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Medical Services  
**U.S. ARMY VETERINARY COMMAND GUIDELINES AND PROCEDURES**

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## CHAPTER 1

### GENERAL INFORMATION

**1-1. HISTORY.** This is the first printing of this publication.

**1-2. PURPOSE.** This pamphlet supplements the policies and procedures that are contained in MEDCOM Regulation 40-28, U.S. Army Veterinary Command Policies and Procedures.

**1-3. REFERENCES.** References are listed in appendix A.

**1-4. EXPLANATION OF ABBREVIATIONS AND TERMS.** Abbreviations and special terms used in this publication are explained in the glossary.

**1-5. APPLICABILITY.** This pamphlet applies to Headquarters, U.S. Army Veterinary Command (HQ VETCOM) and its subordinate commands.

## CHAPTER 2

### MANAGEMENT CONTROL PROCESS AND ORGANIZATIONAL INSPECTION PROGRAM REQUIREMENTS

#### 2-1. INTRODUCTION.

a. The purpose of the Management Control Process (MCP) is to reinforce the accountability of Army commanders and managers for establishing and maintaining effective management controls and to provide them with greater flexibility in their evaluation of these controls. All commanders and managers have an inherent responsibility to establish and maintain effective controls, assess areas of risk, identify and correct weaknesses in those controls, and keep their superiors informed. In this respect, the Integrity Act and OMB Circular A-123 codify this inherent responsibility. Army Regulation 11-2, Management Control, and the MEDCOM MCP Handbook, currently found at the website <http://www.cs.amedd.army.mil/ameddir/TabD.doc>, provide detailed information on the MCP.

b. The purpose of the Organizational Inspection Program (OIP) is to manage all inspections within the command. It is a comprehensive, written plan that addresses all inspections and audits scheduled by outside agencies. The purpose of the OIP is to coordinate inspections and audits into a single, cohesive program focused on command objectives. Depending upon the level of command, the OIP will comprise command inspections, staff inspections, staff assistance visits, and external inspections. An effective OIP allows a commander to use these inspections to identify, correct, and prevent reoccurrence of problems within the command. Commanders should also use the OIP to complement and reinforce other sources of evaluation information when determining or assessing readiness. Army Regulation 1-201, para 3-2, provides detailed information on the organizational inspection program.

c. Commanders should schedule MCP and OIP inspections simultaneously in order to limit distraction from mission accomplishment. This chapter applies to both OIP and MCP inspections. The reporting templates posted to the VETCOM Library database in Lotus Notes fulfill both requirements.

#### 2-2. INSPECTIONS.

a. HQ VETCOM will inspect each Regional Veterinary Command (RVC); the Department of Defense Military Working Dog Veterinary Service (DODMWDVS); and the Food and Diagnostic Laboratory (FADL) every 2 years using the applicable checklist posted in the VETCOM Library database in Lotus Notes. Results of this inspection will be retained at VETCOM HQ; copies will be given to the Functional Unit Managers.

b. Each RVC will inspect its subordinate District Veterinary Commands (DVCs) annually. An example of a DVC checklist is provided in the VETCOM Library database in Lotus Notes. Functional Unit Managers should modify the checklist to adjust to the local circumstance within their respective areas of responsibility. Revised checklists will be in full compliance with the appropriate regulations, VETCOM mission guidance, and with the Assessable Unit Manager's intent. Copies of completed inspection checklists will be retained at the RVC with copies forwarded to the DVC. Checklists are to be forwarded to VETCOM HQ only when a material weakness (es) is identified. Functional Unit Managers will submit an MCP Report, using the template posted on the VETCOM Library in the Lotus Notes database, every year on 1 Jul to HQ VETCOM (ATTN: Management Control Administrator). The reporting period consists of the preceding year ending on 30 June XXXX. For example, 1 July 2003 to 30 June 2004 will constitute a year and is reportable on the 1 July 2004 report.

c. Each DVC will inspect each branch within their respective areas of responsibility annually. Results will be recorded on an RVC approved checklist. Examples are provided at the end of this chapter. Reports will be maintained at the DVC and branch level. The DVC will conduct site visits as required and after discussing site status with respective branch leadership. Site visit reports, generated by the branch after each site visit, will be reviewed in order to make visit determinations as appropriate.

d. Branch officers in charge (OICs) and noncommissioned officers in charge (NCOICs) will inspect each site within their respective area at a frequency determined by the Branch leadership in coordination with the District Veterinary Commander. Appropriate inspection checklist will be determined by each District Commander. The checklist posted in the VETCOM library database in Lotus Notes may be utilized or modified accordingly. Trip reports will be generated no later than 7 duty days after each site visit and distributed to each site and district for review, corrective action, and retention in files.

e. Inspections should identify both shortcomings and strengths. A written summary will be contained in the checklist to include--

(1) Material Weaknesses--as defined in AR 11-2. MEDCOM Regulation 40-28, 2-3c helps determine if the weakness is material.

(2) Findings--a deficiency in unit operations that does not meet the standard of a regulation or policy.

(3) Observations--an area, based on the judgment of the inspecting auditor that could be improved upon.

(4) Commendable--a judgment by the inspecting auditor describing superior performance of an operation or process.

(5) Overall Summary--mandatory summary giving details of the overall inspection results.

f. Material weaknesses will be reported as a Significant Incident Report, completed in accordance with applicable VETCOM policy.

g. Annotations on the checklist may be handwritten or typed. Copies of completed reports will be maintained at all applicable levels for 5 years, and then destroyed. Subordinate offices will report completion date of the corrective action, or a progress reported that includes anticipated completion date, to the auditing headquarters within 30 days of the inspection.

### **2-3. PROCEDURES.**

a. Corrective action is required for all findings and/or material weaknesses. The corrective action requirement will be clearly stated, a suspense date will be given, and the inspecting level of command will track the requirement until the subordinate responds in writing that the deficiency has been corrected.

b. HQ VETCOM will establish a 5-year MCP/OIP Inspection Plan that will be updated every October (see example in the VETCOM Library). Regional commanders will forward, as part of their annual report, an inspection plan for their subordinate units that is expressed in months and covers a 2-year period.

c. Commanders at all levels are encouraged to invite outside agencies with special expertise to inspect areas of particular risk or interest within their command.

d. Functional Unit Managers and Administrators will complete annual MCP training as supplied by the Management Control Administrator.



## CHAPTER 3

### INSTALLATION SUPPORT PLAN PROGRAM

#### 3-1. INTRODUCTION.

a. This chapter establishes procedures for implementation, administration, and oversight of the Installation Support Plan (ISP) Program. The ISP is designed to assist the Installation Veterinary Officer-In-Charge (OIC) in making risk-based assessments of veterinary public health requirements and to wisely match existing resources against the entire spectrum of food safety, food security, animal programs, and customer needs for a given installation.

b. The ISP serves as the cornerstone for the organizational mission. The three primary pillars of support consist of food safety and quality assurance, food security, and animal programs.

#### 3-2. IMPLEMENTATION OF THE ISP PROGRAM.

##### a. Assessment Process.

(1) The Installation Veterinary OIC in consultation with the District Commander will review the following information and other useful resources in order to assess the need for veterinary service support:

(a) Existing programs.

(b) Veterinary services personnel assigned to the installation, that is, Veterinary Corps Officers, Warrant Officers, civilians, 91Rs and 91Ts.

(c) Installation and tenant activity personnel, that is, Dining Facility (DFAC) Management; Installation Food Service Advisors; Defense Commissary Agency (DeCA); Morale, Welfare, and Recreation (MWR); Non-appropriated fund management; Exchange Service Management, etc.

(d) Pertinent military treatment facility (MTF) personnel, that is, Public Health Officers, Environmental Safety Personnel, Occupational Health, etc. to discuss Rabies Programs, Bite Reports, and other existing programs that are interrelated with the veterinary services provided to the installation.

(e) A face-to-face meeting is required with Preventive Medicine (PM) representatives to discuss veterinary installation support and identify risk areas due to gaps in oversight. VETCOM and PM capabilities should be strengthened through

simplified communication, joint inspections, joint training, and by joining mission capabilities as much as possible. Such coordination shall not convey an assumption of responsibilities or authority, but rather an effort to strengthen both activities. The main focus should be on pooling efforts and preventing a duplication of efforts. Foodborne illness reporting procedures and notification systems will also be discussed in order to ensure that Veterinary Service personnel are aware of and comply with the procedures in place.

b. ISP Design Strategy.

(1) After assembling a list of potential veterinary service support requirements as detailed above, the Installation Veterinary OIC assigns risk levels based upon the potential consequences of not having veterinary service involvement in each area and the likelihood of the occurrence of risks. Variables to consider in the calculation include inherent risk associated with the mission facet, severity of impact, population affected, historic frequency of occurrence, operational military impact, and conformity with VETCOM's Mission Essential Task List (METL) and mission priorities. Costs associated with the need (that is, manpower, equipment, funding) are not considered during this stage. Risk level defaults will be set and verified in the Lotus Notes ISP database. Levels will be reviewed and adjusted as often as required and as a result of each facility's subsequent performance.

(2) The Installation Veterinary OIC will draft the ISP (See figure 3.1 at the end of this chapter for examples of completed ISP documents). Once risk levels are assessed, variables to consider in the creation of the ISP include: availability of personnel and resources; expected degree of risk mitigation; time and distance constraints; availability of alternate civilian or military sources of services; surrounding public health infrastructure; civilian or military political considerations; and environmental decision making. If resources are not available to fulfill a requirement, a request is forwarded up the chain of command proposing a reallocation of resources. The District Commander will review, make suggestions, and make the final approval of the plan upon finalization.

(3) Food service sanitation programs are particularly important in this process. When PM assets are insufficient to accomplish their respective mission, and when the District Commander agrees that the requirement for food service sanitation oversight outweighs other District priorities, the DVC and Command Medical Authority can make a written local agreement for mission transfer. Notification of this change, and a report of how training and mission will be accomplished to standard, will be sent forward through the Regional Veterinary Command to HQ, VETCOM.

c. Assessment of Risk Levels.

(1) Default frequencies are established in the Lotus Notes database for all food safety inspections. The risk level and programmed default frequencies are defined as follows:

(a) **High Risk Level** – A food establishment operation that through the type of food prepared and served, population served, previous inspection history or operational risks present an ABOVE AVERAGE risk for potential foodborne illness. The program default frequency is set for weekly support.

(b) **Moderate Risk Level** – A food establishment operation that through the type of food prepared and served, population served, previous inspection history or operational risks present an AVERAGE risk for potential foodborne illness. The program default frequency is set for monthly support.

(c) **Low Risk Level** – A food establishment operation that through the type of food prepared and served, population served, previous inspection history or operational risks presents a MINIMUM risk for potential foodborne illness. Program default frequency is set for quarterly support.

(2) During staff and/or customer visits the inspector will reassess the risk level of the facility based upon results of subsequent visits and discussions with facility managers. Veterinary, Warrant Officers and Branch NCOICs can change default frequencies in the database system as deemed appropriate. The computer program will automatically reflect changes to default frequencies. This is a management tool for the District and Regional Commanders and allows them to carry out their respective program oversight responsibilities.

(3) Use of approved source lists will be enforced when meeting with agencies/activities that procure food locally. Locally generated purchase agreements/contracts will be reviewed for quality assurance provisions. If food safety and quality assurance provisions are not found, recommendation for inclusion will be made, that is, age upon delivery, temperature requirements, etc. An agreement will be made regarding location where support will be provided, such as having delivery conveyances stop at a central inspection point or inspecting delivery at first receiving facility.

(4) Hazardous food recall inspections. Physical checks at all installation locations are required where recalled items are potentially stocked. If inspection personnel are certain that the recalled items are not carried at particular activities, telephone checks are authorized as directed in local standing operating procedure (SOP). In order to gain awareness of merchandise stocking practices and trends, it is critical that personnel verify items received through review of contracts, receiving documents, and regular site visits. All telephone checks require a follow-up physical inspection of each particular site during the next regularly scheduled visit. However, the Branch NCOIC can authorize telephone checks without follow-up at predetermined locations outside of practical driving distances. All Branch level NCOICs will enter recall results into the Lotus Notes ISP database.

d. DeCA Support.

(1) Verification of meat market and deli cleanup operations. This verification shall be performed in conjunction with the DeCA Quality Assurance Element (QAE) and contract cleaning supervisor if they are available. It is accomplished during and after the meat market and deli are cleaned and sanitized prior to the contract cleaning team's departure. It is normally a visual inspection but may include swabbing at the unit's discretion. This may require that inspection personnel verify cleaning and sanitizing after the store closes and before the markets start work. This task will be performed not less than three times per week initially. Frequency can be reduced based upon continued satisfactory results per the DVC Commander.

(2) The DVC Commander or their representative will notify the DeCA Region if continual contractual performance problems occur.

(3) Upon request by the DeCA Store Manager/Director, a senior person on the installation veterinary staff will serve as a consultant when the commissary presents unresolved pest management and waste disposal issues/problems to the Installation Department of Public Works or equivalent office for rapid resolution.

e. Exchange Service/MWR/Hospital Feeding. Support will be given to all exchange and MWR food facilities and especially hospital dining activities. This includes all snack bars located in hospitals. Increased emphasis will be placed on food security and on assisting with/training receiving personnel on performing receipt inspections. Hands-on food inspections must be performed while at these sites in accordance with command directed documents and/or SOPs. Highest priority shall be given to deliveries at hospital dining facilities.

f. Troop Feeding/Prime Vendor. The only required type of inspection under this program is the surveillance inspection. Inspector presence will be increased at the dining facilities and DOD schools and activities in order to ensure that receiving personnel are properly trained on performance of receipt inspections. Visits will be focused on the inspection of food products in storage, not on performing sanitary inspections. Latent defects must be identified and reported through the prime vendor program (see VETCOM HBK 40-2 for detailed guidance). Defects found as a result of age or storage conditions are reported through normal ISP channels. If the condition of food items in storage is deteriorated, this may lead to an inspection of the storage room (i.e., thawed items, moldy items, etc.). Inspections of food preparation areas will not be performed unless an agreement exists with the local preventive medicine/environmental health unit. Food inspectors' inspection knowledge in "market ready" items (fluid dairy, bread, produce, etc.) will be continuously developed through documented training. Quarterly visits with prime vendor customers/ representatives will be made in order to discuss/resolve problems and issues. It is imperative that the NCOIC, Warrant Officer, or Installation Veterinary OIC attend all scheduled installation menu board meetings.

g. Installation Support. With coordination and agreement with the Provost Marshal and Installation Commander, develop program to increase food security/defense capabilities and awareness installation wide, to include commercial vehicle entry points. Random cursory inspections of vehicles, containing food or water, will be performed at a minimum of once/week. These cursory inspections should determine the following: approved sources, inspect for tampering, inspect the bill of lading, evaluation if vehicle is properly sealed.

h. Point of Contact Confirmation. Points of contact and expected workloads will be confirmed and updated on a quarterly basis with the personnel identified in a.(1)(c) of this chapter. Face-to-face meetings will be made when personnel changes occur at the Veterinary OIC/NCOIC level, or key procurement activity personnel are made.

i. Presenting Approved ISP to Lead Agency Representatives:

(1) The Installation Veterinary OIC will present the ISP to senior installation activity officials no less than annually and/or when significant mission, personnel, operational conditions, or workload changes take place. Lead agency representatives include (list is not all-inclusive):

- (a) Installation Commander, or representative
- (b) DeCA Store Director/Manager.
- (c) Exchange Food Service manager or General Manager.
- (d) MWR Chief, Food Manager, Financial Officer, or Quality of Life (QOL) Chief.
- (e) Installation Food Service Advisor/Food Service Manager/Troop Issue Subsistence Officer (TISO).
- (f) Provost Marshal.
- (g) Emergency Room/PM Department Chief/PM Radiation Protection Officer
- (h) Housing Manager.
- (i) Operations Officer (G3) for maneuver command.
- (j) Wildlife/Pest Management/Post Engineers.
- (k) Quartermaster Corps during "field exercises."

(2) The Installation Veterinary OIC and NCOIC will review and adjust the ISP no less than annually and then meet face-to-face with the senior representative of each lead activity to communicate the following areas:

(a) After action report of past year's veterinary public health mission performance to include the benefits of services and consequences of requirements that are not met.

(b) Review the needs assessment.

(c) List the unmet needs and the reasons/impact of not providing the service.

(d) Worksite locations, hours, personnel assigned, and expected workload performance.

(e) Anticipated events by Veterinary Service (VS) personnel that significantly impact workload (training events, troop rotations, personnel changes, special or seasonal events).

(f) Resources provided by VS and receiving activity, that is, vehicles, local area network (LAN) access.

(g) Potential joint training topics.

(h) Training frequency/schedule/oversight.

(i) Emergency preparedness.

(j) Reporting mechanisms and point of contact (POC) rosters.

(k) Overlap, under-lap, and coordination with PM or other affiliated agencies.

(l) Situations that may involve the Public Affairs Officer or civilian media.

(3) The District Commander and the assigned Installation Veterinary OIC should meet with the Installation Commander, or their representative at least annually. During this coordination meeting veterinary personnel will provide a copy of the ISP and will brief the following topics:

(a) Structure and function of the ISP.

(b) The role of Veterinary Services in food safety and security and the need for approved sources in all fixed and temporary installation food activities.

(c) The role of Veterinary Services in animal health and welfare on the installation to include the care and use of government-owned and privately-owned animals.

### **3-3. ISP DATABASE CONTACT REPORT ESTABLISHMENT.**

a. Rules of use.

(1) Initiating the contact report:

(a) Can be initiated by the Installation VCO or other personnel IAW local SOP.

(b) Must be initiated under the following conditions:

i. When a new HQ Agency is opened or established. This does not consist of individual facilities or stores, but rather the HQ Office responsible for such facilities.

ii. At time of annual review/update.

iii. Any other time that a contract is made with the agency manager as described above.

(2) Editing. Facility visit frequency can only be edited by either the Installation Veterinary OIC or Branch NCOIC when deemed necessary and as a result of a facility visit.

b. Command expectations.

(1) MEDCOM Reg 40-28 dictates minimum frequency for contacting each major agency at installation level/installation commander.

(2) Local SOP will dictate facility frequency which is set on the database by default, but can be manually changed by the NCOIC/OIC as deemed necessary.

(3) Review and update installation contact information at least annually or as needed, i.e., change in agency manager or Installation Veterinary OIC.

(4) Assign correct risk level according to the criteria delineated in paragraph 3-2b above.

(5) It is expected that multiple reports will be listed for each agency. This is because a new contact report is generated at a minimum of once per year, as well as resulting from any contacts made throughout the year.

c. Common errors to avoid.

- (1) Frequencies listed on the contact report are not being followed.
- (2) Incorrect frequency is listed for the facility.
- (3) Update facilities when needed, i.e., after follow-up meetings.
- (4) Editing the most recent contact report does not constitute an annual review.

### **3-4. CUSTOMER VISIT REPORTS (CVRs).**

#### **a. Rules of use.**

(1) Completed every time a visit is made to a site agreed upon under the ISP. It is highly possible that a CVR will be completed with no associated SIR. The types of visit applicable are:

- (a) Routine.
- (b) Customer Request.
- (c) Follow-up.
- (d) ALFOODACT.
- (e) Refrigeration Failures.
- (f) Navy Ships/Subs.
- (g) Vehicle entry control points.

(2) One CVR will be generated per facility per day visited. Only one CVR per day is completed at commissary sites. Each inspector is listed on the single CVR. Macro type information is listed.

(3) When an SIR is entered, it will automatically be reflected under the facility CVR for that day. If a CVR is not entered on the same day that an SIR is entered, there will be no CVR under which the SIR will be reflected. This is an auto command performed by the database.

(4) Local Installation requirements may require other applicable documents to be generated from a CVR.

(5) Sanitation Standards to use. These are listed so that inspectors have a standard to reference for sanitation deficiencies found.



- (a) MIL-STD 3006: military warehouses.
- (b) TB MED 530: Army DFACs.
- (c) Food Code: All others.
- (d) NA: If type of visit does not require sanitation check.
- (e) Other: Navy or Marine Corps documents.

b. Command expectations.

(1) ISP agreements with agency managers will drive the level of support given during each visit. Sample sizes are driven by local SOPs. Regardless of minimum sample sizes, inspectors should not be limited by sample size and are encouraged to inspect more product than what is indicated in the sample size as appropriate. Do not let sample sizes be limited by forms completion. The focus is on performing good, comprehensive surveillance on a wide variety of line items/cases.

(2) Macro information. List what was performed in a broad, generalized sense on the CVR. See the example of a completed CVR for guidance.

(3) Typical support expected:

(a) Retail shops: Walk through the sales floor at retail shops looking at code dates, obvious damage, deterioration, approved source scans, refrigeration/ freezer display temperatures. Visit all walk-in coolers and other food storage areas, noting any food problems and/or general sanitation problems.

(b) MWR sites: Storage areas only, inspecting food in storage for obvious defects. If sanitation deficiencies are found that may affect the food stored, annotate the CVR and, and if severity dictates, notify PM. The level of sanitation cognizance may be increased at sites that PM traditionally performs sanitary inspections on (i.e., clubs), if local written agreements with PM exist.

(c) DFACs and land-based Navy galleys: The expectation is that each dining hall/galley should be visited at least weekly. Visit all storage areas and product staging areas only, inspecting food for obvious defects. Defects must be categorized as latent defects if they are caused by the producer or distributor. If the defects are caused by the facility, they are categorized as a storage/handling defect. Be aware of imminent health hazards that may be present. If sanitation deficiencies are found that may affect the food stored, annotate the CVR and, and if severity dictates, notify PM. The level of sanitation cognizance may be increased if local written agreements with PM exist.

(d) Commissary: IAW agreed upon support. CVRs are required daily. Traditional support includes delivery inspections (all requiring SIRs); sanitary walk-through inspections; surveillance inspections; etc.

c. Common errors to avoid.

(1) The most significant error to guard against is identifying problem areas, then not listing and taking any further actions. If food problems or sanitation problems are noted, inspectors must list on the CVR the actions they are taking in response to the problem found. This might involve a change in risk category and/or frequency of visit. The CVR cannot list problems without also detailing final disposition actions.

(2) The goal is not to perform "formal" sanitary inspections at each site. Those type inspections are performed under other programs. Let the condition of the food lead you to sanitation problems, not the other way around. For example, finding moldy produce in a cooler may lead you to observe the walls, floors and ceilings of the refrigeration unit. Observing items with heavy frost may lead you to review temperature charts for the refrigeration units.

(3) Do not let sample sizes be limited by forms completion. Perform good comprehensive surveillance on a wide variety of line items/cases.

d. Examples of completed CVRs can be found in appendix B.

Commissary  
Other Retail  
MWR  
DFAC/Troop Feeding  
Ships

### 3-5. SUBSISTENCE INSPECTION REPORTS (SIRs).

a. Rules of use.

(1) An SIR must be generated for--

(a) A product defect/nonconformance is detected in conjunction with a visit to a facility.

(b) Returned product inspection during which a DOPI was performed.

(c) For all receipt inspections performed during which a DOPI was performed and at the minimum frequency required in accordance with local SOP and applicable regulations.

(2) The four types of SIRs are--

- (a) Receipt.
- (b) Surveillance.
- (c) Returned Product Inspection.
- (d) Prime Vendor Surveillance.

(3) Receipt inspection reports are required for--

- (a) Beef.
- (b) Pork.
- (c) FF&V.
- (d) Other.

(4) Surveillance inspection reports require a complete, detailed listing of each product that is inspected. This type of inspection is typically limited to government-owned, non-retail products. The only exception to the retail product limitation is typically at facilities located overseas. Surveillance inspections will be conducted and entered into the ISP database in accordance with local SOP.

(5) Returned Product inspection reports are required when product(s) are inspected due to a customer complaint.

(6) Prime Vendor Surveillance inspection reports will be generated when detailed product evaluations are conducted. Nonconformances listing latent defects will be forwarded through the chain of command to HQ VETCOM, via auto messaging.

b. Command expectations.

(1) ISP agreements with agency managers will drive the frequency of inspections performed during each visit. Inspection frequencies and sample sizes are driven by local SOPs.

(2) List inspection details in a manner that clearly communicates standards, nonconformances and inspection results.

(3) Typical support expected:

(a) Commissaries. Receipt inspections should be conducted at a frequency that is agreed upon in accordance with the ISP. An SIR will be completed for each receipt inspection performed when destructive open package inspection is performed, or upon finding nonconformances. Traditional support includes regular receipt inspections of all food delivered to the commissary during support hours, with an emphasis on high-dollar value or potentially hazardous foods.

(b) Dining Facilities and Galleys. Receipt inspections should be conducted at a frequency that is agreed upon within the ISP. Equal emphasis should be placed on inspections of both market ready (milk, bread, etc.) and prime vendor items.

(c) MWR/Club System. Receipt inspections should be conducted at a frequency that is agreed upon with the installation representative in accordance with the ISP.

(d) Exchange Retail Facilities. Receipt inspections should be conducted at a frequency that is agreed upon with the installation representative in accordance with the ISP.

c. Common errors to avoid.

(1) Inspectors must be clear on the specific product requirements when conducting subsistence inspections. For example, specific requirements with respect to product age upon delivery, temperature requirements, etc. must be known in order to conduct an inspection to standard.

(2) Specific inspection results must be recorded on the SIR in detail. The CVR will not be used in order to convey product inspection results, whenever a SIR is required.

(3) Inspectors must report nonconformances to the accountable officer. When accountable officers opt to accept products that may pose a potential wholesomeness problem, the Veterinary OIC or Warrant will be notified immediately.

(4) Multiple contractors listed on one report. There should be one SIR per contractor.

d. Examples of completed SIRs can be found in appendix B.

Receipt – Beef, FF&V, Pork, Other.  
Surveillance.  
Returned Product Inspection.  
Prime Vendor Surveillance.

### **3-6. ISP DATABASE REVIEW.**

a. The Branch Veterinary OIC and NCOIC will review respective section reports and discuss them with each Section Veterinary OIC and NCOIC. Critical areas that must be kept in mind while performing the reviews and discussions are as follows:

(1) The need to communicate food safety, security, and food quality issues at all levels throughout the Region through the chain of command.

(2) Recommendation of possible changes in local procedures and frequencies based upon inspection results. This will help the Branch to set goals and give direction for any follow-up action such as additional site visits that are needed.

(3) Timely and accurate report completion and review.

b. It is highly recommended that database reviews and results be documented and maintained for reference. The review information can be used to track inspections trends and coordinate appropriate inspector training. Figure 3.2 at the end of this chapter illustrates an example of how a Branch and a District level review can be effectively captured.

### **3-7. MCP/OIP INTEGRATION.**

a. MCP/OIP visits will strongly focus on the ISP Program. Items of interest shall include:

(1) Is the written ISP current?

(2) Has the plan been communicated appropriately to senior installation personnel?

(3) Do local SOPs contain details of how each agency will be supported?

(4) Is the agreed upon support performed?

(5) Does the support include receipt and surveillance inspections, sanitation, food security recommendations, education, and training?

(6) Are significant actions reported as required and addressed in a timely manner?

**Figure 3.1 – Installation Support Plan Example**

**EXAMPLE ONLY – INDIVIDUAL ISPs WILL VARY WITH EACH INSTALLATIONS**  
**MISSION REQUIREMENTS**

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY VETERINARY COMMAND  
2050 WORTH ROAD, SUITE 5  
FORT SAM HOUSTON, TEXAS 78234-6005  
*(Use Appropriate Letterhead)*

REPLY TO  
ATTENTION OF

MCVS

XX Date XXXX

MEMORANDUM FOR Commander, South Plains District Veterinary Command,  
Fort Anywhere, XX 12345

SUBJECT: Installation Support Plan, Fort Sam Houston, TX 78234

1. Attached is the Installation Support Plan for Fort Sam Houston, TX, which defines the level of veterinary food inspection support, agreed upon with the activities listed below.

2. Activities Supported.

a. Troop Feeding.

(1) Dining Facilities.

(2) TISA Warehouse/UBLs.

b. Defense Commissary Agency (DeCA).

c. Exchange Services.

(1) Shoppettes/Food Courts/Food concessionaires.

(2) Retail Outlets (PX, retail stores, BX Marts, etc.).

(3) Other Activities (Bowling Center, bookstore, gas stations, etc.).

d. Morale, Welfare, and Recreation (MWR).

- (1) Clubs.
  - (2) Other Activities (Golf Course, Rod & Gun, etc.).
  - e. General Installation/Area Support.
    - (1) ABC Reserve Center.
    - (2) Coast Guard Supply Center.
    - (3) Ship/Sub Support.
    - (4) Installation Level Issues.
      - (a) Food Security/Vulnerability Assessments/Food Vehicle check points.
      - (b) Special Events Support (Armed Forces Day, Fests, etc.).
      - (c) Operational Exercise/Training Support ("Golden Saber"; survival training field activities; etc.).
      - (d) Ship Rider Program.
      - (e) Food inspection support to schools on installation.
  - f. Department of Defense Dependent Schools (DODDSs).
  - g. Military Treatment Facilities.
  - h. Military Police/Security Forces.
3. Reviewed and updated this plan annually through face-to-face meetings with all Activities involved.

