

## Food Safety Recall Overview

The Food Bank receives food recall notifications from the FDA <https://www.fda.gov/safety/recalls/> and USDA <https://www.fsis.usda.gov/recalls> and other relevant sources. Food Bank staff evaluates each of these recalls carefully to determine if we have received the product and if the recalled product(s) could have been received by our member agency network either from us or through another donation source. If we have the product, we will remove it from our inventory. If we think that the recall could have been distributed to agencies from us or otherwise, we will send an email to the two recall contacts designated by each agency to receive these notices. Recall emails contain the following information:

- Food Bank recall classification
- Name, description, and photo of the product
- Reason for recall
- How the product could have been distributed (by the Food Bank, donation, or retail pickup)
- Recommendations for what to do with the product (e.g., dispose of it, etc.)
- Link to the online recall notice

It is extremely important that you read these emails! Food Bank staff carefully reviews all recall emails to ensure that we send notifications for products that you may have.

### **What actions should agencies take after receiving a recall notice?**

1. Member Agencies should post recall information for guests to view. Make sure these notices stay current and are added/removed in a timely manner.
2. If Member Agencies know they have distributed recalled foods, they must immediately contact the clients who received the recalled product and advise them to discard the food.
3. If the Member Agency has recalled food in their inventory, they must immediately discard it.
4. Member Agencies should keep a record of their response actions including a list of guests contacted and quantities and dates of product disposal.

Additional information on the recall process can be found in the Food Safety Standard.

If you have questions or concerns around recalls, please contact Rachel Terlizzi [rterlizzi@rifoodbank.org](mailto:rterlizzi@rifoodbank.org) . If you need to update your recall contact information, please contact Jennifer Hazard [jhazard@rifoodbank.org](mailto:jhazard@rifoodbank.org) .