



Recall Procedure for Partner Programs

This is an optional tool for partner programs to use and adapt for their internal recall procedures. This information should be shared with all key staff and volunteers involved with food preparation and distribution.

Individual(s) Responsible for Tracking Recalls at this Location

Lead Name & Contact Information:

Back-Up Name & Contact Information:

- Have they subscribed to USDA recall alerts? [Here](#)
- Have they subscribed to the Connecticut Foodshare partner newsletter? [Here](#)

Guidance from Connecticut Foodshare

Connecticut Foodshare uses notifications from Feeding America, the United States Department of Agriculture (USDA), the Food & Drug Administration (FDA), and local news sources to keep updated on food recalls. Connecticut Foodshare researches the type of product, the distribution area, and the likelihood of the network receiving recalled product.

Connecticut Foodshare issues recall information only for products we have record of distributing from our inventory. Our inventory system allows us to trace recalls for items we receive in large lots; we are not able to track recall information for products that are donated in smaller quantities (such as through community food drives or a mixed bin from grocery stores). When Connecticut Foodshare issues a recall notice, it will send an email to the primary contact in our records at partner programs. The recall notice from Connecticut Foodshare will include directions on what to do if you find the recalled product in your inventory and a flyer that you should post and/or share with your guests at your next distribution.

Partner programs should have one person assigned to reviewing recalls on a regular basis. You can monitor product recalls from the USDA and FDA on this website: <https://www.foodsafety.gov/recalls-and-outbreaks> and by signing up for emails from the USDA here: [USDA Recalls and Alerts](#). Connecticut Foodshare should not be your only or primary source of recall information.

If you find recalled product in your inventory, here are some recommended steps:

- ✓ If you find the recalled product in stock, separate it immediately and do not distribute it.

- ✓ Attach HOLD tags to the recalled product in your inventory until you can properly dispose of it (sample attached)
- ✓ Notify relevant staff and volunteers at your program so they can watch for the recalled product in any upcoming food donations you may receive from the community. Consider having a bulletin board near your inventory to post recall notices.
- ✓ Notify visiting neighbors so they can be made aware of the recall and what to do if they have recalled product at home. This can be done at a minimum by posting a recall notice in a visible area during upcoming distributions.
- ✓ Save records of any recall notices you issue for the current year.

Additional Guidance from this Site:

Fill in any additional instructions for your program staff and volunteers here.

HOLD

THIS PRODUCT

By (name): _____

Reason: _____

Date: _____

Do not remove this tag.

Do not distribute.