JOHN H. JONES  
CPT, VC  
Officer in Charge

CF:  
COMMANDER, US ARMY GARRISON COMMAND, FORT SAM HOUSTON, TX  
COMMANDER, GREAT PLAINS REGIONAL VETERINARY COMMAND  
CHIEF, INSTALLATION SUPPORT DIVISION, HQ, VETERINARY COMMAND

**Appendix A – Troop Feeding Support**

1. Installation: Fort Sam Houston, TX.
2. Meeting Information: Meeting conducted between CW2 Ajay, Fort Sam Houston Branch Veterinary Service; Mr. Smith, Installation Food Advisor (IFA); and MAJ Black, Chief, Nutritional Support Division, Brooke Army Medical Center, 7 October 2003. This meeting was conducted immediately after the Installation Menu Board Meeting. The below schedule of services was agreed upon by all Activities. (List all attendees).
3. Activity Supported: All dining facilities on post:

	bldg #	phone #	POC
BN DFAC	"	"	"
Main DFAC	"	"	"
Warrior DFAC	"	"	"
DFAC 3450	"	"	"
Hospital DFAC	"	"	"
TISA Cold Storage	"	"	"
(Seasonal support RC/USNG)			

4. Support Agreement:
  - a. Veterinary personnel will support Installation Dining Facilities during the following time periods:
 

MON-FRI: 0830-1100  
1300-1430
  - b. Support will be on a rotating basis (area circuit support). Visit each dining hall at least twice per week.
  - c. ON-CALL: IAW Posted On-Call Roster (copy given to all parties at meeting; additional copies given to all dining facility managers, and staff duty officers).

5. Services Provided:
  - a. Surveillance product evaluations of items in storage, for condition and obvious defects, IAW prescribed VETCOM frequencies, directives, and unit SOPs.
  - b. Complete product evaluations (if directed) for all requirements, IAW prescribed VETCOM frequencies, directives, and unit SOPs.



c. Training of receiving personnel on receipt inspection techniques, obvious product defects, USDA Standards for Grades familiarity, and other public health/food quality related issues.

(1) Training will be once per month at each dining facility, and will last not longer than 30-45 minutes.

(2) Vet Service personnel will coordinate best dates/times with each location.

(3) Keep a record of each training session at the Vet Service Branch HQ, and will also be forwarded to the Installation Food Adviser.

d. Delivery inspections, customer complaints, or other food safety/public health issues while present.

e. ALFOODACT/local recall and refrigeration breakdown support.

6. Reporting; Points of Contact; Communications:

Upon request, give copies of correspondence and reports to the Authorized Receiving Individual at the particular site, as well as the Office of the Installation Food Advisor (Mr. Smith).

**Appendix B – DeCA Support**

1. Installation: Fort Sam Houston, TX.
2. Meeting Information: Meeting conducted between CW2 Ajay, Fort Sam Houston Branch Veterinary Service, and Ms. Sellfood, Commissary Store Director, 1 October 2003. The below schedule of services was agreed upon by both Activities. (List all attendees).
3. Activity Supported: Main Commissary, Bldg 3.
4. Support Agreement:

Veterinary personnel will support DeCA during the following time periods\*:

\* (Hours will vary with the agreed upon support and mission requirements, but are not intended to be 8 continuous hours).

MON-FRI: 0530-0730  
1300-1400  
1930-2030  
SAT: 0600-0730  
0930-1030

ON-CALL: IAW Posted On-Call Roster.

5. Services Provided:
  - a. Approved Sources.
  - b. Store sanitation walk through inspections (food code, meat market and deli pre-op and post cleanup, expired items, etc.).
  - c. Marked down/salvage/survey item inspections.
  - d. Market Ready Beef / Pork inspections (condition/identity).
  - e. Fresh dairy & egg inspections.
  - f. Produce delivery inspections (condition/identity), normally @ 1930.
  - g. Customer complaint system support (follow up inspections, further requested assistance, etc.).

h. Training of store personnel in sanitation, time/temperature concepts, etc. (production areas).

i. Support during any power outages/refrigeration breakdowns.

j. Any other delivery inspections, or other food safety/public health/wholesomeness issues while present:

(1) ALFOODACT/local recalls.

(2) In Store Customer Education (through mutual agreement with commissary management personnel):

(a) Every other month (6 times per year) the commissary will designate a location within the store for veterinary food inspectors to set up a consumer education stand (table/booth/etc.).

(b) Inspectors will provide the following, for next CY:

JAN: egg grading demo, w/related egg food safety handout.

MAR: info handouts on Sprouts, and "What's on a label?"

MAY: ground beef fat testing demo, w/related ground beef food safety handout.

JUL: food safety handouts on oysters; other seafood safety.

SEP: (National Food Safety Month: variety of food safety, foodborne disease literature distributed).

NOV: Thanksgiving turkey safety; safe holiday food (eggnog, raw cookie dough, etc.)

6. Reporting; Points of Contact; Communications:

Upon request, give copies of correspondence and reports to the Commissary Director (Ms. Sellfood) and/or her designated representative.

**Appendix C – AAFES Support**

1. Installation: Fort Sam Houston, TX.
2. Meeting Information: Meeting conducted between SFC Wiley, Fort Sam Houston Branch Veterinary Service, and Mr. Dogood, Main AAFES Procurement Office, 9 October 2003. The below schedule of services was agreed upon by both Activities. (List all attendees).
3. Activity Supported: All Shoppettes, retail food outlets, and other AAFES managed facilities selling food on the Installation.
  - a. Main PX and Food Courts (Robin Hood, Steak' M, etc).
  - b. Main Shoppette.
  - c. Montgomery Shoppette.
  - d. Gas Station #1.
  - e. Gas Station #2.
  - f. BN Retail Shop.
  - g. NCO Academy Bookstore.
  - h. Bowling Alley.
  - i. Beverage Store.
4. Support Agreement:
  - a. Veterinary personnel will support Installation AAFES Facilities during the following time periods:

<u>MON-FRI</u> :	0830-0930
	1430-1530
  - b. Support will be on a rotating basis (area circuit support). Visit each location at least twice per week.

ON-CALL: IAW Posted On-Call Roster (copy given to all parties at meeting; additional copies given to all dining facility managers, and staff duty officers)

5. Services Provided:

a. Formal and informal sanitation inspections. This will include visual inspections of ice producing machines if present, and **may** include periodic swabbing of ice producing equipment. End-item **lab** sampling may be performed on finished bagged ice and any other food items sold.

b. Delivery inspections, customer complaints, potentially hazardous foods (PHFs), product cursory checks, or other food safety/public health/wholesomeness issues while present, or when notified.

c. Training.

(1) Fresh Dairy inspections via commissary stop point inspection.

(2) Product evaluations IAW Exchange Services policies.

(3) ALFOODACT/local recalls and refrigeration breakdown support.

(4) Education of receiving personnel through pamphlets, literature, training, etc.

6. Reporting; Points of Contact; Communications:

Upon request, give copies of correspondence and reports to the appropriate activity manager, as well as the Installation Exchange Procurement Office (Mr. Dogood).

**Appendix D – MWR Support: FOOD**

1. Installation: Fort Sam Houston, TX.
2. Meeting Information: Meeting conducted between CW2 Ajay, Fort Sam Houston Branch Veterinary Service, and Mr. Reynolds, MWR Procurement Office, 9 October 2003. The below schedule of services was agreed upon by both Activities. (List all attendees).
3. Activity Supported: All retail food outlets, and other MWR managed facilities selling or providing food on the Installation.
  - a. Officers Club.
  - b. NCO Club.
  - c. Rod & Gun Club.
  - d. Child Care Center.
  - e. Golf Course Club.
  - f. ACS Food Locker.
  - g. Recreation Center.
  - h. Main Gymnasium.
  - i. Youth Activity Center.
4. Support Agreement:
  - a. Veterinary personnel will support Installation MWR Facilities during the following time periods:  

<u>MON-FRI</u> :	0830-0930
	1430-1530
  - b. Support will be on a rotating basis (area circuit support). Visit each location at least twice per week.  
  
ON-CALL: IAW Posted On-Call Roster (copy given to all parties at meeting; additional copies given to all facility managers, and staff duty officers).

5. Services Provided:

- a. Informal sanitation inspections.
- b. Delivery inspections, customer complaints, product cursory checks, or other food safety/public health/wholesomeness issues while present, or when notified.
- c. Milk inspections via commissary stop point inspection.
- d. ALFOODACT/local recalls and refrigeration breakdown support.
- e. Education of receiving personnel through pamphlets, literature, training, etc.

6. Reporting; Points of Contact; Communications:

Upon request, give copies of correspondence and reports to the appropriate activity manager, as well as the Installation MWR Procurement Office (Mr. Reynolds).

Sample

**Appendix D – MWR Support: ANIMAL**

1. Installation: Fort Sam Houston, TX.
2. Meeting Information: Meeting conducted between CPT Able, Fort Sam Houston Branch Veterinary Service; Mr. Park, MWR Chief; and Mrs. Blue, MWR Finance Officer, 1 October 2003. The below schedule of services was agreed upon by both Activities. (List all attendees.)
3. Activity Supported:
  - a. Veterinary Treatment Facility.
  - b. Child Development Centers (that maintain live animals as room pets or projects).
  - c. NAF owned animals.
4. Support Agreement:
  - a. Veterinary personnel will operate the Veterinary Treatment Facility during the following time periods:

MON-FRI: 0800-1600
  - b. Veterinary personnel will support the Child Development Center during the following time periods:

MON-FRI: During on-duty hours, 0730-1630, as needed and upon request.
5. Services Provided:
  - a. Operate the VTF for animals owned by personnel authorized DOD medical care.
  - b. Perform not less than monthly inspections of all classrooms that keep live animals as class pets or projects. Health and care of the animals will be evaluated as well as the sanitary and safety aspects of cages or other enclosures.
  - c. NAF owned animals will be provided preventive veterinary medical care as resources allow, on a reimbursable basis. Complete veterinary medical and surgical care may be provided on a reimbursable basis, as time, expertise, and resources allow.



6. Reporting; Points of Contact; Communications:

- a. Upon request, give copies of CDC correspondence and reports to the CDC Director or other designated individual.
- b. Provide financial documents and reports as required by the NAF financial office.

Sample

**Appendix E – General Installation/Area Support**

**ABC Reserve Center**

1. Installation/Area: Fort Sam Houston, TX.
2. Meeting Information: Meeting conducted between CW2 Ajay, Fort Sam Houston Branch Veterinary Service, and MSG Kline, ABC Reserve Center, 10 October 2003. The below schedule of services was agreed upon by both Activities. (List all attendees).
3. Activity Supported: General Installation/Area support covers those activities that do not fall under previously identified appropriated or non-appropriated fund activities. This support agreement covers the following:

ABC Reserve Center.

4. Support Agreement:

Veterinary personnel will support the ABC Reserve Center during the following time periods:

MON-FRI: During on-duty hours, 0600-1700, and upon request.

ON-CALL: IAW Posted On-Call Roster (copy given to all parties at meeting, and staff duty officers).

5. Services Provided:

- a. The ABC Reserve Center ration storage site will have ration surveillance inspections provided IAW prescribed VETCOM frequencies, directives, and unit SOPs.
- b. Provide on-site sanitation assessment of ration storage conditions.
- c. ALFOODACT/local recalls and refrigeration breakdown support as applicable.
- d. Food safety as well as Operational Ration quality education of personnel through appropriate literature.

6. Reporting; Points of Contact; Communications:

Upon request, give copies of correspondence and reports to the appropriate activity manager (MSG Kline).

***Coast Guard Supply Center***

1. Installation/Area: Fort Sam Houston, TX.
2. Meeting Information: Meeting conducted between CW2 Ajay, Fort Sam Houston Branch Veterinary Service, and Mr. Carter, Coast Guard Support Center, 10 October 2003. The below schedule of services was agreed upon by both Activities. (List all attendees).
3. Activity Supported: General Installation/Area support covers those activities that do not fall under previously identified appropriated or non-appropriated fund activities. This support agreement covers the following:

Coast Guard Supply Center.

4. Support Agreement:

Veterinary personnel will support the Coast Guard Supply Center during the following time periods:

MON-FRI: During on-duty hours, 0600-1700, and upon request.

ON-CALL: IAW Posted On-Call Roster (copy given to all parties at meeting, and staff duty officers).

5. Services Provided:

- a. The Coast Guard Supply Center ration storage site will have ration surveillance inspections provided IAW prescribed VETCOM frequencies, directives, and unit SOPs.
- b. Provide on-site sanitation assessment of ration storage conditions.
- c. ALFOODACT/local recalls and refrigeration breakdown support as applicable.
- d. Food safety as well as Operational Ration quality education of personnel through appropriate literature.

6. Reporting; Points of Contact; Communications:

Upon request, give copies of correspondence and reports to the appropriate activity manager (Mr. Carter).

### ***Food Security and Vulnerability Assessments***

1. Installation/Area: Fort Sam Houston, TX.
2. Meeting Information: Meeting conducted between CPT Jones, Fort Sam Houston Branch Veterinary Service, and COL Rogers, Garrison Commander, Fort Sam Houston, 10 October 2003. The below support was agreed upon by both parties. (List all attendees).
3. Activity Supported: General Installation/Area support covers those activities that do not fall under previously identified appropriated or non-appropriated fund activities. This support agreement covers the following:

Food Security and Vulnerability Assessments.

4. Support Agreement:

Veterinary personnel will fully support the Food Safety Assessment Team (FSAT) assembled at the Installation level. Veterinary personnel are available during normal duty hours as well as off duty hours, 7 days a week.

MON-FRI: 0600 – 1700 or as needed

ON-CALL: IAW Posted On-Call Roster (copy given to all parties at meeting, and staff duty officers).

5. Services Provided:

- a. Assessment support as determined by the FSAT leader.
- b. Semi-annually, as part of the applicable sanitary inspections, review and provide an assessment of food security practices.
  - (1) Assessment is for obvious food security concerns noted.
  - (2) Conducted only on those facilities the veterinary service has the authority to inspect.
  - (3) Intended to supplement (not replace) the Installation level assessments.
  - (4) Supported as a team member vs. team leader.

6. Reporting; Points of Contact; Communications:

Give copies of the semi-annual report, which includes food security to the Office of the Garrison Commander, and each applicable Installation procurement office.

### ***Support of Installation Special Events***

1. Installation/Area: Fort Sam Houston, TX.
2. Meeting Information: Meeting conducted between CPT Jones, Fort Sam Houston Branch Veterinary Service, and COL Rogers, Garrison Commander, Fort Sam Houston, 10 October 2003. The below support was agreed upon by both parties. (List all attendees).
3. Activity Supported: General Installation/Area support covers those activities that do not fall under previously identified appropriated or non-appropriated fund activities. This support agreement covers the following:

Support of Installation Special Events.

4. Support Agreement:

The mission of food service sanitation on the Installation belongs to the local preventive medicine activity. However, Veterinary personnel will be on-call to support any food safety, wholesomeness, or security problems encountered during these special events.

ON-CALL: IAW Posted On-Call Roster (copy given to all parties at meeting, and staff duty officers).

5. Reporting; Points of Contact; Communications:

Give copies of all correspondence and reports that result from veterinary support to the Office of the Garrison Commander, and the Hospital Commander.

### ***Support of Installation and Area Exercises/Survival training field activities***

1. Installation/Area: Fort Sam Houston, TX.
2. Meeting Information: Meeting conducted between CPT Jones, Fort Sam Houston Branch Veterinary Service; COL Rogers, Garrison Commander, Fort Sam Houston; and COL Kilroy, Commandant, Special Forces Training Center, 10 October 2003. The below support was agreed upon by both parties. (List all attendees).
3. Activity Supported: General Installation/Area support covers those activities that do not fall under previously identified appropriated or non-appropriated fund activities. This support agreement covers the following:

Support of Installation and Area Exercises/Survival training field activities.

4. Support Agreement:

Veterinary personnel will fully support any Installation or area Exercise requiring our food safety/security and quality assurance support. Veterinary personnel are available during normal duty hours as well as off duty hours, 7 days a week.

MON-FRI: 0600 – 1700 or as needed.

ON-CALL: IAW Posted On-Call Roster (copy given to all parties at meeting, and staff duty officers).

5. Services Provided:

a. Services provide will include food safety, security, approved sources, quality assurance, and wholesomeness, as required and determined by the particular exercise.

b. The same service will be provided for the Special Forces School here, which conducts emergency field slaughters 3 times a year.

c. The Special Forces School will contact the veterinary service office 2 weeks prior to the start of their training exercise, to receive training in foodborne disease, safe cooking and handling procedures, and sanitation.

6. Reporting; Points of Contact; Communications:

a. Give reports of veterinary support, issues, and lessons learned to the Installation Commander/appropriate exercise POC.

b. Provide a record of training to the Special Forces Training Center Commandant.

***Housing Office and animal welfare/pets***

1. Installation: Fort Sam Houston, TX.

2. Meeting Information: Meeting conducted between CPT Able, Fort. Sam Houston Branch Veterinary Service, and Mrs. Green, Housing Officer, 1 October 2003. The below schedule of services was agreed upon by both Activities. (List all attendees.)

3. Activity Supported: Issues concerning the Housing Office and animal welfare/pets.

4. Support Agreement:

Veterinary personnel will support the Housing Office during the following time periods:

MON-FRI: During on-duty hours, 0730-1630, as needed and upon request.

5. Services Provided:

a. Advise the Housing Office regarding pets in housing. Note: The installation commander has given responsibility for animal control (capture of strays) to the MPs.

b. Assist with any investigations of animal welfare in housing units. Housing must supply personnel to accompany any veterinary personnel into the housing unit; typically the MPs are involved in the investigation.

c. Any impoundment of pets must be coordinated between housing and the MPs; veterinary services personnel do not have authority to remove pets from housing areas without owner permission.

6. Reporting; Points of Contact; Communications:

Give copies of all correspondence and reports to the Housing Officer or other designated individual.

***Public Works/Wildlife Management/Pest Management/Post Engineers***

1. Installation: Fort Sam Houston, TX.

2. Meeting Information: Meeting conducted between CPT Able, Fort. Sam Houston Branch Veterinary Service, and Mr. Purple, Public Works Officer, 1 October 2003. The below schedule of services was agreed upon by both Activities. (List all attendees.)

3. Activity Supported: Public Works/Wildlife Management/Pest Management/Post Engineers.

4. Support Agreement:

Veterinary personnel will support the Public Works Office during the following time periods:

MON-FRI: During on-duty hours, 0730-1630, as needed and upon request.

5. Services Provided:

a. Advise/assist on issues of animal control, particularly if considering euthanasia or controlled drugs.

b. Provide veterinary support for stray animal impoundment facilities.

c. Perform not less than quarterly inspections of all stray animal impoundment facilities. Health and care of the animals will be evaluated as well as the sanitary and safety aspects of cages or other enclosures.

6. Reporting; Points of Contact; Communications:

Give copies of all correspondence and reports to the Public Works Officer or other designated individual.

***G3 Operations***

1. Installation: Fort Sam Houston, TX.

2. Meeting Information: Meeting conducted between CPT Able, Fort Sam Houston Branch Veterinary Service, and COL Delta, G3, 1 October 2003. The below schedule of services was agreed upon by both Activities. (List all attendees.)

3. Activity Supported: G3 Operations.

4. Support Agreement:

Veterinary personnel will support the G3 during the following time periods:

MON-FRI: During on-duty hours, 0730-1630, as needed and upon request.

5. Services Provided:

a. The veterinary officer is the commander's consultant on the humane use and care of animals.

b. Assist with use of animals in field survival training, and other uses of animals.

6. Reporting; Points of Contact; Communications:

Give copies of all correspondence and reports to the G3 or other designated individual.



**Appendix F – Department of Defense Dependent Schools**

1. Installation: Fort Sam Houston, TX.
2. Meeting Information: Meeting conducted between CPT Able, Fort Sam Houston Branch Veterinary Service; Mrs. Smith, School Principal; and Mrs. Jones, School Nurse, 1 October 2003. The below schedule of services was agreed upon by both Activities. (List all attendees.)
3. Activity Supported: Any schools on the installation that keep live animals as class pets or projects.
4. Support Agreement:

Veterinary personnel will support the DODDS during the following time periods:

MON-FRI: During on-duty hours, 0730-1630, as needed and by appointment

5. Services Provided:

Perform not less than quarterly inspections of all classrooms that keep live animals as class pets or projects. Health and wellbeing of the animals will be evaluated as well as the sanitary and safety aspects of cages or other enclosures.

6. Reporting; Points of Contact; Communications:

Give copies of all correspondence and reports to the School Principal, School Nurse, or other designated individual.

**Appendix G– Military Treatment Facility**

1. Installation: Fort Sam Houston, TX.
2. Meeting Information: Meeting conducted between CPT Able, Fort Sam Houston Branch Veterinary Service; COL Cough, Hospital Director; CPT Stat, Chief of ER; and MAJ Pills, Chief of Pharmacy, 1 October 2003. The below schedule of services was agreed upon by both Activities. (List all attendees.)

3. Activity Supported:

- a. MTF wards.
- b. Emergency Room.
- c. Pharmacy.

4. Support Agreement:

Veterinary personnel will support the Military Treatment Facility during the following time periods:

MON-FRI: During on-duty hours, 0730-1630, as needed upon request.

ON-CALL: As needed IAW Posted On-Call Roster (copy given to all parties at meeting, and staff duty officers).

5. Services Provided:

- a. Support to the Emergency Room in management of animal bite cases and reports.
- b. Training of Emergency Room personnel in management of animal bite cases and reports, as needed.
- c. Support to human animal bond programs, as needed.
- d. Coordinate with Pharmacy for monthly controlled substances inventories and disposal issues.

6. Reporting; Points of Contact; Communications:

- a. Identify POCs in the ER for issues that arise with bite reports.
- b. Respond to controlled substances inventory discrepancies as needed.

**Appendix H – Military Police/Security Forces**

1. Installation: Fort Sam Houston, TX.
2. Meeting Information: Meeting conducted between CPT Able, Fort Sam Houston Branch Veterinary Service, and LTC Handsup, MP Commander, 1 October 2003. The below schedule of services was agreed upon by both Activities. (List all attendees.)
3. Activity Supported: Fort Sam Houston Military Police.
4. Support Agreement:

Veterinary personnel will support the Military Police during the following time periods:

MON-FRI: During on-duty hours, 0730-1630, as needed upon request.

ON-CALL: As needed IAW Posted On-Call Roster (copy given to all parties at meeting, and staff duty officers).

5. Services Provided:

- a. Random cursory inspections of vehicles carrying food or water at the vehicle entry control point. This will be performed at a minimum of once/week.
- b. Complete veterinary medical and surgical care for Military Working Dogs (MWDs), including a veterinary preventive medicine program.
- c. Provide a plan for veterinary care of MWDs when military veterinary personnel are not available.
- d. Sanitary inspections of MWD kennels on at least a quarterly basis. More frequent courtesy visits are encouraged.
- e. Training of handlers and supervisors on the health, care, and management of MWDs upon initial assignment of the handlers and at least annually thereafter. More frequent training is recommended but not required.
- f. Advise the installation Military Police Commander on all matters pertaining to the health and wellbeing of MWDs.
- g. Review and approve any plans for new construction or modification of existing kennels.
- h. Assist with animal welfare investigations of alleged abuse or neglect.

i. Assist with animal control issues.

j. Request physical security surveys and inspections of locations where narcotics, dangerous drugs, and controlled substances are stored.

6. Reporting; Points of Contact; Communications:

a. Provide the MP Commander and kennel master a copy of the MWD Deployability Status Report on a monthly basis.

b. Provide the MP Commander and kennel master copies of all kennel inspections and other correspondence regarding MWDs, to include disposition letters and death certificates.

Sample

**Figure 3.2 – Installation Support Plan Database Review**

**Branch Level Monthly Review:**

<b>Week Of:</b>	<b>Activities/ Reports Being Reviewed</b>	<b>CVRs: Correct Number IAW Risk, agreements ; Accurate</b>	<b>SIRs: Accurate; Appropriate</b>	<b>Contact Reports Freq. &amp; risk levels vs. ISP</b>	<b>Risk levels: How many high risk; Appropriate severity</b>	<b>Actions Taken</b>
Oct 3-7	DeCA	1 visit not made due to training; 1 incorrect CVR	4 SIRs were incorrect; 2 should have been completed but were not	GO	Low risk	Further training on reports
Oct 10-14	Troop Feeding	2 Inaccurate CVRs	1 incorrect SIR	GO	2 High Risk DFACs; All others Moderate	Further training on reports
Oct 17-21	AAFES/MWR	2 additional visits required	GO	NO-GO	2 High Risks wrongly listed as Moderate	Further training on Risk assessments
Oct 24-28	All Other	GO	1 SIR incorrect, at Warfare Training School	GO	GO	Further training on reports

**District Level Monthly Review:**

<b>Week Of:</b>	<b>Branch Being Reviewed</b>	<b>Activities/Reports Being Reviewed</b>	<b>Actions Taken</b>
Oct 3-7	Carlisle	All CVRs	
Oct 10-14	Drum	All SIRs	
Oct 17-21	Great Lakes	All CVRs	
Oct 24-28	Knox	All SIRs	

## CHAPTER 4

### SUBSISTENCE RECALLS

**4-1. INTRODUCTION.** This chapter provides procedures for reporting and handling possible hazardous food and nonprescription drug items within the DOD system. The Consumer Safety Officer, Defense Supply Center Philadelphia (DSCP), is designated as sole worldwide agent for DOD Hazardous Food and Nonprescription Drug Recall System (ALFOODACTS) to coordinate all hazardous food and nonprescription drug recalls that may involve DOD stocks. This recall system involves all food and nonprescription drug items (including brand name or specification items) procured centrally or locally with appropriated or NAF IAW AR 40-660. These procedures apply to all food recalls, to include local and vendor recalls. Recall information and data systems will be managed and entered in the same manner for local and vendor recalls.

#### **4-2. PROCEDURES FOR DETERMINING IF A FOOD RECALL ACTION IS REQUIRED.**

a. When an item is deteriorated and no evidence of deliberate tampering or local mishandling exists, determine the cause for deterioration by examination and/or testing. Handle deteriorated items (no potential health hazard) locally in accordance with routine inspection and reporting procedures.

b. Handle deteriorated items which do not, or could not, involve more than local stocks as follows:

(1) Do not accept items found on receipt inspection into government stock. Positively identify, segregate, and place on medical hold those items found during surveillance inspection.

(2) Veterinary or medical personnel will perform inspections, examination, and/or testing on suspected items as directed by DSCP, other purchasing activity, the commander, or an environmental health officer.

(3) Follow routine laboratory sampling procedures, unless otherwise directed.

(4) Veterinary or medical service personnel will inform the responsible commander and/or environmental health officer of the situation so that additional action can be taken if necessary.

(5) Notify RVC Commanders so that they can enter local recall information into the database as required.

### **4-3. FOOD OR NONPRESCRIPTION DRUGS DIRECTLY ASSOCIATED WITH A MEDICALLY VERIFIED PHYSICAL ILLNESS OR INJURY.**

a. In coordination with accountable personnel, identify, segregate, and place all remaining suspected items on medical hold. Inform accountable personnel that the VETCOM-FADL consultant has or is being contacted to coordinate testing of the suspected item. Initiate a chain of custody for samples being submitted to the laboratory due to suspected tampering in accordance with Department of Defense Veterinary Service Activity (DODVSA) Policy Memorandum titled *Sample Collection Chain of Custody* posted in the VETCOM Library in Lotus Notes, and local policy as applicable.

b. Perform additional inspections, examinations and/or testing on suspect items as directed by the local chain of command and/or the environmental health officer. Suspected items that have caused illness, injury, or have been tampered with will **not** be tasted or destroyed. Only intact containers will be accepted at the DOD Vet Laboratory for testing; opened items will not be accepted by the lab.

c. The RVC will notify the Consumer Safety Officer, DSCP, and supply any requested information and reports to include laboratory test results.

d. Local medical and/or installation commanders will be kept informed. Commanders will be advised that, according to DLA Regulation 4155.26, the Commander of DSCP is responsible for coordination with the Food and Drug Administration (FDA) to determine if a military recall should be expanded to include the civilian community. The Regional Veterinary Commander and VETCOM (MCVS-F) will be informed of the situation and status.

### **4-4. DOD FOOD AND DRUG LABORATORY (FADL) RESPONSE.**

a. In response to receiving samples that are implicated as potentially contaminated food that may be the subject of an ALFOODACT, recall action, or possible human illness, the DOD FADL will--

(1) Perform testing, as appropriate, on food samples submitted as suspected potential food safety threats.

(2) Advise the VETCOM Commander and/or responsible Veterinary and Medical Commander who initiated the physical illness or injury report, of laboratory results and food safety recommendations.

(3) Perform follow-up testing if needed to determine if necessary action has been completed to safeguard military public health.

(4) Electronically send and telephonically notify VETCOM, and the submitting RVC, once laboratory testing results are finalized.

#### **4-5. DEVELOPMENT OF LOCAL SOPs REGARDING ALFOODACTS.**

a. The local SOPs will contain—

(1) A systematic approach to ALFOODACT message instruction compliance and criteria for performance of physical checks and database monitoring on a frequent, daily basis.

(2) Report initiation of hazardous food or nonprescription drug items at the local level.

(3) A comprehensive and systematic method for documenting and tracking message verification points of contact and documenting all telephonic checks. Notification/verifications will take place no later than 72 hours after message receipt. SOPs will stress that suspect items should be expeditiously identified and segregated, and that recipients will comply with the message instructions. Suspected items are to be maintained in a hold status pending message resolution and action.



