

## Recall Program Summary

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<b>Food Safety Program Overview</b>			
<b>Foodborne Illness, Outbreaks and Recall Data</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Subscription or access to industry publications or other sources to monitor food safety issues.			
Subscription to FDA, USDA, Food and Drug Branch, or other notification services for food recalls or other important food safety information.			
Identification of potential contaminants/food safety conditions generally associated with : <ul style="list-style-type: none"> <li><input type="checkbox"/> Ingredients</li> <li><input type="checkbox"/> Storage Practices</li> <li><input type="checkbox"/> Processing Operations</li> <li><input type="checkbox"/> Distribution Methods</li> <li><input type="checkbox"/> Packaging</li> <li><input type="checkbox"/> Labeling</li> </ul>	<b>Yes</b>	<b>No</b>	<b>N/A</b>

<b>Regulatory Agencies</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>• Identification of regulatory agencies having authority over the production and distribution of products processed and stored at your facility.</li> </ul>			
<ul style="list-style-type: none"> <li>• Maintenance of a list of agencies having jurisdiction over the products handled by your firm, including 24/7 contact numbers (for Food products: See appendix for listings)</li> </ul>			
<ul style="list-style-type: none"> <li>• Identification of agencies to contact in the event of a tampering or terrorist event.</li> </ul>			

<b>Product Receiving</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Development of :			
<input type="checkbox"/> Product specifications for all products received			
<input type="checkbox"/> Approved vendor lists			
<input type="checkbox"/> Requirements for Certificates of Guarantee (COG), Certificate of Compliance (COC), or Certificate of Analysis (COA)			
<input type="checkbox"/> Supplier audit			
<input type="checkbox"/> Receiving Criteria			

<b>Production, Storage, Distribution</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Institute a formal QC/QA program.			
Designate qualified quality control/quality assurance manager(s) responsible for QC/QA activities			
Develop written Standard Operating Procedures (SOP's) that include processing, storage and distribution controls.			
Implement a SOP monitoring program.			
Establish a formal food safety program that identifies risks and prevents their occurrence at specific steps in your processing, storage and distribution operations.			

**Good Manufacturing Practices/Sanitation Performance Standards**

Develop written Standard Sanitation Operating Procedures (SSOP's), where appropriate to include at minimum the eight key sanitation points:	Yes	No	N/A
<input type="checkbox"/> Safety of Water			
<input type="checkbox"/> Condition and Cleanliness of Food Contact Surfaces			
<input type="checkbox"/> Prevention of Cross Contamination			
<input type="checkbox"/> Maintenance of Hand washing Facilities			
<input type="checkbox"/> Protection of food, food contact surfaces, and packaging materials from adulteration			
<input type="checkbox"/> Storage and Labeling of Toxic Compounds			
<input type="checkbox"/> Control of Employee Health			
<input type="checkbox"/> Pest Control			
Other Controls	Yes	No	N/A
<input type="checkbox"/> Lighting			
<input type="checkbox"/> Facility Cleanliness			
<input type="checkbox"/> Restroom facilities			
<input type="checkbox"/> Equipment maintenance			
<input type="checkbox"/> Calibration of equipment			
<input type="checkbox"/> Facility construction and maintenance			
<input type="checkbox"/> Personnel practices			
<input type="checkbox"/> Employee hygiene			

○ Standard Sanitation Operating Procedures (SSOP) monitoring program			
○ Food additive compliance			
○ System verifications, including, routine laboratory analyses of ingredients or products to identify potential food safety problems			
○ Consumer/customer complaint program documenting and evaluating all complaints.			
○ Labeling compliance and controls			
○ Product coding			
○ Product traceability			
Training program that provides documentation of periodic training on topics such as:	<b>Yes</b>	<b>No</b>	<b>N/A</b>
• Sanitation			
• Employee hygiene			
• Prevention of product contamination			
• Product adulteration			
• Production processes and controls			
• Recall Plan			

<b>Internal and External Inspections/Audits</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Develop written procedures for managing regulatory inspections.			
Develop written procedures for managing third party audits.			
Develop written procedures for documenting deficiencies identified during regulatory and third party audits and assure corrective actions			
Conduct internal audits and contract with a qualified third party auditing program.			

