#### Sample Recall Plan

[Program Name]

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#### Recall Contacts

[Name of first recall contact, phone and email address]

[Name of backup recall contact, phone and email address]

#### Types of Recalls

**Class I Recall** – Reasonable probability that use or exposure to a product will cause serious, adverse health consequences.

Examples are:

1. Listeria Monocytogenes in dairy products
2. Undeclared peanuts or eggs in food item

**Class II Recall** – Use or exposure to the product may cause temporary or medically reversible adverse consequences, but the probability of serious adverse health consequences is remote.

Examples are:

1. Wash water solution in fluid milk
2. Metal or glass fragments found in a product

**Class III Recall** – Use or exposure to the product is not likely to cause adverse health consequences.

Examples are:

1. Misbranding of flavors (not using the term artificial)
2. Incorrect labeling type size and prominence

#### After Recall Notification

1. Verify item was received (check invoices) if necessary
2. Follow directions provided by recalling agency. There are two types of recalls your program will encounter:
   1. Second Harvest will contact your program’s recall contacts for any recalled products received from our inventory.
   2. You may also encounter a recall from food obtained by donors, food rescue or vendor. These recalls are available on <http://agencies.2harvest.org/further> and click on Recalls. Details will be provided.
3. Unless otherwise instructed, remove and dispose of recalled product immediately. Follow any other instructions included in the recall notice.
4. Provide notice to participants. This can be accomplished by posting a notice on shelves, by check-out, bulletin board or other similar location. Post notice for at least one month. See sample notice page 2.
5. Document actions taken to respond to recall.

**Draft Recall Response Log**

|  |  |
| --- | --- |
| Name of Product & Manufacturer |  |
| Date of Recall |  |
| Total quantity removed/discarded |  |
| Describe action taken |  |

# DRAFT Recall Notice

***Food Recall Notice***

[Company name] is voluntarily recalling [X] Lot Codes of [COMPANY/BRAND name] [insert specific product name and description]. **[Insert reason for recall].**

**This action relates only to [COMPANY NAME] products with any of these Lot Codes printed on the package:**

* **[insert lot codes]**

**No other Lot Codes, or any other [COMPANY NAME] products, are involved in this action.**

Only these specific lot codes are impacted.

| **PRODUCT** | **LOT CODE** | **ITEM NO.** |
| --- | --- | --- |

**For Clients – What to do if you have recalled product at home** (from FoodSafety.gov)

* **Step 1: Don’t panic!**  
  Most food recalls are not associated with a food illness outbreak, and many recalls are issued because there is a potential for the food to be contaminated. Often, food manufacturers issue a recall as a precautionary measure.
* **Step 2: Don’t eat the food.**  
  Even though the food product may be recalled as a precaution, **do not eat it!** It’s always better to be safe than sorry. And please don’t give the food to other people (do not donate it to a food bank). Don’t feed it to your pets, either, because pets can get food poisoning, too.
* **Step 3: Don’t open the food.**  
  Resist the temptation to open the food and check it. You can’t see, smell, or taste the bacteria or viruses that cause food illnesses. If you do open or handle the product, remember to wash your hands thoroughly with warm water and soap for 20 seconds after handling it.
  + **Step 4: Dispose of the product properly** so that other people or animals cannot eat it. (This is particularly important if you opened the product.)

**Clients should NOT contact manufacturer or distributor with concerns about recalled food. Please send client questions or concerns to Second Harvest.**

**Other Resources**

Current Recalls and Alerts - <https://www.fsis.usda.gov/wps/portal/fsis/topics/recalls-and-public-health-alerts/current-recalls-and-alerts>

Food Keeper - The app is available for [Android](https://play.google.com/store/apps/details?id=gov.usda.fsis.foodkeeper2&hl=en) and [Apple](https://itunes.apple.com/us/app/usda-foodkeeper/id978186100?mt=8) devices OR <https://www.foodsafety.gov/keep/foodkeeperapp/index.html>