

**OKLAHOMA DEPARTMENT OF AGRICULTURE,  
FOOD, AND FORESTRY  
MEAT AND POULTRY INSPECTION SERVICE  
OKLAHOMA CITY, OK**

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| <h1 style="margin:0;">MPI NOTICE</h1> | 802.1 | 5/20/13 |
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**VERIFYING WRITTEN RECALL PROCEDURES AND FOOD DEFENSE PLANS  
AT SMALL AND VERY SMALL ESTABLISHMENTS**

**DO NOT IMPLEMENT THIS NOTICE UNTIL JULY 8, 2013.**

**I. PURPOSE**

This notice provides instructions for Oklahoma Department of Agriculture, Food and Forestry Meat and Poultry Inspection (ODAFF MPI) inspection program personnel (IPP) to follow starting July 8, 2013, when verifying that small and very small official establishments (with fewer than 500 employees) that produce meat and poultry products have prepared and are maintaining required written recall procedures. This notice also instructs IPP to remind small and very small establishments of the availability of food defense plan guidance because food defense plans also facilitate the removal of adulterated products from commerce.

**II. REFERENCES**

2 O.S. §§ 6-181 et seq.; 6-251 et seq.; 6-280 et seq.; and 6-290.1 et seq.  
O.A.C. §§ 35:37-3-1 et seq.; 35:37-5-1 et seq.; 35:37-7-1 et seq.; 35:37-9-1 et seq.;  
and 35:37-11-1 et seq.  
9 CFR Part 418  
OK MPI Notices 801 and 802

**III. BACKGROUND**

On May 8, 2012, FSIS published the [final rule](#), “Requirements for Official Establishments to Notify FSIS of Adulterated or Misbranded Product, Prepare and Maintain Written Recall Procedures, and Document Certain Hazard Analysis and Critical Control Points System Plan Reassessments” (77 FR 26929). OK MPI Notice 802 announced that these requirements will be applicable to all ODAFF MPI inspected meat and poultry establishments. Among other things, the rule requires official establishments to prepare and maintain written procedures for the recall of meat and poultry products produced and shipped by the establishment. The regulations require that written procedures specify how the official establishment will decide whether to conduct a product recall and the procedures it will follow should it decide that one is necessary (9 CFR 418.3). Official establishments are not required to submit their recall procedures to ODAFF MPI. However, they are required to make the written recall procedures available to IPP for review and copying if necessary (9 CFR 418.4).

#### **IV. WRITTEN RECALL PROCEDURES**

A. The final rule established the following effective dates for requirements concerning written procedures for the recall of meat and poultry products:

1. Large establishments, defined as all establishments with 500 or more employees, were required to prepare their written recall procedures by November 5, 2012;
2. Small establishments, defined as all establishments with 10 or more employees but fewer than 500, were required to prepare their written recall procedures by May 8, 2013; and
3. Very small establishments, defined as all establishments with fewer than 10 employees or annual sales of less than \$2.5 million, were required to prepare their written recall procedures by May 8, 2013.

B. IPP are to begin verifying that ODAFF MPI inspected small and very small establishments comply with the requirements in 9 CFR 418.3 for small and very small establishments on July 8, 2013.

C. Guidelines for recall plans can be found in [Attachment 1 to FSIS Directive 8080.1](#) and in the [How to Develop a Meat and Poultry Product Recall Plan](#) guidebook. Establishments may use these guidelines to develop the required written procedures for recalls.

#### **V. FOOD DEFENSE PLANS**

A. FSIS and ODAFF MPI consider food defense plans to be an important tool that can reduce the risk of intentional adulteration of food products. FSIS has developed guidelines on the food defense plans, which are available on the FSIS web site at:

[http://www.fsis.usda.gov/Food\\_Defense\\_&\\_Emergency\\_Response/Guidance\\_Materials/index.asp](http://www.fsis.usda.gov/Food_Defense_&_Emergency_Response/Guidance_Materials/index.asp).

B. Official establishments are not required to have food defense plans. The purpose of a voluntary functional food defense plan is to help establishments prepare and respond to emergencies such as the intentional contamination of products that the establishment produces.

C. In the event that products are intentionally contaminated, swift removal of the adulterated products from commerce is essential to protect the public health and welfare. One mechanism for determining such a removal would be a recall. By having a food defense plan integrated with a recall plan, a firm can quickly respond to an intentional contamination event when called upon to do so.

D. Model FSIS food defense plans are available at <http://www.fsis.usda.gov/PDF/General-Food-Defense-Plan-9-3-09%202.pdf>.

#### **VI. WEEKLY MEETING**

A. At small and very small establishments (with fewer than 500 employees), IPP are to discuss, at the next weekly meeting, the following:

1. The requirement for small and very small establishments to have written recall plans in place;
2. That IPP will start verifying that establishments have prepared their written recall procedures on July 8, 2013;
3. ODAFF MPI recommends that establishments have a voluntary, functional food defense plan, either independent of or integrated with written recall procedures. If IPP are aware that an establishment has a functional food defense plan, they need not raise this recommendation at the weekly meeting; and
4. The availability of written recall procedure guidance and food defense plan guidance at the links above.

B. IPP are to document the meeting in a Public Health Information System (PHIS) Memorandum of Interview.

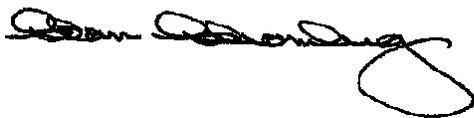
## **VII. VERIFYING WRITTEN RECALL PROCEDURES**

A. After July 8, 2013, IPP are to verify that small and very small establishments (with fewer than 500 employees) have prepared their written recall procedures.

B. To conduct this task at small and very small establishments, IPP are to perform a directed Other Inspection Requirements task in PHIS. After initial verification of the written recall procedures, IPP are to verify, at least annually, the maintenance of the recall plans when performing a routine Other Inspection Requirement task.

1. If IPP determine that the establishment has prepared written recall procedures, they are to document in PHIS that they performed the task, and that the establishment complies with 9 CFR 418.3.
2. If IPP determine that the establishment has not prepared written recall procedures, they are to document the noncompliance in PHIS on a noncompliance record, citing 9 CFR 418.3.
3. If IPP are unable to determine whether their findings represent regulatory noncompliance, they are to discuss the issue with their supervisor before making a determination.

Any questions about this notice should be referred through supervisory channels or to the Oklahoma Department of Agriculture, Food and Forestry, Meat and Poultry Inspection Services at (405) 522-6119.



**Director, Food Safety Division**

**DISTRIBUTION:  
All MPI Personnel**

**SUBJECT CATEGORY:  
Recalls**