<b>Recall Program</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Identify the appropriate level of product removal:</b>			
<ul style="list-style-type: none"> <li>• Stock Recovery</li> </ul>			
<ul style="list-style-type: none"> <li>• Market Withdrawal</li> </ul>			
<ul style="list-style-type: none"> <li>• Recall</li> </ul>			
<b>Identify appropriate recall classification:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>• Class I</li> </ul>			
<ul style="list-style-type: none"> <li>• Class II</li> </ul>			
<ul style="list-style-type: none"> <li>• Class III</li> </ul>			
<ul style="list-style-type: none"> <li>• Identifying contaminants / food safety conditions commonly associated with products received, stored, produced and distributed by your firm.</li> </ul>			
<ul style="list-style-type: none"> <li>• Identifying contaminants / food safety conditions commonly associated with different classifications of recalls.</li> </ul>			

<b>Recall Plan - Preparation</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>General Considerations</b>			
<ul style="list-style-type: none"> <li>Included as a part of your firm's crisis management /disaster recovery plan.</li> </ul>			
<ul style="list-style-type: none"> <li>Supported and approved by management.</li> </ul>			
<ul style="list-style-type: none"> <li>24/7 contact information for management and staff.</li> </ul>			
<b>Statement of Goals</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>Protect public health.</li> </ul>			
<ul style="list-style-type: none"> <li>Eliminate or reduce company liability.</li> </ul>			
<ul style="list-style-type: none"> <li>Compliance with State and federal laws and regulations.</li> </ul>			
<ul style="list-style-type: none"> <li>Consistency with company's mission to produce a quality, safe product.</li> </ul>			
<b>Statement of Purpose</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>Establish procedures used to evaluate the necessity for a recall.</li> </ul>			
<ul style="list-style-type: none"> <li>Establish procedures to execute a recall.</li> </ul>			
<ul style="list-style-type: none"> <li>Establish roles and responsibilities of staff during a recall.</li> </ul>			
<ul style="list-style-type: none"> <li>Identification of affected product(s).</li> </ul>			
<ul style="list-style-type: none"> <li>Evaluation of the scope and impact of the event.</li> </ul>			
<ul style="list-style-type: none"> <li>Notification of affected parties.</li> </ul>			
<ul style="list-style-type: none"> <li>Halting the distribution and sale of the product.</li> </ul>			
<ul style="list-style-type: none"> <li>Removing and retrieving affected product(s) from commerce.</li> </ul>			
<ul style="list-style-type: none"> <li>Disposing product as appropriate.</li> </ul>			

<b>Recall Team: Authority and Responsibilities</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>• Authority, expertise, and resources to prepare, evaluate, and execute the recall plan.</li> </ul>			
<ul style="list-style-type: none"> <li>• Keep all records obtained during the recall in a Master File and maintain a written record of all actions conducted under the recall.</li> </ul>			
<ul style="list-style-type: none"> <li>• Annually review the recall plan and revise as necessary when procedures, processes, suppliers, or as other factors change.</li> </ul>			
<ul style="list-style-type: none"> <li>• Establish procedures to evaluate the adequacy of appropriate recall plan activities through mock recalls (e.g. records identification and retrieval, roles and responsibilities, communications, etc.).</li> </ul>			
<ul style="list-style-type: none"> <li>• Recommend disposition of product (e.g. reconditioning, relabeling, or destruction).</li> </ul>			
<ul style="list-style-type: none"> <li>• Prepare recommendations for post-recall actions.</li> </ul>			
<b>The Recall Team Manager/Coordinator:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Recall Director/Coordinator who has:			
<ul style="list-style-type: none"> <li>▪ Knowledge of authority and recall procedures contained within 21 CFR 7.40</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Expertise to make decisions regarding initiation, scope, and termination of recall.</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Authority to obtain resources to execute the Recall Plan.</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Authority to coordinate the collection and evaluation of all records required for the recall event.</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Responsibility for communicating with upper management.</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Responsibility for activating by all appropriate departments within the firm.</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Contact with regulatory agencies and provides updates as required.</li> </ul>			

