



UC San Diego

Policy & Procedure Manual

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MATERIEL MANAGEMENT

Section: 520-3 EXHIBIT A

Effective: 12/16/1982

Supersedes: N/A

Review Date: TBD

Issuance Date: 12/16/1982

Issuing Office: [Procurement & Contracts](#)

EXHIBIT A

PRODUCT RECALL WARNING NOTICE

TO: _____ DATE: _____

IMPORTANT! READ IMMEDIATELY! (SECTION A - TO BE COMPLETED BY RECALL CORDINATOR)

1. The Food and Drug Administration and/or the manufacturer has:

- () recalled () sent a warning notice regarding the following:
 () drug () med/surgical supply () device () equipment.

Description _____

Brand _____ Manufacturer _____

Unit of issue/dose _____ Product Number _____

Lot Number _____ UCID and/or Serial Number _____

Reason for recall/warning _____

2. It is necessary that you check your area of responsibility for the item(s) and:

- () clearly mark and quarantine the item(s) under recall to ensure that the items will not be used.
 () immediately notify the Recall Coord, Ext. 3082, that you have located the item(s) described above
 () return the item(s) with a copy of this form and shipping memo to _____

If you have any questions, please call the Recall Coordinator on Extension 3082.

(SECTION B - TO BE COMPLETED BY DEPARTMENT) FILL OUT IMMEDIATELY!

1. () this item is in our stock in the following quantities _____

2. () this item has been quarantined for further disposition. Please call _____ at extension _____

3. () this item is not in our area.

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PPM 520 - 3 EXHIBIT A Product Recall Warning Notice

Name of person completing form (print or type)

_____	_____	_____
Name	Department	Mail Code
_____	_____	_____
Signature	Date	Extension

Original – Return to Recall Coordinator
Copy 1 – Post for On Week
Copy 2 – Retain for File
Retention Period: 5 Years