

# How to Develop A Recall Plan

## Control and Disposition of Returned Product

Your recall plan should specify how the recalled product will be controlled pending disposition and disposal. If it will be destroyed after being returned, then notify FSIS prior to destroying the product in the event witnessing the product destruction is necessary.

## Recall Simulations

The best way to test the effectiveness of your recall plan is to conduct a recall simulation that will help you identify any glitches in your recall plan. For example, you might find that a key fax or telephone number of a distributor or supplier has changed. Simulating a recall will keep your recall personnel alert and will familiarize everyone with recall procedures. A simulation will determine how quickly your company can identify and control a lot of affected product. If problems are identified during a recall

simulation, then the recall plan should be revised and corrected. Simulations are necessary, and your recall plan will falter without them. If you follow these guidelines, then you and your establishment should be ready in the event of a recall. Having a plan, familiarizing everyone with it, and implementing its procedures will keep you in control.

## Sample Recall Notices and Notification Letter and Worksheets.

On pages 16-19, you will find sample Recall Notices and a Notification letter. You may use these as templates when designing your own Recall Notices and Notification Letters. On pages 20-24, you will find recall worksheets. You may use these for collecting pertinent information during a recall. In addition, a Recall Plan Workbook has been added to help you create a recall plan. The workbook can be found on pages 25-48.

If you have any questions or concerns about developing your recall plan or need additional resources, contact FSIS' Office of Outreach, Employee Education and Training through the Small Plant Help Desk at 1-877-FSISHelp (1-877-374-7435) or e-mail [InfoSource@fsis.usda.gov](mailto:InfoSource@fsis.usda.gov).

Also, visit the Small and Very Small Plant Web page at [www.fsis.usda.gov](http://www.fsis.usda.gov) to obtain information on training, workshops, and technical information to suit your needs. For additional information, you can also access FSIS Directive 8080.1, Recall of Meat and Poultry Products, from FSIS' Web site at

[www.fsis.usda.gov/wps/wcm/connect/77a99dc3-9784-4a1f-b694-ecf4eea455a6/8080.1.pdf?MOD=AJPERES](http://www.fsis.usda.gov/wps/wcm/connect/77a99dc3-9784-4a1f-b694-ecf4eea455a6/8080.1.pdf?MOD=AJPERES). All information from this brochure is derived from FSIS Directive 8080.1.