<b>The Recall Team Members:</b> Assigned personnel with the expertise to manage the following: (Note: One individual may have multiple responsibilities)	Yes	No	N/A
▪ Administration/Management			
▪ Accounting			
▪ Customer Service			
▪ Distribution (e.g. transportation, logistics, etc.)			
▪ Information Technology			
▪ Legal			
▪ Maintenance			
▪ Production			
▪ Public Relations/Spokesperson			
▪ Purchasing			
▪ Quality Control/Scientific Support			
▪ Records Management			
▪ Regulatory Affairs			
▪ Sales			
▪ Sanitation			
▪ Warehousing			

<b>Recall Plan - Implementation</b>			
<b>Hazard Identification</b>			
Collect all pertinent complainant information: <ul style="list-style-type: none"> <li><input type="checkbox"/> Complainant name and contact information</li> <li><input type="checkbox"/> Address</li> <li><input type="checkbox"/> Phone Number</li> <li><input type="checkbox"/> Email, Fax, etc.</li> </ul>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Collect all pertinent product information: <ul style="list-style-type: none"> <li>• Document the nature of the complaint (e.g. illness, spoilage, injury, unusual product condition, etc.)</li> <li>• Time and date of onset of symptoms or injury.</li> <li>• Length of illness/injury</li> <li>• If the injury or illness required medical attention, document the name and contact information of the medical provider.</li> <li>• Illness confirmed by laboratory analysis</li> <li>• Determine if County, State, or Federal health authorities have been contacted.</li> <li>• Spoilage or unusual product/package condition.</li> <li>• Document the nature of the specific complaint (e.g. spoilage, unusual product/package condition).</li> <li>• Document the date and time the suspect product was initially encountered.</li> </ul>	<b>Yes</b>	<b>No</b>	<b>N/A</b>

<ul style="list-style-type: none"> <li>• Location the suspect product was encountered.</li> </ul>			
<ul style="list-style-type: none"> <li>• Product/Brand name</li> </ul>			
<ul style="list-style-type: none"> <li>• Package size, weight, count, etc.</li> </ul>			
<ul style="list-style-type: none"> <li>• Lot code, use by date, expiration date, sell by date, best if used by date, etc.</li> </ul>			
<ul style="list-style-type: none"> <li>• Presence of any remaining product that was consumed</li> </ul>			
<ul style="list-style-type: none"> <li>• Presence of any similar product purchased</li> </ul>			
<ul style="list-style-type: none"> <li>• Location of any remaining product (condition of remaining product, opened/intact, storage conditions, etc.)</li> </ul>			
<ul style="list-style-type: none"> <li>• Place (address, phone, etc.) / Date / Time of Purchase</li> </ul>			
<ul style="list-style-type: none"> <li>• Amount purchased</li> </ul>			
<ul style="list-style-type: none"> <li>• Details of transport after purchase</li> </ul>			
<ul style="list-style-type: none"> <li>• Date, time, and condition of product at consumption</li> </ul>			
<ul style="list-style-type: none"> <li>• Description of consumer storage and preparation methods</li> </ul>			

<b>Investigation at Firms (internal/regulatory)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Product information:</b>			
<ul style="list-style-type: none"> <li>• Identification of affected products (e.g. lots, brands, sizes, etc.).</li> </ul>			
<ul style="list-style-type: none"> <li>• Date(s) of production and/or receipt.</li> </ul>			
<ul style="list-style-type: none"> <li>• Location(s) of production.</li> </ul>			
<ul style="list-style-type: none"> <li>• Production lines effected.</li> </ul>			
<ul style="list-style-type: none"> <li>• Product in inventory.</li> </ul>			

• Product in transit.			
• Product in distribution.			
• Type of contamination and its impact on other products/production lines.			
• Point of contamination and its impact on other products/production lines.			
• Product identification distinct.			
• Product identification markings permanent and legible under conditions of distribution and sale.			
<b>Procedures, Conditions and Controls that may contribute to contamination</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
• Purchasing			
• Receiving			
• Production			
• Personnel			
• Sanitation			
• Plant Maintenance			
• Packaging			
• Labeling			
• Storage			
• <b>Investigation at Firms (internal/regulatory)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
• Distribution (method and condition of distribution)			
• Consumer handling instructions			

<ul style="list-style-type: none"> <li><b>Hazard Evaluation</b></li> </ul>	Yes	No	N/A
<ul style="list-style-type: none"> <li>Staff's ability to make an accurate and rapid evaluation of the hazard through internal investigation and/or laboratory analysis</li> </ul>			
<ul style="list-style-type: none"> <li>Determine need for technical advisor/expert/service.</li> </ul>			
<ul style="list-style-type: none"> <li>Develop appropriate benchmarks for contacting the regulatory agencies.</li> </ul>			
<ul style="list-style-type: none"> <li><b>Technical evaluation of the hazard should include the following:</b></li> </ul>	Yes	No	N/A
<ul style="list-style-type: none"> <li>Source of notification (e.g. regulatory, consumer, internal or contract laboratory, customer, supplier).</li> </ul>			
<ul style="list-style-type: none"> <li>Complaint verification from independent source if possible.</li> </ul>			
<ul style="list-style-type: none"> <li>Presence of illness or injury.</li> </ul>			
<ul style="list-style-type: none"> <li>Likelihood of injury or illness.</li> </ul>			
<ul style="list-style-type: none"> <li>Analytical confirmation of hazard (if possible).</li> </ul>			
<ul style="list-style-type: none"> <li>Condition of product (e.g. level of ingredient, component, contamination is above or below acceptable levels).</li> </ul>			
<ul style="list-style-type: none"> <li>Condition is a violation of law AND subject to legal action by regulatory agencies (e.g. is adulterated or misbranded).</li> </ul>			
<ul style="list-style-type: none"> <li>Condition poses an unacceptable risk to consumers and/or high-risk populations (e.g. children, elderly, etc.).</li> </ul>			
<ul style="list-style-type: none"> <li>Location of product in commerce.</li> </ul>			
<ul style="list-style-type: none"> <li>The condition is typically associated with Class 1 and Class 2 recalls.</li> </ul>			
<ul style="list-style-type: none"> <li>Condition indicates the possibility of the intentional contamination/tampering (sabotage/terrorism).</li> </ul>			
<ul style="list-style-type: none"> <li>Consumer storage, handling, or preparation practices.</li> </ul>			

<ul style="list-style-type: none"> <li>Shelf life or other issues that reduce or increase the risk to consumers.</li> </ul>			
<ul style="list-style-type: none"> <li>Potential abuse or contamination at retail.</li> </ul>			
<ul style="list-style-type: none"> <li>The necessity to cease production of this or other products/production lines.</li> </ul>			
<ul style="list-style-type: none"> <li>The necessity for additional information or testing.</li> </ul>			
<ul style="list-style-type: none"> <li>The need to issue a precautionary recall during the evaluation in response to confirmed or unconfirmed complaints.</li> </ul>			

<b>Records</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>Record keeping systems should include:</li> </ul>			
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>24/7 access to records by appropriate personnel and management</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Written records control, retention and audit procedures</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Develop system to provide necessary records in 4 hours</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>Records should have enough specificity to identify:</li> </ul>			
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Incoming Ingredients and packaging materials by lot number, date, supplier, brand, etc.</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Ingredients used in each production lot</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Distribution records by lot number, date, consignee, etc.</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>All suppliers and consignees (24/7).</li> </ul> </li> </ul>			

