

**Department of Agriculture and Consumer Services**  
**Bureau of Food Distribution**  
**407 S. Calhoun St., 2<sup>nd</sup> Floor, Mayo Building. (M39)**  
**Tallahassee, Florida 32399-0800**  
**Phone: 850-487-6694 FAX: 850-488-6961**

**➔ All processors are REQUIRED to provide the following information to be used in the event of a hold/recall or disaster ➔**

**PROCESSOR CONTACT INFORMATION**

Agreement #	Processor Name		
Contact Person	Work Phone	Fax	Home Phone
E-Mail Address	Emergency No. (After Business Hours)		Cell/Pager
Alternate Contact Person	Work Phone	Fax	Home Phone
E-Mail Address	Emergency No. (After Business Hours)		Cell/Pager

**\*\*FOOD SAFETY COORDINATOR\*\***

Information for Commodity Hold and Recall Process/ALTERNATE INFO MUST BE GIVEN.

Name/Title	Work Phone	Fax	Home Phone
E-Mail Address	Emergency No. (After Business Hours)		Cell/Pager
Alternate Contact	Work Phone	Fax	Home Phone
E-Mail Address	Emergency No. (After Business Hours)		Cell/Pager

**WAREHOUSE INFORMATION**

(If additional warehouse locations, please note information on another page)

Warehouse Name	Street Address & City		
Contact Name	Work Phone	Fax	Home Phone
E-Mail Address	Cell/Pager	Emergency No. (After Business Hours)	

**DISTRIBUTOR INFORMATION**

(If additional warehouse locations, please note information on another page)

Name:	Street Address and City:		
Contact Name	Work Phone	Fax	Home Phone
E-Mail Address	Cell/Pager	Emergency No. (After Business Hours)	

Information provided/reviewed by:

\_\_\_\_\_

Name

\_\_\_\_\_

Date

**PLEASE NOTIFY THE BFD IMMEDIATELY AS CHANGES OCCUR**