



HACCP/FOOD SAFETY



5.6 HACCP/Food Safety Plan

EBR Council on Aging Lotus Meals Distribution Facility is committed to serving safe food that has been received, stored, prepared, and served under sanitary conditions to prevent the spread of Foodborne illness and to reduce and eliminate those practices that result in food contamination and compromised food safety.

The Food Safety/HACCP Program is based on the following areas:

- Personnel Hygiene
- Purchasing Food
- Receiving Food
- Food Storage
 - Dry
 - Refrigerated
 - Frozen
- Thawing Food
- Food Preparation
 - Food Preparation with no Cooking Required
 - Food Preparation for Same Day Service
 - Food Preparation frozen for Future Day Service
- Holding Food
- Freezing/Packaging Food
- Transport of Food
 - Same Day Service
 - Frozen Meals for Specified Period of Time
- Serving Food
 - On-site Service
 - Off-site Locations
- Reheating Food

Personnel Hygiene

Because food contamination can be caused by the food service employees, personal hygiene procedures are established and followed.

- a. Head and facial hair are covered with hairnet, caps, or other adequate restraints.
- b. Uniforms and Aprons are clean and neat.
- c. Fingernails are short, clean, and unpolished.

- d. Employees are free from colds, other communicable diseases, and infected cuts or burns.
- e. Employees wash hands frequently.
- f. Disposable gloves are properly used by food handlers.
- g. Employees wear minimum jewelry.

Purchasing Food

EBRCOA Lotus Meals Facility adheres to the following principles when purchasing food items:

- a. Choose reputable suppliers whose products and practices meet federal & local standards. They must be able to provide an inspection report from the USDA, the FDA or a third-party inspector. The inspection report includes review of the following areas:
 - b. Receiving and storage, processing, shipping, cleaning and sanitizing, personal hygiene, staff training, recall program and HACCP program.
 - c. Purchase only meat & poultry that has been inspected by the USDA or State Department of Agriculture.
 - d. Purchase shellfish only from suppliers that appear on the public health service FDA list of Certified Shellfish Shippers.
 - e. Shell stock identification tags must be kept for 90 days after receipt.

Receiving Food

The following practices are followed to verify the safety and quality of food items when delivered to the facility.

- a. Schedule deliveries at times that allow correct procedure to be followed.
- b. Use thermometers to check food during receiving.
- c. Cold Temperature Control for Safety (TCS) food should be received at 41° F or below.
- d. Fresh poultry should be received at 41° F or below in self-draining ice.
- e. Fresh fish should be received at 41° F or below in self-draining ice.
- f. Milk should be received at 45° F or below. Chill to 41° F or below in 4 hours.
- g. Shell Eggs should be received at air temperature of 45° or below.
- h. Frozen foods must be received in frozen state. Reject frozen food for the following reasons: Fluids or water stains appear in the case bottoms or packing or there are ice crystals or frozen liquids on the food or packaging.
 1. Ice cream should be received frozen.
 - j. Reject items with tears, holes, punctures in packaging.
 - k. Reject cans with labels not intact or have bulging or swollen ends, rust, or dents.
 - l. Reject vacuum-packed meats if package is bloated or leaking.

- m. Reject any item that appears to have been tampered with.
- n. Reject items with missing or expired use by dates.
- o. Reject any item that does not meet your standards for quality.

Food Storage

The procedures listed below are followed in the storage of food: dry, refrigerated, and frozen.

- a. Store food only in designated storage areas and as quickly as possible
- b. Foods should be stored above the floor and below the ceiling with enough space to allow for air circulation and proper operation of sprinklers.
- c. Allow enough space for air to circulate around foods in refrigerated and freezer storage.
- d. Keep foods in leak proof, non-absorbent, sanitary wrapping. Never put food directly on metal shelves.
- e. Follow “First In First Out” (FIFO).
- f. Store ready to eat foods and foods that will receive no further cooking in the refrigerator above raw meats, poultry, seafood, and raw eggs. Store in this order from the top shelf: Ready to eat foods, fresh fruit and vegetables, seafood, whole cuts of beef and pork, Ground meats and fish, poultry, and raw eggs.
- g. Foods should be labeled before being stored in the refrigerator or freezer.
 - 1. Label all items Potentially Hazardous Foods (PHF)/TCS items not in their original containers and all leftover foods.
 - 11. Include the common name of the food
 - 111. Ready to eat TCS foods must be date marked if held longer than 24 hours. A ready to eat TCS food can be stored for only 7 days if it is held at 41degrees F or lower. The date mark indicates the date of preparation or the discard date. Example: Food prepared on February 1, it must be discarded on the 7th.
 - 1v. Commercially processed foods will have a use by date. This use by date should be followed.
 - v. Monitor and document cooler and freezer temperatures frequently. Document on the Refrigerator/Freezer Temperature Log.
 - 1) Refrigerator temperatures are maintained at or below 41°
 - 2) Freezer temperatures are maintained low enough to keep the food frozen solid.

Thawing of Food

- a. The preferred method is to thaw under refrigeration in a drip proof container at a temperature of 41° F or below. Store raw foods on the lowest shelf to prevent them from dripping or splashing onto other foods. Allow a day or two for large items.

- b. If time and space do not allow for refrigerator thawing, thaw frozen foods under potable (drinkable), running water at a temperature of 70° F or lower. The items should be removed immediately when thawed. Use only for foods that can be thawed within 2 hours.
- c. Thawing may be done in a microwave oven if the food is cooked immediately after thawing in conventional cooking equipment
- d. Foods may be thawed as a part of the cooking process

Food Preparation

General procedures for safety in food preparation and cooking are listed below:

- a. All TCS foods (foods that require time and temperature control for safety) should be prepared so they will spend less than a total of 4 hours in the temperature danger zone of 41-135 ° F.
- b. Prepare foods no further in advance than necessary.
- c. Prepare small batches of foods and return them to the refrigerator between preparation steps.
- d. Use extreme care when handling raw meat and poultry during preparation, and cook to the appropriate internal temperature to prevent contamination.
- e. Avoid cross-contamination by sanitizing cutting boards and utensils after preparing raw meats.
- f. Wash produce thoroughly under running water. Approved chemicals for cleaning produce may also be used.

