



## USDA FOODS RECALL PREPAREDNESS & RESPONSE CHECKLIST STATE DISTRIBUTING AGENCY RESPONSIBILITIES

**State Distributing Agency (SDA):** Agency that administers one or more USDA nutrition assistance programs in a state; also referred to as the State Agency.

### Prior to a recall

- Have recall procedures in place.
- Ensure all State Agency staff is aware of, and trained, in recall procedures.
- Assign a State Food Safety Coordinator and an alternate. Ensure their name, title, and contact information is updated annually in Web Based Supply Chain Management (WBSCM). Contact information should be provided for 24 hour access to speed the notification process.
- Designate at least two food safety contacts at each of the State's recipient agencies (RAs).
- Establish a notification system for food safety contacts at RAs. SDAs may use the free, USDA provided, State Emergency Notification System (SENS), or another communication system/method of their choosing. The system effectiveness should be verified at least annually.
- Become familiar with State or local requirements for solid waste disposal. Information on proper methods of disposal must be obtained from state or local agencies responsible for environmental protection and/or solid waste regulations.

### Upon notification of a recall

- Contact RAs as soon as possible, but within 24 hours or less, after receiving recall notification. To the extent possible, SDAs should confirm receipt of the notification by RAs to ensure the message was received and understood.
  - Be sure to provide product identification information needed by RAs to track the product.
  - Provide instructions on handling the affected food, as directed by FNS.
  - Provide specific product disposal instructions, as directed by FNS, based on state/local solid waste regulations.
- Contact the in-state processors and state contracted distributors, directing them to handle the affected product, as directed by FNS.
- Instruct RAs, processors, or distributors to provide the SDA, within a directed timeframe:
  - The location and amount of recalled product remaining in storage.
- Compile inventory data provided from RAs, processors, or distributors. Submit data to FNS on the WBSCM recall response form, in accordance with FNS instructions.

### After a Recall

- Complete recall reimbursement claims paperwork, and submit to FNS.
- Conduct an "after-action" meeting to discuss what went right and lessons learned.

### Resources

- [Responding to a Food Recall](#)
- [FNS Office of Food Safety](#)
- [WBSCM](#)
- [SENS](#)
- [USDA Commercial Food Recalls](#)
- [FDA Commercial Food Recalls](#)

