



**NORTH CAROLINA DEPARTMENT OF AGRICULTURE  
AND CONSUMER SERVICES  
MEAT AND POULTRY INSPECTION DIVISION  
Raleigh, North Carolina**

*Steve Troxler, Commissioner*

<b>MPID NOTICE</b>	<b>1-23</b>	<b>1-23-2023</b>
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**Directions for Microbiological Lab Notifications and Results**

**I. PURPOSE:**

This document is issued to provide instructions for the MPID office staff when relaying lab notifications and results to MPID personnel.

**II. CANCELATION:**

MPID Notice 5-22 dated 6-28-2022

**III. REFERENCES:**

None

**IV. PROCEDURE - NOTIFICATIONS**

The microbiological sampling schedule for state plants is in an Excel spreadsheet located on the shared drive "Meatandpoultry (\\agfdrc01\shares\Lab\Microlab)" in the folder titled, "20-- Sample Schedule." The primary person creating and sending notifications is Celia Overby. In her absence, Pam Flood is responsible for this. Lisa Benton will create and send notification if both Pam and Celia are absent.

On the Excel spread sheet, state establishments in the sampling program are listed in alphabetical order on separate rows in the first column. Each week of the year heads a column to the right. Samples for each week are indicated by a sample code placed in the row for the appropriate establishment. An explanation of the sample codes can be found on a separate tab, "Codes."

Notifications are emailed on Thursdays, three weeks prior to the week of sampling. For example, on Thursday, November 4, 2021 notifications were sent for the week of November 21, 2021.

Each week, one email should be sent to all field inspection personnel, with cc to Urvashi Patel, Yvonne Wong, Kyle Szwetkowski, Jaraan Harbor, Lisa Benton, Rick Phillips, Jake Groce, Pam Flood and Dr. Karen Beck.

**V. PROCEDURE - RESULTS**

Food & Drug Protection Microbiologists will send hard copies of negative lab results via email to the MPID office.

**A. Relaying Negative Results for E coli STEC's Testing of Beef Trim; Raw Ground Beef Sampling for E coli STEC's Testing; and Ready to Eat Product Testing to Establishments**

As soon as the results are received for Beef Trim for E coli STEC testing, Raw Ground Beef Sampling for E coli STEC Testing, and Ready to Eat Product Testing, the results should be relayed to the plant. The primary person responsible for relaying results is Celia Overby. In her absence Pam Flood is responsible. If both Pam and Celia are absent, Lisa Benton will relay results.

1. Check the sample form and make sure in the Analysis section the Final Result is a negative sample result for one of the tests listed in the Purpose section. In the Project Name box, it should state one of the following:

E coli STEC's testing  
Raw Ground Beef Sampling for E coli STEC or  
Ready to Eat Product Testing

2. Check the date of the results to ensure it is a current result. The Final Report Date should be the date it was received via email. If you receive a questionable sample transcript, please show it to Lisa Benton before calling the establishment.
3. Print a hard copy of the lab results. Call the plant at the number listed on the Request for Sampling form as soon as possible after receiving the email.
4. Ask to speak to the Plant Contact Person(s) as listed.
5. Do not relay information to anyone other than plant contact person. If the Plant Contact Person is not available, ask when it is best to call them back. Make a notation on the Request for Sampling Form that you attempted to call. List the date, time, reason results could not be relayed and initial it.

Examples: "11/17/21 2pm, no answer, CO"  
"11/17/21 2pm, line busy, CO"  
"11/17/21, 2pm, Mr. Contact Person not there, told to call back at 4 pm, CO"

6. If Plant Contact Person is reached, tell them:

**For E coli STEC's samples:**

"Hello, my name is \_\_\_\_\_. I work in the Meat and Poultry Inspection Division Office in Raleigh. I am calling to let you know that your \_\_\_\_\_ (will be either raw beef bench trimmings or raw beef trimmings - see "Product") submitted to our lab on \_\_\_\_\_(state "Collection Date") was negative for E coli STEC's."

**For Raw Ground Beef Sampling for E coli STEC samples:**

"Hello, my name is \_\_\_\_\_. I work in the Meat and Poultry Inspection Division Office in Raleigh. I am calling to let you know that your raw ground beef

submitted to our lab on \_\_\_\_\_(state "Collection Date") was negative for E coli STEC's."

**For Ready to Eat Samples:**

"Hello, my name is \_\_\_\_\_. I work in the Meat and Poultry Inspection Division Office in Raleigh. I am calling to let you know that your \_\_\_\_\_ (see "Product") submitted to our lab on \_\_\_\_\_(state "Collection Date") was negative for Listeria and Salmonella."

7. After relaying results, make a note on the request for sampling form that includes: Date & time results were given to the plant, who you spoke with, and your initials.

