

IMPORTANT CONTACT INFORMATION

RECALL TEAM. Your recall plan should contain a list of all your internal and

external personnel who will be involved in a product recall. Include their roles and responsibilities, telephone numbers, fax numbers, and e-mail addresses. Be sure to appoint backups for each person.

One person should be identified as the “recall coordinator.” This person may use another title, but the idea is to have one person in charge of recalls and recall planning. The recall coordinator will manage, maintain, and make changes to the recall plan as necessary.

The recall coordinator should be knowledgeable about every aspect of the firm’s operations, including purchasing, processing, quality assurance, distribution, and consumer complaints. The recall coordinator should be authorized to make decisions in carrying out a recall and should report to top management at regular, specified intervals.

FSIS DISTRICT OFFICE.

Your recall plan should include the telephone number of your local FSIS District Office. If you believe, or have reason to believe, that you have shipped adulterated or misbranded meat or poultry product into commerce, you are required to notify your local FSIS District Office within 24 hours. In addition, you must notify your local FSIS District Office if you believe that you have received adulterated or misbranded product, in accordance with 9 CFR 418.3.