Cooking

- a. Cook all foods to the specific required internal temperature.
 - i. 165 degrees F for 15 seconds: Poultry, Stuffing, Stuffed meats or pasta, dishes that include previously cooked TCS ingredients
 - ii. 155 degrees F for 15 seconds: Ground meat and fish, injected meats, mechanically tenderized meats, shell eggs that will be held for service
 - iii. 145 degrees F for 15 seconds: Seafood, Beef, pork lamb or veal chops, Shell eggs that will be served immediately
 - iv. 145 degrees F for 4 minutes: Roast of pork, beef, veal or lamb.
 - v. 135 degrees F: Fruits, vegetables, grains, and legumes that will be held for hot service.
 - vi. 135 degrees F: ready to eat foods taken directly from a sealed container.
- b. Avoid overloading cooking surfaces.
- c. Allow the temperature of cooking equipment to rebound between batches.
- d. Wash hands before handling food, after handling raw food, and after any interruption that may contaminate hands.
- e. Wash, rinse, and sanitize all equipment and utensils before and after each use.

- f. Measure all temperatures with a calibrated thermometer or thermocouple.
- g. Use commercial mayonnaise and salad dressings.
- h. Salads and
 - Salads and pre-prepared cold foods:
 - i. Keep all cold foods and salads at 41° F or below after receiving.
 - ii. Prepare in small batches and return to refrigeration to maintain 41° F or below if interrupted during preparation.
 - iii. Chill salad ingredients to a product temperature of 41° F or lower before assembly.
 - iv. Some salad ingredients, such as potatoes and rice, become potentially hazardous once they are cooked. It is important to follow all time and temperature guidelines for cooking, hot holding, cooling, and reheating.
 - v. Wash all fruits and vegetables thoroughly.
 - vi. Label salads and chilled items with the date they are made. Discard when shelf life is exceeded.
 - vii. Microwave Oven
 - viii. Cover the food to prevent the surface from drying out
 - ix. Rotate or stir it halfway through the cooking process
 - x. Let the covered food stand for 2 minutes after cooking
 - xi. Cook to 165 degrees F and check the temperature in two places to confirm

Holding Food

- a. Holding equipment should keep hot foods at 135° F or above and cold foods at 41° F or below.
- b. Holding equipment should never be used to cook or reheat food.
- c. Never add new product to old product for serving.
- d. Measure temperatures by using a calibrated thermometer or thermocouple and checking them at two-hour intervals. (See FP4 Calibration of Thermometers)
- e. Ice should surround chilled foods and drain away from food containers.
- f. All foods should be stirred regularly to distribute heat.
- g. All foods should be protected from contamination by lids or sneeze shields.
- h. All foods should be served with long handled equipment to prevent bare hands from touching food.

Freezing/Packaging Food

- a. Food is prepared in the central kitchen.
- b. Food should be packaged within 2 hours of the end of food production.
- c. At the time of packaging, hot foods should be at least 135°F. and cold foods at 41° F. or less.
- d. Food shall be frozen with the blast chiller.

- e. Frozen food will be kept in a frozen state throughout storage, transport, and delivery to the senior participant

Transport of Food

See food transportation procedures

Serving Food

- a. On-site service meals will be served in five compartment trays
- b. Eating utensils will be provided for each participant
- c. Cold foods will be served at 41° or below and hot foods served at 135° or above

Reheating

- a. Reheat TCS food to 165° F or above for 15 seconds within 2 hours from start to finish.
- b. Reheat commercially processed and ready to eat foods to an internal temperature of 135 degrees. Examples: deep fat fried vegetables.
- c. Never reheat foods more than once.
- d. Never reheat food in hot holding equipment

Production Tools that assist foodservice employees in the daily implementation of the HACCP Plan include:

Web-Recipes -- A standardized recipe for all menu items is available via the Web-Recipe system. The menu system allows the foodservice employee to quantify the recipe for the exact number of servings needed. Each recipe includes the HCAAP critical points with required actions. For example, the food item should be cooked to a specified temperature for a specific time.

Pre-Production Guide -- A guide that includes the foods that need to be thawed and foods that need to be prepared in advance. This tool helps to ensure that foods are handled correctly from their storage to the food preparation.

Monitoring Tools that measure the compliance to the HACCP/Food Safety Plan are as follows:

Sanitation Checklist – A monitor of all operation aspects with desired results indicated. If needed, corrective action is identified and implemented, and the specific operation aspect will be re-evaluated. **A copy of this form is attached.**

Temperature logs – Sample forms are attached.

- A daily temperature log will be maintained for all refrigerated and freezer equipment. If the temperature is out of the acceptable range, corrective maintenance will immediately be requested.

- Food Temperature log for food served on-site will be completed daily at the following times:
 - Temperature of food at end of food production
 - Temperature of food on serving line
 - Temperature of food at end of serving time

- Food Temperature log for food prepared and transported in bulk for service at off-site location.
 - Temperature of food at end of production
 - Temperature of food before being placed in transportation containers
 - Temperature of food at beginning of service
 - Temperature of food at end of service

- Food Temperature log for food produced in central kitchen and then frozen prior to transportation
 - Temperature of food at end of production
 - Temperature of food at time of packaging

Specific HACCP Procedures for the following food groups (Section 5.6 continued)

See attached spreadsheets Below:

