



## INSTRUCTIONS

1. Each RA is responsible for appointing a Food Safety Coordinator and providing the name, title, e-mail address, phone and FAX numbers to the Bureau of Food Distribution. Information must be kept current.
2. In the event of a food HOLD or RECALL, the Bureau will notify affected RAs and request certain information be submitted.
  - \* The HOLD or RECALL notification will provide the name of the product(s), affected lot numbers, and other product information.
  - \* RAs must provide the location and quantity of product in storage, amount of product already consumed and document reimbursable costs.
3. RAs must **IMMEDIATELY** notify their sites of the HOLD or RECALL, identify the location of the affected product, verify that food items bear the product identification codes, isolate the commodities to avoid accidental use and take an accurate inventory by location.
4. Commodities may be placed on HOLD for up to 10 days (or until further notice from USDA) to prevent use until further testing and inspection can clarify the suspected problem. The Bureau will notify RAs which in turn will notify their sites to hold a specific commodity.

### **THE QUANTITY AND LOCATIONS OF THE PRODUCT MUST BE SUBMITTED TO THE BUREAU WITHIN 10 CALENDAR DAYS OF THE HOLD OR RECALL (or less if stipulated by USDA).**

This quick turnaround is important because when a RECALL occurs, USDA contracting officers work with the vendor to expedite removal of the product and possible restitution. During these discussions, it is important for both USDA and the vendor to know the scope (locations and quantities) of the RECALL. This will also help expedite restitution.

Any questions about Holds and Recalls, refer to your RA Procedures Manual, Section 250.13-8

*This worksheet is provided as a courtesy for your use to help you compile the information usually requested by the Bureau. RAs are not required to use this worksheet in order to submit the necessary information to the Bureau.*