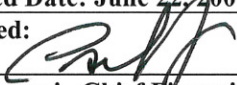
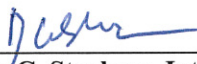




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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Policy # 2040	Product Recalls
Origination Date: May 1997	
Revision Date: March 2004; April 14, 2006; July 2, 2012	
Reviewed Date: June 22, 2007 ; Nov 19 2009; June 2011; July 21, 2013; October 10, 2014; October 17, 2016	
Approved:	
 Paul Ascari, Chief Financial Officer	 Bryan G. Stephens, Interim Executive Director

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board to ensure that all product recalls are properly addressed and that the agency has a record of corresponding actions taken. This is necessary to comply with government regulations and to protect consumers and employees from potential hazards resulting from use of the recalled products.

PROCEDURE:

1. The Purchasing Associate is the product recall contact. This individual is responsible for tracing all product recalls throughout the agency to ensure that the products are removed from the program site and storerooms.
2. Any program site receiving a notification of product recall shall send such notice to the Purchasing Associate in the Accounting Office.
3. The Purchasing Associate coordinates notification to all program sites of product recalls through use of the following procedures:
 - a The agency receives notice that an item is being recalled. The recall notice has all of the necessary information to identify the product.
 - b The Purchasing Associate forwards notice of the recall to all sites.
 - c The Purchasing Associate checks purchasing records to determine which sites had ordered the recalled product.
 - d The Purchasing Associate contacts the appropriate vendor and/or manufacturer to determine the recommended method of disposal of the recalled product.
 - e Once the items are located, the lot number(s) cited in the recall is compared with the lot number(s) on each case and container of the item in stock in all locations of the agency.
 - f Any lot number(s) that agrees with the lot number(s) in question is pulled from the shelves and placed in an area designated by the Site Supervisor. The items are not moved until notice is received on how to dispose of the item.
 - g The Site Supervisor or designee records the total number of items removed as a result of the recall. A product recall form (sent by the manufacturer or the vendor with the recall notice) is completed to record all of the recall items(s). The item number, quantity and vendor are listed under the respective headings.
4. The Purchasing Associate documents, to the extent possible, all products that have been used that are under the recall. Copies of all product recall forms sent to manufacturers or vendors will be maintained in a file in the accounting department.

5. The Purchasing Associate is responsible for notifying the recalling vendor of the agency's action, and securing authorization to return recalled merchandise or authority to destroy it.
6. The Purchasing Associate follows procedures to ensure that the proper credit is received for recalled merchandise.