

How to Develop A Recall Plan

◇ Distribution records that identify and locate shipped products that are recalled. These records should include at least the names and addresses of consignees, shipment method, date of shipment, and the amount of product shipped to each consignee. It is also useful to note which consignees are hospitals, restaurants, distributors, part of a chain, or independent retailers.

Here's a practical example. If a recall of product is necessary because of contamination with *Listeria monocytogenes*, then a key factor in limiting the scope of the recall is whether the establishment (or retail store) is properly cleaning the equipment between lots. If not, there could be microbial contamination from one lot to another.

Carefully maintained production records serve a vital public health purpose by giving the establishment and agency a means of pinpointing potential sources of contamination and providing greater accuracy in determining which products may be affected.

Records that help product traceback:

- ◇ Production or grinding logs showing the times of each grind.
- ◇ Formulation or blend of raw ingredients, including amounts.
- ◇ Supplier lot identification.
- ◇ Finished product lot and subplot identification; and
- ◇ Any test results associated with either the raw materials or finished product.

The records should indicate and track which lots or sublots of a grinding establishment's ground beef, including rework, and any other raw materials were used. The records should also track the amounts of each that were used.