



Food Recall Communication Checklist

Complete

Score	25 / 29 (86.21%)	Flagged items	4	Actions	3
Location	11515 El Camino Real, San Diego, CA 92130, USA (32.927921, -117.2375273)				
Date of site visit	02.03.2026				
Shift/time checked	Mid-shift				
Auditor/Site visit lead	Troy Nadir				
Version of local recall procedure reviewed	Version 23 - 6j				

Flagged items & Actions

4 flagged, 3 actions

Flagged items

4 flagged, 3 actions

Food Recall Communication Checklist / Stop Use / Hold Execution & Outlet Acknowledgments

Is a standard internal recall message template used for stop use/stop serve/hold instructions?

No

Stop use and stop serve instruction template was used. However, the hold instruction template wasn't followed.

To do | Assignee: SafetyCulture Staff | Priority: High | Due: 09.03.2026 08:55 PST | Created by: SafetyCulture Staff

Replace hold instruction provided

Please use our hold instruction template to ensure the information and guidelines are complete.

Food Recall Communication Checklist / Inventory Isolation, Disposition, and Reconciliation

Is the final disposition recorded for each affected item (returned, destroyed, or other approved action)?

No

10 units are missing the final disposition record

To do | Assignee: SafetyCulture Staff | Priority: High | Due: 09.03.2026 09:02 PST | Created by: SafetyCulture Staff

Retrace missing disposition record

Kindly retrace and record the final disposition of 10 units from Fresh Valley Spinach & Arugula Mix Lot Code L25046A

Food Recall Communication Checklist / Closeout, Lessons Learned, and Effectiveness Checks

Are improvements verified through a scheduled follow-up drill or effectiveness check?

No

To do | Assignee: SafetyCulture Staff | Priority: Medium | Due: 14.03.2026 09:15 PST | Created by: SafetyCulture Staff

Conduct Mock Recall Drill

Please plan, schedule, and run a mock recall drill based on what we learned with the Fresh Valley Spinach & Arugula Mix recall

Completion Page

Overall Assessment

Non-Compliant

Other actions

0 actions

Food Recall Communication Checklist		3 flagged, 3 actions, 25 / 28 (89.29%)
Recall Contact Tree & Broadcast Readiness		5 / 5 (100%)
Is there a current recall contact tree covering supplier/distributor, corporate QA, property leadership, and outlet managers?	Yes	
Are after-hours phone numbers included for key roles in the recall contact tree?	Yes	
Is the recall contact tree verified on a defined cadence (e.g., quarterly) with the last review date recorded?	Yes	
Is the contact tree stored where on-shift leaders can access it immediately (e.g., shared drive and printed backup)?	Yes	
Is recall broadcast capability tested during drills (e.g., group SMS/email) with results documented?	Yes	
Recall Notice Intake & Scope Confirmation		4 / 4 (100%)
When a recall notice is received, is there a defined owner responsible for confirming the scope immediately?	Yes	
Does recall intake require confirming product identifiers (name, brand, pack size) and affected lot/date codes?	Yes	
Does the team confirm which outlets/sites are affected before issuing instructions?	Yes	
List all outlets within scope.		
San Marcos Ramona Westmorland		
Is the hazard/classification recorded (e.g., FDA Class I/II/III) to guide urgency?	Yes	
Record the hazard and/or classification, or mark as not provided.		
Fresh Valley Spinach & Arugula Mix Class I Hazard		
Pathogen confirmed based on ISO11290-1 Ready-to-eat with no lethality step		
Stop Use / Hold Execution & Outlet Acknowledgments		1 flagged, 1 action, 4 / 5 (80%)
Is a standard internal recall message template used for stop use/stop serve/hold instructions?	No	

Stop use and stop serve instruction template was used. However, the hold instruction template wasn't followed.

To do | Assignee: SafetyCulture Staff | Priority: High | Due: 09.03.2026 08:55 PST | Created by: SafetyCulture Staff

Replace hold instruction provided

Please use our hold instruction template to ensure the information and guidelines are complete.

Does the stop-use message include clear handling instructions (where to hold, how to label, and what not to do)?	Yes
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Are impacted outlets required to acknowledge receipt within a defined timeframe?	Yes
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Are acknowledgments tracked centrally with outlet name, responder, and timestamp?	Yes
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Is there an escalation process for non-responses with contact attempts documented?	Yes
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Inventory Isolation, Disposition, and Reconciliation	1 flagged, 1 action, 4 / 5 (80%)
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Are affected items isolated in a designated hold area and labeled 'Recalled - Do Not Use'?	Yes
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Are isolated quantities documented for each product and lot/date code?	Yes
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Indicate quantities for each affected identifier.

Fresh Valley Spinach & Arugula Mix
Lot Code Affected: L25046A
Date: March 2, 2026
Total Units Isolated and Documented: 316

Is the final disposition recorded for each affected item (returned, destroyed, or other approved action)?	No
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10 units are missing the final disposition record

To do | Assignee: SafetyCulture Staff | Priority: High | Due: 09.03.2026 09:02 PST | Created by: SafetyCulture Staff

Retrace missing disposition record

Kindly retrace and record the final disposition of 10 units from Fresh Valley Spinach & Arugula Mix Lot Code L25046A

Is supporting evidence retained (photos, destruction certificates, return authorizations)?	Yes
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Photo 1

Is reconciliation performed against purchase/receiving records, and sales data if available via reporting tools (e.g., PowerBI)?	Yes
Central Record Control & Retrieval	5 / 5 (100%)
Are recall communications, acknowledgments, and decisions stored centrally in a controlled location?	Yes
Do records preserve timestamps for send, receipt, acknowledgment, and disposition completion?	Yes
Is a standard naming convention used (date, product, supplier, site/outlet) for easy retrieval?	Yes
Are supporting attachments filed with the correct recall record (photos, certificates, lists, communications)?	Yes
Can authorized staff retrieve recall records quickly for audit/regulator requests?	Yes
Closeout, Lessons Learned, and Effectiveness Checks	1 flagged, 1 action, 3 / 4 (75%)
After recall closure, is a closeout summary completed (scope, actions, quantities, timing, issues)?	Yes
Is a lessons-learned review conducted with corrective actions recorded?	Yes
Are contact lists and message templates updated based on findings?	Yes
Are improvements verified through a scheduled follow-up drill or effectiveness check?	No
To do Assignee: SafetyCulture Staff Priority: Medium Due: 14.03.2026 09:15 PST Created by: SafetyCulture Staff	
Conduct Mock Recall Drill Please plan, schedule, and run a mock recall drill based on what we learned with the Fresh Valley Spinach & Arugula Mix recall	

Overall Assessment

Non-Compliant

Indicate gaps needing immediate correction.

Follow Hold Instruction Templates
Retrace and record 10 units
Conduct improvement drills

Additional Notes/Comments

We can't allow any missed steps during recalls. The team completes most of them, but one incomplete step could compromise the process.

Auditor/Site Visit Lead Signature



Troy Nadir
02.03.2026 09:19 PST

Supervisor/Property PIC/Manager Signature (if applicable)



Frankie Pelton
02.03.2026 09:22 PST

Media summary

Certificate No: CD-2026-0302-FV

CERTIFICATE OF DESTRUCTION

Fresh Valley Produce
11515 El Camino Real, San Diego, CA 92130, USA

PRODUCT DESCRIPTION

Product Name: Fresh Valley Spinach & Arugula Mix
Lot Number(s): LOT-FV-202B, LOT-FV-202C
Total Quantity: 2,450 Units (12oz Bags)
Date of Destruction: March 02, 2026

REASON FOR DISPOSAL

Detected the presence of Listeria monocytogenes in one retained sample

METHOD OF DESTRUCTION

Sanitary Landfill Burial / High-Temperature Incineration

This document certifies that the items listed above have been completely destroyed in a manner that renders them unfit for human consumption and ensures they cannot be re-introduced into the commerce stream. Disposal was conducted in compliance with local environmental and health regulations.

Julian Vance JULIAN VANCE QA/QC Manager, Fresh Valley Produce	Elena Rodriguez ELENA RODRIGUEZ Authorized Disposal Representative
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Photo 1