

How to Develop a Recall Plan

Recall Worksheet

Today's Date: _____

Establishment Numbers: Est. _____

Establishment Name: _____

Address: _____

Company Recall Coordinator (name, title, telephone): _____

Company Media Contact (name, title, telephone): _____

Company Consumer contact (name, title, telephone): _____

Reasons for Recall: _____

Identify Recall Items separately

Brand Name			
Product Name			
Package (Type & Size)			
Package Code (use by/sell by)			
Packaging Date			
Case Code (identifying)			
Count/Case			
Production Date			
Amount (lbs./cases) Distributed			
Amount Held at Establishment			
Amount (lbs./cases) produced			
Distribution Level			
Distribution Area			
Exported To			
School Lunch	(Yes) (No)	(Yes) (No)	(Yes) (No)
Dept of Defense	(Yes) (No)	(Yes) (No)	(Yes) (No)