

**INITIAL SANITATION AUDIT REQUESTS**  
**Procedures for DLA Troop Support OCONUS CENTCOM**  
March 21, 2023

1. The following procedures were modified to fit the DLA Troop Support CENTCOM Area of Responsibility. Original, and overriding, procedures are published in the US Army Veterinary Service Circular 40-1, Worldwide Directory of Sanitarily Approved Sources for Armed Forces Procurement.
2. The supplier/manufacturer must write a letter on letterhead stationery requesting the Initial Sanitation Audit. The owner, or an authorized representative, of the establishment processing the product(s) must sign the letter. The supplier/manufacturer must address the letter to the purchasing or contracting agency he/she wishes to conduct business with. The request must contain, at a minimum, the following information:
  - a. The full name of the processing establishment, street address (or geographical location), city, and country where the manufacturing site is physically located. Include a standard 10-digit Global Positioning System grid coordinate for those areas where a street address for locations that cannot be mapped online. Ensure the mailing address is also included, if different.
  - b. The name, title, telephone and fax numbers, and e-mail address of the primary person to contact at the facility with the authority to provide additional information and schedule/conduct the audit. Highly recommend POC be fluent in English.
  - c. The normal operating hours to include office hours and production facility hours. If the specific products are only produced on certain days/times, that information should also be included.
  - d. A list of the specific products to be furnished (such as bread, rolls, eggs, etc.). List must be as specific as possible; using general terms such as “bread,” “bread products,” “cheese,” or “cheese products” generally are not acceptable.
  - e. A list of any national or local regulatory agencies that currently inspect/audit the establishment. If there is an establishment identification number, please provide that number.
  - f. If the establishment is a caterer, indicate where the food is actually prepared, the military facilities, installations or DOD agencies that will be served, and if the meals will be contracted. Address how Approved Source requirements will be met.
3. The purchasing or contracting agency is required to review the Initial audit request and determine if the supplier is eligible. If the agency wishes to purchase the firm's products, the agency must write a cover endorsement memorandum and enclose the supplier's request along with the completed Pre-Audit Questionnaire. The purchasing or contracting agency must provide an endorsement letter stating their desire to source product from the requestor. The memorandum must include the following purchasing/agency information: correct mailing address; point of contact, telephone, and fax numbers; and email address.

4. Initial audit requests in the CENTCOM Area of Responsibility also require a Pre-Audit Questionnaire (PAQ) be completed (in English), and included in the Initial audit request packet, as well as English translations of all PAQ supporting documents. The purchasing or contracting agency will ensure that all sections of the PAQ and supporting documents are complete and acceptable prior to forwarding to CENTCOM. The completed PAQ may be submitted in an MS Word or Adobe pdf document. Failure to submit accurate/complete questionnaires may result in delays or rejections in the Initial audit process.

5. The KO reviews the manufacturer's letter and SPV's endorsement. If the KO determines this is in the best interest of the Government, they in turn will endorse the request and forward the packet to the DLA Troops Support Food Safety Office. The KO will include an endorsement memorandum with the packet (email endorsement will no longer be accepted). It is preferable to the food safety office that the packet be received electronically in order to expedite the action. Please forward the complete packet to: [dscpconssafofc@dla.mil](mailto:dscpconssafofc@dla.mil).

6. The Food Safety Office will review the packet to ensure it is complete and forward to the applicable U.S. Army Veterinary Service organization responsible for initiating audits.

7. The U.S. Army Veterinary Service will furnish the DLA Troop Support Food Safety Office with a copy of the approval or disapproval letter to the vendor. Details of the inspection are not disclosed to DLA Troop Support or the primary contractor as it is proprietary to the facility in question.

8. The agency POC should submit the audit request at least eight (8) weeks before the first delivery of the desired product via e-mail to: [dscpconssafofc@dla.mil](mailto:dscpconssafofc@dla.mil).

9. What typically happens once the Veterinary Service receives the audit request:

a. They ensure the request is complete.

b. They assign the audit to a qualified auditor.

c. Auditor contacts the facility and requests additional information.

d. Auditor generally does NOT schedule an audit until the facility provides all required additional information.

e. When the auditor has all required information, they begin the process of scheduling the initial audit, this may be hindered by auditor or company calendar conflicts.

f. Audit is conducted and, in most cases, initial audits require submission of product samples for laboratory analysis. Depending on the product this may add 4-6 weeks.

10. To view subsistence suppliers that are already listed in the World Wide Directory of Sanitarily Approved Food Establishment for Armed Forces Procurement use the following link:  
<https://phc.amedd.army.mil/topics/foodwater/ca/Pages/DoDApprovedFoodSources.aspx>

11. DLA Troop Support personnel, suppliers, and customers should refer all initial audit questions to the email [dsepconssafofc@dla.mil](mailto:dsepconssafofc@dla.mil).