



Recall Steps and Procedures

St. Mary's Food Bank (SMFB) will notify agencies of USDA and FDA product recalls through emails containing information about the recall. These email announcements do **not** mean that agencies have been provided the items specified, but rather that they should inspect donations from outside food sources and take care not to accept or distribute recalled items from other sources.

If SMFB knowingly received or distributed any recalled items, your Agency Services Representative will inform applicable agencies as soon as possible.

Keeping records of all products received and who it goes to is essential in case of a recall. Agencies are prohibited from re-distributing food to other agencies, as this can cause the chain

Recall Notification Process

- Once informed a company has released a recall, an initial notification of the recall will be sent to all SMFB agency partners as soon as we are aware of the recall
- If specific agency partners have received the recalled product from SMFB, a second, more targeted and detailed notification will be sent as soon as possible.
- Agencies and individuals who are confirmed to have received recalled product shall be provided with appropriate instructions on the steps they need to take to deal with the recalled product.
- SMFB will ask the impacted agencies for identification of the product, to isolate the product, and to take inventory of the product; then report the findings back to SMFB.
- SMFB shall also include instructions to agencies or individuals on notification responsibilities to clients and the public and instructions on discarding the product or returning the product to SMFB (Note: if recalled product is to be returned to SMFB, whether through drop off or pick-up by SMFB, this shall be a controlled and systematically orchestrated process that allows for accurate tracking of product)

Note:

When a company announces a recall, market withdrawal, or safety alert, the FDA posts the company's announcement as a public service. FDA does not endorse either the product or the company.

Recalls are active for a minimum of 60 days unless otherwise notified. For recall notices older than 60 days, see the FDA's Recall and Safety Alerts Archive or the USDA's Recall Case Archive:

USDA Product: <https://www.fsis.usda.gov/recalls>

FDA Product: <https://www.fda.gov/safety/recalls-market-withdrawals-safety-alerts>

Please ask your Agency Services Representative any further questions.