

Food Recall Procedures for Schools

- USDA foods
- Purchased foods

School Procedures



Food Recall Procedures for Schools

First Step

- Official notification is documented
 - Includes type of food
 - Product #, codes, item descriptions, delivery dates, etc.
 - Is it a Class I, II or III recall?

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Second Step

- Verify you have the product.
- Where is it located?
 - Warehouse or in schools?
- Has it been used and how?
- When and where was it distributed?

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Third Step

- Begin the necessary follow through in a timely manner.
- ALERT key staff members regarding product.

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Third Step (continued)

- Remove product from schools and segregate it in a restricted location.
- Notify key Administrators & local health authorities. *Particularly* when it is a Class I or II recall.

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Finally

- "Assurance" no recall product is in the schools and all other products are safe for consumption.
- Comply with SDA regarding regulations for recall.
- Obtain reimbursement or replacement of product.

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Summary

- Create written policies and procedures for product recall
- Incorporate them as part of your standards of operation
- Review with staff regularly
- Revise as necessary