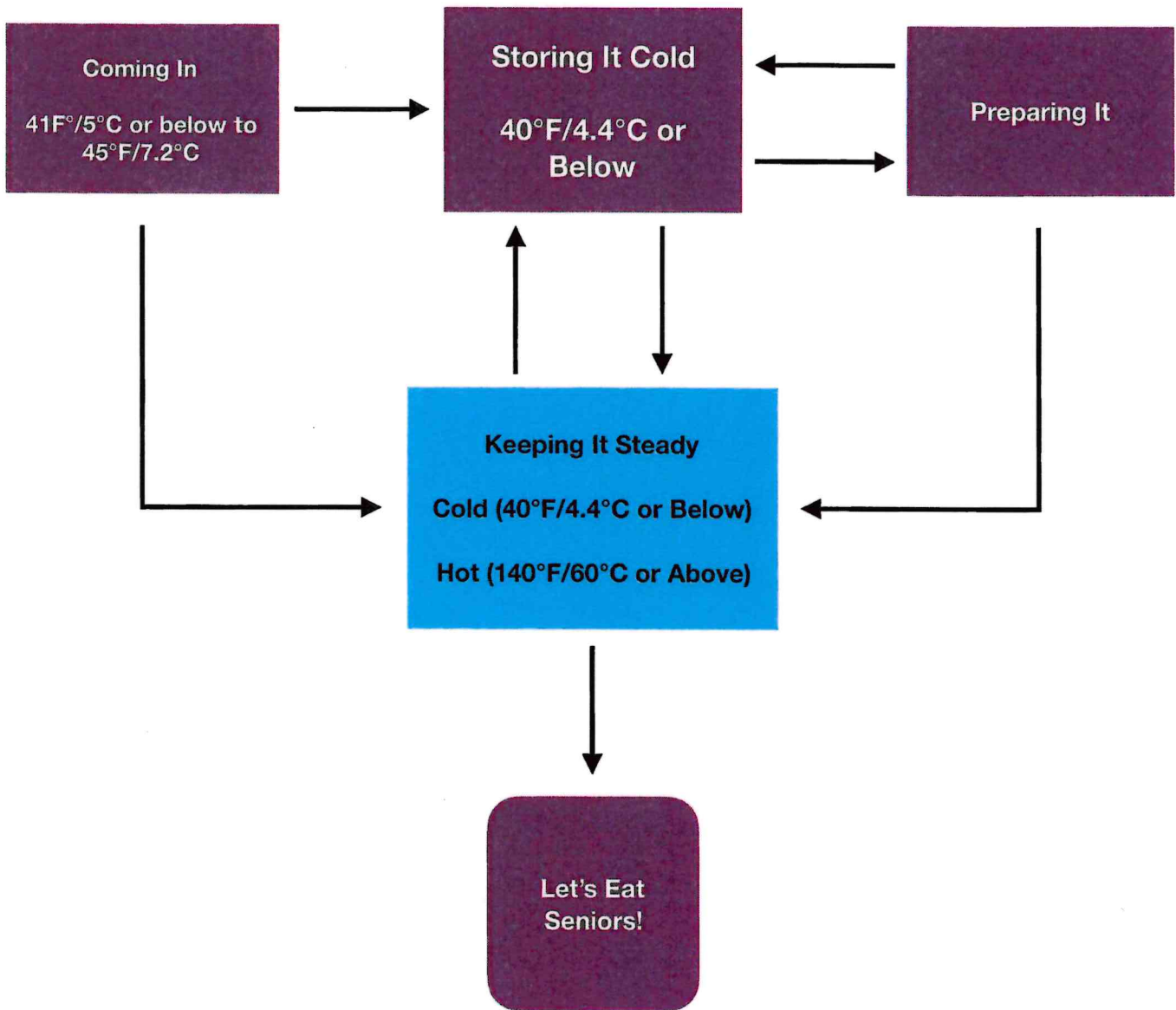
5.6 - 1 Food Holding Temperature Log

5.6 - 2 HACCP Critical Control Points

5.6 – 3 Sanitation Inspection Checklist



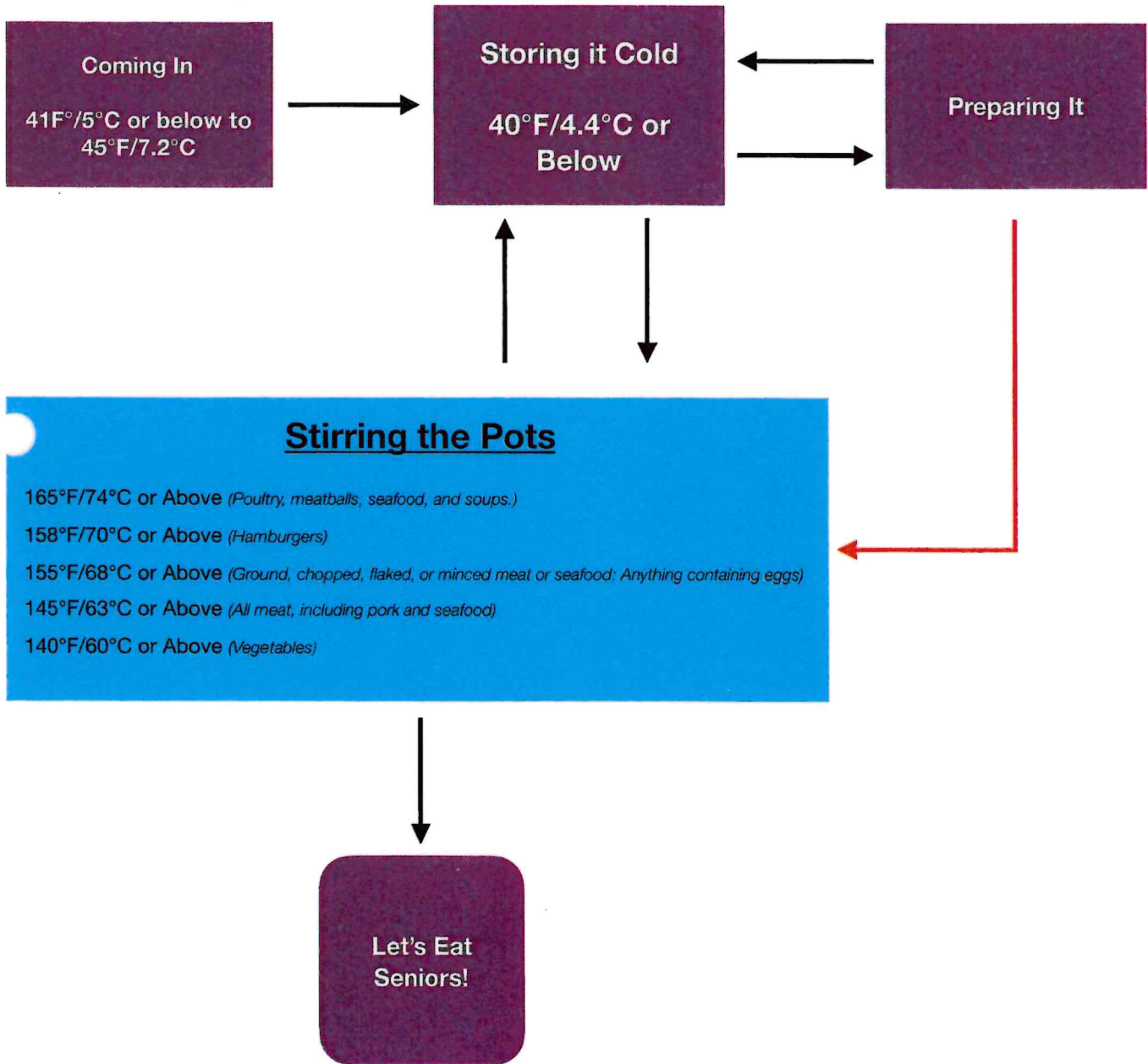
HACCP Compliance Plan: *No Cooking Plan*



