

# RECALL RESPONSIBILITIES AND PROCEDURES

*In order to comply with regulatory requirements and assure timely response, there is a centralized, coordinated process for responding to and documenting recalls and hazard alert notices from all external sources.*

## What should I do when I receive a recall or hazard notice?

- Forward a written notice immediately to Logistics Contracting & Purchasing Services via campus mail (MC L354, Attention: Recall Coordinator) or e-mail Lacey Anderson at [andelace@ohsu.edu](mailto:andelace@ohsu.edu).
- If the notice is verbal, contact Logistics Contracting & Purchasing Services at 503-494-1500 or at [purchase@ohsu.edu](mailto:purchase@ohsu.edu).

## What if I've received an alert document, but it doesn't mention a recall?

- Hazard alert documents may be titled:
  - "Urgent Medical Device Correction"
  - "Urgent Product Correction"
  - "Urgent Field Safety Notice"
  - "Urgent Medical Device Recall Notice"
- All of these types of documents require review. Forward them to Logistics Contracting & Purchasing Services.

## When should I take the actions outlined in the recall or hazard notice?

- Logistics or Clinical Technology Services will provide instructions to users to remove or return affected products in a coordinated response.
- If the response to a recall or hazard alert involves a practice change, CTS will coordinate changes and training with the device users, administration and the supplier or manufacturer.

## Where can staff get more information?

- The **Recall of Medical Products, Devices, and Equipment Policy** is available on the Policy Management Database at <https://ohsu.ellucid.com/documents/view/378>.
- Please contact Logistics Purchasing Manager, Sean Hurley at [hurleys@ohsu.edu](mailto:hurleys@ohsu.edu) with any questions or concerns.

