

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	<ul style="list-style-type: none"> - 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 	

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			

FDA Website: <http://www.fda.gov/Safety/Recalls/IndustryGuidance/ucm129259.htm>