

TIPS

When using the Rapid Recall Express Form, refer to the following for some helpful tips:

The screenshot shows the Rapid Recall Express Form with three numbered callouts:

- 1** Asterisk – all fields with an asterisk (*) are mandatory to complete. (Points to 'Recall Notification Number*')
- 2** Hover Text – holding your mouse over a field will display a field explanation. (Points to a tooltip for the 'Recall Name*' field: "The title or name of the issued product recall or withdrawal notification used to briefly describe the product recall.")
- 3** Other – Please Specify – when you see this available in a drop-down menu, it is a customized fillable field. If you do not see a desired response in the drop-down list, simply type in your response. (Points to the 'Reason for Recall*' dropdown menu which includes 'Other - Please Specify' and various allergy hazards like 'Allergy Hazard - Egg', 'Allergy Hazard - Fish', etc.)

- 1 Asterisk** – all fields with an asterisk (*) are mandatory to complete.
- 2 Hover Text** – holding your mouse over a field will display a field explanation.
- 3 Other – Please Specify** – when you see this available in a drop-down menu, it is a customized fillable field. If you do not see a desired response in the drop-down list, simply type in your response.

NOTE: For multiple product recalls or withdrawals, use the Multiple Product Rapid Recall Express version.

When you send the completed Rapid Recall Express form, via email, you may want to attach associated materials, such as the press release, product image, and ship to information.





SAMPLE RAPID RECALL EXPRESS FORM

The online recall form contains base recall information and is divided into six sections. The sections are: Header, General Information, Product Information, Product Handling Details, Reimbursement Requirements, and Manufacturer Contact Information.

Below is a sample of a completed Rapid Recall Express Form:

Items marked with an asterisk * are required fields on the form



The Global Language of Business

Rapid Recall Express™

Overview

Date	<input type="text" value="11/02/2015"/>	(Format: mm/dd/yyyy)	Recall or Withdrawal?*	<input type="text" value="Recall"/>
Recalling Firm*	<input type="text" value="GS1 US Food Shoppe"/>		Recall Class	<input type="text" value="Class 2"/>
Recall Notification Number*	<input type="text" value="1234599999"/>		Initial or Update?*	<input type="text" value="Initia"/>
Original Recall Notification Number	<input type="text"/>		Update Reason*	<input type="text"/>
Recall Name*	<input type="text" value="Food Shoppe Broth 16 oz"/>		Last Update Date	<input type="text"/>
				(Format: mm/dd/yyyy)





SAMPLE RAPID RECALL EXPRESS FORM, *cont.*

General Information

Recall Reason Code*

Recall Reason Description*

Explanation for Recall

Distribution From Date (Format: mm/dd/yyyy)

Distribution To Date (Format: mm/dd/yyyy)

Distribution Area*

Original Distribution Area Details

Reportable Food?*

FDA ICSR Number

Responsible Regulatory Agency* CPSC EPA FDA State Level USDA Other N/A





SAMPLE RAPID RECALL EXPRESS FORM, *cont.*

Product Information

Consumer Unit Level

Consumer Unit Item Code/GTIN (U.P.C./EAN/NDC)*

Packaging Hierarchy Level

Other Item Information

Brand Name

Net Contents of Recall Item*

Link to Item Image

Item Description*

Packaging Type

Country of Origin

Tracking Key Type Code

Tracking Key Value Tracking Key

Description

Tracking Key Location

Link to Tracking Key Image

Case Unit Level

Case GTIN/Barcode*

Packaging Hierarchy Level

Other Item Information

Brand Name

Number of Consumer Units in package

Net Contents of Recall Item*

Link to Item Image

Item Description*

Packaging Type

Country of Origin

Tracking Key Type Code

Tracking Key Value

Tracking Key Description

Tracking Key Location

Link to Tracking Key Image

Production Date/s (Format: mm/dd/yyyy)

Required fields are marked with an *.

NOTE: Use the **Production Date/s** attribute for agency reporting on when the product was produced.





SAMPLE RAPID RECALL EXPRESS FORM, *cont.*

Product Handling Details

Special Handling Instruction?

Handling Instructions

destroy

In Transit Special Handling Instructions

destroy

Storage Special Handling Instructions

destroy

In Store Special Handling Instructions

destroy

Other Special Handling Instructions

destroy

Consumer Recall Instructions

destroy





SAMPLE RAPID RECALL EXPRESS FORM, *cont.*

Manufacturer Contact Information

Product Recall Contact*	Susan Griffin
Telephone Number *	312-555-4455
Email Address*	sgriffin@gs1usfs.com
Mobile Number*	312-555-4450
Telefax	312-555-1200

Product Recall Consumer Contact*	Mary Jones
Telephone Number*	312-555-1212
Email Address*	mjones@gs1usfs.com
Mobile Number*	312-555-1210
Telefax	312-555-1200
Recall Website (for consumers)	www.gs1usfoodshoppe.com

Product Recall Media Relation Contact	Ed Brown
Telephone Number	312-555-8989
Email Address	ebrown@gs1usfs.com
Mobile Number	312-555-8980
Telefax	312-555-1200

Product Removal Contact	Judy Pielet
Telephone Number	312-555-3434
Email Address	jpiolet@gs1usfs.com
Mobile Number	312-555-3430
Telefax	312-555-1200

Other Contact	John Smith
Telephone Number	312-555-1111
Email Address	jsmith@gs1usfs.com
Mobile Number	312-555-1110

NOTE: Send form enhancement suggestions to rapidrecallproduct@gs1us.org.





LINKS TO ADOBE LOCK / UNLOCK A PDF

The ability to lock or unlock a fill able form is a feature of Adobe Acrobat and may be different depending on which version of Acrobat you have installed.

For step-by-step instructions on how to protect your PDF with permissions using **Adobe® Acrobat® XI**, use the following link:

<http://www.adobe.com/content/dam/Adobe/en/products/acrobat/pdfs/adobe-acrobat-xi-protect-pdf-file-with-permissions-tutorial-ue.pdf>

