

FOOD AND NUTRITION PROCEDURES

Number	C-10
Reviewed	July 2009
Effective	July 2008
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Miami-Dade County Public Schools

Subject: REPORTING LOSSES DUE TO REFRIGERATION FAILURE, THEFT, SPOILAGE, DAMAGE, OR INSECT INFESTATION FOR PURCHASED AND COMMODITY FOODS AND NON-FOOD ITEMS

For Action By: FOOD SERVICE MANAGERS

Refer Questions to: FOOD SERVICE, ADMINISTRATORS,
DEPARTMENT OF FOOD AND NUTRITION, FOOD SERVICE
ACCOUNTING

UPON DETERMINATION OF THE FOOD BEING SPOILED, DAMAGED, OR INSECT INFESTED, THE FOLLOWING MUST BE COMPLETED:

- Place food in plastic bags and store in convenient area.
- Notify the Miami-Dade County Health Department at 305-623-3500 (as soon as possible after 8:00 am).
- Prepare the food spoilage report, [FM-0938](#) and/or [FM-7004](#).
- When the Health Department representative arrives, they will inspect the food, take a copy of your completed form(s) and then you may place the items in the dumpster and denature them with bleach.
- If the representative of the Health Department does not arrive **within three hours** of notification, place the items in the dumpster and denature them with bleach. You **MUST** forward a copy of the completed form(s) to the Health Department (attention: Health and Food Control, 1725 NW 167 Street, Miami, Florida 33056) and one copy to Food Service Accounting, location 9999, room 652 and one copy to the Department of Food and Nutrition. The copy may also be faxed to the Health Department at 305-623-3645 with a notation that it is information concerning "Condemnation". Maintain completed forms in a file in the manager's office for audit purposes.

FOOD SPOILAGE DUE TO HURRICANE OR OTHER "CATASTROPHIC EVENTS"

- Follow all of the above procedures, but **DO NOT** notify the Health Department. Immediately place the food in plastic bags into the dumpster and denature them with bleach. Forward a copy of the completed form(s) FM-0938 and/or FM-7004 to the Health Department (attention: Health and Food Control, 1725 NW 167 Street, Miami, Florida 33056) in order to generate a Stop Sale Notice ([Attachment](#)) as soon as possible after the disposal. The copy may also be faxed to the Health Department at 305-623-3645 with a notation that it is information concerning a "Condemnation". Fax a copy of the Stop Sale Notice to the Department of Food and Nutrition.

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- Maintain completed forms in a file in the manager's office for audit purposes. Send one copy of the form along with the INVOICES of the spoiled food (circling each spoiled item) to location 9025 to the attention of your Region Food Service Coordinator and Food Service Accounting, location 9999, room 652.

THEFT

The principal must be contacted immediately so that he/she may notify the Region Security Department. The food service manager should obtain a copy of the police/security report; attach it to the manager's copy of the completed "Food Spoilage/Loss Report" and forward to School Food Service Accounting at the time of loss. Maintain completed forms in a file in the manager's office for audit purposes. Copies of these reports are not submitted to the Department of Food and Nutrition.



**STATE OF FLORIDA
DEPARTMENT OF HEALTH
STOP SALE NOTICE**

Authority: Chapter 381, FS
Chapter 64E-11, FAC

Owner: _____

Name Of Establishment: _____

Type of Establishment: _____

Address: _____ Time and Date of Notice _____

City: _____ Zip Code: _____

You are hereby notified to immediately withdraw from sale and public access the following products:

Articles	Brand	Identification No.	Manufacturer	Quantity
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

The following action is directed:

- 1. The above products are placed on a seizure order as unfit for the human/animal consumption and shall be destroyed or otherwise rendered unusable.
- 2. The above articles or foods are placed on a hold order, stop-use order, or removal order and shall be held in proper storage pending further instructions from the health authority!
- 3. The above products are hereby ordered seized in proper storage for court evidence;
- 4. The above articles or foods are placed on a stop-sale order and may be returned to the manufacturer or distributor;
- 5. The above articles are to be destroyed with owner's consent;

Reason for Withdrawal: _____

Penalty for Noncompliance: _____

Copy of Notice received by: _____
(Owner, Manager, Person in charge)

Official _____ County Health Department
Department of Health