**STATE RECALL PROCEDURES**

1. When Meat and Poultry Inspection Division (MPID) learns that there is reason to believe that Misbranded and/or Adulterated Product is in commerce. MPID will conduct a preliminary inquiry. The case specialist or designated EIAO will the primary point of contact.

For the following, the designated EIAO will work in conjunction with Area supervisors/IICs as needed to acquire the needed information. Use appropriate recall worksheets as guide (posted on MPID website)

1. Product Information: For all products, MPID personnel are to gather the following product information:
2. Reason for recall:
3. Brand Names:
4. Product Names:
5. Packaging (Type & Size (pounds)):
6. Package Codes (Used By/Sell By):
7. Packaging Dates:
8. Photos of label or packaging:
9. Case Codes:
10. Count/Case:
11. Production Dates:
12. Amount Produced (pounds):
13. Distribution Areas:
14. Amount held establishment:
15. Amount distributed (pounds/cases):
16. Distribution level (depth of the recall, if known).
17. Contact Information for an Official Establishment:
18. Establishment’s plant number, name and address, phone number:
19. Establishment recall coordinator.
20. When Meat and Poultry Inspection Division (MPID) learns that Misbranded and/or Adulterated product is in commerce, MPID will form a Recall Committee which will include the following members:
21. State Director
22. TA Coordinators
23. Case Specialist, +/- EIAOs
24. Compliance Supervisor, +/- Cos
25. Agricultural Program Specialist (Lisa)
26. Once the Recall has been initiated the following steps should be addressed:
27. The State Inspected Facility should begin gathering information for the start of their Recall Procedures.
28. Establishment must notify MPID within 24 hours if reason to believe misbranded and/or adulterated product into commerce.
29. Establishment must maintain written procedures specifying how to decide on recall and how it would be carried out.
30. Establishments records should be available for reviewing and copying.
31. The case specialist or designated EIAO will be responsible for gathering information, plant communication, and control of product in the establishment.
32. Compliance will be responsible for gathering information, control of product in commerce, and performing any needed recall effectiveness checks.
33. If the State Inspected Facility does not initiate Recall Procedures:
	1. MPID may detain and seize product in commerce.
34. Recall Committee shall meet once all information has been gathered both in plant and in commerce (if applicable) to determine plan of action and Recall Classes.
	1. Class I: Reasonable probability of serious, adverse health consequences or death.
	2. Class II: Remote possibility of adverse health consequences.
	3. Class III: No adverse health consequences.
35. Public Notification: The Recall Release Should Be:
	1. Clearly describing what product(s) the firm is recalling, along with any identifying marks or codes, explained the reason for the recall and describe the risk involved in consuming the product.
	2. Instruct the public on how to properly handle the product if consumers have it in their possession.
	3. Provide the name and telephone number of a company contact for consumers and media to call with any questions.
	4. Provide general information about the products destination. For example: “Ham and Turkey products were distributed to retail stores and institutions in the cities of….”
36. Determine total number of consignees:
	1. Distributors: (warehouses where product has been stored and facilities that transport product for the establishment).
	2. Retail Stores: (locations where the establishment wholesales their product to for them to sale to the general public).
	3. Retail Customers: (individuals that walk into the establishment and purchase their product retail).
	4. Other Processors: (another state inspected facility that would further process the recall establishments product).
37. Documentation of recall:
	1. Case specialist and/or designated EIAO will document the background information and types, amounts of product involved including any action taken to product in the establishment.
	2. Compliance will document their part of the case and include types, amounts of products in commerce, any action taken, and results of the recall effectiveness checks.
	3. If needed, EIAOs and compliance will work together to compile the information into a single document.