## CHAPTER 5

### INSPECTION OF PERISHABLE FOODS EXPOSED TO REFRIGERATION FAILURE

#### 5-1. INTRODUCTION.

a. Veterinary Command personnel must be prepared and responsive to refrigeration failures to properly support the customer and ensure safe, wholesome food is provided for issue and/or resale. The major goal of this guide is to reduce waste by replacing the practice of *when in doubt, throw it out*. The objectives of the new guide are to provide scientific-based guidelines concerning food safety when making disposition decisions on temperature stressed foods and to furnish a more user-friendly guide than currently exists. This guide is different from previous ones developed in that it takes into account the risk of emerging bacteria that are capable of growing at refrigeration (chill) temperatures. The guide does not go beyond the product temperature of 25<sup>0</sup>C/77<sup>0</sup>F and 3-day exposure time from the onset of the refrigeration failure. It is emphasized that the guide's major focus is microbial safety. The classification, *MELT* has been eliminated enabling the retailer a wide latitude for making quality judgments concerning thawed *SAFE* foods.

b. This chapter serves as a guide. Effective communication with the accountable officer is critical. Efficient responses to refrigeration failures require a clear thought process and an analysis of the entire situation in order to make sound decisions that are based on scientific grounding. The U.S. Army Soldier Systems Command, Natick Research Development, and Engineering Center Sustainability Directorate developed these guidelines through effective research.

#### 5-2. GUIDELINES.

a. There are five basic steps involved in making disposition decisions of food items exposed to refrigeration failures. The five steps are as follows:

(1) Step 1 - Determine the length of time the food has been stressed at an ambient temperature of 6<sup>0</sup>C/42<sup>0</sup>F or greater.

(2) Step 2 - Classify the temperature stressed food item as *SAFE* or *RISK* based on Table 1 and Figure 2. If the food item is a *Risk* item, then decide which *RISK* Group it belongs to.

(3) Step 3 - Determine the product temperature.

(4) Step 4 - Determine if the food item has exceeded its Time-Temperature Limit based on Table 2.

(5) Step 5 - Make disposition decision.

\*THE FOLLOWING PARAGRAPHS (b-g) ARE PROVIDED FOR TRAINING PURPOSES.

b. STEP 1 - ESTIMATING THE TIME OF EXPOSURE.

(1) The estimation of exposure time is for the ambient temperature and not the product temperature. This is a conservative safety factor that has been designed into the system. Refrigeration units should be equipped with electronic warning devices that not only trigger an alarm but also record the time when refrigeration failure occurs. When such devices are unavailable, one should assume the worst case scenario of refrigeration failure occurring which would be shortly after the last person has left the store (not including cleaning personnel).

(2) The time of refrigeration failure may be deduced from the stoppage of an electric clock or if it was a general blackout, by an inquiry of the electric company. Time-Temperature Indicators have been developed that can provide a good indication of the time that temperatures have exceeded the requirements. Record the estimated time of exposure on MEDCOM Form 770-R (Refrigeration Failure Report). A sample form is provided in the VETCOM Library in Lotus Notes and the back of this publication.

c. STEP 2 - CLASSIFICATION OF FOODS.

(1) Stressed foods will be classified as either *SAFE* or *RISK* food items. Determine if the food item is listed as a *SAFE* food by reviewing Table 1. For *SAFE* items, refrigeration is used to maintain quality, not control pathogen growth. Factors contributing to reduced microbial risk include low pH (acidic) and/or  $a_w$  (reduced availability of water). All items that have remained frozen are included in the *SAFE* list. Resale decisions concerning temperature stressed *SAFE* foods will be made by the retailer. Mark, tag, separate, or remove the *SAFE* foods.

(2) If the food is not listed as *SAFE* in Table 1, then go to Figure 2, *Flow Chart for Classifying Foods Exposed to Refrigeration Failure* to determine the risk level. Record *RISK* foods and their risk level on MEDCOM Form 770-R.

d. STEP 3 - DETERMINE PRODUCT TEMPERATURE.

(1) Determine whether the refrigeration failure was due to a power outage or mechanical breakdown and note it on MEDCOM Form 770-R. In a power outage, all electrical systems are off, a temperature gradient emerges with the bottom layer being the coldest. During a mechanical breakdown, when the fans and compressor are still working, the middle layer is the coldest portion of a lot. The top outermost packages will thaw faster than the internal packages, therefore lot arrangements may include--

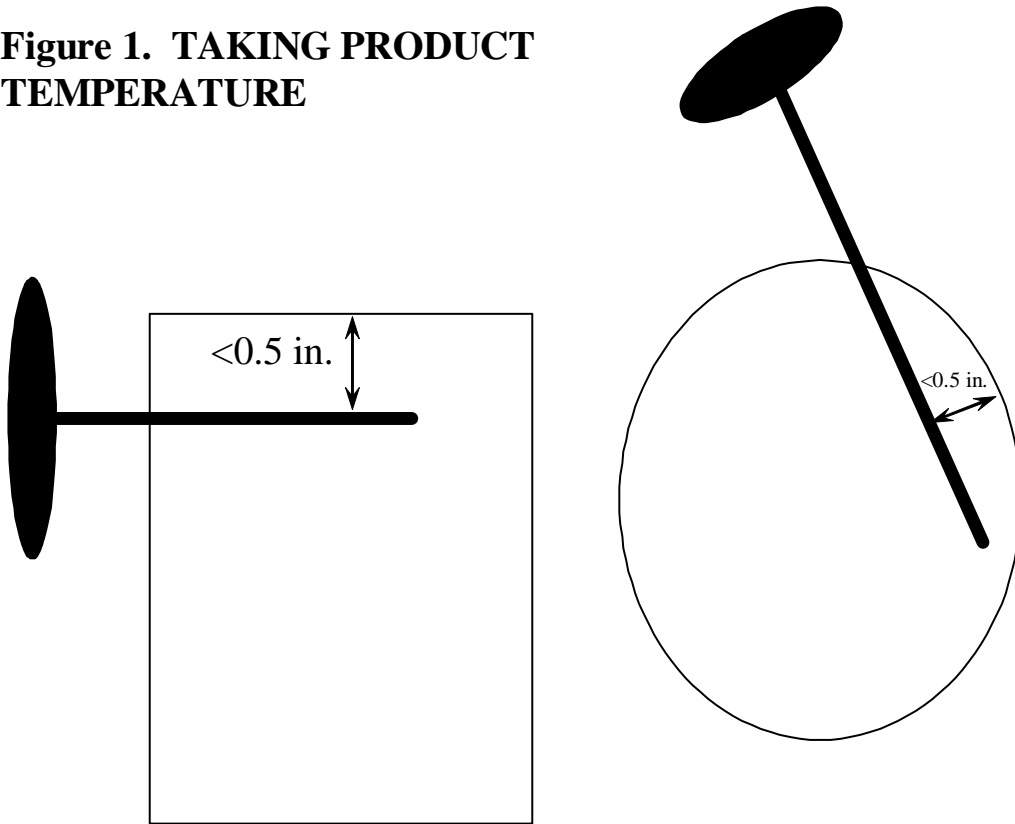
(a) The removal of the outer packages or stacks from the lot to be discarded.

- (b) The splitting of a lot into two or more smaller lots.
- (c) Both (a) and (b).

Place priority on frozen items if the refrigeration failure total time is greater than 24 hours. Care must be taken to avoid cross-contamination between risk and safe foods.

(2) Locate the two warmest portions of a lot, which are usually the outer corners of the corner packages of the top layer; an exception is the occurrence of a mechanical failure in which the fans continually circulate the air around the lot. Take two temperature readings from the top layer and note the higher reading and time on MEDCOM Form 770-R. Thermometer penetration should be parallel to the surface of the sample but will not exceed 0.5 inch below the parallel surface (see Figure 1 on the next page).

**Figure 1. TAKING PRODUCT TEMPERATURE**



\*Internal product temperatures will be taken, do not take the temperature between boxes. Do not allow the sensing portion of the thermometer to penetrate deeper than 0.5 inches parallel to the product surface.

e. STEP 4 - DETERMINE IF THE FOOD HAS EXCEEDED THE TIME-TEMPERATURE LIMITS.

(1) Compare exposure times with the time-temperature limits (Table 2). The first column in Table 2 is the actual temperature of the RISK item and the next three columns are time limits for exposure to a refrigeration failure. If temperatures are taken in Fahrenheit and the temperature readings are between the temperatures in column 1, use the next highest reading. These provide the guideposts for deciding the disposition of RISK foods. Once the temperature has been determined, simply match (horizontally) that temperature with the appropriate RISK column to determine if the RISK item has exceeded the time limits.

(2) The concept of time-temperature limits estimates the level of exposure to refrigeration failures that one can allow before RISK foods become a *microbial* health risk. The FDA specifies only one time-temperature limit, to regard all potentially hazardous (RISK) foods as unacceptable if they reach above 5°C/41°F for over 4 hours. The FDA's guidance is stringent in that its implementation would result in the destruction of many items that would still be wholesome; however, the FDA's guidance is retained for RISK-3 category (chilled- ready-to-eat) items for reasons previously stated. The time-temperature limit concept is a more flexible guide in that it takes into consideration the following: (i) the various types of RISK foods involved and (ii) the relationship of time and temperature in the growth response of pertinent pathogens in these RISK foods.

f. STEP 5 - MAKE DISPOSITION DECISION.

(1) If the exposure times are within the time-temperature limits during a mechanical or power failure, then accept the whole lot for salvage. If the exposure times exceed the time-temperature limits during a mechanical failure when fans are on, then recommend condemnation of the top and bottom layers and take the temperatures of the second layer. Continue these procedures until all layers have been rejected or time-temperature limits are complied with. When a layer is found within the time-temperature limits, accept the remaining lot. If the exposure times exceed the time-temperature limits when fans are not on, then reject and remove the top layer and continue to take temperatures of the new top layer (working from the top to bottom) until the lot is rejected or time-temperature limits are in compliance.

(2) Recommend condemnation of all RISK items that have exceeded the time-temperature limits. Reject all RISK 3 items if exposed to  $\geq 6^{\circ}\text{C}/42^{\circ}\text{F}$  for 4 hours or more, unless these are raw flesh food (chilled or frozen), or unopened pasteurized dairy/egg products and do not show signs of spoilage. These products can be displayed under refrigeration (chilled/frozen) for a period of up to 24 hours. The packaging should include a highly visible label stating: **WARNING: TEMPERATURE STRESSED PRODUCT**. Instructions should also be placed at the display case explaining proper handling (keep refrigerated, wash hands and utensils after contact

with them, avoid contact of item with cooked foods, **COOK THOROUGHLY** the same day of purchase).

(3) Refrigeration failure inspection reports will be entered into the Installation Support Plan Lotus Notes database as a Customer Visit Report, with an entry of "Refrigeration Failure" in the Report Type option. Specific inspection details will be entered into the remarks section of the report. A DD Form 1232 (Quality Assurance Representative's Correspondence) will be prepared, distributed, and maintained on file as required by local SOP. The status of all inspected food, to include condemnations, will be recorded on a DA Form 7538 (Subsistence Serviceability Certificate). Refrigeration failure point of contact rosters will be prepared, updated, and distributed to all facility managers on a quarterly basis or as Soldiers move from or to the supported installation. It is highly recommended that a copy of the contact roster also be furnished to the managers that oversee in-store refrigeration alarm systems.

**Table 1. LIST OF SAFE FOODS**

<b><i>Miscellaneous items</i></b>	<b><i>Fruits and Vegetables</i></b>
Dough, ready-to-bake	Fruit, cut-up or sliced (except melons)
Pastries, nondairy cream, custard or meat fillings	Fruit salad
Pie crust	Fruit in syrup
Pizza, cheese, pepperoni, anchovy	Fruit juices, concentrates, drinks
Tortilla	Horseradish sauce
Yeast, bakers	Salad dressing
Frozen items not defrosted	Salsa
<b><i>Dairy Display Items<sup>2</sup></i></b>	Sauerkraut
Butter	Vegetables, raw, chilled or frozen, excluding cut-up products and bean sprouts
Cheese, processed	
Cheese, ripened, hard or semihard <sup>1</sup>	<b><i>Meat items<sup>2</sup></i></b>
Cream cheese	Bacon, dry cured
Dips, sour cream base	Bacon bits (refrigerate after opening)
Pickled herring, shrimp	Ham, canned (refrigerate after opening)
Lard	Pepperoni
Margarine	Salami, hard
Sour cream	Sausages, fermented
Yogurt	Fish, dried/salted

1. Soft and semisoft cheeses are not considered “safe foods.” Soft/semisoft cheeses include Brie, Camembert, Feta, Hand, Neufchatel, Ricotta, Cambridge, Convalli, Little Dutch, Port du Salut, Bel Paese, Bondon, Coulommiers, Gerome, Petit Suisse, Romadur, Cottage cheese, and Liptau.

2. See pp 30-31, para 5-2g through 5-5d, for disposition of pasteurized dairy/egg products and raw flesh foods.

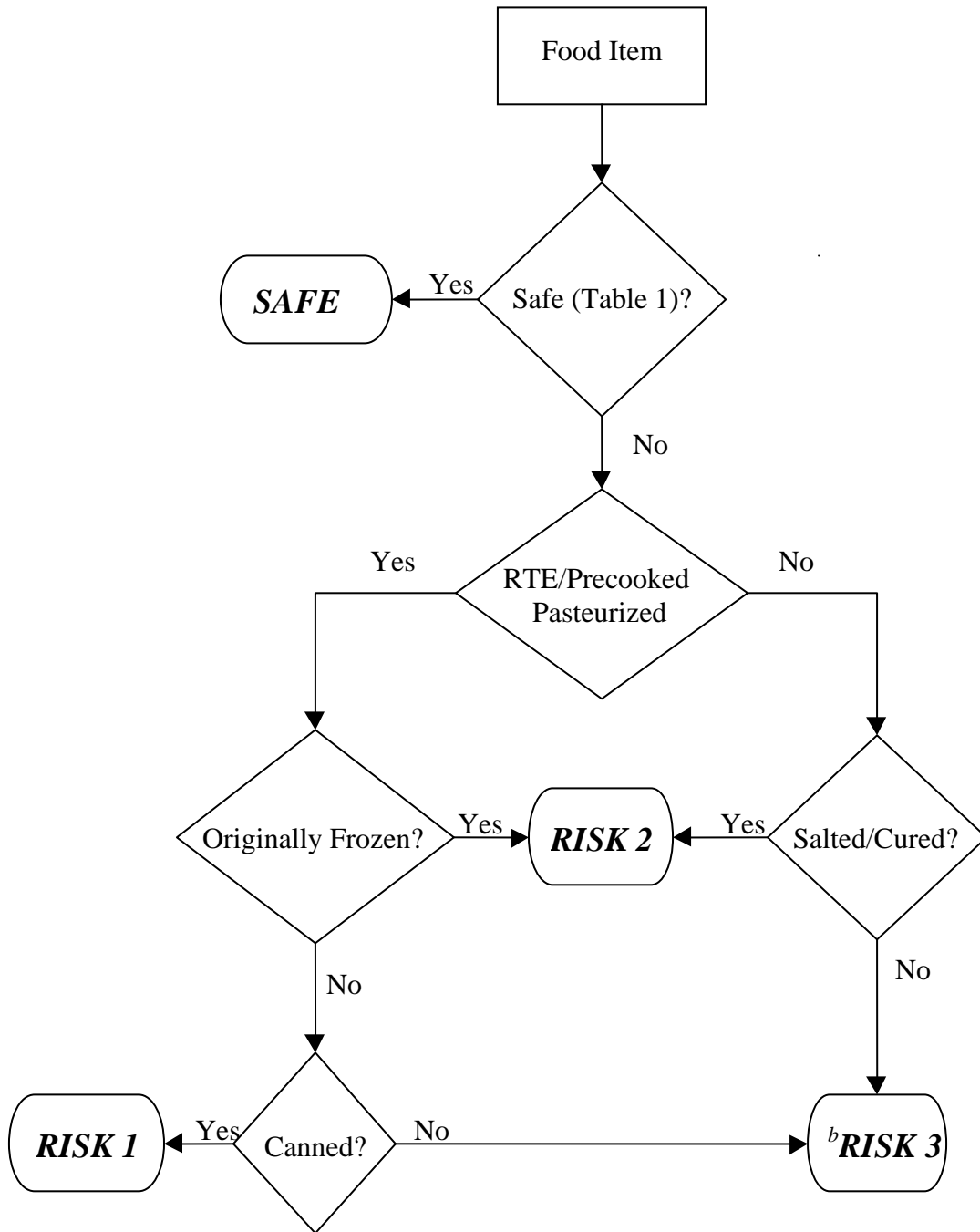
Figure 2. FLOW CHART FOR CLASSIFYING FOODS EXPOSED TO REFRIGERATION FAILURES

*a* - RTE – Ready to Eat

*b* - See pp 30-31, para 5-2g through 5-5d, for disposition of pasteurized dairy/egg products and raw flesh foods.



Figure 2. SAFE FOODS FLOWCHART



**Table 2. TIME-TEMPERATURE LIMITS**

TIME-TEMP LIMITS	RISK 1	RISK 2	RISK 3 <sup>a</sup>
°C/°F	HOURS	HOURS	HOURS
6/42	72	72	4
7/44	72	72	4
8/45	72	48	4
9/47	72	29	4
10/50	72	24	4
11/52	59	18	4
12/54	47	15	4
13/55	39	12	4
14/57	31	11	4
15/59	29	9	4
16/61	26	7	4
17/63	24	7	4
18/64	21	6	4
19/66	19	5	4
20/68	17	5	4
21/70	15	4	4
22/72	13	4	4
23/73	11	3	3
24/75	9	3	3
25/77	7	3	3

a-See pp 30-31, para 5-2g through 5-5d for disposition of pasteurized dairy/egg products and raw flesh foods.

g. Knowledge of the properties of various refrigerated foods, along with the knowledge of behavior of pertinent foodborne pathogens, provides a framework to assess the type of health risks that are likely to be encountered in the event of a refrigeration failure. Therefore, the ecology of the four food groups are briefly reviewed.

(1) **Flesh Foods.** Raw meat, poultry, and seafood are the most perishable of foods since they contain an abundance of nutrients and the moisture content required for growth of bacteria, enzyme actions, yeasts and molds. Because of their high growth rate, bacteria are the primary spoilage organisms and health threat. Vacuum packaging of chilled meats increase their shelf life by the reduction in oxygen content and a related increase in carbon dioxide. This set of conditions is especially effective in inhibiting the growth of the primary spoilage organisms, the pseudomonads. The addition of salt, which reduces  $a_w$  (water activity), also prevents the proliferation of spoilage organisms. Yeast and other bacteria are not as affected on some food items, such as sausage and bacon, and will eventually spoil these chilled foods. Lowering the pH of meats, as in fermented sausages, is effective in controlling the growth of spoilage organisms and some pathogens.

(2) **Fruits and Vegetables.** Although adequate in nutrients and moisture content, raw, unprocessed vegetables are attacked by only a few bacteria. Cooking and cutting destroy their resistance to microbial attack. The lack of B vitamins in fruits, and their low pH, prevent the growth of most microorganisms except the molds and yeast. Exceptions to the general acidity of fruits are the melons, that due to their lower acidity levels, allow enteric pathogens to grow.

(3) **Dairy Products.** Milk is an excellent growth medium for all types of microorganisms. Raw milk generally contains various species of microorganisms, but pasteurization temperatures eliminate all but the sporeformers, and a few thermodurics, such as the lactic acid bacteria. Post-pasteurization contamination may result in the growth of gram negative bacteria and reduction of shelf life. The low  $a_w$  and pH of most ripened cheeses results in a long shelf life. However, certain soft cheeses, especially the surface of mold-ripened cheeses, have a high enough  $a_w$  and pH to permit growth of pathogens.

(4) **Bakery Products.** The baking process destroys all but the sporeformers in bread and cakes. The low  $a_w$  of the products inhibit most microorganisms except molds that eventually would spoil these products. Baked goods with meat or cream fillings would facilitate the growth of bacterial pathogens. Spoilage of fresh, refrigerated dough products is caused mainly by lactic acid bacteria.

### **5-3. CLASSIFICATIONS OF FOODS BASED ON MICROBIAL RISKS.**

a. In terms of public health risks, the FDA classifies foods into two broad categories: those that support the growth of pathogens (potentially hazardous foods (PHF)) and those that do not. The PHFs are defined as those with pH values of  $>4.6$  and  $a_w$  of  $>0.85$ . This guide extends the utility of the FDA's definition of potentially hazardous foods, in order to facilitate the salvage of foods exposed to refrigeration failures.

b. The guide provides a detailed listing and classification of chilled and frozen products to identify those products of minimal risk, and therefore can be salvaged. Thus, a classification scheme and products are listed and classified into two main groups, SAFE and RISK. Products under the category of SAFE foods generally do not allow growth of pathogens, but their degree of stability varies widely in terms of quality. These may include shelf-stable products that are displayed under refrigeration, for example, hard salami and canned ham labeled *refrigerate after opening*. Yogurt developed originally for its stability at room temperature is kept refrigerated to maintain its quality. The guide does not extend beyond the public health risk to the consumer. The retailer or commissary officer should be given wide latitude in deciding the quality or marketability of the SAFE foods.

c. Food exposed to refrigeration failures in any RISK category generally supports the growth of pathogens and are divided into two groups based on whether or not they are precooked and/or ready-to-eat (RTE). Those that are RTE are considered of higher microbial risk because of the absence of cooking (intervention step) immediately before consumption. Cold-tolerant bacteria cease to grow at freezing temperatures, one can readily obtain a conservative estimation of risk from *L. monocytogenes* with foods categorized as RISK-2. Chilled canned ham is the only product classified as RISK-1. Because of heat processing and the absence of recontamination, only sporeforming *C. botulinum* and *B. cereus* are potential hazards. Items that have the highest potential microbial risk are ready-to-eat, chilled products (RISK-3). Because of the capability of certain pathogens such as *L. monocytogenes* to grow at refrigeration temperatures, it is not possible to determine at what point in time they have started to grow in RISK-3 items, exposed to refrigeration failures.

d. The preparation or cooking of raw RISK foods right before consumption greatly reduces microbial hazards as long as proper sanitary practices are followed, and the food is fully cooked. Two subsets are identified among these raw flesh foods according to whether or not they are salted and/or cured. The main concern for products that are salted/cured (RISK-2) is the potential of *S. aureus* to grow and produce enterotoxins that are impervious to heat. In the absence of salting/curing (RISK-3), *S. aureus* has difficulty in competing with the normal flora of raw flesh foods as discussed previously. For the sake of simplicity, the latter are included as a subgroup of RISK 3 category; The chilled salted/cured uncooked items are classified as a subgroup of RISK 2.

## CHAPTER 6

### OPERATIONAL RATION PROGRAMS

**6-1. INTRODUCTION.** This chapter establishes guidelines for the food safety and quality assurance of operational rations. Operational rations are high-dollar value items with high visibility throughout the Department of Defense. Operational rations are often used by other government agencies and by the State Department as a source of food during emergencies. Inspection of operational rations during all phases--at the assembly plants, upon receipt at installations, and during surveillance--is one of VETCOM's top mission priorities. The performance of competent and timely operational ration inspections is crucial to the Department of Defense's, and to the Nation's, go-to-war and emergency response capability. Operational rations will be subjected to continual inspections and system quality evaluations from time of receipt to time of use or consumption.

#### **6-2. GUIDELINES FOR MEALS, READY-TO-EAT ASSEMBLY PLANTS.**

a. Inspectors assigned to the MRE assembly plants fall under the direct supervision of the Chief, Operational Rations Section at HQ VETCOM. Table distribution allocations (TDAs) for the inspectors are placed under the DVCs for administrative support. HQ VETCOM will direct the MRE Branches' mission operations. Soldiers assigned to the MRE plants are considered to be on special duty. Inspectors are assigned to the following DVCs and RVCs respectively:

- (1) Ameriquel, Evansville, IN – Tennessee Valley DVC, Southeast RVC.
- (2) Sopacko, Mullins, SC – Tennessee Valley DVC, Southeast RVC.
- (3) Wornick, McAllen, TX – South Texas DVC, Great Plains RVC.

b. Assigned inspectors work directly for the VETCOM Commander and are managed by the Chief, Operational Rations Section. The DVCs shall recognize the MRE assembly plants as a branch or a section as appropriate. The DVCs and RVCs will exercise the following administrative control functions:

(1) Uniformed Code of Military Justice (UCMJ). The DVC Commanders have UCMJ authority over the inspectors. The RVC Commanders will have UCMJ appeal authority. The DVCs/RVCs will coordinate inquiries and investigations with HQ VETCOM.

(2) Reports. The MRE Branch NCOIC will submit the Medical Expense and Performance Reporting Systems (MEPRS) and Uniform Chart of Accounts Personnel Utilization System (UCAPERS) to their DVCs. Reports not addressed in the following paragraph require the approval of HQ VETCOM.

c. The DVCs will provide the inspectors direct support for issues relating to the following:

(1) Administration. DVCs will provide administrative support to include personnel actions, finance, Army Physical Fitness Test, and Army Substance Abuse Program urinalysis testing.

(2) Annual Training. DVCs will make every effort to make this training available via distance learning or online. Annual training performed at the DVC, which requires inspector participation, shall meet the requirements of paragraph d below.

(3) Common Task Training (CTT). DVCs will make every effort to make this training available to the inspectors at their duty locations. This can be accomplished by providing the appropriate training aids and materials to the inspectors at the plant.

(4) Ancillary Support. Inspectors will use the DVC's installation support infrastructure for additional support such as housing, Army Community Services, Army Emergency Relief, Military Personnel and Finance Offices, Army Education Center, gymnasium facilities, medical and dental care.

(5) Budget and Funding. HQ VETCOM will provide the DVCs additional budget to support the plant inspectors. When directed by HQ VETCOM, the DVCs will provide funding for technically related conferences, workshops, and training. The DVCs shall maintain the MRE Branch budget separately.

(6) Supplies and Equipment. The contractor will furnish essential office supplies, furniture, and equipment as stated in the contract Plan for the Inspection Job agreement between the contractor and HQ VETCOM. The DVCs will provide all other supplies and equipment requests.

(7) Reports. The MRE Plant NCOIC will submit administrative support related documents to the supporting DVC.

d. The Chief, Operational Rations Section, HQ VETCOM is responsible for providing the authoritative direction necessary to accomplish the mission and is also responsible for the strategic planning and operational management of the MRE Branches. This responsibility includes authoritative directions over all aspects of operations and training not covered in the paragraphs above. Evaluation reports, NCOERs, will be processed through the DVCs servicing Military Personnel Office. The rating scheme for MRE Branch NCOICs will be as follows:

(1) Rater – Chief, Operational Rations Section, HQ VETCOM.

(2) Senior Rater – Chief, Food Installation Support Division, HQ VETCOM.

(3) Reviewer – Chief, Food Safety and Quality Assurance Division, HQ VETCOM.

e. MRE Plant Technical Oversight. The Operational Rations Section, HQ VETCOM, will provide technical oversight. Oversight includes the daily operational rations inspection procedures performed by the inspectors, policies, standardization, technical guidance and training, and Management Control Program and Organizational Inspection Program (MCP/OIP) administration.

f. Military Occupational Specialty (MOS) Training. The MRE Branch NCOIC will manage MOS training according to the requirements established by the Operational Rations Section, HQ VETCOM, Inspection Procedure 21, Training and Certification. Since most training is provided by civilian agencies, the DVCs will use the funds provided by VETCOM to pay course fees and temporary duty (TDY) funding. The DVCs will not direct MOS training for the MRE plant food inspectors.

g. The MRE Branch NCOIC will coordinate inspector absences from the assembly plant. At no time will the assemble plants be left with less than two inspectors per DSCP directive. It must be noted that at various times throughout the assembly plant contract period the assembly plants may close, run shortened work weeks, or run multiple shifts over weekends and federal holidays. For this reason, the plant inspectors are not required to report to duty at the DVC when the assembly plants are not in operation.

h. The Operational Rations Section will review and revise inspection policies and databases. HQ VETCOM will review and distribute contracts and solicitations. The RVC/DVC commanders, or their representative, will notify HQ VETCOM of any planned visits to the MRE Branch. At no time will the RVC/DVC Commander or their representative correspond directly with the contractor. Communications and interactions with the contractor are limited to HQ VETCOM and to the plant inspectors.

i. HQ VETCOM will process all MRE plant food inspectors' award recommendations for approval or disapproval. This process will include communication with the applicable DVC to ensure that the individual is not flagged for favorable actions.

### **6-3. GUIDELINES FOR DEPOT ASSEMBLY OPERATIONS.**

a. The inspection activities at Defense Depot Tracy, CA and Mechanicsburg, PA will perform operational rations inspection in accordance with standardized Depot Assembly Operations Procedures. Both inspection activities will maintain current and approved Inspection Procedures. The depots assemble government-owned semiperishable subsistence components into unitized operational rations, to include, but not limited to:

(1) Unitized Group Rations (UGR) – Heat and Serve.