Records review to support your scientific/legal reason for the recall:						
▪ Purchasing (product specifications met, purchase orders)	M	D	R			
▪ Receiving (Bills of Lading/Invoice [amount and date], receiving criteria met)	M	D	R			
▪ Manufacturing data (processing line, time, units, etc.)HACCP/other monitoring records)	M					
▪ Product identification (lot codes, BUBD, expiration dates, etc.)	M	D	R			
▪ Analytical analyses (e.g. HACCP/other monitoring records laboratory)	M	D				
▪ Personnel (schedules, absences, health issues) responsibilities, training, etc)	M	D	R			
▪ Sanitation monitoring – SSOP’s (schedules, procedures, conditions)	M	D	R			
▪ Packaging (e.g. sourcing, defects, composition, etc.).	M	D	R			
▪ Labeling (e.g. undeclared ingredients, inaccurate nutritional components, etc.)	M	D	R			
▪ Storage (amount of product, conditions, calibrations, duration, etc.)	M	D	R			
▪ Distribution (in-transit, distributed/sold conditions, Bills of Lading)	M	D				
▪ Insurance claims						
▪ Complaints from consumers, suppliers, clients, etc.(nature of complaint and disposition)	M	D	R			

\*Manufacturer

\*Distributor

\*Retailer

<b>Communications</b>			
<b>General Considerations</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>• Contact with staff and company affiliates on frequent basis</li> </ul>			
<ul style="list-style-type: none"> <li>• Provide communication in clear, accurate, and timely manner</li> </ul>			
<ul style="list-style-type: none"> <li>• Determine basic message and tone of communications</li> </ul>			
<b>External Communications - Regulatory</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>• Provide timely notification to appropriate regulatory agency or agencies.</li> </ul>			
<ul style="list-style-type: none"> <li>• Provide draft Recall Notices</li> </ul>			
<ul style="list-style-type: none"> <li>• Provide draft Press Releases</li> </ul>			
<ul style="list-style-type: none"> <li>• Recall strategy (scope, notification, and recall effectiveness)</li> </ul>			

<b>External Communications – General Public/Clients</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>• Determine appropriate means (printed, television, radio, etc.) of notification to: <ul style="list-style-type: none"> <li>• Clients</li> <li>• Retailers</li> <li>• Consumers</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>• Provide script to all staff issuing phone notifications</li> </ul>			
<ul style="list-style-type: none"> <li>• Provide means to contact the firm for information (toll free number or websites)</li> </ul>			
<ul style="list-style-type: none"> <li>• Develop a recall contact log that documents the receipt of recall notice, and amount of product: received, in-storage, in-transit, distributed/sold, returned</li> </ul>			
<ul style="list-style-type: none"> <li>• Provide a method to report successful delivery of recall notice and/or subsequent reports that may be requested.</li> </ul>			

<ul style="list-style-type: none"> <li>• Consider installation and dedicate sufficient “1-800” lines to recall <ul style="list-style-type: none"> <li>• Adequate hours of operation</li> <li>• Published hours of operation</li> <li>• Access for non-touch tone phones, hearing impaired services; TDY, TTY</li> <li>• Separate lines dedicated to consumers and industry</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>• Consider a contact person directed specifically for commercial accounts</li> </ul>			
<ul style="list-style-type: none"> <li>• Evaluate need for focused notifications to specific parties (schools, hospitals, prisons, etc.)</li> </ul>			
<ul style="list-style-type: none"> <li>• Provide extensive and up-dated information on company Webpage</li> </ul>			
<ul style="list-style-type: none"> <li>• Evaluate the need for paid notices, TV/Radio ads, etc.</li> </ul>			
<ul style="list-style-type: none"> <li>• Evaluate the need for Point of Purchase notices/ block sale orders, etc.</li> </ul>			
<ul style="list-style-type: none"> <li>• Evaluate the need for non-English communications</li> </ul>			
<ul style="list-style-type: none"> <li>• Evaluate the need to re-issue notice if recall deemed ineffective or expanded</li> </ul>			

<b>Press Release and Recall Notice - Elements</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Name of recalling firm			
Company Contact Information (address, webpage, 800 number, person, etc)			
Identification of product by: name, flavors, varieties, etc.			
Product Brand(s)			
Date(s) of product manufacture			
Product Lot code/date code/expiration date/ “Best if Used By Date”			

