

Recall Plan

Plant Name

Plant Address

Plant License Number

The following is some basic guidance to aid in the completion of your recall plan. See "[Guidance on Conducting a Food Product Recall](#)" for more detail.

If a problem that may affect public health involves food produced by this plant the following steps will be performed.

Plant's Recall Coordinator:

Name

Title

Phone Number

Under the direction of the Recall Coordinator, we will:

1. Phone the Wisconsin Department of Agriculture, Trade, and Consumer Protection (WDATCP, 608-224-4682) and request to be connected to the Recall and Emergency Response Coordinator to provide the following information:
 - a. immediate action taken by you to control further distribution of product(s)
 - b. immediate action taken to eliminate further adulteration/misbranding of product(s)
 - c. specific identified problem
 - d. identity of product(s)
 - e. lot number(s) or date code(s)
 - f. container type
 - g. container size(s)
 - h. number and size of containers that were in the affected batch
 - i. other information that may help identify the affected product(s)
 - j. name, address, contact number of your direct customer(s)
 - k. name, address, contact number of customers that further distribute your product(s)
 - l. number of containers that you still have in your control
2. Take immediate steps to separate any of the affected product(s) still under our control.
 - a. Document the action taken to control product.
 - b. Contact FDA if required (interstate sales and/or reportable food*).
3. Prepare our pertinent public notification using the templates in "Guidance on Conducting a Food Product Recall"
4. Document persons contacted (attach list).
 - a. Include Name, phone numbers, mail addresses, email and time of contact for all parties. Examples would be: DATCP, FDA, Farmers Market manager, retail store manager, distributor, media contact, and other key persons.

Description and explanation of lot coding used in this plant with example provided:

Description and explanation of the tracking of customer shipments to include lot identification that will ensure the prompt notification and recovery of affected products:

* If we determine that there is a possibility that the use or exposure to any products that we manufacture, store or distribute may cause serious adverse health effects to humans or animals we will enter the information into the FDA Reportable Food Registry (RFR). The RFR Center answers questions about Reportable Food Registry policies, procedures and interpretations. Email questions to: RFRSupport@fda.hhs.gov

Plan Implementation/revision date:

Signature of Responsible Party: