**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 atandelace@ohsu.edu.
- If the notice is verbal, contact Logistics Contracting & Purchasing Services at 503-494-1500 or at 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?**

- Please contact Logistics Purchasing Manager, Sean Hurley at hurleys@ohsu.edu with any questions or concerns.

**The Joint Commission - Environment of Care Standards** guide OHSU in this material. The Environment of Care Committee offers this tool to help remind employees of safety polices and best practices. Please post or share this information with staff. August 2014