

# Table of Contents

## Recall Plan Guidebook

Introduction .....	1
Recall Plans .....	2
Important Contact Information .....	3
Recall Team .....	3
FSIS District Office .....	3
Procedures for Determining a Recall .....	4
Health Hazard Evaluation .....	4
Scope of Recall .....	5
Records .....	6
Recall Communications .....	7
Recall Notice .....	7
Public Notification .....	8
Control and Disposition of Returned Product .....	9
Recall Simulations .....	9
Sample Recall Notices, Notification Letter, and Worksheets .....	9
Sample Recall Notice; May Contain Glass, Plastic, etc. ....	10
Sample Recall Notice; Possible Listeria Contamination .....	11
Sample Recall Notice; Undeclared Allergen .....	12
Sample Recall Notification Letter .....	13
Recall Worksheet .....	14
Recall Worksheet-Listeria monocytogenes ATTACHMENT.....	15
Recall Worksheet-E. coli O157:H7 ATTACHMENT .....	16
Recall Worksheet-Salmonella sp. ATTACHMENT .....	17