Note: At all times, compliance is key! At optimum adherences!



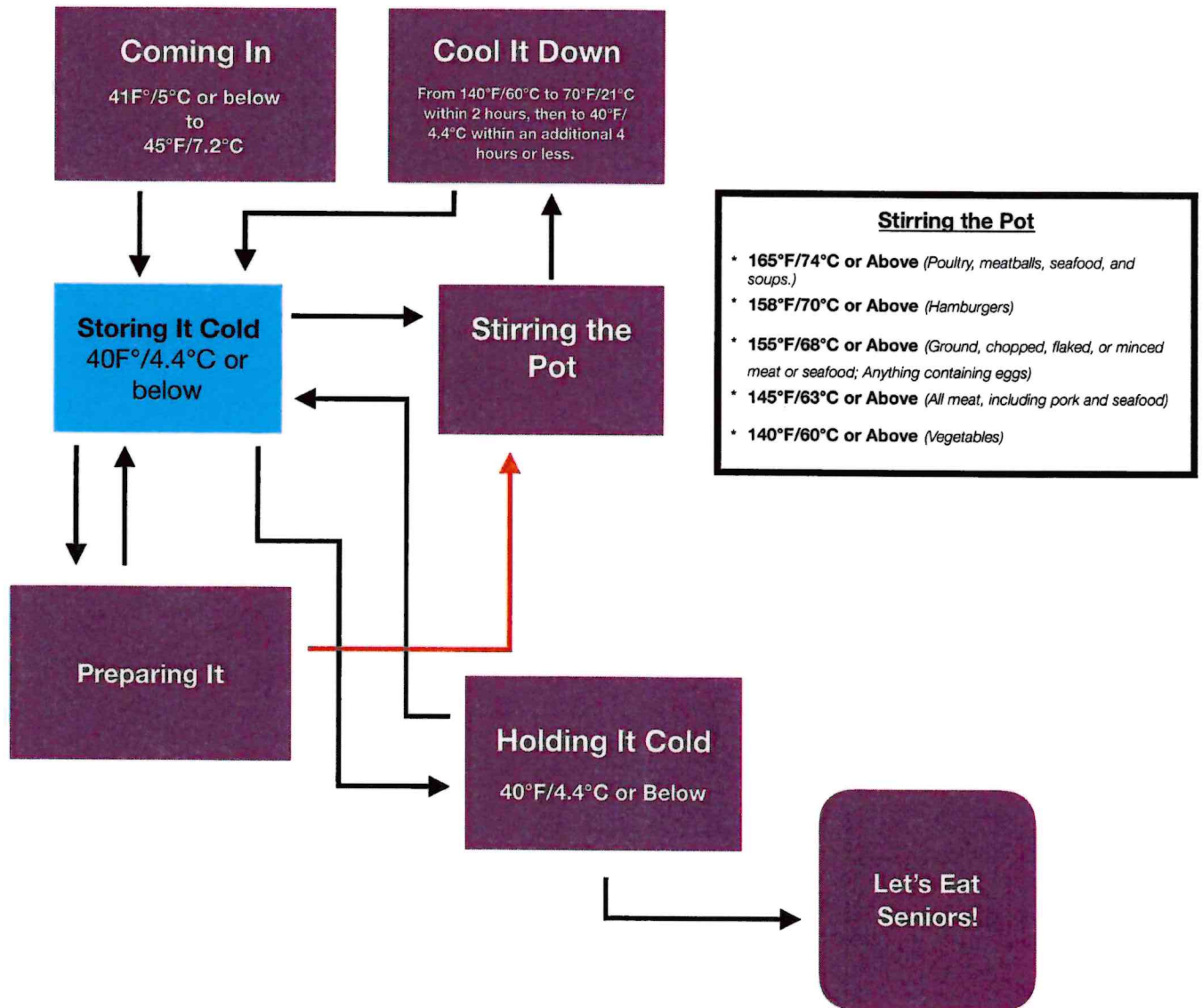
HACCP Compliance Plan: *All In the Same Day*



Note: At all times, compliance is key! At optimum adherences!