- (2) Unitized B Rations.
- (3) Arctic Supplement to the UGR.

b. The Allegheny District Veterinary Command (ALDVC) and Northern California District Veterinary Command (NCDVC) will exercise complete command and control of their respective depot assembly operations inspections. The Operational Rations Section, HQ VETCOM will provide technical guidance to ensure standardization of inspection procedures.

c. Necessary changes and updates to the Depot Assembly Operations Inspection Procedures will originate from the appropriate DVC Commander. The RVC Commander will endorse proposed changes and send them forward to the Chief, Food Safety and Quality Assurance, HQ VETCOM. Proposed changes will be analyzed by VETCOM, approved/disapproved, and submitted to the Quality Assurance Specialist, UGR Section, Defense Supply Center Philadelphia for final approval.

d. Inspection Procedures (IP) 18 and 19, posted on the Lotus Notes Individual Rations Document Library provide guidance on conducting procurement verification inspections. Currently DSCP is considering moving the assembly of UGR Heat and Serve, UGR-B and the UGR Arctic Supplement to a commercial assembler. If assembly of these rations is moved, interim guidance on inspection responsibilities will be provided by the Operational Rations Section, HQ VETCOM.

#### **6-4. GUIDELINES FOR COMMERCIAL ASSEMBLY OPERATIONS AT UGR-A ASSEMBLY PLANTS.**

a. Veterinary Service Inspection Personnel will only perform final inspections on UGR-As that are shipped overseas--to include Alaska and Hawaii. All other final inspections will be performed upon receipt at final service installation. Inspection responsibility for the currently contracted UGR-A assembly plants is as follows:

- (1) Ameriqua, Evansville, IN – Evansville Operational Rations Branch, Tennessee Valley DVC, Southeast RVC.
- (2) LaBatt, Dallas, TX – South Plains DVC, Great Plains RVC.
- (3) Labatt Foodservice, San Antonio, TX – South Plains DVC, Great Plains RVC.
- (4) Wornick, McAllen, TX – McAllen Operational Rations Section, South Texas DVC, Great Plains RVC.
- (5) Arc Diversified, Cookeville, TN – Tennessee Valley DVC, Great Plains RVC.



b. The Operational Rations Section, HQ VETCOM will provide technical guidance to ensure standardization of inspection procedures. Inspection Procedure (IP) 14, posted on the Lotus Notes Individual Rations Document Library provides guidance on conducting procurement verification inspections.

#### **6-5. GUIDELINES FOR COMMERCIAL ASSEMBLY OF SURVIVAL-TYPE RATIONS AND THE HEALTH AND COMFORT PACK.**

a. Rations that fall into this category are not produced at MRE Assembly Plants, UGR-A Assembly Plants, or Defense Logistics Agency (DLA) Depots. They are not in continuous production. These items are produced as needed and inspected on a contract-by-contract basis.

b. The District Veterinary Command (DVC) and Regional Veterinary Command (RVC) responsible for the area in which the plant is located are responsible for procurement inspection for government acceptance.

c. The Operational Ration Section, HQ VETCOM, will provide technical guidance to ensure standardization of inspection procedures. Inspection Procedures (IP) 25-31, posted on the Lotus Notes Individual Rations Document Library provides guidance on conducting procurement verification inspections.

#### **6-6. GUIDELINES FOR INSTALLATION LEVEL INSPECTIONS.**

a. Receipt Inspection. All rations will be inspected at time of receipt or as soon as possible thereafter. A complete inspection is required if current inspection guidance does not accompany the shipment or is not found in the appropriate database. If current inspection is verified, a general examination will be made for transportation damage/obvious defects. Additional information on receipt inspections can be found in the applicable DSCP Handbook 4155.2 appendixes as follows, and can be found on the DSCP website:

- (1) Appendix A – Inspection of Meal, Ready-to-Eat (MRE).
- (2) Appendix B – Inspection of Unitized Group Rations – Heat and Serve.
- (3) Appendix C – Meal, Cold Weather/Food Packet, Long Range Patrol.
- (4) Appendix D – Inspection of Rations, Lightweight (Pending pub).
- (5) Appendix E – Inspection of Food Packet, Survival, Aircraft/Life Raft.
- (6) Appendix F – Inspection of Food Packet, Survival, Abandon Ship.
- (7) Appendix G – Food Packet, Survival, General Purpose.
- (8) Appendix H – Inspection of the Humanitarian Daily Ration.

\* Guidance on performing receipt inspections of UGR-As is found in OPRATS IP15 in the LN Individual OPRATS database. OPRATS IP08 in the LN Individual OPRATS database provides guidance on the surveillance inspection of Kosher/Halal (Religious Meal) rations.

b. In-storage/Surveillance Inspection. These types of inspections are to be performed on a routine schedule while the rations are in storage. Although perishable operational rations (UGR-As) are not intended for long storage periods, they will be inspected monthly to determine product condition in the event that they are stored beyond their ITD. DLA-owned semiperishable operational rations not kept in cold storage/war reserve locations, should be inspected at six month intervals. Service-owned rations should be inspected annually at a minimum with the following stipulations:

(1) If average storage temperature is maintained between 80F and 100F perform surveillance inspection within 3 months.

(2) If average storage temperature exceeds 100F perform surveillance inspection monthly.

Inspection frequencies shall be maintained as long as the ration inspection results do not indicate significant degradation, and the rations have not reached or exceeded their serviceable storage life based on the criteria in DOD 4140.27-M, and applicable appendix. Additional guidance on inspection frequencies is included in DSCP Handbook 4155.2, section VIII.B. Operational Inspection Procedures 05 (OPRATS IP 05) provides additional guidance for performing surveillance inspections of Meals, Ready-to-Eat; Operational Inspection Procedures 16 (OPRATS IP 16) provides additional guidance on conducting surveillance inspections of UGR-As. Both Operational Ration Inspection Procedures are posted in the Lotus Notes Individual Operational Ration Library Database.

c. Warranty Inspection. A warranty inspection is performed at the first DOD destination to receive the rations from the assembly contractor (excluding commercial contract warehouses). Warranty inspections should be conducted between five and six months after receipt at destination. Additional guidance on warranty inspections can be found in DSCP Handbook 4155.2, section VIII.3.

d. Inspection Prior to Sale or Shipment. This type of inspection is usually cursory in nature and is performed to detect obvious condition defects or for damage that may have occurred since the last scheduled cyclic inspection. If inspections are not current, or have not been performed, a more detailed inspection should be conducted prior to sale/shipment in order to preclude the movement of damaged or deteriorated stocks.

e. Special Inspections. A special inspection will be performed when determined necessary based upon routine inspection findings (meeting/exceeding inspection action numbers, for example), customer complaints, requests from DSCP or the Military Services, or whenever reason exists for such action. Special inspections for UGR-As are only to be performed when requested by DSCP or by the accountable officer.

**6-7. LABORATORY ANALYSIS OF OPERATIONAL RATIONS.**

a. All end-item non-retort food components used to assemble Meals, Ready-to-Eat (MREs) and Humanitarian Daily Rations (HDRs) will be sampled and submitted to the VETCOM Food Analysis and Diagnostic Laboratory by in-plant inspectors for biological testing. This requirement only applies to the components at the actual MRE plants. The following guidelines shall be followed:

(1) Two samples of each lot of noncommercial end items and one of ten brand name commercial end items that are currently in the MRE and HDR assembly plants will be collected and submitted to the laboratory. Respective inspection instructions on submitting laboratory samples will be followed at each plant.

(2) Thereafter, new deliveries of end item non-retort MRE and HDR food components will be sampled and submitted to the laboratory as indicated above. Samples will be collected and submitted to the laboratory in bulk once a week.

b. At locations other than plants, when doubt exists as to the condition of a lot of operational rations and the inspection activity determines there is a need for a laboratory examination and/or test, samples will be submitted to the nearest DOD Veterinary Laboratory. Utilization of laboratories in the determination of serviceability is encouraged whenever it is deemed necessary by the inspection activity.

**6-8. RECORDING AND REPORTING OF OPERATIONAL RATION INSPECTIONS.**

a. All operational ration inspection results will be posted on the following databases unless otherwise indicated in Operational Rations Inspection Procedures 06 and 17 or in paragraph b. below:

(1) MREs: VET1\VETSVCS\OPRATS\MRE\MRES.nsf

(2) UGR-As: VET1\VETSVCS\OPRATS\UGRA\UGRA3v46.nsf

(3) UGR-H&Ss: VET1\VETSVCS\OPRATS\UGRA\UGRAHeat.nsf

b. Annotate and locally file DSCP Form 5117 for all other operational rations, that is, survival rations, Humanitarian Daily Rations, Meal Cold Weather, etc. Make an entry into the ISP database that inspection was performed on a ration type other than UGR-A, UGR-H&S or MRE. In the Customer Visit Report (CVR), note that the inspection was performed, whether there were any defects, and that a DSCP Form 5117 is available upon request. Notify the Operational Ration Section, HQ VETCOM, if any of these rations have significant defects other than those easily attributable to the age of the ration or exhibit signs of premature deterioration.

c. Supervisors will monitor all inspections by reviewing the MRE, UGR-A, and UGR H&S Lotus Notes databases.

## CHAPTER 7

### RECEIPT INSPECTIONS

**7-1. INTRODUCTION.** This chapter applies to receipt inspections at resale and wholesale activities in the continental United States (CONUS) and outside the continental United States (OCONUS). This policy does not apply to Prime Vendor, fresh fruits and vegetables received OCONUS via container/airlift and inspection of operational rations. These programs are covered in other chapters of this pamphlet, MEDCOM Reg 40-28, and other command directives and policies.

#### **7-2. GENERAL RECEIPT INSPECTION PROCEDURES.**

- a. Determine if required inspection documentation is present at time of receipt.
- b. Determine the security measures utilized by the delivery vehicle, that is, seal, padlock, alarm system, if applicable.
- c. Determine the opening temperature of the delivery vehicle, in accordance with the Quality Assurance Provisions, DeCA BPA/ROA, Technical Data Sheets, or other applicable contractual requirements.
- d. Perform a sanitary inspection of the delivery vehicle.
- e. Determine if the products originate from an approved source, in accordance with Army Regulation 40-657.
- f. Determine if products meet applicable contractual requirements, i.e., product temperatures, age upon delivery and remaining shelf life. These contractual requirements can be found in the Quality Assurance Provisions, DeCA BPA/ROA, Technical Data Sheets, or other applicable contractual requirements.
- g. Upon completion of inspection, report any nonconformances to the accountable officer, that is, Commissary Director, Grocery Manager, Produce Manager, DSO/PBO Chief, Exchange Manager, etc., or designated representative, for disposition instructions.
- h. When an infestation is suspected, food shall be inspected in accordance with MIL-STD 904.

#### **7-3. SPECIFIC RECEIPT INSPECTION SAMPLING TABLES FOR RED MEATS, SHELL EGGS, FRESH FRUIT AND VEGETABLES, SEMI-PERISHABLES AND PERISHABLES.**

- a. Red Meats.

(1) There are two types of red meat inspections.

(a) Limited Routine Inspections. Consist of inspections for vehicle ambient temperature requirements and obvious defects, i.e. vacuum loss. The sample size for limited routine inspections is in accordance with local SOP.

(b) All Terms of the Contract Inspections. Consist of full, destructive open package inspections where all terms of the contract are evaluated. This type of inspection is only required for every fourth delivery, or once a month, whichever is less. Samples are selected in accordance with Table 7-1.

1 Strict random sampling is not required; however, representative samples from each line item will be inspected.

2 Multiple instances of the same defect found in a single cut, such as two scores on a single cut, will be counted as one defect. Multiple instances of different defects on a single cut, such as one score, one bone, one lymph node will be counted as three defects and then added into the overall defect calculation for the entire lot. This is based upon the Defects Per Hundred Units defect calculation formula found in ANSCI/ASQC Z1.4-1993. For example:

a A lot size of 48 pieces of market ready beef, Item 112A, are received. The sample size is 3 cuts. The defect tolerance is AC-1 and RE-2.

b The findings for the first sample are: fat exceeds the requirement and one piece of bone that exceeds the allowable dimensions. Thus, there are a total of 2 defects for the first sample.

c The findings for the second sample are: fat exceeds the requirement, unauthorized backstrap that exceeds the allowable dimensions, and two pieces of bone, each piece of bone exceeds the allowable dimensions. Thus, there are a total of 3 defects for the second sample.

d The findings for the third sample are: fat exceeds the requirement. Thus, there is a total of 1 defect for the third sample.

e The total defects for the inspected lot is 6 defects. Since the AC Number is 1 and the RE number is 2, the Reject number is exceeded by 4. The lot would be considered nonconforming and the results would be sent forward to the accountable officer for action as deemed appropriate, i.e. request for price adjustment, rejection, etc.

**TABLE 7-1  
RED MEAT SAMPLING TABLE\* (ALL TERMS OF THE CONTRACT)**

<u>Lot Size</u>	<u>Sample Size</u>	<u>Defects</u>	
		accept	reject
1-50	3	1	2
51-150	5	2	3
151-500	8	3	4
500+	13	5	6

**NOTE:** Sample units of each primal, subprimal, or subcomponent of the market ready cuts will be examined as a separate lot for acceptance inspection. Lot sizes will be determined as the number of each primal, subprimal, or subcomponent of the market ready cut received. A sample unit shall be one unit of product (for example, IMPS 411, Pork Loin Bladeless) is considered as one unit. When a defect(s) is found that could represent a potential wholesomeness issue, a VCO or Warrant Officer will be contacted immediately.

\*Extracted from current DeCA TDS Sheets for Beef & Pork  
The DeCA TDS link address is [https://www.commissaries.com/business/tech\\_data.cfm](https://www.commissaries.com/business/tech_data.cfm)

b. Shell Eggs.

(1) There are two levels of inspection for shell eggs:

(a) Limited Routine. These inspections are cursory in nature and consist of vehicle ambient temperature and obvious appearance factors, that is, checks, dirty, leakers. These are performed as agreed upon in the ISP, and procedures/sample sizes are IAW local SOP's.

(b) All terms of the Contract. Under this level, shell egg deliveries will receive a verification of grade (candling) once a month per DeCA and exchange system vendor. For all other activities, this may be performed when local SOPs/agreements dictate, or when problems are found during limited routine inspections.

**TABLE 7-2**

**SHELL EGGS SAMPLING TABLE (ALL TERMS OF THE CONTRACT)**

<u>Cases in Lot</u>	<u># of Eggs</u>	<u>Cases in Sample</u>	<u># of Eggs to Select/Candle</u>
1	100 - 720	1	100
2 to 10	721-3,600	2	200
11 to 25	3,601-9,000	3	300
26 to 50	9,001-18,000	4	400
51 to 100	18,001-36,000	5	500
101 or more	36,001 or more	8	800

**NOTE:**

1. If the lot is composed of the standard 30 dozen eggs per case, utilize the “Cases in Lot” column from Table 7-2 to calculate sample size.
2. If the lot is not composed of the standard 30 dozen eggs per case, utilize the “# of Eggs” column from Table 7-2 to calculate sample size (example: eggs received in six pack or eighteen pack cartons or eggs delivered on metal racks).
3. For lots consisting of less than one case, or 100 eggs, examine 100% of eggs delivered.

(2) Candling inspection will require the use of “Regulation Governing the Voluntary Grading of Shell Eggs (7 CFR, Part 56)/United States Standards, Grades, and Weight Classes for Shell Eggs (AMS 56).” Shell eggs delivered to OCONUS facilities will be inspected in accordance with local procurement agency specifications. "DD Form 1237 on file" will be annotated on the CVR.. Completed DD Form 1237 (Shell Egg Inspection) will be maintained on local file. Separate reports will be completed per each size received and candled--egg sizes cannot be combined when computing lot size and sample size.

c. Fresh Fruits and Vegetables. This section excludes fresh fruit and vegetables received OCONUS via container/airlift which is covered under another chapter in this pamphlet.

(1) Products are evaluated for appearance factors, customer appeal, and other specification requirements. Appearance factors, which are part of the customer acceptability evaluation, include those listed in the U.S. Standards for Grade as basic requirements and those abnormalities which are known to be unacceptable to the customer but are not scoreable as defects. The inspection will be preliminary in nature



and shall not consist of a full grade evaluation. Grade evaluations will only be conducted when product grade is in question or as specified by the local SOP.

(2) The lot size shall be expressed in line items, and the sample for examination shall be the number of pieces indicated in Table 7-3. Defects will be reported as percent defective, see table 7-4 for computation guidance.

<b>TABLE 7-3</b>	
<b>FRESH FRUIT AND VEGETABLE SAMPLING TABLE</b>	
<b>Lot Size (By Line-Item)</b>	<b>Sample Size (By Line-Item)</b>
<b><u>Cases</u></b>	<b><u>Cases</u></b>
1-5	1
6-25	2
26-150	3
151-1200	5
1201+	8

**NOTE:** The initial sample unit is the entire contents of each sample case selected per line item or the sample amount prescribed by other inspection procedures, that is, United States Department of Agriculture (USDA) Standards for Grade requires 20 lbs of potatoes. If obvious defects are noted, additional samples will be selected and inspected in order to give appropriate disposition recommendation.

**TABLE 7-4**  
**PERCENT DEFECTIVE COMPUTATION TABLE FOR FF&V**  
**(see note 1)**

**STEP 1.** Determine the net weight/count/volume of each sample case.

**STEP 2.** Determine the total net weight/count/volume of all sample cases.

**STEP 3.** Determine the total weight or count of condition defects/loss from all sample cases.

**STEP 4.** The total weight or count of condition defects/loss, is divided by total net weight/count/volume of samples, and then multiplied by 100, which equals percent defective.

Example 1 (Calculation based on **count**):

24 cases of tomatoes delivered (count)  
**STEP 1.** 2 sample cases contained 25 and 24 respectively

- STEP 2.** Total count of 2 sample cases is 49 tomatoes
- STEP 3.** Total count of defects is 5 tomatoes
- STEP 4.**  $\frac{5}{49} \times 100 = 10.20$  percent defective

Example 2 (Calculation based on **weight**):

30 cases of grapes delivered. (weight)

- STEP 1.** 3 sample cases weighed 30 lbs, 30 lbs and 32 lbs
- STEP 2.** Total net weight of 3 sample cases is 92.0 lbs
- STEP 3.** Total weight of defects is 5.75 lbs
- STEP 4.**  $\frac{5.75}{92} \times 100 = 6.25$  percent defective

**NOTES:**

1. Count, weight or volume is determined based on USDA inspection procedures as outlined in the appropriate USDA Quick Reference Manual, United States Standards for Grade, and/or Market Inspection Instructions.

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d. Semi-perishable Food.

(1) Lot size will be expressed as the number of shipping containers received for each delivery. Select samples in accordance with table 7-5.

(2) Strict random sampling is not required; however, select samples from locations throughout the load to ensure that samples are representative of the delivery.

(3) The sample unit will consist of the entire contents of each sample case.

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**TABLE 7-5**

**SEMI-PERISHABLE FOOD SAMPLING TABLE**

<b>Lot Size</b> <b><u>Number of Cases</u></b>	<b>Sample Size</b> <b><u>Number of Cases</u></b>	<b>Number of Pallets to</b> <b><u>Select Samples From</u></b>
1-50	3	1
51- 500	5	2
501 -35,000	8	3

**NOTE:** Inspect the entire contents of each shipping container/sample case selected for sampling. The inspector will compute total quantity of cases received rather than total quantity of line items received. Individual line item inspection will result only if defects are observed. In this case, the next higher sample size will be applied to the line item lot size and inspection conducted to determine extent/severity of defects.

Example:

Step One: Semi-perishable delivery received, 510 cases in delivery:

Lot Size: 510 cases

Sample Size: 5 cases

Problem: One line item, oatmeal, found to be defective/nonconforming.

Step Two: Calculate total number of oatmeal cases received, total is 5 cases.

Lot Size: 5 cases

Sample Size; 3 cases—explanation: initially one, move to next higher sample size of three. The first case initially inspected is not counted in the second sample size.

When a defect(s) is found that could represent a potential wholesomeness issue, a VCO or Warrant Officer will be contacted immediately.

e. Perishable Food.

(1) Lot size will be expressed as the total number of shipping containers received for each delivery. Selected samples in accordance with table 7-6.

(2) Strict random sampling is not required; however, selected samples from various locations throughout the load and ensure that samples are representative of the delivery.

(3) The sample unit will consist of the entire contents of each sample case.

**TABLE 7-6**

**PERISHABLE FOOD SAMPLING TABLE**

<b><u>Lot Size Number of Cases</u></b>	<b><u>Sample Size Number of Cases</u></b>	<b><u>Number of Pallets to Select Samples From</u></b>
1-50	3	1
51-500	5	2
501-35,000	8	3

**NOTE:** Inspect the entire contents of each shipping container/sample case selected for sampling. The inspector will compute total quantity of cases received rather than total quantity of line items received. Individual line item inspection will result only if defects

are observed. In this case, the next higher sample size will be applied to the line item lot size and inspection conducted to determine extent/severity of defects.

Example:

Step One: Perishable delivery received, 510 cases in delivery:

Lot Size: 510 cases

Sample Size: 5 cases

Problem: One line item, frozen corn, found to be defective/nonconforming.

Step Two: Calculate total number of frozen corn cases received, total is 5 cases.

Lot Size: 5 cases

Sample Size: 3 cases – explanation: initially one, move to next higher sample size of three. The first case initially inspected is not counted in the second sample size.

When a defect(s) is found that could represent a potential wholesomeness issue, a VCO or Warrant Officer will be contacted immediately.

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f. Department of Defense (DOD)-Owned Foods:

(1) Receipt inspections of DOD-owned foods should primarily focus on inspecting for wholesomeness and suitability for continued storage, shipment, issue, sale, and consumption. Sample size information is contained in AR 40-656, Veterinary Surveillance Inspection of Subsistence. Disposition recommendations are as follows:

(a) Normal Issue.

(b) Condemnation for Unwholesomeness.

(c) Alternative Storage – for aged, infested, or slightly stressed foods, that is, controlled atmosphere storage areas, freezer, priority issue, etc.).

(d) Shelf-life Extensions – handled on a case-by-case basis, follow written directives or local established policies. Local policies shall cover length of extension, items authorized for extension, and extension approval authority.

(e) The Accountable Officer will notify the Installation Transportation Officer upon receipt of government-owned food damaged during shipment or of food items being shipped along with nonfood items, prior to off-loading. The Installation Transportation Officer or the Accountable Officer is responsible for completing transportation discrepancy reports for faulty shipments of government-owned food.

**7-4. RECEIPT INSPECTION RESULT REPORTING PROCEDURES.** Receipt inspections will be entered into the Lotus Notes Installation Support Plan (ISP) database, under the “Subsistence Inspection Report” prompt. Specific details with respect to filling out the report are contained in the database under the “help” prompt. The ISP Chapter of this pamphlet details the purpose of all reports that are generated in the Lotus Notes ISP database.

**7-5. RISK ASSESSMENT FACTORS AND POTENTIAL RISKS.** Observation of any of the following requires immediate notification of the first line supervisor and the accountable officer.

- a. Evidence of unwholesomeness such as deterioration or spoilage due to contamination by microorganisms, their toxins, or physical contaminants.
- b. Exposure to biological, chemical, radioactive agents, or other foreign matter.
- c. Item found to be unfit for intended use due to extensive damage or other reason.
- d. Evidence of insect or rodent infestation.
- e. Transportation damage or product deterioration.
- f. Deliberate contamination or tampering.
- g. Swellers, due to any reason. This excludes items that typically exhibit soft “swelling,” such as some dry bakery mixes.
- h. Oxidation/rancidity, observed chemical changes.
- i. Mildew/mold/rot, any discoloration, growth, or decay caused by fungi.
- j. Leakers, due to any reason.
- k. Vacuum loss, complete loss of vacuum in products that normally require a vacuum.
- l. Items not originating from an approved source.

## CHAPTER 8

### OCONUS FRESH FRUIT AND VEGETABLE CONTAINER/AIRLIFT INSPECTIONS

**8-1. INTRODUCTION.** This chapter describes the procedures for the inspection of fresh fruits and vegetables (FF&V), purchased for and received overseas, at origin and destination. Data gathered from the performance of these inspections is made available to the Defense Commissary Agency (DeCA), the Defense Logistics Agency (DLA), and the Defense Supply Center Philadelphia (DSCP).

#### **8-2. GENERAL ORIGIN INSPECTION PROCEDURES.**

a. This portion of the inspection is performed in order to ensure that the product is suitable for shipment and its intended purpose upon arrival.

b. Lot size is expressed as the number of shipping containers per each line item delivered. The initial sample unit is drawn in accordance with the sample size expressed in the U.S. Standards for Grade, specifications, or procurement documents.

c. Defects will be reported as percent defective, see table 8-1 for computation guidance. Defect classification and tolerances are in accordance with applicable U.S. Standards for Grade, specifications, or procurement documents. The product is evaluated for grade/specification requirements and for any appearance factors – customer appeal. Appearance factors which are part of the customer acceptability evaluation include the following: those listed in the U.S. Standards for Grade as basic requirements and those abnormalities which are known to be unacceptable to the customer but are not scoreable as grade defects.

d. Inspect and record the number of containers being loaded, container destination, average product internal temperature, container closing temperature, and number of line items. All pertinent inspection information will be entered into the Origin Inspection Support and Distressed Items at Origin Inspection portions of the database no later than 24 hours after completion of inspection.

e. The origin chain of command will be kept informed of problems, issues, and patterns of nonconformance involving origin inspections.

#### **8-3. GENERAL DESTINATION INSPECTION PROCEDURES.**

a. Destination inspection will be conducted in the same manner specified in all paragraphs except for paragraph 8-2.d. above.

b. Notify the accountable officer immediately if the product does not meet applicable requirements. The accountable officer will make decisions with respect to requesting credit based upon the inspector's findings.

c. When products are washed or fumigated upon receipt, complete the fumigation/wash portion of the report according to local policy.

d. All pertinent inspection information will be entered into the Destination Inspection portions of the database no later than 24 hours after completion of the inspection.

**Table 8-1**

**PERCENT DEFECTIVE COMPUTATION TABLE FOR FF&V  
(see note 1)**

**STEP 1.** Determine the net weight/count/volume of each sample case.

**STEP 2.** Determine the total net weight/count/volume of all sample cases.

**STEP 3.** Determine the total weight or count of condition defects/loss from all sample cases.

**STEP 4.** The total weight or count of condition defects/loss, is divided by total net weight/count/volume of samples, and then multiplied by 100, which equals percent defective.

Example 1 (Calculation based on count):

24 cases of tomatoes delivered (count)

**STEP 1.** 2 sample cases contained 25 and 24 respectively

**STEP 2.** Total count of 2 sample cases is 49 tomatoes

**STEP 3.** Total count of defects is 5 tomatoes

**STEP 4.**  $\frac{5}{49} \times 100 = 10.20$  percent defective

Example 2 (Calculation based on weight):

30 cases of head lettuce delivered. (weight)

**STEP 1.** 3 sample cases weighed 30 lbs, 30 lbs and 32 lbs

**STEP 2.** Total net weight of 3 sample cases is 92.0 lbs

**STEP 3.** Total weight of defects is 5.75 lbs

**STEP 4.**  $\frac{5.75}{92} \times 100 = 6.25$  percent defective

**NOTES:**

1. Count, weight or volume is determined based on USDA inspection procedures as outlined in the appropriate USDA Quick Reference Manual, United States Standards for Grade, and/or Market Inspection Instructions.

