Powell River Action Centre Society Food Bank (PRAC Food Bank)
Food Operations and Safety
Policy 2024

Operational Controls – Traceability and Recall

The PRAC Food Bank policy on tracing inventory and traceability of recalls is as follows:

All food purchases are recorded of what was purchased and where.
Any recall will be tracked by the Food Bank Manager working with the Store Manager to trace the issue.

The Food Bank will separate recalled food from other items, record the amounts, and follow the manufacturer's instructions for disposal, retrieval, or hold.

Any food donated by the public that is subject to recall will be separated and disposed of.

The Food Bank Manager is on the notification list and receives weekly emails updating issues from Food Banks BC, including any lists of recalled food.

In the event that recalled food may have been distributed, the Food Bank Manager and social media/Tech person will identify the people who had received hampers that may contain the recalled item, contact them by phone and have them dispose of it immediately.
If no phone number is available, they will post on all sites available for clients to immediately dispose of the food item.
The Food Bank Manager will post a sign on the door listing the recalled food item and ask that word of mouth be used as well to attempt to notify the person(s) who may have received the food item that is being recalled.

Dated inventory management records are stored electronically and can be produced on request.

This policy will be reviewed annually by the Policy Committee and updated/edited as required.