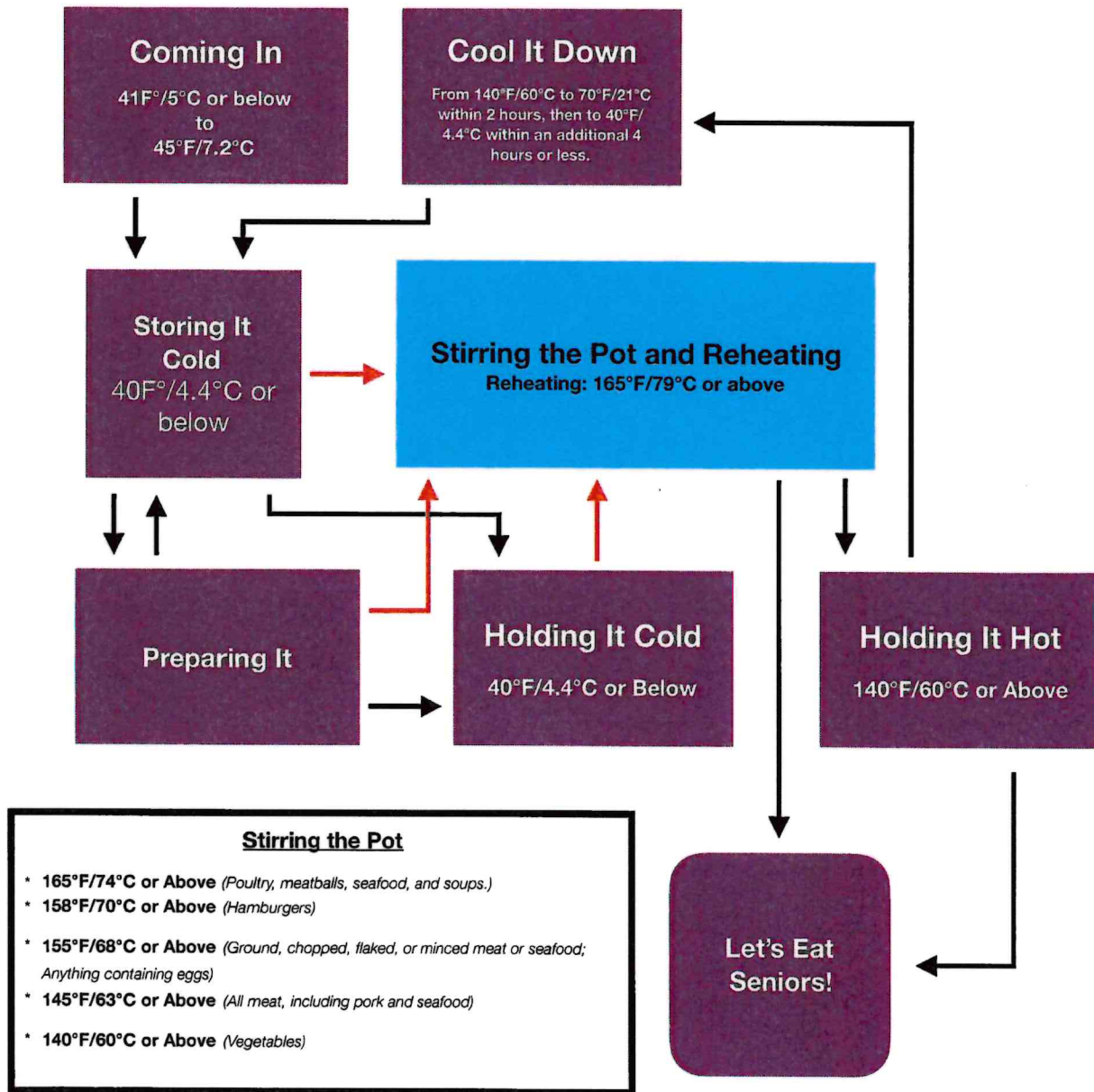
HACCP Compliance Plan: *Complex Food Preparation (Cold Food)*



Note: At all times, compliance is key! At optimum adherences!



HACCP Compliance Plan: *Complex Food Preparation (Hot Food)*



Note: At all times, compliance is key! At optimum adherences!



HACCP Compliance Plan: *Temperature Standards*

Food at the time of packing for delivery shall be at a temperature of at least 165°F for hot foods and 40°F or lower for cold foods. Food transport equipment shall maintain a temperature of 140°F or more for hot food and 40°F or less for cold food.

Temperatures of meals shall be checked daily and recorded before leaving the kitchen. Temperature records shall be kept for three years from the date they are made.

The ideal temperatures for shipment out are as follows:

Food Items Directly from Kettle/Tilt Brazier	
Mixed Dish Food	185°F to 195°F
Food Items from Oven	
Mashed Potatoes	165°F to 170°F
Casseroles/Bakes	165°F to 175°F
Whole Meat	170°F to 175°F
Ground, Chopped, Flaked, or Minced Meat	170°F to 175°F
Food Items Steamed	
Green Beans	160°F to 165°F
Cauliflower and Peas	160°F to 165°F
Carrots and Peas	160°F to 165°F
Winter Mixed Vegetables	160°F to 165°F
Mixed Vegetables	160°F to 165°F
Green Beans	185°F to 190°F



HACCP Compliance Plan: *Nutrition Site Visitation Report*

Site: _____ Site Coordinator/Manager: _____

Visited By: _____ Date: _____ Time: _____

Temperature/Portion Checklist:

1. Is thermometer calibrated and accurate: _____

2. Was the temperature of the food (hot and/or cold) taken immediately upon arrival:
YES NO *Comments:* _____

3. Was the thermometer sanitized while taking temperature: **YES NO**

4. What method(s) are used to hold food until serving time:

<u>Method Used</u>	<u>Equipment Temperature</u>
Steam Table _____	_____
Oven _____	_____
Multiple _____	_____

5. Where is cold food stored prior to serving? _____

Recorded Food Temperatures:

Arrival Temperature

Meat/Entrée _____

Meat/Entrée _____

Starch _____

Vegetable _____

Salad _____

Milk _____

Juice _____

Serving Temperature

Meat/Entrée _____

Meat/Entrée _____

Starch _____

Vegetable _____

Salad _____

Milk _____

Juice _____

Note: At all times, compliance is key! At optimum adherences!



