

### Sample Recall Plan

**Recall notice:** (see sample of recall Notice in Guidebook). Include a copy of the Recall Notice used as an appendix to this plan

**Recall Notice Tracking:** The Recall Notice was issued to the following companies or individuals. (Include all records, such as fax received receipts, copies of e-mail responses, etc.)

Notice sent to (company/individual name)	Method used to send the Notice	Date the notice was sent	Date response was received indicating a response from company/individual	Directions in the Notice were followed?
USDA District office	Phone Fax E-mail Other	510-715-7350	01-22-22	<input checked="" type="radio"/> Yes  <input type="radio"/> No
Sadat Distributer shabnam Khatibi	Phone Fax E-mail Other	323-234-6666 323-432-0863 shabnam@Sadat .com	01-22-22	<input checked="" type="radio"/> Yes  <input type="radio"/> No
	Phone Fax E-mail Other			<input type="radio"/> Yes  <input type="radio"/> No
	Phone Fax E-mail Other			<input type="radio"/> Yes  <input type="radio"/> No
	Phone Fax E-mail Other			<input type="radio"/> Yes  <input type="radio"/> No