#### **8-4. INSTRUCTIONS FOR COMPLETING OCONUS FF&V CONTAINER/AIRLIFT INSPECTION SUPPORT REPORT.**

a. Origin Inspection Support Section:

**Entered By:** automatically fills-in after report is opened; name only, may be manually changed to reflect a different FOOD INSPECTOR entering report

**Inspection Date:** automatic fill-in with the today's date; to change date, click on the small box with a "16" on it; select appropriate date from calendar; select "OK"

**Inspection Site:** click small "arrow"; select appropriate site from list; select "OK"

**Destination:** click small "arrow"; select appropriate destination from list; select "OK"

**Delivery Type:** select either "Airlift" by plane or "Container" by ship; click on appropriate circle

**Container Number:** click in empty box; if delivery type is "Container" type in container number (i.e., NPRU 585861-2); if delivery type is "Airlift" leave blank or type "None"

**RDD:** (Required Delivery Date): click in empty box; enter the 4-digit Julian date of delivery (i.e., 3224); RDD may be obtained from shipping personnel or shipping documents

**Seal Number:** click in empty box; enter the seal number placed on the container (i.e., 393940); if unsure if seal was placed on container leave blank; if no seal was placed on container enter "None"

**Ship Date:** click on the small box with a "16" on it; select appropriate date product is to be shipped from the U.S.; approximate date may be entered if a definitive date is not known; select "OK"

**Average Product Internal Temperature:** click in empty box; enter the 2-digit Fahrenheit temperature; if product internal temperature is not taken, leave blank

**Container Closing Temperature:** click in empty box; enter the 2-digit Fahrenheit temperature; if closing temperature is not taken, leave blank

**Line Items Inspected:** click in empty box; enter number of line items inspected by FOOD INSPECTOR, can be obtained from shipping invoice

**Line Items Shipped:** click in empty box; enter the number of line items shipped, can be obtained from shipping invoice; this number should more or less match the "Line Items Inspected" number



## OCONUS FF&V Container/Airlift Inspection Support Report

▼ Origin Inspection Support	
Entered By: SFC Budd Dodge on 09/19 at 10:44 AM	Inspection Date: 09/19/2003 16
Inspection Site: Pittman Produce: Jacksonville FL	
Destination: Ft. Buchanan PR	
Delivery Type: <input type="radio"/> Airlift <input checked="" type="radio"/> Container	
Container Number: NPRU, 585861-2	RDD: 3270
Seal Number: 393940	Ship Date: 09/19/2003 16
Average Product Internal Temperature: 32 °F	Container Closing Temperature: 40 °F
Line Items Inspected: 100	Line Items Shipped: 100

**Are There Rejected Items:** click small “arrow”

“NO” answer – move on to next area or question on inspection form

“YES” answer – click on large gray box titled “Click here to EDIT Rejected Item Table” once the gray box is selected:

- Click box titled “New”
- **Cat No** – click small “arrow”; find appropriate item; select “OK”
- **Nomenclature** – automatically fills-in after selecting appropriate “Cat No”
- **Country of Origin** – click small “arrow”; find appropriate country of origin; select “OK”
- **Reason for Rejection** – click small “arrow”; find appropriate reason for rejection; select “OK”; “Other” defect must be clearly explained in the “Origin Inspector Remarks” section
- Upon completing all the blocks for the first item, click the box titled “New” again and repeat the procedure again for each additionally rejected item found

**Are There Distressed Items:** click small “arrow”

“NO” answer – move on to next area or question on inspection form

“YES” answer – click on large gray box titled “Click here to EDIT Distressed Item Table” once the gray box is selected:

- Click box titled “New”
- **Cat No** – click small “arrow”; find appropriate item; select “OK”
- **Nomenclature** – automatically fills-in after selecting appropriate “Cat No”
- **Defect** – click small “arrow”; find appropriate defect; select “OK”; “Other” defect must be clearly explained in the “Origin Inspector Remarks” section

- **% Defect** – click in empty box; enter the percent defective, only enter the numbers, no % symbol
- **Cases Shipped** – click in empty box; enter the total number of cases of this product shipped to destination
- Upon completing all the blocks for the first item, click the box titled “New” again and repeat the procedure again for each additionally distressed item found

**Origin Inspector’s Remarks:** click in empty box; enter applicable remarks on the report (i.e., conveyance padlocked, conveyance sanitation issues, item delivered with defects because it was best available due to season or weather, etc.); also use this section to record rejected or distressed items that do not show up in the drop down menus above, ensure to list all pertinent information for the items (i.e., Cat No, Nomenclature, Country of Origin, Reason for Rejection, Defect, % Defect, Cases Shipped); in addition send a “Memo to Evaluator” to have the items recorded in the remarks section added to the drop down menus; explain in detail the “Other” defects mentioned in the report

**Origin Inspector Pictures:** click “Yes” or “No” in appropriate circle; click on small blue “Book” icon and follow directions on the screen for posting pictures

**Origin Report Reviewed and Approved By:** click small “arrow”; select the appropriate name from list; select “OK”; you may also type in the appropriate name of person reviewing and approving origin inspection results

▼ **Origin Inspection**

Are There Rejected Items?  Yes  No

Are There Distressed Items?  Yes  No

[Click here to EDIT Rejected Item table](#)

[Click here to EDIT Distressed Item table](#)

REJECTED ITEMS AT ORIGIN INSPECTION			
Cat No.	Nomenclature	Country of Origin	Reason for Rejection
16856	TOMATO RED 10# XLG	PHILLIPINES	DECAY/MOLD

DISTRESSED ITEMS AT ORIGIN INSPECTION				
Cat No.	Nomenclature	Defect	% Defect	Cases shipped
14495	GRAPES RED SDLS 18#	STEM MOLD	20	5

Origin Inspector's Remarks:  
 Grapes Red SDLS 18# was best available due to rainy conditions in growing area.  
 Not listed in database:  
 11111/Yellow Pearl Onions/mold/10%/2 cases/Item rejected  
  
 Origin Inspector Pictures -  Yes  No  
[Click to open Picture database to post or review Pictures>>](#)

Origin Report Reviewed and Approved By:  Sally Pooler

b. Destination Inspection Section:

**Delivery Date:** click on the small box with a “16” on it; select appropriate date from calendar; select “OK”

**Delivery Time:** click on the small box with a “clock” on it; select appropriate time from list; select “OK”

**Inspection Date:** click on the small box with a “16” on it; select appropriate date from calendar; select “OK”

**Inspection Time:** click on the small box with a “clock” on it; select appropriate time from list; select “OK”

**Inspection Site:** click small “arrow”; select appropriate site from list; select “OK”

**Line Items Inspected:** click in empty box; enter number of line items inspected by food inspector, can be obtained from receiving invoice

**Line Items Non-Conforming:** click in empty box; enter number of line items with nonconformances, this should match the number of items listed in the “Defects” section

**Container Opening Temp:** click in empty box; type in the opening temperature of the delivery conveyance; if opening temperature is unknown, type “UKN” in box; explain in “Destination Inspector’s Remarks” section why opening temperature was not verified or known

**Oxygen Level:** click in empty box; record the oxygen level if conveyance was using any form of reduced/modified atmosphere delivery system; if conveyance was not using a reduced atmosphere delivery system, leave blank

**Destination Inspector’s Remarks:** click in empty box; enter appropriate remarks on the report (i.e., conveyance padlocked, conveyance sanitation issues, load shifted, pallets fell, crushed products, etc.); this section is also used to record rejected or distressed items that do not show up in the drop down menus, ensure to list all pertinent information for the items (i.e., Cat No, Nomenclature, Product Internal Temp, Cases, Defect, Disposition, % Defect, % Customer Appeal, % Total); in addition send a “Memo to Evaluator” to have the items recorded in the remarks section added to the drop down menus; explain in detail the “Other” defects mentioned in the report

**Destination Inspector’s Pictures:** click “Yes” or “No” in appropriate circle; click on small blue “Book” icon and follow directions on the screen for posting pictures

**Are There Distressed Items:**

“NO” answer – move on to next area or question on inspection form

“YES” answer – click on large gray box titled “ENTER Destination Defects” once you have clicked the gray box:

- Click box titled “New”
- **Cat No** – click small “arrow”; find appropriate item; select “OK”
- **Nomenclature** – automatically fills-in after selecting appropriate “Cat No”
- **Product Int Temp** – click in empty box; enter the 2-digit Fahrenheit internal temperature
- **Cases** – click in empty box; enter the total number of cases of this product received at destination
- **Defect** – click small “arrow”; find appropriate defect; select “OK”; “Other” defect must be clearly explained in the “Destination Inspector’s Remarks” section
- **Disposition** – click small “arrow”; find appropriate disposition; select “OK”

**ACC WO/LOSS**-Accept without Loss

**ACC W/LOSS**-Accept with Loss

**COMP LS CONDMN-Complete Loss Condemned**  
**PART LS CONDMN-Partial Loss Condemned**

- **% Defect** – click in empty box; enter the percent defective that only deals with grade & quality, only enter the numbers, no % symbol
- **% Cust Appeal** – click in empty box; enter the percent defective that only deals with customer appeal, only enter the numbers, no % symbol
- **% Total** – automatically fills-in
- Upon completing all the blocks for the first item, click the box titled “New” again and repeat the procedure again for each additionally distressed item found

**Destination Inspector’s Name:** click on large gray box titled “ADD INSPECTOR’S NAME”, name automatically appears along with today’s date; the name can be manually changed as required

▼ **Destination Inspection**

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Delivery Date: 09/25/2003 16	Inspection Date: 09/25/2003 16	Inspection Site: Fort Buchanan PR
Delivery Time: 12:00 PM	Inspection Time: 03:00 PM	
Line Items Inspected: 100	Line Items Non-Conforming: 1	
Container Opening Temperature: 34°F	Oxygen Level: 2.5%	

Destination Inspector's Remarks:  
 Mechanical damage caused by pallet shifting and falling over.

Not listed in database:  
 11111/Yellow Pearl Onions/mold/10%/2 cases/Item rejected

Destination Inspector Pictures -  Yes  No

[Click to open Picture database to post or review Pictures>>](#)

Enter Destination Defects

ITEMS AT DESTINATION WITH DEFECTS									
Cat No.	Nomenclature	Prod Int Temp (°F)	Cs	Defect	Disposition	% Defect	% Cust appeal	% Total	
14770	ORANGE 56-64CT FLA	34	6	MECH. DAMAGE	ACCW/LOSS	30	0	30	

ADD INSPECTOR'S NAME

Entered By: SPC Jane Doe on 09/19/2003 02:09:24 PM

c. Fumigation/Wash Section:

**Are There Items Requiring Fumigation:**

“NO” answer – move on to next area or question on inspection form  
 “YES” answer – click on large gray box titled “EDIT Fumigation Table” once you have clicked the gray box follow the same general instructions that have been previously discussed above for reporting rejected and distressed items

**Are There Items Requiring Wash:**

“NO” answer – move on to next area or question on inspection form

“YES” answer – click on large gray box titled “EDIT Wash Table” once the gray box is selected, follow the same general instructions discussed above for reporting rejected and distressed items

**Other Information:** this section is currently only being completed by Japan, Okinawa, and Korea; if this is the inspector’s first time using this section, previously completed reports will be reviewed in order to fully understand how to complete this section.

▼ **Fumigation/Wash**

Fumigate?  Y  N      Wash?  Y  N

Ave Int Temp Prior:  °F      Ave Int Temp Post:  °F      Temp Range:  °F

Cat No.	Nomenclature	Fum Temp (°F)	Fumigation Duration	Insect Type	Fumigate Type	Estimated Shelflife-Day
16050	BROCCOLI CROWNS	34	6 hours	APHIDS	HYDROGEN CYANIDE	2

Cat No.	Nomenclature	Wash Duration	Defect	Post Wash Temp (°F)	Estimated Shelflife-Day
14980	WATERMELONS IN BINS	1 hour	DIRT	40	7

Remarks:

d. Produce Department Section:

**General Information:** This section is for Produce Department information, inspector must acquire this information from the Produce Department Manager or designated representative and enter this information onto the report; the information recorded in this section need not match the inspector’s findings, the produce department may ask for a higher credit than suggested by the inspector, or may ask for credit on an item that the inspector did not determine to be nonconforming (especially applies to customer appeal); this section is not for inspector comments or suggestions

**Are There Any Items to Report:**

“NO” answer – move on to next area or question on inspection form

“YES” answer – click on large gray box titled “ENTER Produce Dept Defects” once you the gray box is selected:

- Click box titled “New”
- **Cat No** – click small “arrow”; find appropriate item; select “OK”
- **Nomenclature** – automatically fills-in after selecting appropriate “Cat No”
- **Defect** – click small “arrow”; find appropriate defect; select “OK”
- **% Loss** – click in empty box; enter the percent loss, only enter the numbers, no % symbol
- **% Credit** – click in empty box; enter the percent credit the produce department is requesting for this item, only enter the numbers, no % symbol
- **Credit Amt (\$)** – click in empty box; enter the dollar amount the produce department has calculated will be the credit amount they should receive
- Upon completing all the blocks for the first item, click the box titled “New” again and repeat the procedure again for each additionally distressed item found

**Total Credit Amount Requested:** automatically fill-ins, after clicking in next section “Produce Dept POC”

**Produce Dept POC:** click in empty box; enter the produce department representative that provided the information in this section

**Date:** click on the small box with a “16” on it; select appropriate date from calendar; select “OK”

**Produce Department Remarks:** click in empty box; remarks are those of the produce department not the inspector’s; record anything that the produce department requests be placed here; clarify and have the produce department review comments before finalizing this section

▼ **Produce Department**

Enter Produce Dept Defects

PRODUCE DEPARTMENT DEFECTS AT DESTINATION					
Cat No.	Nomenclature	Defect	% Loss	% Credit	Credit Amt (\$) Requested
14770	ORANGE 56-64CT FLA	MECH. DAMAGE	30	50	100.00

**Total Credit Amount Requested: \$100.00**

Produce Dept POC: Mr Jones Date: 09/25/2003

Produce Department's Remarks:  
Not listed in database:  
11111/Yellow Pearl Onions/mold/20%/2 cases/\$25.00

e. PBO/DSO Section:

**General Information:** This section is for PBO/DSO use only. The inspector will have no involvement in this section unless requested by PBO/DSO; the PBO/DSO may credit a lower or higher credit for defects found or than requested by the produce department

**Are There Any Items to Report:**

“NO” answer – move on to next area or question on inspection form

“YES” answer – click on large gray box titled “ENTER PBO/DSO Defect Credits” once the gray box is clicked:

- Click box titled “New”
- **Cat No** – click small “arrow”; find appropriate item; select “OK”
- **Nomenclature** – automatically fills-in after selecting appropriate “Cat No”
- **% Loss** – click in empty box; enter the percent loss, only enter the numbers, no % symbol
- **% Credit** – click in empty box; enter the percent credited by the PBO/DSO to the produce department, only enter the numbers, no % symbol
- **Credit Amt (\$) Approved** – click in empty box; enter the dollar amount the PBO/DSO awarded the produce department for this item
- Upon completing all the blocks for the first item, click the box titled “New” again and repeat the procedure again for each additionally distressed item found

**PBO/DSO:** click in empty box; enter the PBO/DSO point of contact as indicated by Produce Department

**Date:** click on the small box with a “16” on it; select appropriate date from calendar; select “OK”

**PBO/DSO’s Remarks:** click in empty box; remarks are those of the PBO/DSO not FOOD INSPECTOR; record information only as directed by the PBO/DSO; ensure to clarify and have produce department review comments before finalizing this section

**Total Credit Amount Requested:** automatically fills-in, after clicking in next section “Destination Report Reviewed and Approved By”

**Destination Report Reviewed and Approved By:** click small “arrow”; select the appropriate name from list; select “OK”



▼ **PBO/DSO**

Enter PBO/DSO Defect Credits

PBO/DSO Defect Credits				
Cat No.	Nomenclature	% Loss	% Credit	Credit Amt (\$) Approved
14770	ORANGE 56-64CT FLA	50	50	100.00

PBO/DSO:  DATE:

PBO/DSO's Remarks:

Total Credit Amount Approved by PBO/DSO: **\$100.00**

Destination Report Reviewed and Approved By: **SFC SNUFFY**

## CHAPTER 9

### INSTALLATION FOOD SAMPLING PROGRAMS

**9-1. INTRODUCTION.** This chapter provides procedures for food sample management. Auditable food sample records must be maintained for samples taken in conjunction with commercial sanitation audits, destination monitoring programs, and for public health or quality assurance reasons. This program is necessary to prevent unwarranted suspicion of impropriety.

#### **9-2. PROCEDURES.**

a. When samples are taken in areas such as troop issues, depots, or other subsistence storage facilities, inspectors will complete MEDCOM Form 57a (Sample Removed by Quality Assurance Representative) and place the form in the void space left in the master container (case) upon removing the sample. Inspectors must reseal and double stamp containers from which samples are taken in accordance with TB MED 263. The DOD Complete Inspection Approval (CIA) stamp will be used. The master container will be remarked to reflect actual contents remaining in the container for issue.

b. Directions for completing DA Form 7539

#### **DIRECTIONS FOR COMPLETING DA FORM 7539 REQUEST FOR VETERINARY LABORATORY TESTING & FOOD SAMPLE RECORD FOR FOOD SAMPLE MANAGEMENT**

**General Information:** A separate DA Form 7539 must be completed for each different government facility from which samples are drawn, i.e., a separate form for the commissary, the shoppette, dining facility, TISA, etc. If more than six items are pulled from one facility during a specific period, for example in conjunction with a single inspection or when samples are pulled throughout one week and a “running” DA Form 7539 is maintained, additional copies of page two will be used in order to record the appropriate number of samples. No more than twelve items may be recorded on any one DA Form 7539. Note that this form has a dual purpose. The guidance in this section applies only to sample management. When the form is utilized in conjunction with laboratory sample submission, the guidance in the chapter that governs Laboratory Sample Submission will be followed.

**Directions for Completing Page One of the Form:**

**Block 1:** Select location from the pull down menu. The Inspection Responsibility Code (IRC) will fill in automatically.

**Block 2:** Enter the name and rank of the inspector that pulled the sample(s). Enter the inspector's duty telephone number.

**Block 3:** Enter a control number following the guidance established by local policy. A control number will be assigned to each form, and a log of the forms will be maintained in order to ensure sample and form accountability.

**Block 4:** This block will be left blank.

**Block 5:** This block will be left blank.

**Block 6:** This block will be left blank.

**Block 7:** Enter the complete facility name, address, and telephone number from which the samples were taken. An example of completed information is: Harrison Village Commissary, 9162 E. 56<sup>th</sup> Street, Indianapolis, IN, 46216. (317) 610-7217

**Block 8:** Select the correct dates from the pull-down menu. If samples are collected over a period of time (no longer than one week), enter the first date that a sample was pulled in the first section, and the final date that a sample was pulled in the second section. If samples are collected and the form is finalized in the same day, enter the same dates in both areas of the block.

**Block 9:** This block will be left blank.

**Block 10:** Enter the name and rank of the section NCOIC, or of an inspector at the section other than the one that initiated the form, in accordance with local policy. The inspector that whose name appears, and that signs the form, is doing so as confirmation that the samples were properly disposed of and that the sample form was completed correctly. The inspector listed in block two will not be the same inspector listed in block ten.

**Block 11:** Enter the name and title of the accountable officer for the location from which the sample was pulled. Forms are not considered to be complete until the accountable officer, or appropriate representative, signs the form. Forms will be presented to the accountable officer for signature in a timely manner and as soon as the form is completed as possible.

**Block 12:** Use this block to provide any relevant information that does not appear elsewhere on the form. Local policy may require that the reason for pulling the samples

be given. For example, "Sample numbers 1-4 were used for internal temp verification; sample numbers 5-6 were used for cut tests." Select "No" from the pull down menu that appears in this block.

**Directions for Completing Page Two of the Form:**

**Block 13:** Enter relevant, complete information for each sample pulled:

**Submitter Sample Number:** Enter sample number, beginning with number 1, in this area. No more than twelve samples may be recorded for each sample form. When a sample number greater than six is pulled, utilize another copy of page two to record sample numbers seven through twelve.

**Sample Description:** Enter complete product description, to include common name, type, and classification. For example, "milk, chocolate, 2%," "yogurt, lowfat, cherry," "apple, red delicious," or "ground beef, 85% lean."

**Brand Name:** Enter the specific product brand as applicable. For example, "Hormel," "Carl Buddig," "Sunkist," or "Prairie Farms."

**Universal Product Code (UPC):** Enter the universal product code found on the product label, or produce shelf tag. This code is also known as the "bar code." It is the label scanned or entered by the cashier at the register when scanning the product for sale.

**Product Code:** Enter all lot number, "use by" or expiration date, and other lot information as it appears on the product label/container. Enter N/A for produce items or other items that do not exhibit such codes.

**Sample Weight/Volume:** Enter the weight or volume of the sample as it appears on the product label or package. Weights for produce items will be obtained by weighing them on a calibrated scale.

**Quantity Submitted:** Enter the amount of individual samples taken, expressed in units of issue or sale. For example, "one can," two bags," two jars," or "one pound."

**Unit of Issue:** Enter the unit of issue or sale. The unit of issue is determined by how it is charged upon being issued or sold. For example, "pound," bag," "jar," "can," or "box."

**Total Cost:** Enter the dollar value that the sample costs. When pulling more than one item per sample, the cost must be calculated by multiplying the unit of issue by unit cost. For example, if two gallons of milk are pulled and each is priced at \$2.80, then the total cost would be \$5.60 (2x \$2.80= \$5.60).

**Disposition:** Enter the sample's final disposition, that is, what ultimately happened to the sample in accordance with guidance established in local policy. Choices include, but are not limited to, "laboratory sample submission," "returned to accountable officer," or "destroyed."

## CHAPTER 10

### SALVAGE/DISTRESSED FOODS AT GOVERNMENT RETAIL AND STORAGE FACILITIES

**10-1. INTRODUCTION.** This chapter establishes procedures for the salvage of physically damaged, over-aged, or otherwise distressed military-owned semi-perishable subsistence.

#### **10-2. PROCEDURES.**

a. DeCA Facilities – Food that is physically damaged after being received may be sold to customers only with proper verification by the food inspector. In accordance with DeCA Directives 40-3, 40-4, 40-5 and subject DeCA memorandums, the Commissary Director will appoint a salvage coordinator from among his employees. The salvage coordinator will be responsible for sorting salvageable and unsalvageable food, cleaning and repairing product packaging as appropriate. Food inspectors verify that unwholesome food is not offered for sale in accordance with the general guidelines in paragraph four below. Food inspectors are responsible for training the assigned salvage coordinator(s) on an as needed basis, at least quarterly, and whenever new salvage coordinators are assigned. All training should be entered on the ISP database on a Customer Visit Report. Food inspectors will ensure that all salvage items are inspected prior to being offered for sale.

b. Exchange Service Food Stores – Food inspection personnel will alert management of damaged/distressed food items that are found during walk-thru inspections and will make appropriate recommendations for disposition. Food inspectors will work with store management and employees to ensure only wholesome food is offered for sale in accordance with the guidelines listed in this chapter. Food inspectors are responsible for training the appropriate AAFES/NEX employees assigned as salvage coordinator(s) on an as needed basis and documented. All training should be entered in the ISP Database on a Customer Visit Report. Food inspectors will notify the chain of command when any concerns arise regarding salvage operations.

c. Troop Issue Subsistence Activities / Dining Facilities – Food inspection salvage duties include the inspection of subsistence turn-ins, transfers, and downgrading the condition code/issue-status of stored food items. Specific guidance is found throughout AR 40-656, Veterinary Surveillance Inspection of Subsistence; AR 30-22, The Army Food Program; DA Pam 30-22, Operating Procedures for the Army Food Programs; and applicable inspection documents for operational rations.

d. Depots – DLA-owned food items are maintained in condition codes that indicate serviceability. Normal issue stocks are placed in Condition Code “A”. Condition Codes “B” and “C” are food items that are determined to be, as a result of inspection, less serviceable and require an increased inspection frequency. Condemned stocks are

assigned Condition Code "H". A complete listing of authorized condition codes is found in DLAD 4155.37, Appendix S. Inspectors shall utilize a DD Form 1225 (Storage Quality History Report) when changing the condition code of a food lot.

### **10-3. GUIDELINES.**

a. Food inspectors shall utilize the USDA Guide for the Evaluation of Metal Containers (USDA File Code 125-A, posted in the Lotus Notes VETCOM Library database) or other suitable reference for the evaluation of canned foods and when conducting training for other inspectors or salvage coordinators.

b. Items that exhibit critical/severe defects will be condemned, these include cans that are severely dented on seams. Inspectors must utilize an appropriate risk management thought process.

c. Items that exhibit major defects are condemned if the defect materially affects the serviceability of the product. The product may be sold if serviceability is unaffected.

d. Items that exhibit minor defects may be resold, provided that usability is not affected.

e. Salvage items should be monitored frequently by the food inspectors and re-inspected as needed until the product is sold, issued, consumed, expired, or condemned.

f. Torn boxes or bags with exposed product will not be sold. If an interior bag or liner (primary package) is intact, the exterior container may be taped shut and the product offered for sale. Boxes that are slightly crushed, but not torn or opened, must be removed from the regular stock area and processed as a salvage item.

g. Unwholesome or unserviceable food must be isolated from food stocks that are designated for normal issue or sale. Affected products must be identified for disposal, returned to vendor, or condemned. This action will prevent accidental restocking or consumption of unwholesome/unserviceable products.

h. Salvage operations that are not effectively managed by facility personnel may be temporarily or permanently taken out of operation through consultation with the chain of command through the Regional Veterinary Command level and through the Region's coordination with the DeCA Regional Warrant Officer.

i. Manufacturer product labels on salvage items must remain intact to the extent that product identity and a complete ingredient list is still present on each item. Items that do not meet these criteria will not be offered for resale.

## CHAPTER 11

### RAPID TESTING METHODS FOR FOOD CONTACT SURFACES

**11-1. INTRODUCTION.** This chapter introduces rapid food contact surface testing methods and assists in ensuring that personnel have the knowledge and ability to select and properly utilize rapid diagnostic equipment and supplies in conjunction with determining sanitary compliance of military and commercial establishments. This chapter focuses specifically on utilization of the Charm LUM-T PocketSwab and is not intended to be a complete and final list of recommended equipment and supplies. This chapter will be subject to many changes in the future due to continuing advances in the rapid diagnostics market.

#### **11-2. GENERAL INFORMATION.**

a. The Charm LUM-T, and equivalent ATP bioluminescence monitors, provide a rapid result that measures adenosine triphosphate (ATP), not bacteria. Bioluminescence monitors are proven to be an effective means to quickly assess and monitor effective cleaning of food contact surfaces. Bioluminescence monitors can identify “hot spots” – areas that contain organic material that could possibly support and accelerate microbial growth. The technology of ATP bioluminescence for biological testing has become increasingly useful due to the real-time capabilities, ease of use, and affordability that it offers. It is not intended to replace microbiological testing, but it is an easier and faster means to determine cleanliness based upon the absence of organic material rather than by counting colony forming units (CFUs) of microorganisms.

b. An understanding of the basic principles of ATP bioluminescence is important. ATP is a molecular compound essential and common to all plant, animal, and microbial cells. This compound combines and reacts with the enzyme luciferase resulting in the release of light. The emitted light is measured by using the Charm LUM-T. This output of light is proportional to the amount of ATP present on a given surface. The measurement of biological contamination is approximated by determining the amount of ATP contained within or on the material. The swab is pulled out of the PocketSwab cartridge, then the tip end is swabbed over a 4-inch square area (100 cm<sup>2</sup>). The swab is then inserted back into the ATP cartridge and shaken. During the shaking action, the ATP from the swab material is mixed with luciferin/luciferase, which is in the form of a white tablet in the PocketSwab cartridge. The cartridge is then inserted into the LUM-T unit. That light-generating reaction that results from the combination is then measured in the form of Relative Light Units (RLUs). The resulting number is a measure of the amount of ATP on the tested surface and is an indicator of surface cleanliness. It is NOT a count of bacteria. For the sake of consistency, it is imperative that the surface area covered with the swab is standardized in the standard operating procedures. This results in reproducible and standard results.



c. Because ATP bioluminescence is a non-specific test, there are some limitations. Since it is a broad hygiene monitoring system, it not only detects bacteria, but it also detects all other biological ATP present. Test results do not specify between different sources from which all ATP is being measured; therefore, the feedback given is only an indicator of whether or not the surface being tested is clean. There is no direct correlation between microbial counts and the amount of ATP on a surface. Generally, Charm readings of 50,000 are almost always associated with the presence of microorganisms, particularly readings of 100,000 or more. The “gray area” falls between readings that range between 5,000 to 50,000. Readings in this range may or may not be associated with the presence of microorganisms. Maximum limits for “gray area” readings should be established. If readings above 22,500 are obtained after a baseline is established, conduct a confirmation swab (Redi-Swab) and send it to the FADL or local Veterinary Laboratory. The bottom line is that if ATP is present, whether from microorganisms or other biological material, then the potential exists for microbial growth.

### **11-3. PROCEDURES.**

a. The first step in utilizing the Charm LUM-T PocketSwab is to determine a baseline or background ATP on the surface to be tested. This can be accomplished by testing the surface after it has been rigorously cleaned and sanitized. This will reveal that the inspector knows exactly how clean the given surface can be and will help in establishing a baseline. Clean surfaces will generally show very low levels of total ATP. Because the PocketSwab is very sensitive, a threshold of 10 times the background can be accepted. For example, if a cleaned and sanitized surface reveals a reading of 200, the acceptable threshold for a pass/fail would be  $200 \times 10 = 2,000$ . Different surfaces may have different thresholds. This is why it is vital to establish a realistic, meaningful baseline during the implementation phase. The second step in using the PocketSwab to verify surface sanitation is to identify which surfaces are to be monitored. Food contact surfaces are extremely important, followed by non-food contact surfaces, i.e. floor drains.

b. Sanitation surveillance and training programs have applications during sanitation inspections in military facilities and sanitation audits of commercial facilities. Basic guidelines for their application are as follows:

(1) In military establishments, inspectors have traditionally performed visual pre-operation sanitation inspections of meat processing rooms, delis, bakeries, fish, and produce processing rooms. Pre-operational applies to the LUM-T in that it should be utilized after cleaning and prior to the beginning of the production day. Prior to the availability of rapid diagnostics equipment, defects were commonly assessed based upon what the inspector could see rather than on any scientific measurement. When determining which areas should be swabbed in a military facility, normal operations and clean up should first be observed in order to determine the exact area where the greatest potential for contamination exists. It is best to initially swab at least seven (one

control swab), but no more than 20 locations at least once per week. Record the results and note high readings, above 50,000 RLUs; marginal readings, between 5,000 and 49,999 RLUs; and acceptable readings, below 5,000 RLUs. After a period of time, with cooperation between cleaning and operating personnel, a determination can be made with respect to the exact surfaces that should be swabbed regularly.

