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

Steve Troxler, Commissioner

MPID NOTICE	**2-24**	**3-07-2024**

State Recall Procedures

I. PURPOSE

The intent of this notice is to provide the Meat and Poultry Inspection Division (MPID) personnel with guidance on the recall procedures to be followed when MPID learns that there is reason to believe misbranded and/or adulterated product from a State-inspected establishment has entered commerce.

II. REFERENCES

9 CFR 418.2, 418.3 and 418.4; FSIS Directive 8080.1;

III. ESTABLISHMENT RESPONSIBLITIES

The State-inspected facility should begin gathering information for the start of their recall procedures.

A. The establishment must maintain written procedures specifying how to decide a recall is necessary and how it would be carried out. (9 CFR 418.3)

B. The establishment's written recall procedures should be made available for review and copying as necessary. (9 CFR 418.4)

Note: If the state-inspected facility does not initiate recall procedures, MPID may detain and seize product in commerce.

IV. INITIAL NOTIFICATION

When a State-inspected establishment learns of or determines that adulterated or misbranded product has entered commerce, the establishment must notify MPID within 24 hours (9 CFR 418.2). If the establishment notifies Inspection Program Personnel (IPP), the chain of command must be followed; inspection personnel will

notify the Area Supervisor, who will in turn notify the TA Coordinator, who will in turn notify the Director. Inspection personnel should notify the establishment that it is still required to contact the Raleigh Office directly.

MPID may become aware of misbranded or adulterated product in commerce through its own resources and actvities such as through regular in-plant task performance, compliance investigations, etc. If this is the case, the appropriate chain of command as outlined above shall be followed in notifying the involved MPID personnel. Involved product(s) should be retained and/or detained as deemed necessary by IPP.

V. PROCEDURES

A. When MPID learns that there is reason to believe misbranded and/or adulterated product has entered into commerce, MPID will first conduct a preliminary inquiry. The Case Specialist or designated EIAO will be the primary point of contact. As part of the preliminary inquiry, the designated EIAO will work in conjunction with the Area Supervisor and IIC, along with other inspection personnel as needed, to aquire the information listed below. Document findings on CE42 and CE42A or CE42C, posted on the MPID Adobe Forms website, if dealing with a pathogen.

1. Product-related information:

- **a.** Reason for the potential recall
- **b.** Brand name(s)
- **c.** Product name(s)
- **d.** Packaging
  - **i.** Type (e.g., vacuum-sealed)
  - **ii.** Size (e.g., pounds)
- **e.** Package Codes (e.g., Use By, Sell by)
- **f.** Packaging Date(s)
- **g.** Photos of label or packaging
- **h.** Case code(s)
- **i.** Count per case
- **j.** Production date(s)
- **k.** Amount produced (pounds)
- **l.** Distribution area(s)
- **m.** Amount held at the establishment

n. Amount distributed (pounds/cases)

o. Distribution level (depth of recall, if known)

2. MPID personnel are to also gather contact information for the official establishment which includes:

a. Establishment number, name, address, and phone number

b. Name and title of the establishment recall coordinator, including phone number (if different from establishment phone number)

B. MPID will form a Recall Committee to conduct a preliminary inquiry and review all information provided to determine if a recall should be initiated. The Recall Committee will include the following members:

- State Director
- TA Coordinators
- Technical Assistance Manager
- Case Specialist, +/- EIAO(s)
- Compliance Supervisor, +/- Compliance Officer(s)

C. If the committee determines that a recall is waranted:

1. The Case Specialist or designated EIAO will be responsible for gathering any missing or additional information, through communication with establishment personnel, about the products in question (type and amount of product, lot codes/sell by dates/pack dates), contact information for the firms involved in production and distrubution, and any information that might affect the scope of involved product or mitigate the need for a recall. They will also verify control of product within the establishment.

2. MPID's Compliance Unit will be responsible for gathering information on the amount and where the product may be located in commerce, control of product in commerce, and performing recall effectiveness checks as necessary.

3. The Recall Committee shall meet once all necessary information, both in-plant and in-commerce (if applicable), has been gathered to determine the plan of action. A Recall Classification should be designated at this time for the recall at-hand.

a. Class I: Reasonable probability of serious, adverse health consequences or death.

b. Class II: Remote possibility of adverse health consequences.

c. Class III: No adverse health consequences.

4. Public notification of the recall should occur. The Recall Release should include the following:

a. Clear description of what product(s) the firm is recalling, along with any identifying marks or codes.

b. Explanation of the reason for the recall and description of the risk(s) involved in consuming the product.

c. Instructions to the public on how to properly handle the product if consumers have it in their possession.

d. The name and telephone number of a company contact for consumers and media to call with any questions.

e. General information about the products destination. (e.g. . “Ham and turkey products were distributed to retail stores and institutions in the cities of”….)

5. Determine the total number of consignees:

a. Distributors: includes warehouses where product has been stored and facilities that transport product for the establishment.

b. Retail Stores: includes locations the establishment wholesales their product to for it then be sold to the general public.

c. Retail Customers: includes individuals that walk into the establishment and purchase the product retail.

d. HRI: includes hotels, restaurants, and institutions that have received products to be further prepared and served to consumers.

e. Other Processors: includes other State-inspected facilities that further process the establishment’s recalled product(s).

VI. DOCUMENTATION OF RECALLS

A. The Case Specialist and/or designated EIAO will document the background information, types, and amounts of product involved including any action taken with regard to product within the establishment.

B. Compliance will document their part of the case and include types and amounts of products in commerce, any action taken, and results of the recall effectiveness checks.

C. If needed, EIAOs and Compliance will work together to compile the information into a single document.

Dr. Karen Beck
State Director

DISTRIBUTION:	**SUBJECT CATEGORY:**
All MPID Personnel	Administrative