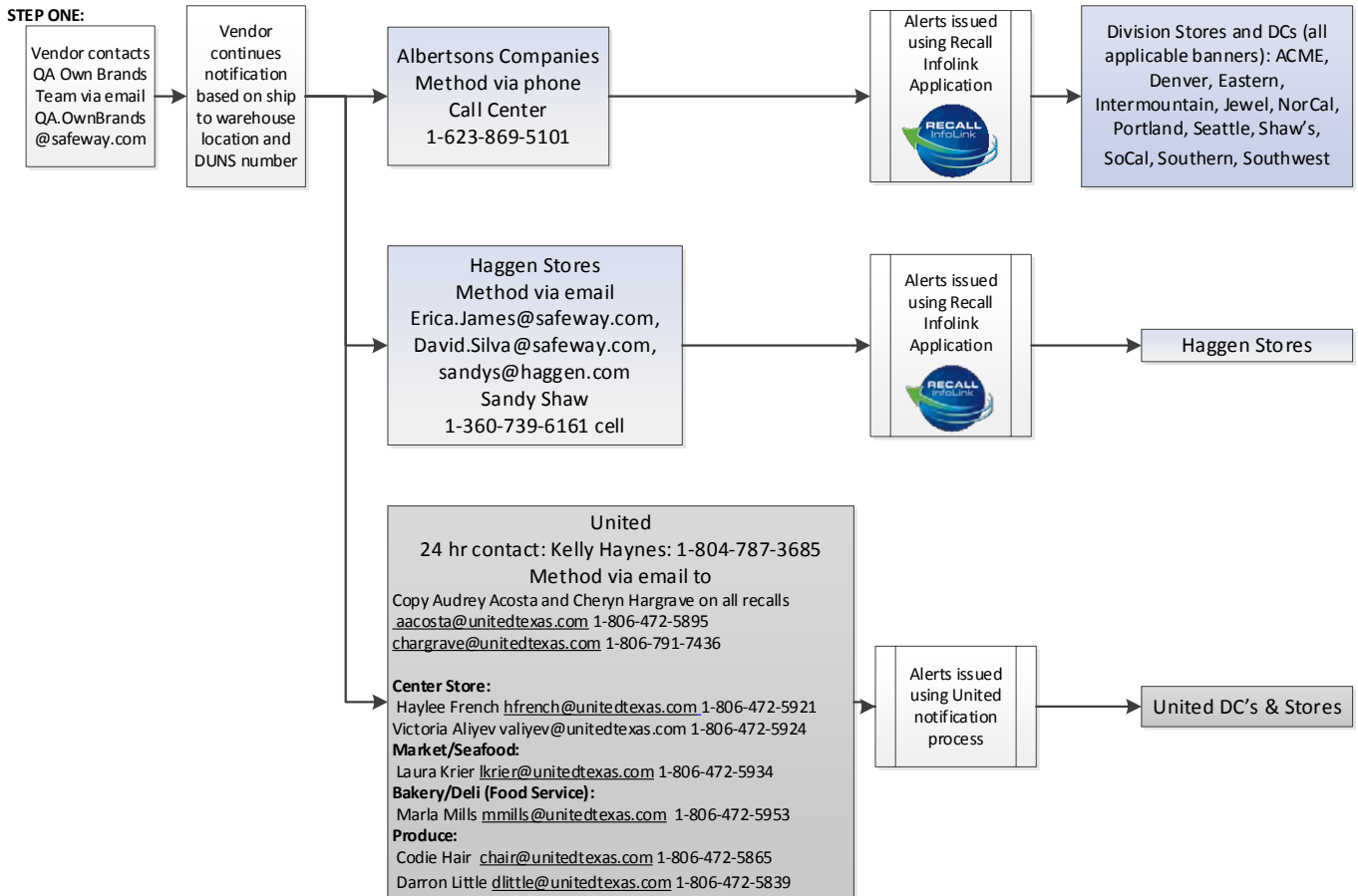


OWN BRANDS QUALITY ASSURANCE RECALL/WITHDRAWAL PROCESS AND CONTACT TREE	APPROVAL V.P. of Food Safety & Quality Assurance Jerry Noland	DATE ISSUED February 23rd, 2018	
	ISSUED BY QA Own Brands Director Marlowe Dias	SUPERSEDES November 6, 2017	
AUTHORIZED FOR USE AT/BY ALL OWN BRANDS VENDORS	DOCUMENT NO. 8020_1451	PAGE 1	OF 4

ADDENDUM 1 - RECALL/WITHDRAWAL CONTACT TREE



02/23/2018

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I. PURPOSE

To outline the key steps vendors need to follow to recall or withdrawal an Own Brands item within Albertsons Companies, Inc.