(2) Visual inspection techniques are also typically utilized in commercial establishments. One additional advantage in commercial establishments is the availability of vendor records that reflect surface sanitation contact plates or other types of laboratory analysis. Furthermore, commercial food processing plants typically perform laboratory analysis on the finished product. Military facilities, such as DeCA commissaries, rarely analyze in-store prepared food through the use of a laboratory. It is best to use the LUM-T in a commercial establishment after cleaning and sanitizing has been performed, prior to the beginning of the production day. In starting out, it is best to ask the vendor which points he or she may be swabbing or conducting environmental tests on in conjunction with the routine in-plant sanitation program. Vendors often use weekly contact plates, which generally take 24-72 hours to obtain results. In a plant where processing takes place daily, if an area in processing yields bad results with conventional laboratory methods, little can be done if the product was processed and shipped on the day that the surface was not clean. The LUM-T can give results in less than 30 seconds and plant managers can re-clean and sanitize surfaces before processing begins. Perform and record results of rapid testing in commercial establishments where the vendor routinely performs routine environmental testing, once the vendor's results are received, compare the rapid test results with the vendor's results for comparison.

(3) When starting to use the LUM-T during commercial audits, or military sanitary inspections, start with a limit of 5,000 RLUs as a general rule. If the first reading is higher than 5,000, observe how the employees re-clean / sanitize and then take a second reading. Special notes shall be made on the substance(s) used to clean and sanitize, and specific techniques used. If the surface is wiped dry with a cloth, ensure that the surface is not being re-contaminated. Experienced LUM-T users will eventually conclude that stainless steel surfaces, such as slicer blades, tables, and knives, can be as low as zero. Plastic and porous surfaces may have higher readings. A baseline of below 5,000 must be established prior to making sanitation deficiency decisions and conclusions. It is recommended that new users of the LUM-T take a reading, then re-clean and re-sanitize the surface properly themselves, and then take the reading again. Several readings should be taken to set a baseline. The factory setting for failure on the LUM-T is zero RLUs, so any number of RLUs will result in a failure signal.

(4) Never use the LUM-T results as the sole basis for failing a military or commercial establishment. The LUM-T PocketSwab gives a measurement of total ATP on a surface and it is a very sensitive method for surface sanitation verification. This should be kept in mind when comparing Charm readings with the results of conventional

methods. A surface may not contain microorganisms, but if it is contaminated with any biological material, as indicated by the presence of ATP, it could potentially provide for the rapid growth of microorganisms. This source of contamination is detected by the ATP test but is missed by traditional microbiological methods. Veterinary laboratories can provide assistance in determining what type of confirmatory test supplies and equipment may be available. Units can purchase environmental sponge kits and, with proper training and practice, sponge a questionable surface or piece of equipment and then send to the laboratory for an actual bacterial count. Unit level SOPs should address specific actions to take when high LUM-T readings are detected.

#### **11-4. PROGRAM GUIDANCE.**

a. Surfaces in military establishments should be monitored monthly once a baseline is established and personnel are effectively trained. Frequency should then be adjusted based upon subsequent testing results. It is important to educate personnel on proper cleaning and sanitizing procedures in the areas that are monitored. When routine monitoring results are unacceptable, discuss the problem with the manager and initiate corrective action, i.e. clean and sanitize the equipment again prior to starting production. Surface testing results and training provided in conjunction with this program are recorded in the Lotus Notes Installation Support Plan database as a Customer Visit Report. The following order of precedence is recommended for commercial establishments:

- (1) Sushi Operations.
- (2) Ready-to-Eat Service Areas.
- (3) Deli and Rotisserie Operations.
- (4) Fish Markets.
- (5) Produce Processing Areas.
- (6) Meat Market Processing Areas.

b. It is recommended that auditors use the LUM-T in commercial establishments in conjunction with pre-operational inspections established by the vendor. It is highly recommended that the LUM-T be incorporated in the performance of initial audits, since it is the time when approval recommendations are initially made. If the plant has an ineffective sanitation program, the LUM-T will indicate as such and results may be considered in the approval process. The LUM-T can be used during subsequent plant visits as both a cleaning verification tool and to educate plant operators and managers. Results should be recorded in the sanitary audit report and discussed with the plant manager.

## CHAPTER 12

### FOOD INSPECTION EQUIPMENT

**12-1. INTRODUCTION.** The nature of the inspections performed at each installation may differ and are based upon a wide variety of mission requirements. Specific equipment that is required at one installation may not be required at another. It is imperative that leaders analyze the mission requirements at each installation and, based upon the findings, formulate a list of required inspection and administrative equipment for each inspection site and installation. The items listed in this chapter are recommended as the minimum necessary to perform an assortment of inspections but should not be considered to be all encompassing. Equipment lists for performing Prime Vendor Destination Audits may be obtained from HQ VETCOM.

**12-2. GENERAL FOOD INSPECTION EQUIPMENT.** The following list consists of general inspection equipment that is required at all installations:

- Thermometers, self-indicating, bimetallic, -40 to 160 degrees F and 0 to 220 degrees F
- Thermometer calibration equipment to include insulated container and crescent Wrench, open end, adjustable ½ X 4 inch
- Alcohol swabs
- Egg Inspection Sets, to include portable egg candler, air cell gauges, egg charts, and metal break-out plates
- Assorted boning knives
- Multi-tool, folding pocket w/bottle opener, pliers, can opener
- Steel Rulers in assorted measurement graduations, i.e 1/8", 1/16", 1/32"
- Inspection Smocks, White
- Assorted portable scales within 10- 100 lb weighing capacity, to include scales that expresses weights in both grams/ounces to the nearest hundredth
- Flashlights, Water Resistant
- Can Opener
- Strapping Tape
- Calculators, Hand-Held
- Clipboards
- General kitchen utensils required to inspect food, i.e. strainers, spatulas, and spoons
- Digital Camera, no less than 5.0 Megapixel
- Magnification Lens, 3 to 5 power
- Containers, Insulated, Shipping (for lab sample submission)
- Ziploc-style bags, gel-packs, and other associated material required for lab sample submission
- Carrying cases for equipment

**12-3. SPECIALIZED FOOD INSPECTION EQUIPMENT.** The following list consists of specialized inspection equipment that may be required at an installation:

- Analyzing kit, meat fat content, equipment type determined by RVC
- High Intensity Lamp
- Gauge, compound pressure-vacuum, dial indicating
- Gauge, food blemish
- Gauge, fruit and vegetable sizing
- Opener, crate, double faced hammer type
- Thermometer, digital, food service
- Comparator, color, hydrogen ion and residual chlorine
- Cups, specimen, plastic, 4 oz sterile, blister pack 100s
- Inking pad, rubber stamp
- Light, hand-held, ultraviolet, 6in black light tube
- PH measurement kit, equipment type determined by RVC
- Test strips, sanitizer, equipment type determined by RVC
- Bag, write-on, whirl-pack, 100s
- Sieves, test, corrosion-resisting steel, assorted sizes and mesh, equipment type determined by RVC
- Spoons, sampling, plastic, individually sterilized and bagged
- Color guides, USDA, equipment type determined by RVC
- Refractometer
- Scale, portable, digital, graduated in oz/lb, 10 lb capacity
- Test Weight Sets, equipment type determined by RVC
- Bioluminescent monitor kits (VCO, District, Region approved)
- RADEye PRD with accessories
- AN/PDR 77 at MRE facilities

## CHAPTER 13

### MILITARY SANITARY INSPECTION PROGRAM

**13-1. INTRODUCTION.** This chapter provides procedures for VETCOM military establishment sanitary inspections. Military food facility establishments include retail food sales stores such as commissaries and exchange service shoppettes, and food storage facilities such as Troop Issue Subsistence Activities (TISAs). The objective of the inspection program is to: protect the health of personnel from foodborne illnesses; determine sanitary compliance; and to ensure maintenance of food safety in order to ensure that wholesome food is produced/maintained for the consumer.

#### **13-2. PROCEDURES.**

a. Walk-through inspections performed at the section level shall be recorded in the "Report Data," "Sanitation Guidelines Used," and launched report form portion of the Customer Visit Report in the Installation Support Plan database in Lotus Notes.

b. The database reports will be reviewed by the VCO, Warrant Officer, or Noncommissioned Officer prior to conducting a formal inspection. This will allow the inspector to identify patterns and issues at the facility prior to conducting the inspection.

c. Formal inspections will be entered into the LN Military Sanitary Inspection database.

d. Inspectors will elevate issues and lack of support from facilities to the chain of command once deficiency patterns are established and/or corrections to observed deficiencies are not made in a timely manner.

## CHAPTER 14

### SECURITY PROGRAMS

**14-1. INTRODUCTION.** This chapter covers two programs that are vital to the operational security at Army installations. The first program, Antiterrorism, is designed to protect personnel, information, material, and facilities in all locations and situations against terrorism. Every veterinary service leader must recognize and communicate to the host Army installation that the veterinary service has a valid mission in the Force Protection Mission. The second program, OPSEC, is designed to preserve the effectiveness of military capabilities and maintain the elements of initiative, surprise and security. This chapter delineates each program.

#### **14-2. ANTITERRORISM.**

a. Regional Veterinary Commanders (RVC) will appoint an Antiterrorism (AT) Officer at the region. In addition, RVCs will develop and publish policy letters which detail protective and preventive measures appropriate at each Force Protection Conditions level (Normal-Delta) that apply on Army installations. Appendix 1, at the end of this chapter, contains examples of Random Antiterrorism Measures that can be implemented at FPCON levels. The Appendix 1 serves only as a guidance document; however, each veterinary annex to the Installation's AT plan shall include at a minimum, increase levels of inspection at the vehicle entry control point. Additional guidance for Antiterrorism can be found in DOD Directive 2000.12, DOD O-2000.12H, DOD 2000.16 Instruction manual, and AR 525-13. An additional resource for information pertaining to Antiterrorism can be found at <https://atep.dtic.mil/portal/site/atep>. Access to the DTIC Services is limited to U.S. Department of Defense (DOD) and Government employees, and their contractors only.

b. Appointed Antiterrorism Officers shall have Level II Antiterrorism training.

c. Veterinary OICs stationed at Army installations need to meet with the installation commander, or their designated representative, to discuss the veterinary service's role in the installation AT plan. An annex to the AT plan detailing veterinary support at differing FPCON levels should be developed and instituted. The Veterinary OIC with duty on Navy, Marine Corps and Air Force Installations should meet the Installation Commander, or their designated representative, to discuss Veterinary Services' role on these respective installations.

d. Vulnerability Assessment (VA) Process (DOD O-2000.12-H). Installation AT Officers conduct vulnerability assessments using key AT Working Group members in a collaborative effort as the assessment team. Teams typically include representation from operations, security, intelligence, counterintelligence, law enforcement, communications, fire department, engineers, medical services, housing, emergency planning and WMD planning and response. The end-state of the VA process is

identification of physical characteristics or procedures that render critical assets, areas, or special events vulnerable to a range of known or feasible terrorist capabilities. Determination of vulnerability is partly a function of the installation commander's desired level of protection for the asset, area, or special event. Veterinary OICs need to be part of the AT Working Group. Veterinary Corps officers, together with other working group members, are ideally suited to perform Food and Water vulnerability assessments. These assessments will utilize Technical Guide 188 (found in the Veterinary Services library on Lotus Notes) and will be done through coordination with the installation Preventive Medicine OIC in order to eliminate potential duplications of effort.

e. An AT plan, with a complete listing of site specific AT security measures linked to each FPCON, will be classified at a minimum as Confidential. When separated from the AT plan, site-specific AT security measures and FPCONs should be handled as For Official Use Only (FOUO).

f. Food vulnerability assessments will be conducted for each retail and military food facility on the installation. The assessments will be conducted in coordination with the installation Preventive Medicine OIC. When considering food security concerns, it is best to utilize a team approach and view potential targets and vulnerabilities through the eyes of a potential terrorist/criminal. The likelihood of "maximum credible events" needs to be considered when assessing Food Security risks. The primary references for conducting vulnerability assessments will be TG 188. A checklist can be tailored to meet each installation's specific needs as required, with chain of command oversight. Due to the sensitivity of the type of information collected, checklists, forms, discussion and training notes, and other related documents are CLASSIFIED and must be safeguarded. Only responsible personnel directly involved in the vulnerability assessment should have access to these documents. Material must be submitted to the Installation Security Office for final determination of classification level and handling/distribution/disposition.

g. An emergency roster for installation food and animal care personnel will be furnished to the Installation Operation Center (IOC). The roster will be updated and submitted to the IOC no less than quarterly, or each time that a change to the roster is made.

h. Logistical support will be coordinated with the IOC. When planning to monitor for radiological and chemical contamination, it is important to coordinate with the installation NBC unit representative and the Preventive Medicine Radiological Protection Officer because they may be able to facilitate access to, and provide training on, nuclear, biological, and chemical detection and monitoring equipment. New radiological monitoring equipment will be fielded at the user level by VETCOM. This added capability will screen subsistence at the installation level and MRE assembly plants. SOPs will be developed at the user level to ensure proper monitoring, maintenance and reaction plans of this field equipment.



**14-3. SUSPECTED INCIDENTS OF INTENTIONAL CONTAMINATION.**

a. The following personal protective measures will be used by inspectors as they encounter suspected incidents of intentional product contamination:

(1) Take immediate action while remaining calm and using a reasonable common sense approach. Immediately alert the facility manager, the chain of command and/or Hazardous Material (HAZMAT) personnel as outlined in local SOPs.

(2) Do not open product package or master container. Inspectors will not taste, touch, smell or transport the suspected product. This will eliminate the possibility for needless exposure and spread. This includes not shaking or emptying product contents.

(3) Leave the room, close the door, if applicable, and secure area to prevent access until investigating officials arrive at the scene.

(4) Wash hands with soap and water to prevent potential of spreading any powder or similar substance. The most effective hand washing process is to repeatedly lather and rinse hands as opposed to spending the same amount of time scrubbing with a single lathering. After hands have been cleansed thoroughly and rinsed free of soap, apply a hand sanitizer. Shower with soap and water as soon as possible. Do not use bleach or other disinfectant that may be harmful to the skin. Place clothes in a plastic bag or other sealable container prior to showering. The sealed clothing should be given to the emergency responders for proper handling.

(5) List all personnel who were in the area when the suspicious item was received. This information may be needed by authorities.

(6) Formally report the incident and possibility of exposure through the chain of command to include commissary directors, TISA managers, and other appropriate management personnel.

(7) If there is question of room or air handling system contamination through the spread of aerosol, use the following guidelines:

(a) Turn off room fans or ventilation units in the area, or have them turned off, if possible. Shut down air handling system for entire building, if possible. This will need to be coordinated with the building security manager.

(b) Leave the area, close the door, and secure the area.

(c) List all personnel who were in the area when the suspicious item was received. This information may be useful to authorities.

- (d) Report all incidents through your chain of command.

#### **14-4. OPERATIONS SECURITY**

a. Regional Veterinary Commanders will appoint an Operational Security (OPSEC) Officer at the region. Operational Security measures are planned and taken within the command to preserve essential secrecy. Regional Commanders will integrate OPSEC into all activities to provide maximum protection of all functions and activities. Each region will develop and implement an OPSEC Standing Operating Procedure.

Operational Security review within the command is mandatory IAW AR 530-1. Reviews are conducted on plans, orders, messages, letters, briefings, contracts and web pages. The intent of the review is to prevent inadvertent release of sensitive information. A review will be conducted annually on all items listed above by the OPSEC officer.

b. Definition. Operations Security: A process of identifying critical information and subsequently analyzing friendly actions attendant to military operations and activities to:

- (1) Identify those actions that can be observed by adversaries.
- (2) Determine indicators that could be interpreted or pieced together to derive critical information.
- (3) Select and execute measures that eliminate or reduce friendly vulnerability to an acceptable level.

c. The OPSEC officer will:

- (1) Prepare and recommend OPSEC policy.
- (2) Provide OPSEC guidance to the commander in the preparation of plans and other mission documentation and activities to include Force Protection requirements.
- (3) Recommend and assist in the development of OPSEC measures to be implemented within the command.
- (4) Develop and recommend Essential Elements of Friendly Information (EEFI) for the command.
- (5) Conduct OPSEC reviews of documents for command.
- (6) Ensure that OPSEC training is conducted IAW AR 530-1.
- (7) Perform other duties and responsibilities as defined in the command's OPSEC program.

(8) Coordinate with unit Force Protection, Public Affairs, and Freedom of Information Act officers to ensure an OPSEC review is conducted prior to the release of information concerning the commands special programs, projects, activities, or operations.

d. All Veterinary Service personnel will:

(1) Be aware of and support the Army's OPSEC Program. Operations security is serious business and everyone's responsibility.

(2) Reinforce the vital importance of OPSEC at all times. OPSEC is a continuous process and an inherent part of military culture and as such must be fully integrated into the execution of all Army operations and support activities.

(3) Know what their organization considers to be sensitive and critical information.

(4) Protect from disclosure any and all sensitive and critical information to which they have personal access.

(5) Be aware of the vulnerabilities exposed as a result the disclosure of sensitive and critical information on the Internet. In particular, avoid disclosure of photos showing the results of IED strikes, battle scenes, casualties, destroyed or damaged equipment, enemy KIAs, and access to military facilities.

(6) Implement OPSEC measures as prescribed by the commander.

(7) Consult with their immediate supervisor and their OPSEC officer, prior to publishing or posting information that might contain sensitive and/or critical information in a public forum—this includes, but is not limited to letters, e-mail, Web site postings, Web log (Blog) postings, discussion in internet information forums, discussion in internet message boards, or other forms of dissemination or documentation. Supervisors will advise personnel to ensure that sensitive and critical information are not disclosed.

(8) Will not process, store, or transmit information classified above the accreditation level of a DOD computer system.

e. Operations Security Process. The OPSEC process applies to all phases of an activity, function, or operation and is used in the development of OPSEC plans. The five fundamental steps are:

(1) Identification of Critical Information. Critical information is needed by adversaries to effectively plan and act to degrade the operational effectiveness of the command. The development of EEFI is part of the OPSEC process. The EEFI are the key questions about friendly intentions, capabilities, and activities asked by adversaries.

The EEFI list may be classified. Remember that EEFI are the questions the adversary is going to ask, the answers to the questions are the items that must be protected.

(2) Analysis of Threat. Adversary collection efforts are identified. The aim is to neutralize or manipulate the threat to the US's advantage.

(3) Analysis of Vulnerabilities. Analysis of vulnerabilities identifies tentative OPSEC measures required to maintain essential secrecy. The most desirable OPSEC measures combine the highest protection with the least effort on the command's operational effectiveness.

(4) Assessment of Risk. Because implementation of OPSEC measures usually presents a risk to operational, logistic, or procedural effectiveness, an analysis must be made prior to the decision to implement measures.

(5) Application of Appropriate OPSEC measures. The OPSEC measures are selected based on decisions in the previous step.

f. Operations Security Measures. Specific OPSEC measures must be developed for all activities.

(1) Administrative.

(a) Avoid open posting of planning schedules notices which reveal when sensitive events will occur.

(b) Control the issuance of orders, movement of units, programs or key personnel.

(c) Control trash and housekeeping functions to conceal sensitive activities.

(d) During periods of increased threat activity follow normal leave policy and working hours to maximum extent possible to preserve the outward sense of normalcy.

(e) Ensure personnel maintain the ability, as necessary, to travel so that preparation for sensitive travel will not generate unusual activity.

(f) Screen discussions or releases to the media with public affairs personnel.

(g) Control access to secure areas and escort those personnel not assigned.

(h) Be prepared to implement a "Clean Desk" on one-hour notice in the event of visitors' arrival.

(2) Communications.

- (a) Make maximum use of secure communications.
- (b) Limit release of information until latest possible date or until activities are completed.
- (c) Limit reading file distribution to personnel with need to know. Control distribution of controlled unclassified information.
- (d) Strict compliance with command Automated Information Systems Security policy on the use of all computer system operation to include small computers.

(3) Readiness.

- (a) Safeguard reports on unit personnel to include attendance at special schools.
- (b) Limit distribution on rosters that identify personnel by position, MOS/AOC, grade, or security clearance.

(4) Travel.

- (a) Travel in civilian clothes whenever possible. Do not carry briefcase or bags that identify you as a member of the command.
- (b) Use a passport in lieu of military orders whenever possible.
- (c) Do not discuss assignment, duties, or reason for travel unless absolutely necessary (e.g., with security, customs, or immigration personnel).

## **Appendix 1\***

Reference Document: DOD O-2000.12-H. This appendix details FPCON measures and provides **examples** of Random Antiterrorism Measures.

### **FPCON ALPHA Measures:**

Measure ALPHA 4. Increase security spot checks of vehicles and persons entering installations under the jurisdiction of the United States.

Veterinary Support Measures:

1. Weekly activities by Food inspection personnel include skip lot style sampling plans for examining commercial vehicles delivering food and water to the installation at the commercial vehicle entry control point. Skip lot sample size shall mimic the sampling patterns used by local security forces; or a normal severity sample plan shall be developed using ANSI/ASQC Z1.4, Sampling Procedures and Tables for Inspection by Attributes.
2. Food inspection personnel shall coordinate with local security forces and installation management authority for specific times for food and water deliveries.
3. Animal care personnel will provide Military Working Dog support as required.

Measure ALPHA 5. Initiate food and water Operational Risk Management (ORM) procedures, brief personnel on food and water security procedures, and report any unusual activities.

Veterinary Support Measures:

1. Veterinary Personnel are an integral part of the ORM team
2. Monitoring for Approved Sources

### **FPCON BRAVO Measures:**

Measure BRAVO 8. Randomly inspect food and water for evidence of tampering/contamination before use by DOD personnel. Inspections should include delivery vehicles and storage area/containers.

Veterinary Support Measures:

1. Begin radiological monitoring of all commercial vehicles that carry food or water at the commercial vehicle entry control point. Sampling may be 100% or a sample size

determined as coordinated with security forces personnel using ANSI/ASQC Z1.4, Sampling Procedures and Tables for Inspection by Attributes.

2. Intense and complete monitoring of all food storage areas under purview of the Veterinary Service activity.
3. Veterinary Commander/representative identifies additional inspection personnel to prepare to augment in the event FPCON Charlie is implemented. Inspection personnel may be used for force protection purposes; coordination with supported commands is required; memorandum of understanding (MOU) may be required to document support requirements and specific local characteristics.
4. Veterinary Corps support for antiterrorism activities and inspection of commercial delivery vehicles may require logistical support from the installation. The support may include:
  - a. shelter/office space (functional temporary or permanent)
  - b. personal protective gear (Kevlar, reflective vest, hard hat)
  - c. radiological monitoring equipment for alpha, beta and gamma particles

**FPCON CHARLIE Measures:**

Measure CHARLIE 5. Ensure or verify identity of all individuals entering food and water storage and distribution centers, use sign in/out logs at access control/entry points, and limit and /or inspect all personal items.

Measure CHARLIE 6. Initiate contingency monitoring for biological and chemical agents as required. Suspend contractor/off-facility users from tapping into facility water system.

**Veterinary Support Measures:**

1. Veterinary Corps Officers will investigate unusual cases of animal mortality rates in and around the installation. The veterinarian will coordinate and communicate with local animal control personnel, state and federal authorities to facilitate rapid response to possible zoonotic or animal-related biological terrorist activities.
2. Animal care specialists will augment food inspection personnel as needed. A minimal staff will remain at the VTF in the event a MWD/GOA emergency occurs. Close coordination with agencies using GOAs will be a priority. Privately owned animal care will cease.
3. Support Installation AT officer for CBRNE related incidents.

**FPCON DELTA Measures:**

Measure DELTA 4. Search all vehicles and their contents before allowing entrance to the installation.

Veterinary Support Measures:

1. Intense level of monitoring for CBRNE related incidents. Provide Veterinary support for radiological monitoring of all subsistence at entry/access points.
2. Delivery of non-essential food and water (vending operations) should cease.
3. Ensure all critical veterinary personnel have been placed on installation access roster.

\* Random Antiterrorism Measures Program is tailored to meet the specific Army installation requirements. The information provided in this Appendix is just an example of differing measures that can be provided to assist the installation commander's FPCON program. The RAMP and the Veterinary Installation Annex for the AT plan should be tailored to each Army Installation needs.

An AT plan, with a complete listing of site specific AT security measures linked to a FPCON, will be classified at a minimum as Confidential. When separated from the AT plan, site-specific AT security measures and FPCONs should be handled as For Official Use Only (FOUO).



## CHAPTER 15

### PREDEPLOYMENT FOOD RISK ASSESSMENTS IN THEATER OPERATIONS

#### 15-1. INTRODUCTION.

a. This chapter standardizes the risk assessment process in an OCONUS theater of operation. Current references for risk assessment include FM 3-100.12 and FM 100-14. Risk assessment procedures do not eliminate the requirement for sanitation audits of approved sources.

b. For the purposes of this document, the term “food safety” will be used in an all-encompassing manner to refer to all practices, procedures, policies, and conditions meant to result in a reasonable assurance of the provision of safe, wholesome, non-hazardous, and secure foods and bottled water. The reader should be aware that in standard subsistence jargon, “food safety” usually refers to prevention of unintentional contamination of food and that “food security” refers to prevention of intentional contamination of food.

**15-2. RISKS ASSOCIATED WITH OCONUS PROCUREMENT.** There are significant risks associated with the purchase and consumption of subsistence procured in some overseas locations. These risks include, but are not limited to:

a. Poor sanitation: Risks can include the lack of potable/hot water and sanitizing supplies, poor sanitary standards, questionable health standards among workers, poorly educated workforce, and outdated (manual, “hands-on”) food processing techniques.

b. Risks unique to particular countries/regions: Risks can include the lack of food sanitation oversight by the local civilian government, an inadequate health system, improper use of pesticides or other agents, nonprogressive agriculture practices, and the lack of liability/accountability for food vendors in the event of food-borne illnesses.

c. Terrorism: Risks can include the absence of tamper-proof packaging, a local population hostile to U.S. Forces, and inadequate law enforcement. Food of OCONUS origin is generally considered to have a greater risk of being intentionally compromised.

#### 15-3. GENERAL GUIDANCE AND INFORMATION.

a. Recommendations that are given to Combatant Commanders should be based upon accepted science, industry/regulatory practices, lessons-learned from relevant experiences, and/or military intelligence of the threats. Background reading and knowledge are key to making accurate recommendations and assessments. Consultation with other military public health officials, U.S. federal officials, and local

public health officials is also of benefit. When considering food security concerns, it is best to utilize a team approach and view potential targets and vulnerabilities through the eyes of a potential terrorist/criminal. Food security threats/risks should consider the likelihood of “maximum credible events”. When making recommendations, the following points should be considered:

(1) Limit local procurements as much as possible. Encourage the use of operational rations.

(2) Avoid high risk items and food groups by going with the next best option, always making food safety and force protection the highest priority. For example, suggest that meat, seafood, and fresh dairy be airlifted into the area instead of locally procuring these items.

(3) Look for existing approved sources in-country or in neighboring countries. The authority for exemptions from the requirement for Directory listing of OCONUS food vendors is the MACOM veterinarian.

(4) Do not provide “assessments” that compromise public health or food safety. Make firm, sound, clear recommendations that involve either approval or disapproval and any relevant control measures. Recommendations should be made both orally and in writing. Written recommendations should be on a DA Form 7566, Composite Risk Management Worksheet, or locally generated substitute that is substantially equivalent. If recommendations are not followed, consideration will be given to whether it is reasonable to appeal the decision to the next higher authority, either directly or thru a higher medical authority/official. Keep the immediate supervisor informed of any recommendations and desired appeal actions. Regardless of the ultimate decisions, it is your responsibility to support the chain-of-command and provide your best assistance/advice/work toward food safety.

(5) If necessary, assist in the education and training of potential suppliers, their employees and/or military logistical and food service personnel.

b. All Commanders are highly encouraged to allow their Soldiers in the MOS of 91T and 91R to attend the Food Sanitation Team (FST) Course offered by and through coordination with local Preventive Medicine units. Combatant Commanders should be encouraged to form FSTs within their units.

