

Title:		Contents:	<b>P-3400</b>
<b>SAFETY RECALL OF DEFECTIVE EQUIPMENT/MATERIAL PURCHASES</b>		Submitted By:	<b>Purchasing Division</b>
		Approved By:	<b>Purchasing Agent</b>
Effective Date:	<b>12-10-01</b>	Supersedes No.:	Page No. 1 of 1

**Policy**

In the event of a product recall, the Purchasing Agent will assume the lead to coordinate the recall efforts among County departments.

**General**

County purchased equipment/material may become a hazard to employees and the public. The Purchasing Agent may become aware of such a problem through a department complaint, television news story, or by information from the manufacturer, such as in the automobile industry “recall” practice. This procedure outlines certain steps the Purchasing Agent will follow in these instances.

**Procedures**

- Purchasing Agent will initiate ISD Purchasing and Contracts Bulletin to County departments apprising departments of the problem and soliciting appropriate information for future action.
- The Purchasing Agent will follow up with departments if no responses are received by reply date.
- Information received shall be analyzed and discussed with departments.
- Vendor shall be notified as necessary. Prompt and appropriate action shall be taken to prevent future purchases and to obtain restitution to the County for the defective and/or recalled material.
- The Purchasing Agent will notify departments of the procedure to obtain restitution, etc.