



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

*Steve Troxler, Commissioner*

**MPID NOTICE**

**15-23**

**12-1-2023**

**Courtesy Reviews**

**I. PURPOSE**

This notice is being issued to provide instructions for performing reviews of facilities for acceptability as inspected establishments and custom exempt establishments. This notice applies to prospective TA, State, and custom exempt establishments.

**II. CANCELLATION**

MPID Notice 3-22 dated 2-14-2022

**III. PROCEDURE**

Courtesy reviews of facilities shall be conducted by Area Supervisors upon request. These reviews include a thorough review of facilities and equipment. To maintain uniformity, [MPIS Form 3 E](#) shall be used as a guide and completed while conducting reviews of potential new establishments. Reviewers should discuss with potential new plant owners' other regulatory requirements such as HACCP plans, SSOPs, applicable testing requirements, and record keeping requirements.

Upon completion of the visit, the reviewer shall issue a letter (template attached) on official agency letterhead along with MPIS Form 3 E to the owner of the establishment, listing his/her recommendations for compliance with MPID regulations. A copy of the letter and MPIS Form 3 E shall also be sent to the State Director, Technical Assistance Manager, and supervising TA Coordinator. One copy will be placed in the reviewer's suspense file in the Raleigh office.

Reviewers shall maintain contact with potential new plant owners and monitor their progress as they prepare for inspection. In the event the individual decides not to pursue meat and poultry inspection, the reviewer should remove their letter from the suspense file or per records retention schedule.

**V. ADDITIONAL INFORMATION**

If you have any questions or need additional information, contact the Raleigh Office at (919) 707-3180.

Attachments: [Template letter](#)

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

**DISTRIBUTION:**  
MPID Supervisors, Office Staff

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**SUBJECT CATEGORY:**  
Administrative

Date

Business Owner's Name  
Name of Business  
Street  
City, State, Zip Code

Dear Mr. / Ms. \_\_\_\_\_,

Thank you for your interest in operating an establishment under Meat and Poultry Inspection/Custom Exemption provided by the State of North Carolina. As a result of the courtesy review conducted on (Insert Date), the following recommendations for compliance are listed below:

- Plant SSOP per CFR 416
- Plant HACCP Plan(s) per CFR 417
- Written recall procedures per CFR 418.3
- Continue Listing Facility & Equipment Concerns in Bulleted Format

Please keep in mind that the above listed items are not all inclusive. Further reviews are required if you decide to pursue operation under Meat and Poultry Inspection/Custom Exemption. Please feel free to call me at \_\_\_\_\_ or our Raleigh office at 919-707-3180 if you have questions or if we can assist you in any way.

Sincerely,

Name & Title of Reviewer

CC: State Director  
Technical Assistance Manager  
TA Coordinator  
Raleigh Suspense File