II. RESPONSIBILITY

The following positions and organizations have responsibilities within the Recall/Withdrawal Process:

A. Key three Recall Entities

1. Albertsons Companies Product Defect Hotline
2. Haggen Stores
3. United Recall System

B. Albertsons Companies Management

1. Own Brands Food Safety and Quality Assurance Team Members (FSQA)
2. Own Brands Sourcing Directors and Managers
3. Division Sales Management
4. National Brand Vendor Management
5. Distribution Management
6. Store Management

C. The following may be consulted as needed:

1. VP and Directors of FSQA
2. VP and Directors of Own Brands
3. Legal Counsel
4. Public Affairs

III. DEFINITIONS

Product Recall:	Initiated when consumption or use of the product may be life threatening or represent a health hazard to the consumer. There are 3 classifications of Recalls: Class I, Class II, and Class III
Class I Recall:	A situation in which there is a reasonable probability that the use of or exposure to a violative product will cause serious adverse health consequences or death
Class II Recall:	A situation in which use of or exposure to a violative product may cause temporary or medically reversible adverse health consequences or where the probability of serious adverse health consequences is remote
Class III Recall:	A situation in which use of or exposure to a violative product is not likely to cause adverse health consequences
Product Withdrawal:	the voluntary removal or correction of a product or ingredient that does not violate regulatory standards, but may not meet quality standards

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IV. PROCEDURE/REQUIREMENTS**A. Determination of Action**

1. If a Vendor determines product does not meet the specification or is the result of regulatory enforcement, the product may be subject to a withdrawal or recall throughout the distribution system (warehouse and retail stores). **Vendor must initiate contact with the Own Brands FSQA Team and an FSQA Manager will assist the Vendor in determining which of the four recall entities to contact.** See Recall/Withdrawal Contact Tree.
2. If Own Brands FSQA identifies any failure to comply with the product specification, as a result of customer complaints, product analysis, product safety concerns, or an event triggering an investigation, the product may be subject to a withdrawal or recall throughout the distribution system (warehouse and retail stores). The Own Brands FSQA Manager will consult with the FSQA Team to determine the action to be taken (Withdrawal or Recall). A discussion will be held with FSQA, Own Brands management and the Vendor.
3. Albertsons Companies, Inc. reserve the right to Recall or Withdrawal ALL lots as deemed necessary.

B. Notification

1. Based on Purchase Order records, including DUNS #, Vendor communicates to the following Recall entity via the specific contact method outlined in the Recall/Withdrawal Contact Tree. Each Recall entity is aligned with specific distribution centers and banner stores. Each has a different recall/withdrawal notification system and execution process.
 - a. Albertsons Companies Product Defect Hotline – via phone (623) 869-5101
 - b. Haggen - Sandy Shaw sandys@haggen.com (360) 739-6161
 - c. United - All recalls – Audrey Acosta aacosta@unitedtexas.com
 - Center Store – Kayla Weber kweber@unitedtexas.com
Haylee French hfrench@unitedtexas.com
Aryn Dickerson adickerson@unitedtexas.com
 - Market/Seafood – lkrier@unitedtexas.com
 - Bakery/Deli - mmills@unitedtexas.com
 - Produce – chair@unitedtexas.com, dlittle@unitedtexas.com
2. The Vendor must be prepared to provide the following:
 - a. Manufacturer name, including address, city, state, zip code
 - b. Primary contacts, including name, title, phone, e-mail
 - c. Product name including the brand
 - d. UPC Codes / CIC Codes
 - e. Lot Numbers
 - f. PO #(s)
 - g. DUNS #(s)
 - h. Expiration date(s), Use By, Best Before
 - i. Packaging size
 - j. Reason and classification (if applicable)
 - k. ICSR Number (if applicable)
 - l. Identification of all products by UPC and Lot Code to each Albertsons Companies receiving location

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3. Each Recall entity will disseminate the recall or withdrawal notification for each Albertsons Companies division. The appropriate personnel for each Recall entity will contact the Vendor to assist in the determination of product disposition.

C. Public Notice

1. For a Class 1 Recall:
 - a. The Vendor must prepare a public notice and submit to Albertsons Companies, Inc. legal counsel for review prior to issuance to FDA/USDA and the media. The Own Brands FSQA Manager will coordinate the activities of all parties.
 - b. The Vendor must report a Class 1 Recall to the FDA utilizing the FDA's Reportable Food Registry (RFR) and obtain an Individual Case Survey Report (ICSR) number. For further guidance go to <http://www.fda.gov/reportablefoodregistry>.
 - c. The Vendor shall communicate the ICSR number to the Own Brands FSQA Manager and specific Recall entity.
2. If a Regulatory Authority directs a Vendor to create a public notification, Vendor is required to contact Own Brands FSQA.

D. Corrective Action

1. The Vendor must promptly develop a proposed Corrective Action Plan, including timelines for approval by Own Brands FSQA. Own Brands FSQA will not approve the resumption of production for any Corrective Action Plan that does not effectively resolve the root cause.
2. Any Vendor involved in a recall or withdrawal may be placed on probation or subject to termination. Probationary status or termination as a result of a recall or withdrawal is at the sole discretion of Own Brands FSQA.

E. Policy Updates

1. *The recall process is subject to change. The vendor shall review current policy posted on the SpecConnect's Knowledge Base or <http://suppliers.safeway.com> site prior to initiating a recall or withdrawal.*