

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



Subject: **REPORTING LOSSES OF PURCHASED, COMMODITY AND PREPARED
FOODS AND NON-FOOD ITEMS**

PURPOSE

The purpose of this procedure is to outline the process of reporting losses of purchased and commodity foods and non-food items.

PROCEDURE

Food Spoilage Due to Damage or Insect Infestation Valued at \$500 or Less

The following must be completed after notifying your region Food Service Supervisor.

- A. Prepare the food spoilage report(s) as needed ([FM-0938](#) – Food Spoilage/Loss Report Purchased/Commodity Food) and/or [FM-7390](#) – Food Spoilage/Loss Report - Prepared/Leftover Food).
- B. Complete a Paper Goods Usage/Pick Break Spoil Report in TrakNow to remove damaged items from the inventory.
- C. Place the food items in plastic bags and into the dumpster and denature them with bleach.
- D. Copies of completed forms **MUST** be maintained on file with weekly paperwork.

Food Spoiled, Damaged or Insect Infested Valued More than \$500

The following must be completed after notifying your region Food Service Supervisor.

- A. Prepare the food spoilage report(s) as needed ([FM-0938](#) – Food Spoilage/Loss Report (purchased/commodity food) and/or [FM-7390](#) – Food Spoilage/Loss Report - Prepared/Leftover Food).
- B. Complete a Paper Goods Usage/Pick Break Spoil Report in TrakNow to remove damaged items from the inventory.
- C. Place food in plastic bags and store in convenient area.
- D. Notify the Miami-Dade County Health Department at 305-623-3500 as soon as possible after 8:00 am.

**FOOD AND NUTRITION
PROCEDURES**
Miami-Dade County Public Schools



Subject: **REPORTING LOSSES OF PURCHASED, COMMODITY AND PREPARED
FOODS AND NON-FOOD ITEMS**

- E. Upon arrival of the Health Department, the representative will inspect the food, take a copy of the completed form(s) and Issue a Stop Sale Notice ([Attachment](#)). The items may then be placed in the dumpster and denatured with bleach.
- F. 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.
- G. Forward copies of completed loss reports to Health Department, Attention: Health and Food Control, 1725 NW 167 Street, Miami, Florida 33056 for the issuance of the Stop Sale Notice.
- H. Forward copies of loss the report(s) and the Stop Sale Notice to:
 - a. Food Service Accounting, Location 9999, Room 656
 - b. Department of Food and Nutrition, Attention Food and Menu Management, Location 9025.
- I. Copies of completed forms **MUST** be maintained on file with weekly paperwork.

Food Spoilage Due to Equipment or Power Failure/Outage Valued More than \$500

The following must be completed after notifying your region Food Service Supervisor.

- A. Prepare the food spoilage report(s) as needed ([FM-0938](#) – Food Spoilage/Loss Report (purchased/commodity food) and/or [FM-7390](#) – Food Spoilage/Loss Report - Prepared/Leftover Food).
- B. Complete a Paper Goods Usage/Pick Break Spoil Report in TrakNow to remove damaged items from the inventory.
- C. Immediately place the food items in plastic bags and into the dumpster and denature them with bleach.
- D. Forward copies of completed loss reports to Health Department, Attention: Health and Food Control, 1725 NW 167 Street, Miami, Florida 33056 or fax reports to the Health Department at 305-623-3645 with a notation that it is information concerning a “Condemnation” for the issuance of the Stop Sale Notice.

**FOOD AND NUTRITION
PROCEDURES**
Miami-Dade County Public Schools



Subject: **REPORTING LOSSES OF PURCHASED, COMMODITY AND PREPARED
FOODS AND NON-FOOD ITEMS**

- E. Forward copies of loss the report(s) and the Stop Sale Notice to:
- a. Food Service Accounting, Location 9999, Room 656
 - b. Department of Food and Nutrition, Attention Food and Menu Management,
Location 9025
- F. Copies of completed forms **MUST** be maintained on file with weekly paperwork.

Food or Non-Food Loss Due to Theft

If a theft of purchased, commodity or prepared/leftover food or non-food items occurs, the following must be completed after notifying your region Food Service Supervisor.

- A. Immediately report the incident to the school site administrator who will then notify the school police.
- B. A copy of the Plant Security Report must be obtained once completed and signed by the school principal.
- C. Attach a copy of the Plant Security Report to the completed loss reports.
- D. Forward to School Food Service Accounting at the time of loss. Maintain completed forms in a file in the food service manager/satellite assistant's office for audit purposes. Copies of these reports are not to be submitted to the Department of Food and Nutrition.
- E. Copies of completed forms **MUST** be maintained on file with weekly paperwork.

Note

For food spoilage due to a hurricane or following a declared emergency, refer to Food and Nutrition Procedure [B-11](#).

For Action By: Food Service Managers and Satellite Assistants

Refer Questions to: Food Service Accounting and Department of Food and Nutrition

*Revised: September 2005(4th), July 2006, July 2008, April 2015, July 2023
Reviewed: July 2023.*