

Food establishments must immediately notify Spokane Regional Health District of any reports of food-borne illness. All reports of foodborne illness should be considered legitimate. Employees shall direct all such calls to the the person in charge immediately. [WAC 246-215-08520](tel:509.324.1560)

## 1. Report Illness Complaint

- Call/email Spokane Regional Health District: 509.324.1560, ext. 2  
[foodsafetyprogram@srhd.org](mailto:foodsafetyprogram@srhd.org)

## 2. Preserve any Suspect Leftover Food

- Label containers with contents and date. Store the samples in a refrigerator.

## 3. Review Food Preparation Steps

- Put any needed corrective measures in place.

## 4. Obtain Caller Information

Date/Time of Call	
Name of Caller	
Phone Number of Caller	
Date/Time of Meal at Establishment	

Ill Person	Meal Description
1.	
2.	
3.	
4.	

