



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

Steve Troxler, Commissioner

MPID NOTICE

3-22

2-14-2022

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 5-17 dated 8-4-17.
- III. REFERENCES:** None
- IV. PROCEDURE:**

Courtesy reviews of facilities shall be conducted by Area Supervisors and/or Regional Veterinary Medical Officers upon request. These reviews include a thorough review of facilities and equipment. In order to maintain uniformity, MPIS Form 3 E shall be used as a guide while conducting reviews of potential new establishments. Reviewers should discuss with potential new plant owners other regulatory requirements such as HACCP plans, any applicable testing requirements and SSOPs.

Upon completion of the visit, the reviewer shall issue a letter on official agency letterhead to the owner of the establishment, listing his/her recommendations for compliance with MPID regulations. A template of this letter is attached. A copy of the letter shall also be sent to the State Director, Agriculture Program Specialist and supervising TA Coordinator (TA or state establishments) or Veterinary Supervisor (custom exempt establishments). 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.

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

Attachments: [MPID Form 3 E](#)
[Template letter](#)

**Dr. Karen Beck
State Director**

DISTRIBUTION:
MPID Supervisors
Regional Veterinary Medical Officers
Office Staff

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 Meat and Poultry Inspection 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 Meat and Poultry Inspection. 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
Agriculture Program Specialist
TA Coordinator or Veterinary Supervisor
Raleigh Suspense File