



State of California  
Department of Food and Agriculture  
Safe Animal Feed Education Program

## Recall and Complaint Procedures

*An exercise in the ability of a firm to trace an ingredient to any formulas in which it was included: and to demonstrate the ability to locate all product.*

### Mock Recall

#### Objective:

A mock recall demonstrates the ability to recall feed in the event of an actual recall. This ensures that employees are familiar with the process so that necessary feed can be recalled quickly and accurately.

#### Person Responsible:

Plant Manager or Designated Employee (*Rotate employee or managers/supervisors that perform a mock recall. This will ensure that in the event of a recall there will always be a responsible person who is knowledgeable about recall procedures.*)

#### Procedure:

The plant manager or designated employee will select both a bulk and a bagged ingredient at random to perform a “recall” with.

#### *Mock Recall*

He/she will select a delivery of a bulk ingredient to be the “recall” ingredient.

Find every formula that includes this ingredient.

Trace every formula that included the ingredient to the ones that occur after the date of the ingredient delivery.

Gather all documentation that includes the formulas and determine the location that all finished feed was distributed.

All documentation will be copied and put into a file and traced to each consumer.

Perform the same steps with the selected “recalled” bagged ingredient.



State of California  
Department of Food and Agriculture  
Safe Animal Feed Education Program

**Recall and Complaint Procedures**

Frequency:

A mock recall must be completed a minimum of once a year or anytime there is a change in the personnel responsibilities as far as person responsible for the completion of the mock recall.

Corrective Action:

Corrective actions will be documented if a mock recall is not completed within the set frequency or if the mock recall is not done completely or correctly.

Related Documents:

Mock Recall Form

Recall