FOOD HOLDING TEMPERATURE DAILY LOG

(5.6 Attachment #1)

FOOD HOLDING TEMPERATURES				
Date: _____	Meal	Beginning Holding Time	Two Hour Time	Temp at Two Hours Time Food Removed from Holding
	Meat/Meat Alternate			
	Vegetable/Fruit Group			
	Bread/Bread Alternate			
	Dessert			

HACCP CRITICAL CONTROL POINTS (5.6 Attachment #2)

Foods	Critical Control Points	Critical Limits	Yes/No	Comments/Corrective Action	Re-Evaluation
Poultry-Fresh	Quality designation	USDA Inspected			
	Temperature upon arrival	Less than 41°F			
	Holding temperature prior to preparation	Less than 41°F			
	Cooking Temperature	165°F. Minimum Internal Temperature			
	Hot Holding	135°F. or above			
	Cool-down Leftovers	Internal temp 41°F. within 4 hours			
Poultry-Frozen	Quality designation	USDA inspected			
	Temperature upon arrival	Frozen Solid			
	Holding temperature prior to preparation	Frozen Solid			
	Same as above				
	Quality Designation	USDA inspected			
	Temperature upon arrival	Less than 41°F			
Meat-Fresh	Holding temperature prior to preparation	Less than 41°F			
	Cooking temperature	160°F.			
	Hot Holding	135°F. or above			

	Cool-down Leftovers	Internal temp 41°F. within 4 hours		
Meat-Frozen	(same as frozen chicken above)			
Soups/Stews/ Sauce/Gravies	Temperature of fresh ingredients	41°F, lower		
	Temperature of fresh meats	Less than 41°F		
	Temperature of frozen meats	Frozen less than 32°F		
	Cooking temperature	165°F		
	Hot Holding	135°F or above		
	Cool-down leftovers	Internal temp 41°F. within 4 hours		
Produce	Temperature upon arrival	41°F, lower		
	Temperature during storage	41°F, lower		
	Storage of prepared product	41°F, lower		
	Holding of prepared product	41°F, lower		
	Storage of leftovers	41°F, lower		
Salads	Temperature of fresh ingredients upon arrival	41°F, lower		
	Temperature during storage	41°F, lower		
	Temperature of prepared	41°F, lower		

	salads		
	Holding temperature of salads	41°F, lower	
	Storage of salads	41°F, lower	



Description of Disposables & Condiments (5.6 Attachment #3)

EBRCOA Financial proposal includes the following disposable supplies:

Note: Any deviations from the listed disposables may result in a rate adjustment.

For Congregate Meals:

- 5-Compartment White Foam Plates – 10.375x8.375x1.1875 non-absorbent polystyrene, FDA approved for congregate meals; one per day/person
- Bowls/cups 12oz

- **Gloves, polyethylene, disposable** – six pairs of gloves per site per service day; size large
- **Aprons, polyethylene** – four per site per day.
- **Hair restraints or hair caps, disposable** – four per site per day.

For Flatware:

EBRCOA is proposing two options for flatware. **Option A** details bulk flatware and **Option B** details the pre-packaged flatware.

Option A: Bulk Individual Flatware – unwrapped – plastic knives, forks, spoons
Bulk Napkins
Bulk Straws – wrapped
Salt & Pepper Packets (portion control)
Pre-packaged flatware shall be sent for special events, i.e., picnics, annual meeting

Option B: Pre-packaged medium gauge flatware packs which includes knife, fork, spoon, napkin, salt, and pepper. Bulk straws.

Garbage bags: Plastic bags at least 1/5 mil. thickness; 30-gallon capacity or larger.

Provide at congregate sites as follows:

- 30 meals/site or less – 1 bags per service day
- 31 – 60 meals/site – 2 bags per service day;
- 61 or more meals/site – 3 bags per service day

For Hot/Frozen Home-Delivered Meals:

Meal Tray w/lid: 3-Compartment Oliver Black plastic tray (dual ovenable – microwave or conventional oven). Plastic Bags for your drivers to carry components of frozen meals.

Soufflé Cup/lid: Plastic portion cup with tight-fitting lid; 4-ounce capacity; equal to or better than Solo Item P400, and Item 57L. (used for cold food items, salads, etc.)

Container/lid: Able to contain one 8oz. cup of gumbo, soup, chili, or other hot item plus ½ cup of rice with at least one-half inch headspace to top of container when filled. Lid must seal container to prevent leakage, spillage, during transport. Contractor reserves the right to designate menu items requiring these containers.

Sandwich bags: Waxed, translucent bag, size 6 ½ inches, with ½ inch fold over flap; equal to or better than Maret 130.

Plastic bag: Plastic food storage bag with closure that seals product against leakage, spillage; one-half pint capacity or large (used for freshly cut fruit, i.e. melon, grapefruit, etc.)

Condiments:

EBRCOA will provide the necessary condiments for each congregate meal. We will provide portion control packets (individual portions) for each meal prepared. Examples of these condiments are: Iodized Salt, Black Pepper, Vinegar, Catsup, Mustard, and Salad Dressing. We will also provide for additional regional tastes specified by our clients.



EAST BATON ROUGE COUNCIL ON AGING

FOOD / MATERIAL RECALL PLAN

5.6-Attachment #4-1

RECALL DATA, RESOURCES, FORMS



INTRODUCTION

The purpose of a recall plan is to outline the steps that must be taken in the event that one or more Agencies have stated a recall on the grounds that the food/material products are unsafe for the general public.

What is a Food Recall?

Food Producers despite their best efforts, sometimes have unsafe food products that don't meet state or federal requirements and make their way into the food chain. When unsafe food products / materials have left the control of the producer, it must be removed from the General Public. This process of removing the product is called a Recall.

What is a Recall program?

The ability to remove products from the general public quickly and effectively is vital. A recall program is a written action plan that is carefully constructed to ensure efficiency of a Recall. It is the safety net that can help prevent the general public from eating a potentially harmful food product.

A Consumer food / material **Recall** involves recovering unsafe food / materials product from consumers.

A Consumer food / material **Withdrawal** is to remove product from the supply chain (In House or feeding sites) without issuing a Consumer Food Recall.

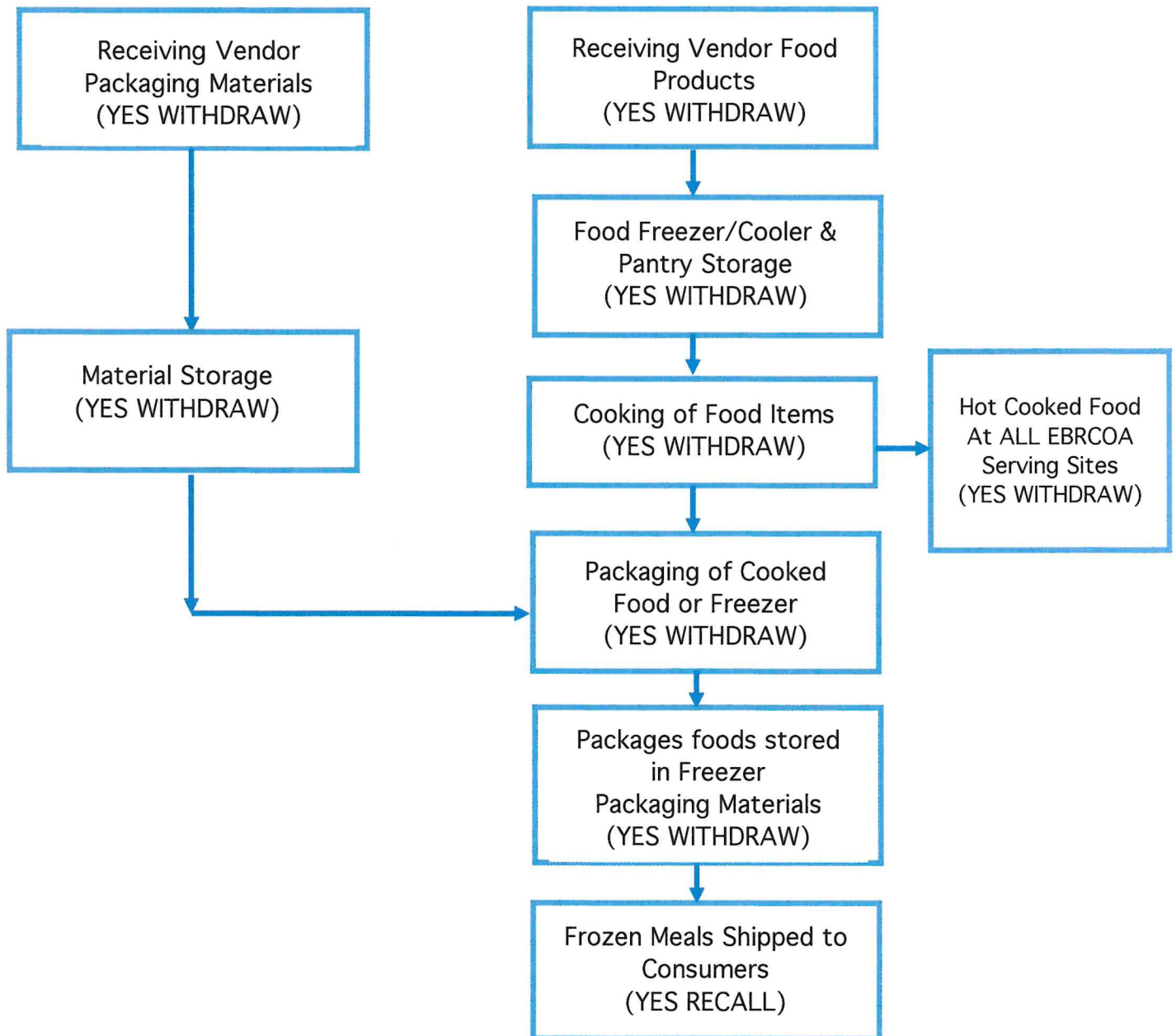
Any Food Recall has the following aims:

- Protect the health and safety of our consumers.
- Stop any further distribution of the recalled products as soon as possible.
- Inform the relevant authorities and public of the recall.
- Effectively retrieve and dispose of the recalled food product.
- Effectively dispose of all unsafe food out of production location
- Report the relevant authorities on the recall outcome.

Deciding to Recall or Withdraw a Product

If a product has a recall it must be determined whether or not the product has entered the food chain. This must be established so it can also be determined a Recall or Withdraw process to conduct.

How Products are Received



THIS IS A FLOW CHART OF HOW EAST BATON ROUGE COUNCIL ON AGING RECIEVES THE PACKAGING AND FOOD MATERIALS FOR PROCESSING. THE FLOW CHART LIST IF A RECALL OR WITHDRAW WILL ACCURE.



CONSUMER FOOD / MATERIAL RECALL

It is the Council on Aging Responsibility to notify all customers of unsafe products that have entered the food chain. Food producers despite their best efforts, sometimes have unsafe food products that don't meet state or federal requirements and make their way into the food chain. The purpose of a recall plain is to outline the steps that must be taken in the event that one or more agencies have stated a recall on the grounds that the food/materials products are unsafe for the general public.

Company Information / Inquiry Contact	
Company Name:	East Baton Rouge Council On Aging
Address:	965 North 18th Street Baton Rouge, LA 70802
Mail Address:	965 North 18th Street Baton Rouge, LA 70802
E-mail Address:	info@ebrcoa.org
Company Website:	www.ebrcoa.org
Main Office Phone:	1-225-923-8000
QUALITY ASSURANCE TEAM	
Company Recall Coordinator	
Contact Name:	Shanrika Barrow
Title:	Chief Operations Officer
Phone Contact:	1-225-923-8000 Ext 323
Email:	sbarrow@ebrcoa.org
Recall Investigation / Quality Assurance Person	
Contact Name:	Shanrika Barrow
Title:	Food Safety & Quality Assurance Director
Phone Contact:	1-225-923-8000 Ext 323
Email:	sbarrow@ebrcoa.org



Media / Regulatory Agency Communication

Contact Name: Angell Jackson
 Title: Chief of Marketing and Information
 Phone Contact: 1-225-923-8000 Ext 229
 Email: akennedy@ebrcoa.org

Contacting Consumers

Contact Name: Johnathan McGee
 Title: Director of Information & Assistance
 Phone Contact: 1-225-923-8000
 Email: jmcgee@ebrcoa.org

Company / Vendor Issuing Food - Material Recall

Name of Company Recalling product:	
Company Address:	
Company Phone:	
Company Email:	
Company Contact Name:	
Contact Phone :	



Food – Material Recall Product Information

What is the nature of the recall:

Name of recalled product,
identifying codes, production
date, package type and size

