



USDA FOODS RECALL PREPAREDNESS & RESPONSE CHECKLIST RECIPIENT AGENCY RESPONSIBILITIES

Recipient Agencies (RA): Agencies authorized to receive USDA Foods for distribution to eligible recipients, for use in meals served to eligible recipients, or for distribution to other recipient agencies in accordance with an agreement with a State Distributing Agency. A School Food Authority is an example of a recipient agency.

Prior to a recall

- Have recall procedures in place.
- Ensure all Recipient Agency (RA) staff is aware of, and trained, in recall procedures.
- Assign a food safety coordinator and an alternate. Ensure their name, title, and contact information is provided to the State Distributing Agency (SDA). Contact information should be provided for 24 hour access to speed the notification process.
- If the RA further distributes food, maintain a contact list for RA serving sites, distributors, and other recipients. It must be possible to trace recalled food to the final recipient.

Upon notification of a recall

- If the RA further distributes food, notify all sites about the recall as soon as possible. To the extent possible, RAs should confirm receipt of the notification by sites to ensure the message was received and understood.
 - Be sure to provide product identification information needed by sites to track the product.
 - Provide instructions on handling the affected food as directed by the SDA.
 - Provide specific product disposal instructions if directed by the SDA.
- Find and isolate the affected product and label “DO NOT USE” to avoid accidental use.
- Conduct an inventory assessment, ideally in 48 hours or less, of affected product:
 - Amount remaining in stock and location (school, warehouse, distributor).
 - Further distributed to program participants.
 - Redirected for further processing.
- Submit the inventory assessment information to the SDA within the directed timeframe.
- Follow applicable storage/destruction/disposal instructions provided by the SDA.

After a Recall

- Conduct, or participate in, an “after-action” meeting to discuss what went right and lessons learned.

Resources

- [Responding to a Food Recall](#)
- [FNS Office of Food Safety](#)
- [Handling a Food Recall SOP](#)
- [USDA Commercial Food Recalls](#)
- [FDA Commercial Food Recalls](#)

