

**Hackettstown Regional Medical Center  
Administrative Policy and Procedure**

**SECTION: MATERIALS MANAGEMENT**

**Number: MM11**

**Number of Pages: 1 of 1**

**Issue Date: June 1993**

**Reviewed/Revised: 1/10 , 4/12, 2/13**

**TITLE: Product Recall**

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**PURPOSE:**

To receive, track and follow up on product recall notifications.

**POLICY:**

Materials Management is notified of product recalls, primarily by the FDA via e-mail but also via direct communication from the vendor or an authorized notification party. Product recall notifications should be directed to the Manager - Materials Management who will verify whether the product is "in house". The Manager - Materials Management will notify the involved department(s) and will follow the instructions stated in the recall notice.

The Manager - Materials Management will report quarterly to the Safety Committee any product recalls impacting patient care and the associated actions taken. The Manager - Materials Management will maintain a log of product recalls for three (3) years.

All credits and exchanges related to the recall will be completed by the Materials Management department.