How much recall product was
shipped to EBRCOA production
location & on what dates

How much recall product is still
in EBRCOA possession

How many consumers received
recall product

Media Contacted

Name of Media:		
Media Phone Contact:	no <input type="checkbox"/>	Contact made yes <input type="checkbox"/>
Name of Contact:		

Consumer Notification Letter

Product recall notification letter mailed out to consumers on recall.	no <input type="checkbox"/>	Letter sent yes <input type="checkbox"/>
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Health Department Contacted	
Name:	Department of Health (Food and Drug Administration)
Phone Contact:	1-225-342-7533 Contact made yes <input type="checkbox"/> no <input type="checkbox"/>
Name of Contact:	
Media Contacted	
Name of Media:	
Media Phone Contact:	no <input type="checkbox"/> Contact made yes <input type="checkbox"/>
Name of Contact:	
Consumer Notification Letter	
Product recall notification letter mailed out to consumers on recall.	no <input type="checkbox"/> Letter sent yes <input type="checkbox"/>
Recalled Food - Material Information	
All recalled product at production site has been marked and set aside so not to re-enter the food chain	yes <input type="checkbox"/> no <input type="checkbox"/>
If consumer has recall product what should be done with it	



Food – Material Recall Product Returned	
Name of recalled product:	
How much consumer recall product picked up and returned to production site	List amount returned:
How much recalled product was discarded by consumers if any	List amount discarded:
How was product returned to production site discarded	Discarded in trash bins with Supervisor Assistance
Any recalled product in EBRCOA possession must be discarded	Discarded in trash bins with Supervisor Assistance
Food – Material Recall Termination	
EBRCOA Has taken all reasonable steps to ensure the effective recall of recalled product	Comment:
Contacted Media & Health Department of Termination of Recall	All Media contacted on Termination yes <input type="checkbox"/> no <input type="checkbox"/>
Staff and consumers should be informed of recall's termination	



Product Recall Notification Action Required

Date: _____

Dear East Baton Rouge Council on Aging Senior Citizen,

Please review the details regarding the product that has been recalled. If you have taken delivery of the recalled product in the specified timeframe, and have not received a call from East Baton Rouge Council on Aging, follow the actions as indicated below.

PRODUCT NAME: _____

DELIVERY DATE TIMEFRAME: _____

REASON FOR RECALL: _____

ACTION NEEDED: _____

EBRCOA will compensate you on the recalled product, with a replacement. If you have further questions or concerns, please contact East Baton Rouge Council on Aging at 225-923-8000.

The East Baton Rouge Council on Aging would like to thank you for your immediate response to this notification.

Sincerely,



Food / Material Recall Termination

Date: _____

Dear Senior Citizen,

The East Baton Rouge Council on Aging has made a decision to terminate the recall on Food / Material items list below. East Baton Rouge Council on Aging has taken all reasonable steps to ensure the safety of our seniors in this recall. Our goal is to work with all agencies to ensure that safe Food and materials reach our Senior Citizens.

RECALLED PRODUCT NAME: _____

Date of Recall's Termination: _____

If you have further questions or concerns, please contact East Baton Rouge Council on Aging at 225-923-8000

East Baton Rouge Council on Aging would like to thank you for your cooperation in this Recall.

Sincerely,



Company Information / Inquiry Contact	
Company Name:	East Baton Rouge Council On Aging
Address:	965 North 18th Street, Baton Rouge, LA 70802
Mail Address:	965 North 18th Street, Baton Rouge, LA 70802
E-mail Address:	info@ebrcoa.org
Company Website:	www.ebrcoa.org
Main Office Phone:	1-225-923-8000
QUALITY ASSURANCE TEAM	
Company Recall Coordinator	
Contact Name:	Shanrika Barrow
Title:	Chief Operations Officer
Phone Contact:	1-225-923-8000 Ext 323
Email:	sbarrow@ebrcoa.org
Investigation / Quality Assurance Person	
Contact Name:	Shanrika Barrow
Title:	Food Safety & Quality Assurance Director
Phone Contact:	1-225-923-8000 Ext. 323
Email:	sbarrow@ebrcoa.org



Senior Centers

Contact Name:	Charlotte Turner
Title:	Director of Senior Centers
Phone Contact:	1-225-923-8000 Ext 214
Email:	cturner@ebrcoa.org

Senior Centers

Contact Name:	Patrice Bryant
Title:	Senior Centers Assistant Director
Phone Contact:	1-225-923-8000 Ext 217
Email:	PBryant@ebrcoa.org

Consumer Withdrawal Food – Material Product Information

List date & reason for consumer withdrawal	
List the vendor/place of production that issued the withdrawal	
What is the cause of the withdrawal:	
List withdrawal products name and give description of product to be removed out of the food chain at all EBRCOA senior sites	
If any, how many sites received withdrawal product and amount	
How much withdrawal product is still in EBRCOA Possession (cooler, freezer, storage room)	
Name of Person contacting all sites for withdrawal	



Consumer Withdrawal Food – Material Product Returned	
Name of returned product:	
If any, how much withdrawal product returned from senior sites	
How much withdrawal product was discarded by senior sites and how	List amount discarded & how:
Was all withdrawal product in EBRCOA possession discarded or returned to vendor	
How was product returned to production site discarded	Discarded in trash bins with supervisor Assistance



Food / Material Withdrawal Termination

Date: _____

Dear East Baton Rouge Senior Centers,

The East Baton Rouge Council on Aging has made a decision to terminate the Withdrawal on Food / Material items list below. East Baton Rouge Council on Aging has taken all reasonable steps to ensure the safety of our seniors in this Withdrawal. Our goal is to work with together to ensure that safe Food and materials reach our Senior Citizens.

WITHDRAWAL PRODUCT NAME: _____

DATE OF WITHDRAWAL TERMINATION: _____

If you have further questions or concerns, please contact East Baton Rouge Council on Aging at 1-225-923-8000

East Baton Rouge Council on Aging would like to thank you for your cooperation in this Recall.

Sincerely,



Food / Material Recall &
Food / Material Withdrawal plan

Approved by: _____

Date: _____