of cuts or if rework from the display case was used to create ground meats. If trim or ground meats was purchased from external suppliers, leave blank.

### Supplier

If coarse ground meats or trim is purchased from an external supplier, record the name of the supplier in the space indicated.

### **Species**

Record the species ground using the first letter of its name. Use **P** for pork and **B** for Beef.

### 4 Ingredient Production Date

### Rework

If rework is utilized, record the original "packaged on date" of the product which was reworked.

### **Internal Trim**

Record the "produced on date" for the trim was generated during in-store fabrication of cuts.

### **External**

Record the production date from the box or chub. Note: If ingredients have a different production date always start a new line on the grinding log.

### 5. Fresh or Frozen Storage

Record if ingredients were stored Fresh with an **F** or with a **Z** if ingredients were Frozen.

### 6. Date Acceptable

If ingredients were frozen and packaged to prevent freezer burn, they may be used 12 months after the production date. Place a check mark if criteria

Observe store guidelines for fresh coarse ground meat and trim – ingredients stored at 0°C may be used longer than those stored at 4°C.

### 7. Quality Check

When opening ingredients verify that no off-odour is present and that visually ingredients appear satisfactory for ground meat production. Place a check mark if criteria is met.

# **Ground Meat Production Log**

Retail I

10am	12		Packer A	P	July 11	F	$\checkmark$
9am	11	<b>✓</b>		В	July 8	Z	<b>√</b>
Year:  Month:  Time	<b>2005 July</b>   Day	✓= Internal	If ingredients are externally sourced indicate supplier name	<b>B</b> = Beef <b>P</b> = Pork	Date	Storage  F = Fresh Z = Frozen	√= Good
and Date Year: 2005 Month: July		_2   Ing	gredient Source	Species	Ingredient Production	Fresh or Frozen	Date Acceptable

Grinder Sanitation Check Each day the grinder is used, before the start of production perform a the day. Remember that the grinder should also be completely cleaned between species. If the grinder increases in shelf life and product safety may also be gained by cleaning the grinder during the day.

Grinder Sanitation Check (Please Check and Initial):





### 8. Ingredient Quantity

Place a check mark to indicate if kilograms or pounds are used as the unit of measurement. Place the value in kilograms or pounds under the correct column for the ingredient type utilized.

### 9. Lean %

Record the lean % of each ingredient or use the selected abbreviation.

### **10. Meat Temperature**

Record the temperature of the ingredients before grinding using a probe thermometer which is periodically checked for accuracy.

Ground meat and trim should always be kept at 4°C or lower. Optimal shelf-life will be achieved at temperatures closer to 0°C. It is especially important for food safety reasons that ground meat and trim be kept under 5°C as at this temperature if any dangerous E. coli bacteria are present they will not grow. Remember that meat temperature will rise due to friction from grinding.

### 11. Clip Check

When removing clips from chubs ensure they are all properly disposed of and then place a check mark.

### 12. Additional Information

This space can be used to record any information that the retailer wishes to capture (such as temperature of product exiting the grinder).

### 13. Staff Initial

The individual who is performing the grinding process should initial indicating information recorded is accurate.

### 14. Grinder Sanitation Check

Each day the grinder is used, before the start of production, perform an inspection to ensure that grinder is visually clean and dry. If satisfactory record your initials by the day.

Remember that the grinder should also be completely cleaned between species. If the grinder is used in warm conditions where air temperature is significantly greater than 4°C substantial increases in shelf-life and product safety may also be gained by cleaning the grinder during the day.

### **Records Storage**

Grinding logs should be filed and kept on the premises for a period of at least one month.

### **Items Requiring Corrective Action**

If during the course of filling out the grinding log you find that ingredients are not satisfactory for use, place the suspect ingredients in a location where they will not be used and inform your supervisor or take action according to your store policy. Record the details on the back of the grinding log so you may refer to it at a later time.

-ocation: Store Name

Quality Check		ograms	: Quar	ntity	EX = L = R =	fat trim extra lean lean regular medium	Meat Temp.	Clip Check	Additional Information Post grinding	Staff Initial	
<b>√</b> = Good	Rework	Trim	Ground Meat	Whole Muscle	Туре	Percentage	□ °F	<b>√</b> = Good	<u>temp.</u>		
$\checkmark$		56			M		0	<b>✓</b>	1 ° C	MK	
<b>√</b>		50				75%	2	<b>✓</b>	3°C	TL	

an inspection to ensure that grinder is visually clean and dry. If satisfactory record your initials by er is used in warm conditions where air temperature is significantly greater than 4°C, substantial

<b>_1</b>					
11_	□ Wed	□ Thurs	□ Fri	□ Sat	□ Sun

# **Ground Meat Production Log**

Retail Location:

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											initials by bstantial	
Additiona Informat											cord your an 4°C, su	
Clip Check		<b>/</b> =Good	>								isfactory re / greater th	
Meat Temp.		ပ္ မ	0								l dry. If sa ignificantl	
rim	extra lean lean regular	medium Percentage	75%								y clean and erature is s	-
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gredie	Kilograr Pounds	Rework	56								to ensur rarm cor	
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Fresh or Frozen	Storage		Z								e start of prod between spec g the grinder	:
Ingredient Production	Date		July 8								ised, before the letely cleaned ned by cleanin	-
Species		<b>B</b> = Beef <b>P</b> = Pork	22								ne grinder is u also be comp ay also be gai	
redient Source	If ingredients are externally	sourced indicate supplier name									Grinder Sanitation Check Each day the grinder is used, before the start of production perform an inspection to ensure that grinder is visually clean and dry. If satisfactory record your initials by the day. Remember that the grinder should also be completely cleaned between species. If the grinder is used in warm conditions where air temperature is significantly greater than 4°C, substantial increases in shelf-life and product safety may also be gained by cleaning the grinder during the day.	
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Grinding and Date	Year: Month:	Time	9am								Grinde the day. increase	