Description of product Label(s)			
Photograph of Product			
Description of product containers (e.g. glass, plastic, metal, etc.) and size			
Identification of hazard and health risk			
Identification of health risk for sensitive populations			
Geographic distribution (Region, individual states, etc.)			
Prominent declaration that product is being recalled			
Prominent statement to stop use or consumption of product			
Declaration to cease sales and distribution of product			
Advising consignees to notify each of their customers, provide them with the recall notice, and report successful delivery of notification.			
Advising all receivers of product to segregate and clearly identify affected product as not for sale.			
Reports of injury, illness or death			
Identification of major retailers where product is sold			
Information on how and when the affected product was discovered			
Instructions on disposal or return of product.			
Provide appropriate contact information, person and method to report receipt of recall notice and/or subsequent reports that may be requested			
Means to contact the firm for information (toll free number. or websites)			
Information regarding refunds, credits etc.			

<b>Recall Effectiveness Checks</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>• Develop a method for conducting recall effectiveness checks</li> </ul>			
<ul style="list-style-type: none"> <li>• Consult with regulatory agencies for appropriate level of recall effectiveness checks</li> </ul>			
<ul style="list-style-type: none"> <li>• Develop a recall contact log that documents the receipt of recall notice, and amount of product: received, in-storage, in-transit, distributed/sold, returned</li> </ul>			
<ul style="list-style-type: none"> <li>• Evaluate effectiveness of the recall.</li> </ul>			

<b>Product Removal, Recall Effectiveness, Recall Termination, and Product Disposition.</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Product Removal</b>			
<ul style="list-style-type: none"> <li>• Procedure for product identification and isolation from other inventory</li> </ul>			
<ul style="list-style-type: none"> <li>• Mechanism(s) used to assure the proper retrieval, transport, and storage.</li> </ul>			

<b>Product Disposition</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>• Approval from regulatory agency for proposed course of action</li> </ul>			
<ul style="list-style-type: none"> <li>• Final disposition of the product</li> </ul>			
<ul style="list-style-type: none"> <li>• Disposal (e.g. general or special landfill needs)</li> </ul>			
<ul style="list-style-type: none"> <li>• Reconditioning</li> </ul>			
<ul style="list-style-type: none"> <li>• Other non-food use</li> </ul>			

• Reconcile, with reasonable certainty, the amount of product:			
• Produced			
• In inventory			
• Distributed			
• Returned			
• Sold/consumed			
• Destroyed			
• Unaccounted			
• Produced			

<b>Continuity of Operations, including:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
▪ Buyers			
▪ Production (product replacement or co-packing)			
▪ QC/QA			
▪ Sales			
▪ Distribution			
▪ Accounting			
▪ IT			
▪ Human Resources			
▪ Other			

<b>Recovery</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>• Remarketing/re-branding</li> </ul>			
<ul style="list-style-type: none"> <li>• Refunds/credits to clients/ consumer</li> </ul>			
<ul style="list-style-type: none"> <li>• Reformulation</li> </ul>			

<b>Recall Evaluation: Review Recall Activities and Effectiveness</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>• Implement changes in general SOP's, SSOP's labeling, food safety systems, recordkeeping, training, etc. as necessary to address food safety concerns resulting in the recall.</li> </ul>			
<ul style="list-style-type: none"> <li>• Product Specifications</li> </ul>			
<ul style="list-style-type: none"> <li>• Receiving Criteria</li> </ul>			
<ul style="list-style-type: none"> <li>• Formulation</li> </ul>			
<ul style="list-style-type: none"> <li>• Personnel policies (responsibilities, training, etc)</li> </ul>			
<ul style="list-style-type: none"> <li>• Standard Sanitation Operating Procedures (SSOP's)</li> </ul>			
<ul style="list-style-type: none"> <li>• Standard Operating Procedures (SOP's)</li> </ul>			
<ul style="list-style-type: none"> <li>• Packaging (standards, suppliers, etc.)</li> </ul>			