Farm Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_ Initial\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Traceback and Recall Plan**

**1. Who Is In Charge Of The Operation: Key Management Names, Contact Info, And Duties**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Duties** | **Phone: Home And Cell** |
| **Email** |
|  | Recall Coordinator | - Manage and coordinate implementation of the company’s product recall  - Make recall decisions  - Document all recall decisions and actions  - Keep management informed at all stages of the recall |  |
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**2. Description Of Lot Tracking System:**

- What information is included in your lot number?

- Describe the coding system of each item included in your lot number.

- Include maps of growing areas and facilities as needed.

- Describe what is labeled, when, and with what type of label (include all product that is labeled on farm and distributed).

- Describe where lot numbers are recorded (on invoices, sales logs, etc.).

- Describe where trace-related records are kept.

**3. Timeline And Process For Alerting Buyers**

|  |  |
| --- | --- |
| **Procedure** | **Timeline and how long each step will take** |
| Notify all management and employees |  |
| Halt production of the product pending an analysis of the cause. |  |
| Record the reason for the recall, and the health risk (Form 1 – Recall Information). |  |
| Halt distribution of the product and isolate the quantities still within the operation. |  |
| Identify the product and determine the quantities involved, and who received it (Form 2 – Product Information). |  |
| Identify who needs to be contacted (Form 3 – Contact Information). |  |
| Communicate with the parties concerned (Form 4 – Recall Notification). |  |
| Recall the product (Form 5 – Product Retrieval). |  |
| Properly dispose of all contaminated product. |  |
| Determine preventative plans (Form 6 – Follow-Up Plan). |  |

Recall forms: <https://onfarmfoodsafety.org/forms-and-templates/>

Resource: <http://ucfoodsafety.ucdavis.edu/files/26504.pdf>

<http://onfarmfoodsafety.familyfarmed.org/wp-content/uploads/2011/05/Canada_Appendices_Version_4.1_2010_Eng.pdf>

**4. List Of Resources With Contact Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **CONTACT LIST** | 🗸 **all applicable** | **Phone/email** | **Role** |
| FDA Contact |  | (301) 827-3044 | Help with the process, and determine cause and course of action. |
| State Health Department |  |  | Can help with the process, provide advice, lab testing, communication |
| State Agriculture Department |  |  | Can help with the process, provide advice, lab testing, communication |
| Extension |  |  | Can help with the process, provide advice, lab testing, communication |
| Media |  |  | Contacts who will accurately report |
| Testing Labs |  |  | Take swabs of everything the FDA swabs, ask what pathogens they are testing for, and run the same test. (Tests can be wrong) |
| Lawyer |  |  | Legal advice |
| Medical Personnel |  |  | As needed to manage illnesses |
| Grower Association |  |  | Can help with the process |
| **Buyers and Suppliers** | | | |
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**FDA Website:** <http://www.fda.gov/Safety/Recalls/IndustryGuidance/ucm129259.htm>