

How to Develop A Recall Plan

SAMPLE RECALL NOTICE: May Contain GLASS, PLASTIC, ETC.

SAMPLE RECALL NOTICE: LISTERIA

[STATE] FIRM RECALLS [PRODUCT]

DUE TO POSSIBLE LISTERIA CONTAMINATION

[CITY], [DATE] – [COMPANY], an [CITY, STATE], establishment,

is recalling approximately [AMOUNT] pounds of [PRODUCT] that may be contaminated with *Listeria monocytogenes*].

The following products are subject to recall:

[IDENTIFYING INFO: TYPE OF CONTAINER, WEIGHT,
“BRAND NAME AND OTHER LABEL INFORMATION,”
ESTABLISHMENT NUMBER, CASE AND/OR DATE CODES]

The products were produced on/from [DATE] and distributed to

[LEVEL OF DISTRIBUTION, i.e., RETAIL ESTABLISHMENTS, INSTITUTIONS, ETC.] in [STATES].

The problem was discovered through [SPECIFY HOW PROBLEM WAS DISCOVERED]. There have been [# or NO] reports of illness associated with the consumption of these products.

Consumption of food contaminated with *Listeria monocytogenes* can cause listeriosis, an uncommon, but potentially fatal disease.

Healthy people rarely contract listeriosis. However, listeriosis can cause serious and sometimes fatal infections in those with weak immune systems, such as infants, the elderly, pregnant women and persons with human immunodeficiency virus (HIV) infection or undergoing chemotherapy. Symptoms include high fever, severe headaches, neck stiffness, nausea, confusion, and convulsions.

Consumers with questions about the recall may contact

[CONTACT TITLE AND NAME] at [TELEPHONE NUMBER].

Media with questions about the recall may contact [CONTACT

TITLE AND NAME] at [TELEPHONE NUMBER].