

Food Recall Action Plan

1. Develop a standard operating procedure before receiving notification of a food recall.
2. Review the recall notification report when it is received. Communicate information about the food recall immediately.
3. Collect health-related information needed for public communications. Work closely with the school district's public communications person.
4. Locate the recalled food. Count the inventory. Account for all of the recalled food.
5. Segregate and secure the recalled food product. Take action to conform to the recall.
6. Document any reimbursable costs. Consolidate documentation from all sites for inventory counts. Submit necessary paperwork for reimbursement of food costs.
7. Maintain all files provided to the school district and other media contact(s) including adverse health reports and any subsequent action. Keep documentation for three years plus the current year.



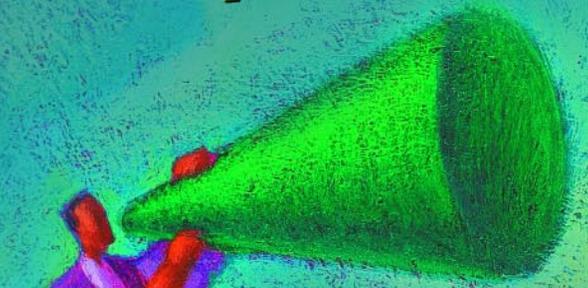
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If you think
Hold
and
Recall
relate to your
telephone...



**think
again!**



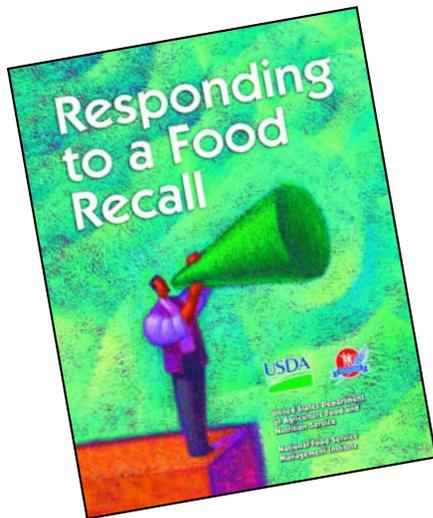
Questions and Answers About Food Product Recall

What is a food product recall?

An action by a manufacturer or distributor to remove a food product from the market because it may cause serious health problems or possible death.

What is the hold time period?

A time period used for investigation after a United States Department of Agriculture (USDA) commodity food has been identified as potentially unsafe. The hold process is unique to USDA commodity foods.



The USDA resource, *Responding to a Food Recall*, is available from the National Food Service Management Institute. For more information, call 800-321-3054 or e-mail nfsmi@olemiss.edu

Who regulates food products?

The type of food product determines which Federal agency is responsible for regulation.

Meat and poultry products are inspected and regulated by the Food Safety and Inspection Service (FSIS), USDA.

All other food products fall under the regulatory authority of the Food and Drug Administration (FDA). **However, because FSIS is the primary agency for USDA commodity foods, it is the liaison agency in all recalls of USDA commodity foods including those regulated by FDA.**

What are the USDA Recall Classifications?

Class I: A health hazard situation with a reasonable probability that consuming the product will cause serious health problems or death.

Class II: A health hazard situation with a remote probability of health problems from consuming the product.

Class III: A situation where consuming the product will not cause health problems.

Sources of Additional Information on Food Recalls

Information on recalls of meat and poultry products:

Food Safety and Inspection Service Recall Information Center Web site:

www.fsis.usda.gov/oa/recalls/rec_intr.htm

Meat and Poultry Hotline

800-535-4555

Washington DC Area

202-720-3333

TTY: 800-256-7072

E-mail: mpholine.fsis@usda.gov

Information on recalls of all other foods:

Food and Drug Administration (FDA) Outreach and Information Center Center for Food Safety and Applied Nutrition

FDA Web site: www.fda.gov

888-SAFE-FOOD (888-723-3366)

Additional food safety information:

Gateway to Government Food Safety Information Web site: www.foodsafety.gov

For additional information on specific product hold and recall, contact your state distributing agency or public health department.