#### **15-4. COMMUNICATING FOOD RISKS.**

a. Risks should be communicated to the commander in the context of FM 100-14 risk management process. Risks should be communicated accurately, objectively, and in a credible manner. The basis for significant information and inferences relied upon should be explained. The presented should be prepared to describe the sources, extent, and magnitude of significant concerns/risks associated with the assessment.

b. The effectiveness of food risk communication will rely on the communicator's responsibility to:

- (1) Develop key messages.
- (2) Know the audience.
- (3) Be prepared.

c. To successfully accomplish the task of food risk assessment communication to the commander, the presenter must be thoroughly grounded in the following elements:

- (1) The communication should be clear, understandable, informative, accurate, and concrete.
- (2) References and sources for the assessment should be perceived as reliable and credible.
- (3) Repetitions of the message are desirable, however too many repetitions are ineffective or even deleterious.
- (4) The message should be interesting and vivid.

d. Using a health risk communication program can aid in building and maintaining rapport, establishing trust and credibility, and exchanging technical/scientific/medical information. The table on the following page (Table 7-1, taken from reference--cite reference) provides detailed information on the health risk communication guidelines:

<p>Simplify language and presentation, not content:</p>	<p>When trying to communicate the complex issues behind a health risk, it is easy to leave out information that seems to be overly technical. Risk communication research and studies have proven that all audience members can understand any technical subject if it is presented properly.</p> <p>This can be done, for example, through the use of visuals and diagrams and by defining all technical/medical/scientific jargon and acronyms.</p>
<p>Be objective, not subjective:</p>	<p>It is often very easy to differentiate between opinions and facts. It can be difficult, however, to respond credibly to opinions without substantiating them or offending the individual asking the question.</p> <p>In order to maintain credibility, respond to both opinions and facts in the same manner.</p>
<p>Communicate clearly and honestly:</p>	<p>To communicate clearly, present information at the audience's level of understanding. People can reject information that is too difficult for them, or they can reject a communicator who is perceived to be dishonest or untrustworthy. As a result, they may refuse to acknowledge the information or become hostile. On the other hand, they may become hostile if they feel patronized. The bottom line is – know the audience!</p> <p>In addition, whenever possible, provide familiar examples and concrete information that can help put the risk in perspective.</p>
<p>Deal with uncertainty:</p>	<p>When communicating health risks, results are not definitive.</p> <p>Discuss sources of uncertainty, such as how the data were gathered, how they were analyzed, and how the results were interpreted. This demonstrates that the uncertainties are recognized, which can lead to an increase in trust and credibility. However, when discussing uncertainty, the communicator should stress his/her expertise and knowledge of the subject. This will reinforce the leadership's ability to handle the situation and could allay concerns and fears regarding the risk and the risk-management decision.</p>
<p>Be cautious when using risk comparisons:</p>	<p>In order to put risks in perspective, comparing an unfamiliar risk to a familiar one can be helpful. However, some types of comparisons can alienate audience members.</p> <p>Avoid comparing unrelated risks, such as the risks associated with smoking versus those associated with air contamination. People rarely accept the comparison of unrelated risks.</p>
<p>Develop key messages:</p>	<p>Key messages are those items of importance, the health risk information that needs to be communicated. They must be clear, concise, and to the point.</p> <p>No more than three messages should be communicated at one time. Repeat key messages as often as possible to ensure they are not misunderstood or misinterpreted.</p>
<p>Be prepared:</p>	<p>When either presenting health risk information or answering questions regarding an individual's concerns, be prepared. Most questions and concerns can be anticipated if the audience is known. In fact, the communicator should know 70 percent of the possible questions that could be asked. Consider how to answer general questions and how to respond to specific inquiries.</p>

**Table 15-1**

## CHAPTER 16

### LABORATORY SAMPLE SUBMISSION GUIDANCE

**16-1. INTRODUCTION.** This chapter provides guidance that supplements the Department of Defense Veterinary Food Analysis and Diagnostic Laboratory Sample Submission Guide, posted in the Veterinary Services Document Library on VET1/USAMEDCOM in Lotus Notes.

#### **16-2. PROCEDURES.**

a. Operational rations section (assembly plant) submission will be conducted as follows: new deliveries of end-item non-retort MRE and HDR food components will be sampled and submitted to the laboratory as indicated below, and then submitted to the laboratory in bulk once a week.

Two samples of each noncommercial end item and one sample of brand name commercial item will be collected for submission.

b. Samples submitted by all sites must comply with the following basic procedures:

(1) Samples submitted must be representative of the sample population being tested. If a customer complains about an item with a particular lot number, it is best to only submit items with the same lot number unless local inspection results revealed that the problem was prevalent in assorted lot numbers.

(2) Ensure that sample submission is cost effective. Only submit samples when there is a significant "like" quantity remaining in stock. If there is only a minimal quantity of affected item remaining in stock, it may be more cost-effective to dispose of the few remaining items than to spend hundreds of dollars in associated shipping and laboratory costs.

(3) Samples submitted for other than routine testing should include a complete product history and/or customer complaint history. Complete and accurate information and details will be included in the remarks section of the DA Form 7539. This will enhance the laboratory's ability to accurately test submitted samples.

(4) Pack samples carefully in order to prevent damage during transit. Individual samples should be placed in separate plastic bags (Zip-Lock® bags work best). This prevents leakage from inside out and from outside in.

(5) When shipping perishable items in an insulated container with refrigerant ensure that:

(a) Chilled products are pre-cooled to 35° Fahrenheit.

(b) Maintain the correct temperature during transit by using sufficient refrigerant. Fresh dairy samples must be received at 39° Fahrenheit or less. All other chilled samples must arrive at 44° Fahrenheit or less.

(c) If using chemical packs, they must be frozen prior to use. Refrigerating the chemical packs does not get them cold enough.

(d) If using wet ice, place it in heavy plastic bags that will contain the water that is produced when the ice melts. Do not place product in the same bag with the ice.

(e) Do not use dry ice to ship chilled products. Dry ice is for use only with frozen products, it is required in order to keep frozen samples frozen during shipment. Frozen chemical ice packs will not keep frozen items frozen.

(f) Chilled shipments must contain a temperature pilot sample that is similar in type to the sample(s) box being submitted. Label the pilot sample as such, "PILOT."

(6) When shipping heavy or bulky items such as large cans or gallon jars, pack the items carefully. Use extra packing material and if necessary, ship in several boxes rather than in one very heavy box. If items are swollen, place them in plastic bags in order to contain possible leakage.

(7) Ship perishable items by next day delivery. Whenever possible, do not ship chilled/frozen samples on Thursday for Friday delivery. The laboratories are not staffed to receive samples on weekends. Therefore, if samples are not delivered on Friday (for whatever reason) they will not be testable once they are finally received the next Monday.

(8) Shipments from OCONUS to the Fort Sam Houston or Hawaii laboratories may require a USDA Import Certificate(s). If the permit is not attached, the shipment will be delayed by customs and the sample not testable when received. If not cleared by customs, the samples may be destroyed or returned to the submitter by the shipping company. Copies of the appropriate certificates are available in the LN publication library or can be obtained at the receiving laboratory. It is important to read the USDA permits in their entirety because they contain specific restrictions regarding the items that can and cannot be shipped. Use only updated certificates.

(9) All test request forms should include the name and DSN or commercial telephone number for a point of contact familiar with the samples being submitted. The copy sent with the sample box needs to be protected from damage (i.e. soiled during transport). Including this information saves the laboratory time should additional information be required prior to testing. When samples have been shipped, a Lotus Notes notification should be sent to one or more of the individuals listed in the VETCOM

POC roster under the Food Safety and Technical Support section of the Food Analysis and Diagnostic Laboratory. If submitting samples to one of the OCONUS laboratories, notify the appropriate NCOIC. Notification message should include the date and time of shipment, name of shipping company, and a shipment tracking number. Instructions on properly filling out the DA Form 7539 in the Lotus Notes Database and AKO account are detailed in the following pages.

**DIRECTIONS FOR COMPLETING DA FORM 7539  
REQUEST FOR VETERINARY LABORATORY TESTING  
& FOOD SAMPLE RECORD FOR  
LABORATORY SAMPLE SUBMISSION**

**General Information:** A separate DA Form 7539 must be completed for each different commercial source or government facility that originally produced, or subsequently processed the sample, i.e. each different manufacturer, packer, etc. The only exception to this is when samples are submitted in association with a suspected foodborne illness. All samples submitted in conjunction with a foodborne illness may be included on a single form; however, applicable producer or manufacturer information will be provided as a separate attachment and sent with the sample. When submitting more than 6 samples from the same producer or manufacturer, use additional copies of page 2 as necessary.

**Directions for Completing Page One of the Form:**

**Block 1:** Select location from the pull down menu. The Inspection Responsibility Code (IRC) will fill in automatically.

**Block 2:** Enter the name, rank and telephone number for a point of contact. The point of contact will be the individual that the laboratory can directly contact if additional information about the samples submitted is required. The Station Identification Number will fill in automatically upon completing block one.

**Block 3:** Enter a control number following the guidance established by local policy. A control number will be assigned to each form, and a log of the forms will be maintained in order to ensure sample and form accountability.

**Block 4:** Select the appropriate laboratory to which samples are being submitted.

**Block 5:** Provide a complete company name, address, and telephone number for the company that produced, or further processed the sample. Use the following guidance when determining the producer or manufacturer and when expressing the company name, address, and plant code.

**Determining Producer/Manufacturer:**

Potato salad that is produced in bulk 5-pound containers by the ABC Salad Company and shipped to the commissary. If the inspector opens the new 5-pound container and aseptically obtains a sample, then the ABC Salad Company would be listed as the producer, and the processing plant's information would be entered.



If a sample is collected from an open container that the deli workers have already opened and used to repack the above potato salad for sale, then the commissary would be listed as the producer/manufacturer since they repacked the item.

If a meat market obtains ground beef in 5-pound chubs from the packing plant and a sample is taken directly from the chub, then the company that packed the product into the chub would be listed as the producer/manufacturer. If the product has been reground by meat market personnel, however, the commissary would then be listed as the producer/manufacturer.

A sandwich or cheeseburger that is prepared by the operator of a snack bar at the bowling alley or at the AAFES Burger King would show the installation facility, i.e. "Bowling Alley Snack Bar," or "AAFES Burger King" as the manufacturer regardless of where the final product ingredients originated.

### **Expressing Producer/Manufacturer Name, Address, and Plant Code:**

For items produced at establishments in the United States, provide the name, address (street, city, state & zip code), and telephone number for the origin production plant. Include any plant codes found on the product or packing case (IMSL, USDA, etc) in the next section of the block. If the supplier is listed in the VETCOM Directory of Approved Sources, include the VC number that is assigned to the supplier.

**NOTE:** Use caution when providing addresses from plant labels. In many cases, the address listed may be for a corporate office and not for the actual plant in which the product was processed. It is wise to check the product master container (shipping case) in order to compare the address on the case to the address on the package. If the addresses are different, ensure that the address for the processing plant, not the corporate office, is entered on the form.

For items produced at foreign establishments, provide the name of the country and processing plant address in which the sample was produced. If the name and address of the production plant is not available, indicate so and then enter the name and address of the sample importer, exporter, or distributor.

For items produced on a military installation, enter the name, address, and telephone number for the particular establishment that produced the sample. For example, "AAFES Anthony's Pizza, 401 Star Road, Aberdeen Proving Grounds, MD"

**Block 6:** Use the pull down menu to select the reason that the samples are being submitted for testing.

**Block 7:** Use the pull down menu to select the type of facility from which the sample was pulled. When "other" is selected, a full explanation will be entered in Block 12.

**Block 8:** Use the pull down menu to enter the date that the sample was collected.

**Block 9:** Use the pull down menu to select the condition in which the sample was shipped. When a pilot is included (for chilled items only) enter a description of the pilot sample.

**Block 10:** This block is left blank.

**Block 11:** This block is left blank.

**Block 12:** Use this block to provide any relevant information that does not appear elsewhere on the form. When a sample is being submitted in conjunction with a foodborne illness investigation, contact the laboratory for specific guidance prior to submission. Select “Yes” from the pull down menu that appears immediately below the remarks section only after the samples have actually been shipped.

**Directions for Completing Page Two of the Form:**

**Block 13:** Enter relevant, complete information for each sample pulled:

**Submitter Sample Number:** Enter sample number, beginning with number 1, in this area.

**Sample Description:** Enter complete product description, to include common name, type, and classification. For example, “milk, chocolate, 2%,” “yogurt, lowfat, cherry,” “apple, red delicious,” or “ground beef, 85% lean.”

**Brand Name:** Enter the specific product brand as applicable. For example, “Hormel,” “Carl Buddig,” “Sunkist,” or “Prairie Farms.”

**Universal Product Code (UPC):** Enter the universal product code found on the product label, or produce shelf tag. This code is also known as the “bar code.” It is the label scanned or entered by the cashier at the register when scanning the product for sale.

**Product Code:** Enter lot number, “use by,” “sell by” or expiration date, and other lot code information exactly as it appears on the product label/container.

***NOTE:*** The next three entries are related to each other. See the example that follows.

**Sample Weight/Volume:** Enter the weight or volume of one item as it appears on the product label or package.

**Quantity Submitted:** Enter the number of individual items submitted as this one sample

**Unit of Issue:** Enter the unit of issue or sale. The unit of issue is determined by how it is charged upon being issued or sold. For example, “pound”, “bag”, “jar”, “can” or “box.”

*Example:* Two 3.5 oz sandwiches submitted as one sample should show a sample weight of “3.5”, quantity submitted as “2” and unit of issue as “each”.

**Total Cost:** This block is left blank.

**Disposition:** This block is left blank.

*Cautionary Notes:*

It is important to use a separate DA Form 7539 for each origin plant or government production site. This ensures that result reports contain information that is unique to each specific source, and that the laboratory can track all samples that may require medical hold actions, market withdrawals, or recalls.

Do not complete the gray section on page one marked “For Laboratory Use Only.” The lab will complete these sections. The only exception to this is the shipping carrier tracking number block. When the inspector has the tracking number available, it can be entered in the appropriate block.

Do not complete the “Completed Results Attached” portion at the bottom of page one. This section is for the laboratory to attach completed laboratory result reports.

## CHAPTER 17

### SUBJECT MATTER TRAINER PROGRAM

**17-1. INTRODUCTION.** This chapter establishes procedures for the Operational Ration(OPRATS), Red Meats, and Fresh Fruit & Vegetable(FF&V) Subject Matter Trainer (SMT) Program. The purpose of the program is to provide units with individuals that assist Commanders with training and mission challenges.

#### **17-2. PROCEDURES.**

a. Commanders should utilize SMTs to ensure success of the unit's mission in the different areas of OPRATS, FF&V, and Red Meats inspection and training. This will include involving the SMT in training unit personnel, reviewing respective inspection database reports, and conducting internal evaluations of unit food inspection programs as directed by the District or Regional Commander.

b. Further SMT progression requires a commitment to excellence by the SMT, along with the pursuit of additional training. Commanders are encouraged to facilitate continued SMT development. Examples of experiences that may enhance further development include:

(1) Attending or taking distance learning courses offered by the US Department of Agriculture, Food and Drug Administration, or other government or non-government agencies with related missions and subjects.

(2) Cross-training with other professionals working in the subject matter area to include food safety, quality assurance, procurement, and receiving official/accountable officers.

(3) Becoming a member and participating in related professional organizations.

(4) Reading and writing reports based upon professional literature and related documents.

## CHAPTER 18

### SHIPRIDER PROGRAM

**18-1. INTRODUCTION.** The U.S. Army Veterinary Service supports Military Sealift Command (MSC) Combat Stores Ships with an Army Veterinary Food Inspector Shiprider during scheduled deployments.. This chapter provides basic guidance for management and oversight of the shiprider program.

#### **18-2. GUIDELINES.**

a. The basic duties and responsibilities of a shiprider shall entail the following:

- (1) Receipt and surveillance inspections of subsistence.
- (2) Training of foodservice personnel in sanitation.
- (3) Receipt and surveillance inspection of operational rations.
- (4) Shelf-life extensions as appropriate in conjunction with surveillance inspections.
- (5) Inspecting for and recognizing insect/rodent infestations and inspection of subsistence involved in active infestations.
- (6) Overview of the Navy ALFOODACT Hazardous Food Recall Program.
- (7) Participation in Navy fire and abandon ship drills and in other general military training as directed and required.

b. Basic administrative guidelines include:

- (1) The shiprider is assigned to the ship for the duration of the deployment, orders should state as such. This includes billeting and meals.
- (2) Sea Pay is authorized in lieu of temporary duty (TDY) pay.
- (3) A deployment checklist should be developed and furnished to the shiprider no less than ninety days prior to deployment.
- (4) The following equipment and regulations shall be furnished to the shiprider by the host Army district prior to deployment:

(a) Equipment

Vacuum Gauge	2
Egg Candling Kit	1
Can Opener	1
Ruler	1
Clipboard	1
DOD Surveillance Stamp and Inkpad	1
Number Set for Stamp	1
Box cutter	2
Thermometers	4
Flashlight	1
Notebook	2
Laptop Computer	1 – w/Formflow and Lotus Notes
Disks or Thumb Drive	1
Calculator	1
Digital Camera	1
Insect Vials	3
Ziploc Sample Bags	as many as required
Strapping Tape	as many as required
Small Scale	1
Uniform Items	host unit will publish a list (IPFUs, BDUs, Class As/Bs, etc)

(b) Regulations & References

AR 40-656  
AR 40-657  
AR 40-660  
MIL STD 904  
NAV SUP 4355.6A  
MIL STD 909  
NAV SUP 486  
DLAD 4155.37, APP S  
FM 8-30  
DSCPH 4155.2, APP A and B  
GUIDE TO THE SALVAGE OF CHILLED/FROZEN  
FOODS EXPOSED TO REFRIGERATION FAILURE  
TM 38-400  
Can Defects Guide  
European and Middle East Approved Source Listing  
DSRE Egg Specifications  
USDA Quick Reference Manual for FF&V  
Produce Identification Guide

Pocket Guide for the Inspection of Subsistence on Board  
Combat Logistics Force Ships, Apr 94  
VETCOM HBK 40-2  
DSCP Website Address – for ALFOODACTS/Other Info

c. Liaison guidance – The shiprider shall maintain appropriate contact/liaison with the veterinary units in the geographical areas where deployed. This contact may be electronic via Lotus Notes, e-mail, or in person when arriving at ports of embarkation. Specific local information for approved sources and important food safety concerns shall be disseminated once deployment contact is initiated by the shiprider. Basic contact information is as follows:

(1) CENTCOM AOR/ Persian Gulf – ARCENT Veterinary Services for Bahrain, Kuwait, United Arab Emirates, Egypt, Yemen, Djibouti, Kenya, Seychelles, Oman, Qatar, Saudi Arabia, Somalia, Eritrea, Sudan, Jordan, Iraq, Pakistan, Afghanistan, Kazakhstan, Uzbekistan, Turmenistan, and Syria.

(2) EUCOM AOR/ Europe – 100<sup>th</sup> Medical Detachment for all countries in EUCOM area of responsibility except Azores, Russia, Greenland, and all African countries not designated to CENTCOM area of responsibility.

(3) PACOM/Pacific Rim – Stateside ports contact Western Regional Veterinary Command contacts in San Diego, Los Angeles, Oakland, San Francisco, Bangor, Whidbey Island, Alaska; contact Pacific Regional Veterinary Command for Hawaii, Japan, Guam, Australia, New Zealand, Singapore, Philippines, Thailand, Vietnam, or other Southeast Asian port.

(4) Central America/South Atlantic – contact Southeast Regional Veterinary Command

(5) North Atlantic, to include the Azores – North Atlantic Regional Veterinary Command

(6) Korean Peninsula – contact 106<sup>th</sup> Medical Detachment, Seoul, South Korea

d. Program continuity and “Lessons Learned”- All inspectors will supply the DVC Commander with a detailed After Action Review (AAR), in accordance with Field Manual 7-1, Appendix C, upon completion of the shiprider tour of duty. The review will include, at a minimum, an account of things that went well, things that can be done better and special challenges to include lack of appropriate support and resources. The report shall be sent to the DVC Commander within a period of thirty days upon completion of shiprider duties. A copy of the AAR will be forwarded to the RVC Commander and Warrant Officer within 45 days of mission completion.

## CHAPTER 19

### AUDITOR CERTIFICATION PROGRAM

**19-1. INTRODUCTION.** This chapter establishes procedures for the commercial sanitation auditor certification program. This program supplements the sanitation auditor credentialing program for reserve officers. This program helps to ensure that Veterinary Service personnel have the knowledge and ability to conduct commercial sanitation audits. This program is intended for use in CONUS and OCONUS with supplementation by the OCONUS commanders as required.

#### **19-2. PROCEDURES.**

a. The District Commander and/or primary trainer will conduct an initial interview of all VCOs, WOs, or other potential auditing personnel. The purpose of the interview is to introduce the training program to the auditor, and to validate current auditor credentials. The concept behind this program is one that centers on career development that sustains growth up to and beyond the point in which the Commander authorizes the auditor trainee to conduct audits without supervision. The District Commander may decide that a Soldier is capable of performing unaccompanied audits if the candidate possesses at a minimum: completion of Phase I below; in the process of completing Phase II below; and/or has previous audit experience. The District Commander will review and monitor the individual's documented training programs and completed audit reports.

b. Phases of training are as follows:

(1) Phase I – AMEDD Center and School Training, either a or b and c below:

(a) Officer Basic Course (OBC)

(b) Warrant Officer Basic Course (WOBC)

(c) MIL-STD 3006 Course (May be taught separately or in conjunction with OBC/WOBC or as part of VETCOM/RVC/DVC training)

(2) Phase II – District Training.

(a) **Staff Auditor Phase**– Minimum of three sanitation audits in different types of facilities as a staff auditor. Differing types of facilities should include the following: water and ice, fresh fruits and vegetables processing, bakery, and frozen desserts. Training, other than in-plant, will include public health risks associated with the defects found in 21 CFR 110, microbial criteria and interpretation of laboratory results, obtaining and shipping laboratory samples in accordance with the Laboratory Sample



Submission Guide, and Hazardous Analysis Critical Control Points (HACCP) review procedures.

- 1 Trainer performs the audits, to include in/out briefing.
- 2 Trainee accompanies the auditor through the facility.
- 3 Trainee writes methodology for all audits, regardless of audit type.

(b) **Lead Auditor Phase** – Minimum of three sanitation audits in different types of facilities as a lead auditor. The trainer will accompany the trainee during the audit.

- 1 Trainee performs the audits, to include in/out briefing.
- 2 Trainee is responsible for completing audit documentation.
- 3 Trainer evaluates and reports the trainee's performance to the District Commander.

(3) Phase III – Establishing proficiency. This section is included for new officers with little prior experience as auditors. The auditor will assist the District Commander with the task of documenting audits performed in order to establish proficiency. Despite District Commander approval to conduct unaccompanied audits, the auditor must perform a number of audits independently in order to develop initial expertise. The number of audits required can vary from auditor to auditor and will be ultimately determined by the District Commander and documented in the individual's local record and the Lotus Note's Audit Credentialing Database. Variety in types of establishments is recommended.

(4) Phase IV – Dairy certification (overseas). This is a two part program. Part one consists of certifying all auditors for manufactured dairy establishments where the requirements of the Pasteurized Milk Ordinance (PMO) may not apply. This portion of the certification is relatively simple and can be accomplished at the unit level. If pasteurization equipment testing is required, the auditor must complete the second part of the dairy certification program which consists of the Milk Pasteurization Controls and Tests course offered by the FDA State Training Branch, or equivalent office and accompany a state or federal inspector on a minimum of two audits that focus on conducting inspections and testing pasteurization systems. Regional and District Veterinary Commanders will ensure that all officers scheduled to transfer overseas attend this training prior to their departure from CONUS. Once arriving overseas, the auditor will accompany a fully certified dairy auditor on at least two audits in order to complete this phase and be authorized to assess the proper operation of pasteurization equipment independently, to include understanding the "authorized deviations." This phase may include accompanying Host Nation inspectors if feasible. The overseas

MACOM Veterinary Commander will develop at least two officers that are certified dairy auditors.

(5) Phase V – Specialization. Overseas assignments offer an opportunity to inspect types of processing facilities that may not be inspected in CONUS. These facilities might include slaughterhouses, fluid egg plants, powdered milk plants, canning plants. To enhance the professional development of the auditor, the following training is recommended:

(a) Slaughterhouse Sanitation

(b) Better Process Control School

(c) Short courses available through FDA State Training Branch, Food Processors Institute, and other similar organizations

(6) Phase VI – Maintaining proficiency. It is recommended that auditors continue to perform audits throughout the year in order to maintain proficiency. Depending upon other responsibilities and duties, the District Commander may exercise discretion to determine whether an auditor is maintaining proficiency.

(7) Phase VII – Professional certification and/or affiliation. All auditors are encouraged to join a professional organization and/or to maintain certification in at least one of the following:

(a) National Environmental Health Associates Certified Food Sanitarian.

(b) American Institute of Baking Certified Sanitarian.

(c) Serv-Safe Certified Instructor.

(d) National Sanitation Foundation Auditor.

(e) Membership, Institute of Food Technologists.

(f) Membership, International Association for Food Protection.

(g) American Society of Quality Auditors.

(8) Noncommissioned Officers selected into the Warrant Officer program will begin the certification process to perform sanitation audits. District Commanders will integrate Warrant Officer Candidates into the audit certification process immediately in order to allow for maximum experience prior to reporting to Warrant Officer Candidate School. Candidates in this category are to be entered into the database as “WOC” auditors for tracking purposes.

**APPENDIX A**

**REFERENCES**

**Section I  
Publications**

AR 1-201, Army inspection Policy

AR 11-2, Management Control

AR 30-22, The Army Food Program

AR 40-905/SECNAVINST 640.1A/AFI 48-135, Veterinary Health Services

AR 40-656/NAVSUPINST 4355.10/mco 10110.45, Veterinary Surveillance Inspection of Subsistence

AR 40-657/NAVSUPINST 4355.4c/AFRT 163-2/MCO P10110310, Veterinary/Medical Food inspection and Laboratory Service

AR 40-660/DLAR 4155.26/NAVSUPINST 10110.8c/AFR 161-42/MCO 10110.38c, DOD Hazardous Food and Nonprescription Drug Recall System

AR 525-13, Antiterrorism

AR 530-1, Operations Security

DA Pam 30-22, Operating Procedures for the Army Food Program

DeCA Directive 40-3, Meat Department Operations

DeCA Directive 40-4, Produce Department Operations

DeCA Directive 40-5, Grocery Department Operations

DLAR/DLAD 4155.37, Appendix S, Materiel Quality Storage Standards Policy for Shelf-Life Material

DOD Directive 2000.12, DOD Antiterrorism Program

DOD Directive 5010.38, Management Control Program

DOD O-2000.12-H, DOD Antiterrorism Handbook

MEDCOM Pam 40-13

DOD Instruction 2000.16, DOD Antiterrorism Standards

DOD Instruction 5010.40, Management Control Program Procedures

DPSCH 4155.2, Inspection of Composite Operational Rations

Exchange Service Regulation 1-2, Veterinary, Preventive Medicine and Military public Health Services

FDA Food Code  
<http://www.cfsan.fda.gov/~dms/fc01-toc.html>

FM 7-1, Battle Focused Training

FM 100-14, Risk Management

Joint Service Manual for Storage and Materials

MEDCOM Reg 40-28, U.S. Army Veterinary Command Policies and Procedures

MIL-STD 904, Guidelines for Detection, Evaluation, and Prevention of Pest Infestation of Subsistence

OMB Circular A-123, Management of Federal Information Resources

Veterinary Command Food Analysis and Diagnostic Laboratory Submission Guide  
<http://vets.amedd.army.mil/vetlab/Guide.pdf>

Veterinary Command Circular 40-1, Worldwide Directory of Approved Food Establishment for Armed Forces Procurement

## **Section II Prescribed Forms**

MEDCOM Form 57a, Sample Removed by Quality Assurance Representative

MEDCOM Form 770-R, Refrigeration Failure Report

## **Section III Referenced Forms**

DA Form 7538, Subsistence Serviceability Certificate

DA Form 7539, Request for Veterinary Laboratory Testing & Food Sample Record

DA Form 7566, Composite Risk Management Worksheet

DD Form 1225, Storage Quality History Report

DD Form 1232, Quality Assurance Representative's Correspondence

DD Form 1237, Shell Egg Inspection

**APPENDIX B**

**SAMPLES OF  
CUSTOMER VISIT REPORTS/SUBSISTENCE INSPECTION REPORTS**

(released)

**CUSTOMER VISIT REPORT**

REPORT IS SUBJECT TO CHANGE UNTIL APPROVED BY INSPECTOR'S SUPERVISOR

**GENERAL DATA**

<b>Evaluator:</b>	PFC Patrick Murphy	<b>Region:</b>	Southeast
<b>Installation:</b>	Albany MCLB	<b>District:</b>	Gulf Coast
<b>Agency:</b>	Defense Commissary Agency	<b>Branch:</b>	Benning
<b>Facility Name:</b>	Commissary, Bldg 7501	<b>Facility POC:</b>	Ann-Marie Wyatt
<b>Evaluation Date:</b>	01/26/2006 09:50:06 AM	<b>Facility Phone, FAX, &amp; Email:</b>	Phone: 229-639-5258 FAX: 229-639-5568 E-mail:
		<b>Initial Frequency:</b>	Quarterly
<b>Report Type:</b>	Routine	<b>Modified Frequency:</b>	Daily

**REPORT DATA**

<b>CUSTOMER CONCERNS/ISSUES:</b>	Spoke to the facility POC, Ms. Wyatt, she indicated that she had no concerns at this time. Furnished Ms. Wyatt and all department managers a copy of the sanitary walk-through findings listed in this report. All deficiencies were corrected on the spot.
<b>AREAS EVALUATED DURING VISIT:</b>	The entire facility was evaluated with special issues noted as follows: significant improvement observed in the salvage display area, food and non-food items are properly segregated; observed increase in items being stocked above freezer load lines, spoke to grocery manager about the issue.
<b>SANITATION GUIDELINES USED:</b>	<input type="radio"/> Mil Std 3006 <input checked="" type="radio"/> Food Code <input type="radio"/> TB MED 530 <input type="radio"/> NA

**Food Code Guidelines**

<b>Management and Personnel:</b>	Deli employee wearing long artificial nails was not wearing gloves while processing items through the meat slicer. The Food Code states that: 2-302.11, Maintenance. (A) Food employees shall keep their fingernails trimmed, filed, and maintained so the edges and surfaces are cleanable and not rough. (B) Unless wearing intact gloves in good repair, a food employee may not wear fingernail polish or artificial fingernails when working with exposed food.
<b>Food:</b>	Packaged bean sprouts that do not originate from an approved source were found on display in the produce cooler. The Food Code states that: 3-201.11 Compliance with Food Law." (A) Food shall be obtained from sources that comply with AR 40-657/AFI 48-116. Sandwiches made in the deli department and offered for sale are not labeled with a "sell by date. The Food Code states that: 3-501.17 Ready-to-Eat, Potentially Hazardous Food, Date Marking." (A) Except as specified in ¶ (D) of this section, refrigerated, ready-to-eat, potentially hazardous food prepared and held in a food establishment for more than 24 hours shall be clearly marked to indicate the date or day by which the food shall be consumed on the premises, sold, or discarded DeCA Directive 40-3, para 3-12f states that: All sandwiches must be labeled with a "sell by" date and time of preparation and sold within two days.
<b>Equipment, Utensils, and Linens:</b>	No defects noted.
<b>Water, Plumbing, and Waste:</b>	No defects noted.
<b>Physical Facilities:</b>	No defects noted.
<b>Poisonous or Toxic Material:</b>	Unlabeled clear spray bottle with violet colored liquid found on a processing table in the meat

**Sample**

# Sample

market. According to the meat market manager, the liquid consists of a sanitizing solution that they use to sanitize the processing tables. The Food Code states that:

7-102.11 Common Name.

