



COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY

NO. 01 NS ISSUE 2
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EFFECTIVE: 08-13-12
Updated

SUBJECT:

Procedures for Reporting Product Concerns with Food Vendors

APPROVED: 03-01-11


BY: Ron Griffin, Director

PURPOSE

To monitor quality and report any food safety concerns.

POLICY

When outside vendors provide food, PSD must conduct ongoing monitoring of the safety and sanitation issues related to the foods being served. To effectively track any food quality issues, the following procedure must be followed in the kitchen and classroom for appropriated corrective action to occur.

REFERENCE

Head Start Performance Standards 1304.23 (e)(1); Community Care Licensing Title 22

PROCEDURE

1. **Do not** dispose of product boxes with labels until end of that serve day.
2. If kitchen staff finds a problem prior to cooking, keep product frozen, send out an appropriate CACFP substitute and follow steps 7-9.
3. If kitchen staff finds a problem after cooking, send out an appropriate CACFP substitution and follow steps 6-9. If sites have any other product left over, keep it frozen and labeled "do not use."
4. If teaching staff finds a food related concern in the classroom that they feel is a health and safety issue, immediately remove the product from the table (**but do not discard nor remove any item that may be inside product**) and send all product back to the kitchen. Notify Site Supervisor or Teacher in Charge and follow steps 6-9.
5. If sites are unclear whether the food issue warrants an unusual incident report, contact your Program Manager.
6. If appropriate, photograph the item using the site camera, then cover with foil, place in a zip lock bag with a note indicating problem and refrigerate.
7. Contact Laurie Brackett at 909-383-2064 or cell 909-379-2910, Venerice Carter at 909-383-2063 or cell 909-376-6026 or Heba Peters at 909-383-2049 immediately. If applicable, a sample of the product may be picked up for independent lab analysis
8. Contact site vendor.
9. Complete the Food Incident Form and fax this information to Laurie or Venerice at 909-383-2086 and Site Vendor.