|  |  |
| --- | --- |
| The Salvation Army Ministry Unit Policy and Procedure Manual | |
| Procedure: Food Recall | Effective date: |
| Section: | Revision date: |

#### ***Disclaimer:***

*The information contained in this sample is intended to be a starting point for ministry units to develop their own localized version of this policy. Please connect with your Regional Consultant, if you seek additional assistance in policy and procedure development.*

*When localizing this policy, please consider:*

* *What is your ministry unit’s intention in this policy?*
* *What is the specific procedure that is in practice at your ministry unit?*
* *Who are the stakeholders of this policy?*
* *How is feedback/consultation included in this policy?*

## **Policy**

**The Salvation Army *Ministry Unit*** will maintain and ensure proper safe food handling practices in its food bank.

At times, the food bank may be required to respond to a food recall when foods already in the distribution system are discovered to present a health risk to the public. **The Salvation Army *Ministry Unit*** will endeavor to minimize the risk of distributing unsafe food.

## **Procedure**

**The Salvation Army *Ministry Unit*** will subscribe and stay up to date with the Canadian Food Inspection Agency (CFIA) (For Bermuda: U.S. Consumer Product Safety Commission (CPSC)) recall notification service to ensure that information on recalled food is received in a timely manner.

**The Salvation Army *Ministry Unit*** will post food recall notifications at points of entry, sorting, and distribution areas and will also ensure that food recall notifications are communicated to all staff and volunteers.

**The Salvation Army *Ministry Unit*** will record the following information from food received whenever possible:

* Date received
* Food product name and description
* Supplier
* Best before date
* How the food was used (e.g. food bank, meal program, etc.)

**The Salvation Army *Ministry Unit*** will respond swiftly to all food recall notifications to ensure that recalled foods are removed from use and distribution. **The Salvation Army *Ministry Unit*** will also make every effort to notify the clients and programs who have received recalled food.

**Reference:**

[Food Consumption Guideline](https://secondharvest.ca/wp-content/uploads/2020/01/Food-Consumption-Guideline_FY20.pdf)

[How to read food date labels and packaging](https://www.canada.ca/en/health-canada/services/general-food-safety-tips/how-read-food-date-labels-packaging.html)