

# Food Product Recall

## Be Prepared

- Have a standard operating procedure
- Maintain complete records of deliveries and invoices
- Practice food recall drills

## Learn the Label



Note: Lot number may not appear on label.

## Take Action

- Review the recall notification report
- Immediately notify foodservice and appropriate school district personnel
- Use the identifiers to check inventory for recalled product
- Segregate and secure—Label “DO NOT USE” and “DO NOT DISCARD”
- Determine if any of the recalled product has been served
- Determine if the food item is to be returned or destroyed
- Follow written instructions for returning or destroying the food product

## Document

- Dates the product was served
- Reimbursable costs incurred
- Reports of possible health problems and information provided to the public
- Phone conversations pertaining to the recall
- Information provided by the state distributing agency or public health department
- Date the recalled product was returned or destroyed
- Actions taken
- Information sent to manufacturer, distributor, or state distributing agency

**Keep Documentation for Three Years Plus the Current Year**



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