

# Food Recall Process for Agency Partners



**Purpose:** In the rare event that food needs to be recalled from distribution, Feeding San Diego requires agencies to have a process in place to appropriately track and pass along recall information.

The below list is required of each agency:

1. One designated person responsible for recalls, whose contact information is on file with Feeding San Diego
2. Designated person needs to subscribe to emails (see links below) from the FDA and USDA to stay on top of recalls that may apply to them from other organizations or companies (*if you are picking up from a grocery store not affiliated with us*)
  - FDA Recalls, Market Withdrawals, & Safety Alerts
  - USDA Recalls & Public Health Alerts

Feeding San Diego will also pass along Food Recall emails from national sources for food that is not believed to have passed through the distribution center but may have entered agency distribution channels through other means. These notices will be sent on a weekly basis and need to be posted for client visibility if you believe you have received this food from any source. Client visibility may include posting information about the recall at your distribution site or posting on your organization's social media page(s)