



Facility Name: _____

Department: _____

Policy No: _____

STANDARD OPERATING PROCEDURE

Handling a Food Recall

Policy: In the event of a food recall, all employees will take proper steps to prevent foodborne illness.

Procedure:

General Guidelines:

1. Foodservice employees must be trained on using the procedures in this SOP.
2. All State or local health department requirements must be followed.
3. Once a food has been recalled, review the food recall notice and specific instructions that have been identified in the notice.
4. Communicate the food recall notice to the appropriate administrators and health department officials.
5. Check receiving documents, perpetual inventory, requisitions, production records, and shipping record to identify product matching the product code and lot numbers identified in the recall notice.
6. Obtain accurate inventory counts of the recalled product including the amount in inventory and amount used.
7. Hold the recalled product using the following steps:
8. Physically segregate the product, including any open containers, leftover product, and food items in current production that contain the recalled product.
9. If an item is suspected to contain the recalled product, but label information is not available, label as suspect and do not use and do not discard.
10. Mark recalled product "Do Not Use" and "Do Not Discard." Inform the entire staff not to use the product.
11. Do not destroy any recalled product until proper authorization is received.

Monitoring:

1. Foodservice employees and manager will visually observe that the recalled product has been segregated and secured. Confirm segregated product label information matches recall notice information

The restaurant manager will:

1. Ensure all employees are trained in this procedure.
2. Verify appropriate action as outlined in this procedure is followed in the event of a food recall
3. Document and confirm segregated product label information matches recall notice information.
4. Work with media should they become involved.
5. Maintain all documents relating to a food recall for at least 1 year.

Policy last revised on: _____