



ESSENTIAL INFORMATION FOR AN

Effective and Efficient Product Recall

Supply Chain Optimization, Resources, and Execution

The Executive Committees of the International Foodservice Distributors Association (IFDA) and the International Foodservice Manufacturers Association (IFMA) have established a collaborative framework for the associations to work together to identify and prioritize key supply chain issues. Under the name “Supply Chain Optimization, Resources, and Execution” (SCORE), representatives of both committees have identified timely challenges and opportunities that distributors and manufacturers can successfully address together.

An identified priority is strengthening the current recall process by developing a voluntary list of critical information that distributors require to effectively and successfully manage a recall.

Information transmitted during the course of a recall, traceback, or traceforward investigation 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 worked with the IFMA Executive Committee to develop the following information, which contains a list of “essential” data elements for a successful recall and “recommended” data elements to speed the recall process.

IFDA and IFMA members take their commitment to food safety very seriously. By using the following standard set of information, distributors and manufacturers can be in a stronger position to execute a successful recall in an effective and efficient manner.

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 or withdrawal
- Determine whether the manufacturer is filing a report with the Reportable Food Registry (Y/N)
- Reason for recall or withdrawal
- Determination on whether customers need to be contacted (Y/N)

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.

- Process for disposition of product
- Distributors product identification number
- Pack size
- Number of affected cases by item shipped to company
- Manufacturer instructions for reimbursement of costs and refund procedures



INTERNATIONAL FOODSERVICE DISTRIBUTORS ASSOCIATION
1410 Spring Hill Road, Suite 210
McLean, VA 22102
Phone: (703) 532-9400 | Web: www.ifdaonline.org



Your Business Partner

INTERNATIONAL FOODSERVICE MANUFACTURERS ASSOCIATION
180 North Stetson Avenue, Suite 4400
Chicago, IL 60601
Phone: (312) 540-4400 | Web: www.ifmaworld.com