

Handling a Food Recall SOP

PURPOSE: To prevent foodborne illness in the event of a product recall.

SCOPE: This procedure applies to foodservice employees who prepare food for *Insert Business Name*.

KEY WORDS: Food Recalls

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State and local health department requirements.
3. Review the food recall notice and specific instructions that have been identified in the notice.
4. Communicate the food recall notice to feeding sites.
5. Hold the recalled product using the following steps:
 - Physically segregate the product, including any open containers, leftover product, and food items in current production that items
Contain the recalled product.
 - If an item is suspected to contain the recalled product, but label information is not available, follow the district's procedure for disposal.
6. Mark recalled product "Do Not Use" and "Do Not Discard." Inform the entire Staff not to use the product.
7. Do not destroy any recalled product until DATCP and FDA have given written Permission.
8. Identify and record whether any of the product was distributed, locate product by feeding site, and verify that the food items bear the product identification codes and production dates listed in the recall notice.
9. Obtain accurate inventory counts of the recalled products from every feeding site, including the amount in inventory and amount used.
10. Account for all recalled product by verifying inventory counts against records of food received at the feeding site.

MONITORING:

Foodservice employees and processing coordinator will visually observe that school sites have segregated and secured all recalled products.

CORRECTIVE ACTION:

1. Retrain any food service employee found not following the procedures in this SOP.
2. Determine if the recalled product is to be returned and to whom, or Destroyed and by whom.
3. Notify feeding site staff of procedures, dates, and other specific directions to be followed for the collection or destruction of the recalled product.
4. Consolidate the recall product as quickly as possible, but no later than 30 days after the recall notification.
5. Conform to the recall notice using the following steps:
 - Report quantity and site where product is located to manufacturer, distributor, or State agency for collection.
 - Complete and maintain all required documentation related to the recall including:
 - a. Recall notice
 - b. Records of how food product was returned or destroyed
 - c. Reimbursable costs
 - d. Public notice and media communications
 - e. Correspondence to and from the public health department and DATCP.

Handling a Food Recall SOP, continued

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged or Discarded Product Log. The Processing Coordinator will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log each day. Maintain the Damaged or Discarded Product Logs for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____.

DATE REVIEWED: _____ **BY:** _____.

DATE REVISED: _____ **BY:** _____.