



IFDA's Guide to Effective & Efficient Product Recalls

IFDA member companies receive, store and deliver hundreds of thousands of products from tens of thousands of manufacturers to nearly one million foodservice operator customers. As a result, our members are more frequently involved in executing recalls than perhaps any other sector of the food industry.

Distributors conduct 200 or more recalls each year and, have systems in place to ensure that the large volume and wide variety of products they handle can be accurately located and withdrawn from commerce.

When a recall occurs, information must be communicated directly to the foodservice distributor in a comprehensive and timely manner by the recalling party. This ensures that the affected product can be removed from the supply chain as quickly and efficiently as possible.

The IFDA Food Safety and Security Committee has developed the following information, which contains a list of "essential" data elements for a successful recall and "recommended" data elements to speed the recall process.

By using this standard set of data elements, suppliers can provide distributors with the information they need to execute a successful recall in an effective and efficient manner.

IFDA member companies take their commitment to food safety very seriously. Incorrect or incomplete information can delay the recall process and slow the removal of impacted product. Providing the information in this pamphlet will protect public health by ensuring that recalled product is quickly and safely removed from commerce.

ESSENTIAL DATA ELEMENTS FOR SUCCESSFUL RECALL

The following data elements are essential and must be provided to distributors by manufacturers in order to accomplish a successful recall.

- Full name of product as labeled
- UPC number or GTIN
- Lot or date code
- The location of the code
- Instructions about how to read the code
- Purchase order number(s) affected
- Contact information for manufacturer recall coordinator (name, e-mail address, and telephone numbers, including a cell phone number)
- Class of recall
- Determine whether the manufacturer is filing a report with the Reportable Food Registry (Y/N)
- Reason for recall
- Determination on whether customers need to be contacted (Y/N)
- Identifying information for recalled product that is in-transit
- Process for disposition of product

RECOMMENDED DATA ELEMENTS TO SPEED THE RECALL PROCESS

The following data elements are recommended to speed the recall process. While they will provide distributors with additional information that will be helpful in executing the recall, obtaining this information should not delay communication of the essential information elements listed above.

- GS-128 barcodes
- Distributors product identification number (if known)
- Pack size
- Number of affected cases by item shipped to each company location
- Manufacturer instructions for reimbursement of costs and refund procedures



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