Example: "11/17/21 - 3pm gave results to Mr. John Doe, Plant Manager, CO"

8. If no answer, or the individual listed is not available, do not leave a message with lab results. Try the call again in a few minutes or when instructed to do so by the plant employee who answered the phone. Record each attempt as described in item 3.
9. If the contact person cannot be reached after a second attempt, call the Area Supervisor, and ask them to get in touch with the Inspector and Plant Management to relay results.
10. If you reach the Area Supervisor, and relay results to them, make a note of this on the form.

Example: "11/17/21 - 3 pm gave results to Area Supervisor, CO"

As with all time sensitive information, it is important to relay this information in person and not in the form of a message on their voice mail. If you get the Area Supervisor's voice mail, leave a message that you have time sensitive lab results and ask them to call back as soon as possible.

11. If you have trouble reaching the Area Supervisor, notify their supervisor (TA Coordinator).
12. After results have been relayed to the plant, forward the email containing the results (scanned form) to all inspectors in the area, the Area Supervisor, Pam Flood, and Lisa Benton.
13. Give the hard copies of the results to Lisa Benton to initial.
14. After initialing, results should be filed in the "Constable Lab Sampling Results" folder in the breakroom until bill is finalized at beginning of next month then filed in the plant file "laboratory" folder in the TA Office.
15. If plant provides an email address, the results can be emailed in lieu of calling.

## B. Relaying results for Presumptive Positive results

As soon as the results are received for presumptive positive samples, the results should be relayed to the plant. The primary person responsible for relaying results is Lisa Benton. In her absence Codi Brandon or designee is responsible.

1. Check the date of the results to ensure it is a current result. The Interim Report Date should be the date it was received via email.
2. Print a hard copy of the lab results. Phone plant number as listed on the Request for Sampling form as soon as possible after receiving the email.
3. Ask to speak to the Plant Contact Person(s) as listed.
4. Do not relay information to anyone other than plant contact person. If the Plant Contact Person is not available, ask when it is best to call them back. Make a notation on the Request for Sampling Form that you attempted to call. List the date, time, reason results could not be relayed and initial it.

Examples: "11/17/21 2pm, no answer, CO"  
"11/17/21 2pm, line busy, CO"  
"11/17/21, 2pm, Mr. Contact Person not there, told to call back at 4 pm, CO"

5. If Plant Contact Person is reached, tell them:

### For E coli STEC's samples:

"Hello, my name is \_\_\_\_\_. I work in the Meat and Poultry Inspection Division Office in Raleigh. I am calling to let you know that your \_\_\_\_\_ (will be either raw beef bench trimmings or raw beef trimmings - see "Product") submitted to our lab on \_\_\_\_\_ (state "Collection Date") was presumptive positive for E coli STEC's."

### For Raw Ground Beef Sampling for E coli STEC's samples:

"Hello, my name is \_\_\_\_\_. I work in the Meat and Poultry Inspection Division Office in Raleigh. I am calling to let you know that your raw ground beef submitted to our lab on \_\_\_\_\_ (state "Collection Date") was presumptive positive for E coli STEC's."

### For Ready to Eat Samples:

"Hello, my name is \_\_\_\_\_. I work in the Meat and Poultry Inspection Division Office in Raleigh. I am calling to let you know that your \_\_\_\_\_ (see "Product") submitted to our lab on \_\_\_\_\_ (state "Collection Date") was presumptive positive for Listeria and/or Salmonella."

6. After relaying results, make a note on the request for sampling form that includes: Date & time results were given to the plant, who you spoke with, and your initials.

Example: "4/14/20 - 3pm gave results to Mr. John Doe, Plant Manager, CO"

7. If no answer, or the individual listed is not available, do not leave a message with lab results. Try the call again in a few minutes or when instructed to do so by the plant employee who answered the phone. Record each attempt as described in item 2.
8. If the contact person cannot be reached after a second attempt, call the Area Supervisor, and ask them to get in touch with the Inspector and Plant Management to relay results.
9. If you reach the Area Supervisor, and relay results to them, make a note of this on the form.

Example: "4/14/20 - 3 pm gave results to Area Supervisor, CO"

As with all time sensitive information, it is important to relay this information in person and not in the form of a message on their voice mail. If you get the Area Supervisor's voice mail, leave a message that you have time sensitive lab results and ask them to call back as soon as possible.

10. If you have trouble reaching the Area Supervisor, notify their supervisor (TA Coordinator).
11. After results have been relayed to the plant, forward the email containing the results (scanned form) to the Area Supervisor, Pam Flood, Dr. Karen Beck, TA Coordinator, Codi Brandon and/or Lisa Benton.
12. 1 copy of the results should be filed in the "Constable Lab Sampling Results" folder in the breakroom and a second copy in the plant file "laboratory" folder in TA Office.
13. If plant provides an email address, the results can be emailed in lieu of calling.

**Dr. Karen Beck**  
**State Director**

**DISTRIBUTION:**  
 All MPID Personnel

**SUBJECT CATEGORY:**  
 Administrative