OWN BRANDS QUALITY ASSURANCE RECALL/WITHDRAWAL PROCESS AND CONTACT TREE	APPROVAL G.V.P. of Food Safety & Quality Assurance **Jerry Noland**	DATE ISSUED **02/21/2024**	
	ISSUED BY QA Own Brands Director **Marlowe Dias**	SUPERSEDES **10/06/2021**	
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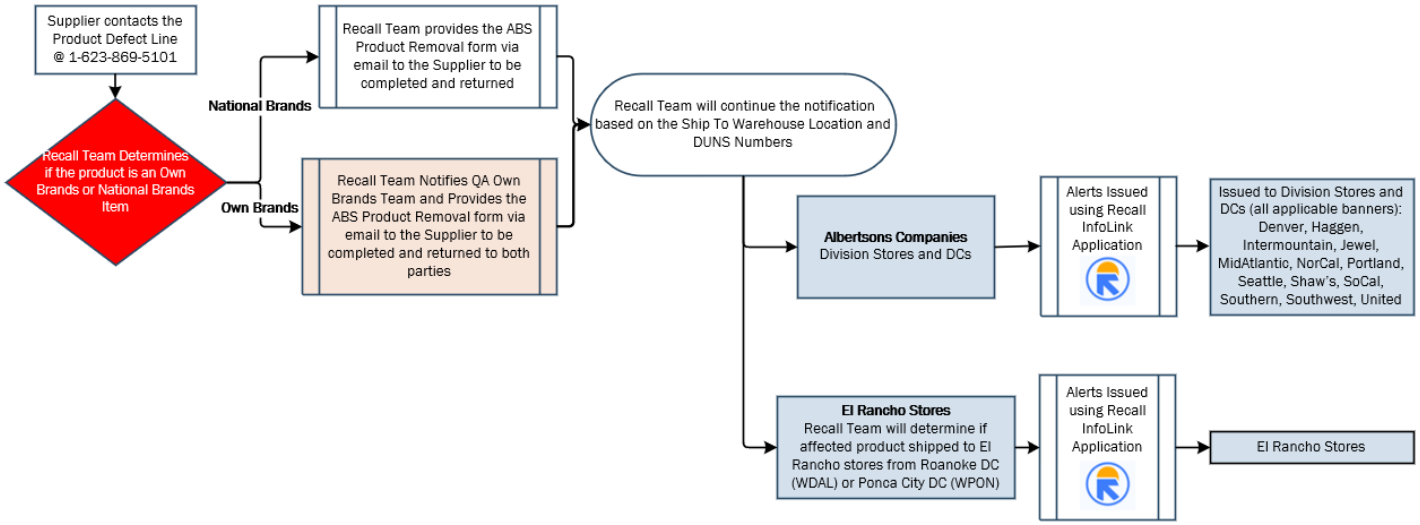
ADDENDUM 1 - RECALL/WITHDRAWAL CONTACT TREE



02/21/2024

I. PURPOSE

To outline the key steps Suppliers, 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 Two Recall Entities

1. Albertsons Companies Product Defect Hotline
2. El Rancho Stores

B. Albertsons Companies Management

1. Own Brands Food Safety and Quality Assurance Team Members (FSQA)
2. Own Brands Sourcing Directors and Managers
3. Own Brands Product Management Directors and Managers
4. Division Sales Management
5. National Brand Supplier Management
6. Distribution Management
7. Store Management
8. Recall Team (Albertsons Product Defect System Management)

C. The following may be consulted as needed:

1. GVP, 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 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

IV. PROCEDURE/REQUIREMENTS

A. Determination of Action

1. If a Supplier 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). **Supplier must initiate contact through the Product Defect Line and the Recall Team will assist the Supplier in determining which of the Albertsons Companies facilities are impacted depending on where product was distributed.** 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 Supplier.
3. Albertsons Companies, Inc. reserve the right to Recall or Withdrawal ALL lots as deemed necessary.

B. Notification

1. Once the Supplier has notified the Product Defect Line, the Supplier and Own Brands FSQA will be emailed a copy of the ABS Product Removal Form and the Supplier will be required to submit the completed form to all parties within 30 minutes. The ABS Product Removal Form will be reviewed by the Recall Team and Own Brands FSQA team and disseminated to the appropriate facility within Albertsons Companies as outlined in the Recall/Withdrawal Contact Tree. Each facility is aligned with specific distribution centers and banner stores.

    a. Albertsons Companies Product Defect Hotline – via phone (623) 869-5101
    b. El Rancho Stores – Recall Team will determine if affected product may have been shipped to the El Rancho stores from Roanoke DC (WDAL) or Ponca City DC (WPON)

2. The Supplier must be prepared to provide the following via the Recall InfoLink Template:

a. Supplier name, including address, city, state, zip code
b. Reason and classification (if applicable)
c. Individual Case Safety Report (ICSR) Number (if applicable) *For FDA Class I Recalls only
d. Primary contacts, including name, title, phone, e-mail
e. UPC or PLU Codes / Corporate Item Code (CIC)
f. Product name including the brand
g. Packaging size
h. Lot Numbers
i. Expiration date(s), USE By, BEST If Used By
j. PO #(s)
k. Distribution warehouse address and DUNS #(s)
l. Identification of all products by UPC/PLU and Lot Code delivered to each Albertsons Companies receiving location

3. The Recall Team will disseminate the recall or withdrawal notification for each Albertsons Companies division. The Recall Team will determine the Retail and Warehouse disposition instructions for the affected product. Disposition determination will be made as necessary with the assistance of a functional Subject Matter Expert (SME).

C. Public Notice

1. For a Class 1 Recall:
   a. The Supplier 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 Supplier must report a Class 1 Recall to the FDA utilizing the FDA's Reportable Food Registry (RFR) and obtain an Individual Case Safety Report (ICSR) number. For further guidance go to http://www.fda.gov/reportablefoodregistry.
   c. The Supplier shall communicate the ICSR number to the Own Brands FSQA Manager and the Recall Team.
2. If a Regulatory Authority directs a Supplier to create a public notification, Supplier is required to contact Own Brands FSQA.
3. For all public notices, the final draft must be approved by the GVP of FSQA, Public Affairs, and Legal Counsel prior to public release.
4. Public Affairs shall share the final version of the public notice with the GVP of FSQA, FSQA Manager, and Legal Counsel prior to issuing it to the public and provide the timing of issuance.
5. The FSQA Manager will notify the GVP of FSQA when the final version has been published.

D. Corrective Action

1. The Supplier 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 Supplier 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 Supplier shall review current policy posted on the Supplier Central webpage at http://suppliers.safeway.com site prior to initiating a recall or withdrawal.*