Working containers used for storing poisonous or toxic materials such as cleaners and sanitizers taken from bulk supplies shall be clearly and initially identified with the common name of the material.

Compliance and Enforcement:	No defects noted.
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ITEMS VERIFIED FOR APPROVED SOURCE:	See approved source verification log. Note that bagged bean sprouts in produce department were found to originate from an unapproved source. Full product information is as follows: Sunshine Morning Bagged Bean Sprouts, 2501 Sunshine Street, Sunshine, California, 90210
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APPROVED SOURCE STATUS:	<input checked="" type="checkbox"/> Approved <input checked="" type="checkbox"/> Unapproved <input type="checkbox"/> Exempt
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RELATED SUBSISTENCE INSPECTION REPORT(S): 3		
Evaluation Type	Evaluator	Status
Receipt Inspection - Beef	PFC Patrick Murphy	Approved
Receipt Inspection - Pork	PFC Patrick Murphy	Approved
Receipt Inspection - FF&V	PFC Patrick Murphy	Approved

PM REFERRAL:	<input type="radio"/> Yes <input checked="" type="radio"/> No	TOPICS/CONCERNS:	N/A
PM POC:	N/A	PHONE NUMBER:	N/A

FOLLOW-UP REQUIRED:	<input type="radio"/> Yes <input checked="" type="radio"/> No	SCHEDULED FOLLOW-UP DATE:	
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DISTANCE TRAVELED:	0	INSPECTION TIME:	1.75
MODE OF TRANSPORTATION:	GOV		

OUTBRIEF TOPICS DISCUSSED (TRAINING OR OTHER ASSISTANCE OFFERED, GMP FINDINGS):	
* For Use By Supervisors ONLY *	
Potential Risks:	Food Safety
Details:	Bean Sprouts originating from an unapproved source. Bean sprouts were removed from the sales floor. The Commissary Store Director, DSO Officer, and District Warrant Officer were informed of the findings and they will take further action as required.

APPROVER'S NAME:	SFC Kevin Tierney	APPROVER'S PHONE NUMBER:	DSN: 835-5658
APPROVED ON:	01/26/06		

# Sample

(released)

## CUSTOMER VISIT REPORT

REPORT IS SUBJECT TO CHANGE UNTIL APPROVED BY INSPECTOR'S SUPERVISOR

### GENERAL DATA

Evaluator:	PFC Patrick Murphy	Region:	Southeast
Installation:	Fort Benning	District:	Gulf Coast
Agency:	Army Troop Feeding	Branch:	Benning
Facility Name:	Dining Facility, Bldg 3105	Facility POC:	Mr. Charles Yancey
Evaluation Date:	01/26/2006 12:53:08 PM	Facility Phone, FAX, & Email:	706-544-8208
		Initial Frequency:	Monthly
Report Type:	Routine	Modified Frequency:	Quarterly

### REPORT DATA

<b>CUSTOMER CONCERNS/ISSUES:</b>	Visit was scheduled with Mr. Yancey in advance and coordinations to inspect frozen pork item were made for today as a result of a customer complaint - see related SIR. Mr. Yancey has a concern with fresh dairy items being delivered with short remaining shelf-life. The next dairy delivery is scheduled for tomorrow, an inspector will be present at Mr. Yancey's request in order to inspect the delivery.
<b>AREAS EVALUATED DURING VISIT:</b>	Cooler and freezer temperatures, dry storage room; checked product expiration dates; and looked for damaged items and other obvious defects.
<b>SANITATION GUIDELINES USED:</b>	<input type="radio"/> Mil Std 3006 <input type="radio"/> Food Code <input checked="" type="radio"/> TB MED 530 <input type="radio"/> NA

#### TB MED 530

<b>Chapter 3, Food:</b>	Inspector shall not perform a full sanitary audit, but will only record and report observed imminent health hazards to a PM POC. The only exception is for installations where PM has given sanitary oversight jurisdiction to the Veterinary Branch in writing and reflected in the ISP.
<b>Chapter 5, Sanitary Facilities and Control:</b>	
<b>Chapter 6, Construction and Maintenance:</b>	
<b>Chapter 11, Poisonous or Toxic Materials:</b>	

<b>ITEMS VERIFIED FOR APPROVED SOURCE:</b>	See approved source verification log.
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<b>APPROVED SOURCE STATUS:</b>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Unapproved <input type="checkbox"/> Exempt
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<b>RELATED SUBSISTENCE INSPECTION REPORT(S):</b>		
<b>Evaluation Type</b>	<b>Evaluator</b>	<b>Status</b>
Prime Vendor Surveillance Inspection	PFC Patrick Murphy	Approved

<b>PM REFERRAL:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<b>TOPICS/CONCERNS:</b> N/A
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# Sample

PM POC: /A PHONE NUMBER: N/A

FOLLOW-UP REQUIRED: SCHEDULED FOLLOW-UP DATE:

DISTANCE TRAVELED:	15	INSPECTION TIME:	1.25
MODE OF TRANSPORTATION:	GOV		

OUTBRIEF TOPICS DISCUSSED (TRAINING OR OTHER ASSISTANCE OFFERED, GMP FINDINGS):

\* For Use By Supervisors ONLY \*

Potential Risks:

Details:

APPROVER'S NAME:	SFC Kevin Tierney	APPROVER'S PHONE NUMBER:	DSN: 835-5658
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APPROVED ON:	01/26/06		
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# Sample

(Released)  
CUSTOMER VISIT REPORT

REPORT IS SUBJECT TO CHANGE UNTIL APPROVED BY INSPECTOR'S SUPERVISOR

## GENERAL DATA

Evaluator:	PFC Patrick Murphy	Region:	Southeast
Installation:	Fort Benning	District:	Gulf Coast
Agency:	Morale Welfare & Recreation	Branch:	Benning
Facility Name:	El Zapata's Mexican Restaurant, Bldg 2784	Facility POC:	Latissa Knapp
Evaluation Date:	01/26/2006 12:22:05 PM	Facility Phone, FAX, & Email:	706-689-9009 / Fax 706-689-9780 / No Email
		Initial Frequency:	Monthly
Report Type:	Routine	Modified Frequency:	Quarterly

## REPORT DATA

CUSTOMER CONCERNS/ISSUES:	Spoke to Ms. Knapp, she had concerns about recurring rodent issues. Product in stock was inspected for obvious signs of infestation and damage. Storage area was inspected for evidence of rodent activity, rodent droppings were found in all four corners of the storage area. There was a large hole observed at the base of one of the exterior facility walls. PM will be notified for action and follow-up. Ms. Knapp will inform and place a work order with the installation engineers and pest control.
AREAS EVALUATED DURING VISIT:	Entire facility to include storage areas.
SANITATION GUIDELINES USED:	<input type="radio"/> Mil Std 3006 <input type="radio"/> Food Code <input checked="" type="radio"/> TB MED 530 <input type="radio"/> NA

### TB MED 530

Chapter 3, Food:	
Chapter 5, Sanitary Facilities and Control:	Large hole observed on exterior storage room wall, rodent droppings found in all four corners of the semi-perishable food storage room.
Chapter 6, Construction and Maintenance:	
Chapter 11, Poisonous or Toxic Materials:	

ITEMS VERIFIED FOR APPROVED SOURCE:	See approved source verification log.
APPROVED SOURCE STATUS:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Unapproved <input type="checkbox"/> Exempt
RELATED SUBSISTENCE INSPECTION REPORT(S):	C

PM REFERRAL:	<input checked="" type="radio"/> Yes <input type="radio"/> No	TOPICS/CONCERNS:	Rodent issues in the facility.
PM POC:	CPT Joe Smith	PHONE NUMBER:	DSN 545-4658

FOLLOW-UP REQUIRED:	<input checked="" type="radio"/> Yes <input type="radio"/> No	SCHEDULED FOLLOW-UP DATE:	02/24/2006
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DISTANCE TRAVELED:	10	INSPECTION TIME:	1.50
MODE OF TRANSPORTATION:	GOV		

# Sample

OUTBRIEF TOPICS DISCUSSED (TRAINING OF OTHER ASSISTANCE OFFERED, AND FINDINGS).

\* For Use By Supervisors ONLY \*

Potential Risk: Food Safety

Details: Followed up with Ms. Knapp and CPT Smith, PM, a work order was submitted to repair hole in the exterior wall. Pest control has placed traps in the storage room and will monitor daily.

APPROVER'S NAME: SFC Kevin Tierney

APPROVER'S PHONE NUMBER:

DSN: 835-5658

APPROVED ON: 01/26/06

# Sample

(released)  
**CUSTOMER VISIT REPORT**

REPORT IS SUBJECT TO CHANGE UNTIL APPROVED BY INSPECTOR'S SUPERVISOR

## GENERAL DATA

<b>Evaluator:</b>	PFC Patrick Murphy	<b>Region:</b>	Southeast
<b>Installation:</b>	Fort Benning	<b>District:</b>	Gulf Coast
<b>Agency:</b>	Army Air Force Exchange Service	<b>Branch:</b>	Benning
<b>Facility Name:</b>	Mini Mall Shoppette Main Post, Bldg 1711	<b>Facility POC:</b>	Rosa Bell and Yvonne Wright
<b>Evaluation Date:</b>	01/26/2006 11:55:21 AM	<b>Facility Phone, FAX, &amp; Email:</b>	706-682-0473 / Fax is same number / bellrosa@aafes.com
		<b>Initial Frequency:</b>	Quarterly
<b>Report Type:</b>	Routine	<b>Modified Frequency:</b>	Same as Initial

## REPORT DATA

<b>CUSTOMER CONCERNS/ISSUES:</b>	Spoke to Rosa Bell and addressed her concerns regarding new brand of bottled water being received. She had a question regarding whether or not it originated from an approved source. After looking at the product, I informed Ms. Bell that the product was exempt because it imported from outside of the U.S. - Evian Water, bottled and imported from France. Ms. Bell was informed of, and corrected the observed sanitary deficiency below on the spot.
<b>AREAS EVALUATED DURING VISIT:</b>	The entire facility was evaluated to include temperature checks on all refrigeration/freezer units; expiration date checks on assorted items; checked for damaged food items such as dented cans; and approved source verifications.
<b>SANITATION GUIDELINES USED:</b>	<input type="radio"/> Mil Std 3006 <input checked="" type="radio"/> Food Code <input type="radio"/> TB MED 530 <input type="radio"/> NA

### Food Code Guidelines

<b>Management and Personnel:</b>	No defects noted.
<b>Food:</b>	Thermometer on the refrigeration unit displaying milk indicated a temperature of 55F. Internal temperatures of products on display were as follows: HGL Milk was 44F; HPT milk was 46F; and GAL Milk was 42F. The manager moved all dairy products to a different cooler with lower temperatures. A work order was called in by the manager to repair the dairy cooler. The Food Code states that: (A) Except during preparation, cooking, or cooling, or when time is used as the public health control as specified in § 3-501.19, and except as specified in ¶ (B) of this section, potentially hazardous food shall be maintained: (2) At a temperature specified in the following: (a) 5°C (41°F) or less. There were two leaking bottles of orange juice found on display in the cooler. The leaking items were removed from display by Ms. Bell on the spot. The Food Code states that: (A) Food shall be protected from cross contamination by: (7) Storing damaged, spoiled, or recalled food being held in the food establishment as specified under § 6-404.11
<b>Equipment, Utensils, and Linens:</b>	No defects noted.
<b>Water, Plumbing, and Waste:</b>	No defects noted.
<b>Physical Facilities:</b>	No defects noted.
<b>Poisonous or Toxic Material:</b>	No defects noted.
<b>Compliance and Enforcement:</b>	No defects noted.

ITEMS VERIFIED FOR APPROVED

See approved source verification log. Water checked at request of manager was determined to

# Sample

SOURCE:	Is exempt.
APPROVED SOURCE STATUS:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Unapproved <input checked="" type="checkbox"/> Exempt
RELATED SUBSISTENCE INSPECTION REPORT(S):	0

PM REFERRAL:	<input type="radio"/> Yes <input checked="" type="radio"/> No	TOPICS/CONCERNS:	N/A
PM POC:	N/A	PHONE NUMBER:	N/A

FOLLOW-UP REQUIRED:	<input type="radio"/> Yes <input checked="" type="radio"/> No	SCHEDULED FOLLOW-UP DATE:	
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DISTANCE TRAVELED:	5	INSPECTION TIME:	.75
MODE OF TRANSPORTATION:	GOV		

OUTBRIEF TOPICS DISCUSSED (TRAINING OR OTHER ASSISTANCE OFFERED, GMP FINDINGS):	
* For Use By Supervisors ONLY *	
Potential Risks:	
Details:	

APPROVER'S NAME:	SFC Kevin Tierney	APPROVER'S PHONE NUMBER:	DSN: 835-5658
APPROVED ON:	01/26/06		

# Sample

(released)

## SUBSTANCE INSPECTION REPORT

GENERAL DATA			
EVALUATOR:	PFC Patrick Murphy	REGION:	Southeast
INSTALLATION:	Albany MCLB	DISTRICT:	Gulf Coast
AGENCY:	Defense Commissary Agency	BRANCH:	Benning
FACILITY NAME:	Commissary, Bldg 7501	FACILITY POC:	Ann-Marie Wyatt
REPORT TYPE:	Receipt Inspection	FACILITY PHONE, FAX, & EMAIL:	Phone: 229-639-5258 FAX: 229-639-5568 E-mail:
EVALUATION DATE:	01/26/2006		
RECEIPT INSPECTION RESULTS			
ADMINISTRATIVE DATA:			
CONTRACTOR NAME:	AP Military	CONTRACT PO OR PI NUM:	01G5291
CONVEYANCE NUM:	GA 5903404	DELIVERY DATE:	01/26/2006
SHIPPER'S NAME:	Mid South	SHIPPER'S INVOICE NUM:	110791
OPENING TEMP:	45F	PRODUCT TEMP(S):	36, 38, 45F
NUM LINE ITEMS DELIVERED:	14	NUM LINE ITEMS INSPECTED:	14
NUM LINE ITEMS DEFECTIVE:	2	INSPECTION REFERENCE(S):	DeCA ROA; MEDCOM Reg 40-28; MEDCOM Pam 40-13
VEHICLE SANITATION:	Acceptable	PRODUCT TYPE:	FF&V
PRODUCT DATA:			
FF&V Inspection Details			
Delivery Type:	ROA	Responsible Produce Buyer:	Commissary Produce Manager
Defects			
Defects:	Defects found		
First Product:	Fresh Express Caesar Salad Kit	Description:	Four cases of salad received with an internal temperature of 45F. All bags exhibited signs of swelling and the lettuce appeared slightly decayed. The DeCA ROA requires that prepackaged fresh fruits and vegetables be delivered between 34 and 38 degrees F.
Percent Loss:	100%	Percent Salability:	0%
Percent Credit:	100%	Credit Value(\$):	\$98.00
Picture:			
Second Product:	Skippy's Mushrooms	Description:	Mushrooms were received in a bulk pack, fully sealed plastic bag. The bag did not contain any holes and thus restricted any air from reaching the mushrooms. DeCA ROA requires that bulk pack mushrooms have at least two holes cut in the plastic cover that are 1/8" in diameter or larger.

# Sample

Percent Loss:	100%	Percent Salability:	0%
Percent Credit:	100%	Credit Value(\$)	\$-5.50
Picture:			
Third Product:	None	Description:	
Percent Loss:		Percent Salability:	
Percent Credit:		Credit Value(\$):	\$0.00
Picture:			
INSPECTION SUMMARY:	Produce manager rejected the mushrooms and salad kits; all remaining items were accepted.	DISPOSITION:	Continued Sale or Issue
CUSTOMER DISPOSITION:	<input type="radio"/> Accept <input checked="" type="radio"/> Reject <input type="radio"/> Accept with Price Adj	CUSTOMER REP:	Mr. Lettuce, Produce Manager
DISTANCE TRAVELED:	0	INSPECTION TIME:	45 minutes
APPROVER'S NAME:	SFC Kevin Tierney	APPROVER'S PHONE NUMBER:	DSN: 835-5658
APPROVED ON:	01/30/06		

# Sample

(Released)  
SUSTAINANCE INSPECTION REPORT

GENERAL DATA			
EVALUATOR:	PFC Patrick Murphy	REGION:	Southeast
INSTALLATION:	Albany MCLB	DISTRICT:	Gulf Coast
AGENCY:	Defense Commissary Agency	BRANCH:	Benning
FACILITY NAME:	Commissary, Bldg 7501	FACILITY POC:	Ann-Marie Wyatt
REPORT TYPE:	Receipt Inspection	FACILITY PHONE, FAX, & EMAIL:	Phone: 229-639-5258 FAX: 229-639-5568 E-mail:
EVALUATION DATE:	01/26/2006		

## RECEIPT INSPECTION RESULTS

ADMINISTRATIVE DATA:			
CONTRACTOR NAME:	Tyson Foods, Inc	CONTRACT PO OR PI NUM:	DeCA02-03-D-0019
CONVEYANCE NUM:	GA 948586	DELIVERY DATE:	01/26/2006
SHIPPER'S NAME:	Trans Am Trucking, Inc.	SHIPPER'S INVOICE NUM:	60126485DD
OPENING TEMP:	52F	PRODUCT TEMP(S):	48, 50, 49F - first three 49, 50, 50F - second three, taken after recalibration of thermometers
NUM LINE ITEMS DELIVERED:	5	NUM LINE ITEMS INSPECTED:	5
NUM LINE ITEMS DEFECTIVE:	195	INSPECTION REFERENCE(S):	DeCA Contract; DeCA Pork TDS; IMPS 400; MEDCOM Reg 40-28
VEHICLE SANITATION:	Acceptable	PRODUCT TYPE:	Pork

### PRODUCT DATA:

Pork Inspection Details									
Rec #	Pork IMPS No.	Nomenclature				Lot Size	Sample Size	Acc/ Rej	# of Def
1	None	None				*	*	*	*

### Pork Nonconformance Summary

Nonconformance Number One

IMPS Number:	Nomenclature:
Defect Number:	Picture:
Total Line Item Value(\$):	Price Adjustment Value(\$): \$0.00
Defect Description:	

<b>INSPECTION SUMMARY:</b> Internal temperatures were nonconforming see temps listed above. Internal temp requirements at destination, per TDS are 28-35F. The meat market manager and store director wanted to accept the product in	<b>DISPOSITION:</b> Other
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# Sample

order to meet customer demand. Contacted the branch VCO in order to make a final wholesomeness determination. Per VCO, he deems this to be a potential wholesomeness issue and hence the item was rejected based upon that determination.

<b>CUSTOMER DISPOSITION:</b>	<input type="radio"/> Accept <input checked="" type="radio"/> Reject <input type="radio"/> Accept with Price Adj	<b>CUSTOMER REP:</b>	Ms. Wyatt - DeCA
<b>DISTANCE TRAVELED:</b>	0	<b>INSPECTION TIME:</b>	45 minutes
<b>APPROVER'S NAME:</b>	SFC Kevin Tierney	<b>APPROVER'S PHONE NUMBER:</b>	DSN: 835-5658
<b>APPROVED ON:</b>	01/27/06		

# Sample

(released)  
SUBSISTENCE INSPECTION REPORT

GENERAL DATA			
EVALUATOR:	PFC Patrick Murphy	REGION:	Southeast
INSTALLATION:	Albany MCLB	DISTRICT:	Gulf Coast
AGENCY:	Defense Commissary Agency	BRANCH:	Benning
FACILITY NAME:	Commissary, Bldg 7501	FACILITY POC:	Ann-Marie Wyatt
REPORT TYPE:	Receipt Inspection	FACILITY PHONE, FAX, & EMAIL:	Phone: 229-639-5258 FAX: 229-639-5568 E-mail:
EVALUATION DATE:	01/26/2006		

RECEIPT INSPECTION RESULTS			
ADMINISTRATIVE DATA:			
CONTRACTOR NAME:	Tyson Foods, Inc	CONTRACT PO OR PI NUM:	DeCA02-02-D0002
CONVEYANCE NUM:	GA 98456	DELIVERY DATE:	01/26/2006
SHIPPER'S NAME:	Heyl Truck Line	SHIPPER'S INVOICE NUM:	60126A06
OPENING TEMP:	35F	PRODUCT TEMP(S):	32, 32, 34
NUM LINE ITEMS DELIVERED:	15	NUM LINE ITEMS INSPECTED:	5
NUM LINE ITEMS DEFECTIVE:	0	INSPECTION REFERENCE(S):	DeCA Contract; Beef TDS; IMPS 100; MEDCOM Reg 40-28
VEHICLE SANITATION:	Acceptable	PRODUCT TYPE:	Beef
PRODUCT DATA:			

Beef Inspection Details							
Rec #	Beef IMPS No.	Nomenclature	Lot Size	Sample Size	Acc/ Rej	# of Def	
1	112A	Beef, Rib, Ribeye Roll, Lip-on	48	3	1/2	3	
2	116A	Beef, Chuck, Chuck-Roll	26	3	1/2	1	
3	174	Beef, Loin, Short Loin, Short-Cut	24	3	1/2	3	
4	116B	Beef, Chuck, Chuck Tender	30	3	1/2	0	
5	171C	Beef, Round, Eye of Round	20	3	1/2	0	

Beef Nonconformance Summary			
Defects:	Defects found		
IMPS Number:	174	Nomenclature:	Beef, Loin, Short Loin, Short-Cut
Defect Number:	140	Picture:	
Total Line Item Value(\$):	\$1519.60	Price Adjustment Value(\$):	\$0.00
Defect Description:	All three samples exceeded the fat limitations. Dimensions were: sample 1: 1.25"; sample 2: 1.5"; sample 3: 1.5" All measurements were taken over the major muscle.		
IMPS Number:	112A	Nomenclature:	Beef, Rib, Ribeye Roll, Lip-on
Defect Number:	104	Picture:	

# Sample

Total Line Item Value(\$):	\$3168.56	Price Adjustment Value(\$):	\$0.00
Defect Description:	Bone found in sample 2 and 3. Dimensions on sample 2 were 1.5" X .75" X 1.5"; sample 3 dimensions were 1.25 X 1"		
IMPS Number:	112A	Nomenclature:	Beef, Rib, Ribeye Roll, Lip-on
Defect Number:	106	Picture:	
Total Line Item Value(\$):	\$3168.56	Price Adjustment Value(\$):	\$0.00
Defect Description:	Backstrap found in sample 2, dimensions were 1" X 1"		
IMPS Number:	116A	Nomenclature:	Beef, Chuck, Chuck-Roll
Defect Number:	No defect number.	Picture:	
Total Line Item Value(\$):	\$530.90	Price Adjustment Value(\$):	\$0.00
Defect Description:	One sample was under the weight range. Sample weighed 11 pounds; required range is 15-23 Lbs.		
IMPS Number:	None	Nomenclature:	None
Defect Number:		Picture:	
Total Line Item Value(\$):		Price Adjustment Value(\$):	\$0.00
Defect Description:			
INSPECTION SUMMARY:		DISPOSITION:	Other
CUSTOMER DISPOSITION:	<input type="radio"/> Accept <input type="radio"/> Reject <input checked="" type="radio"/> Accept with Price Adj	CUSTOMER REP:	Meat market requested and will receive a price adjustment from the company - pending adjustment dollar value.
DISTANCE TRAVELED:	0	INSPECTION TIME:	45 minutes
APPROVER'S NAME:	SFC Kevin Tierney	APPROVER'S PHONE NUMBER:	DSN: 835-5658
APPROVED ON:	01/26/06		

# Sample

(released)

## SUBSTANCE INSPECTION REPORT

GENERAL DATA			
EVALUATOR:	PFC Patrick Murphy	REGION:	Southeast
INSTALLATION:	Albany MCLB	DISTRICT:	Gulf Coast
AGENCY:	Defense Commissary Agency	BRANCH:	Benning
FACILITY NAME:	Commissary, Bldg 7501	FACILITY POC:	Ann-Marie Wyatt
REPORT TYPE:	Returned Product Inspection	FACILITY PHONE, FAX, & EMAIL:	Phone: 229-639-5258 FAX: 229-639-5568 E-mail:
EVALUATION DATE:	01/27/2006		
CUSTOMER COMPLAINT/RETURN INSPECTION RESULTS			
PRODUCT DATA:			
PRODUCT NAME:	Gilroy Farms Minced Garlic	SIZE:	5 oz Jar
UPC NUMBER:	2259299592	SELL BY/EXP DATE:	11/19/2006
DATE OF PURCHASE:	01/25/2006		
REASON FOR RETURN:	Customer indicated that the safety "pop-up" button on the lid was up prior to opening the jar and that there was no seal on the lid.		
CPI DEFECTS:	<input checked="" type="radio"/> Yes <input type="radio"/> No	CPI FINDINGS:	The safety "pop up" button on the lid was raised and there was no seal on the lid.
OPI DEFECTS:	<input type="radio"/> Yes <input checked="" type="radio"/> No	OPI FINDINGS:	The product did not exhibit any off-odor, color, or texture.
INSPECTOR FINDINGS:	<p>There were 72 jars found in stock, 57 with an exp date of 11/19/06. The pop-up buttons on all lids were raised and there was no seal present on the lids. Jars with different exp dates all appeared normal with the pop-up button down and plastic seals on the lids intact.</p> <p>The Branch OIC was contacted and she placed the items on medical hold and directed the Branch NCOIC to contact all inspectors within the branch and directed that all like product be inspected. The defect was observed at all commissaries within the branch. The Branch OIC will inform the chain of command and has directed all items be removed from stock and placed on medical hold pending further disposition.</p>		
LAB SAMPLES SUBMITTED:	<input type="radio"/> Yes <input checked="" type="radio"/> No	SAMPLE MANAGEMENT:	<input type="radio"/> Yes <input checked="" type="radio"/> No
OTHER RELATED DOCUMENTS:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
PERSONS NOTIFIED:	Ms. Wyatt - Commissary Director CPT Garlic, Branch OIC	DATE NOTIFIED:	01/27/2006
DISTANCE TRAVELED:	0	INSPECTION TIME:	1 hour
APPROVER'S NAME:	SFC Kevin Tierney	APPROVER'S PHONE NUMBER:	DSN: 835-5658
APPROVED ON:	01/30/06		

# Sample

## SUBSISTENCE INSPECTION REPORT

GENERAL DATA			
EVALUATOR:	PFC Patrick Murphy	REGION:	Southeast
INSTALLATION:	Fort Benning	DISTRICT:	Gulf Coast
AGENCY:	Army Troop Feeding	BRANCH:	Benning
FACILITY NAME:	Dining Facility, Bldg 3105	FACILITY POC:	Mr. Charles Yancey
REPORT TYPE:	Receipt Inspection	FACILITY PHONE, FAX, & EMAIL:	706-544-8208
EVALUATION DATE:	01/27/2006		
RECEIPT INSPECTION RESULTS			
ADMINISTRATIVE DATA:			
CONTRACTOR NAME:	Dairy Fresh Corporation	CONTRACT PO OR PI NUM:	SPO-300-06-1234
CONVEYANCE NUM:	GA 904958	DELIVERY DATE:	01/27/2006
SHIPPER'S NAME:	Dairy Fresh Corporation	SHIPPER'S INVOICE NUM:	0601271530
OPENING TEMP:	32	PRODUCT TEMP(S):	32, 30, 32
NUM LINE ITEMS DELIVERED:	19	NUM LINE ITEMS INSPECTED:	19
NUM LINE ITEMS DEFECTIVE:	3	INSPECTION REFERENCE(S):	Contract and referenced Dairy TDS; MEDCOM Reg 40-28
VEHICLE SANITATION:	Acceptable	PRODUCT TYPE:	Other
PRODUCT DATA:			
Other Inspection Details No Details Required			
Other Nonconformance Summary			
Nonconforming Item:	001	Manufacturer:	Dairy Fresh
DOP:	01/16/2006	Sell By Date:	01/31/2006
CPI Defects:	<input checked="" type="radio"/> Yes <input type="radio"/> No	CPI Findings: Sell By Date is 31 Jan 06; TDS requires that product be delivered with NLT seven days remaining shelf life. Actual shelf remaining is 4 days.	
OPI Defects:	<input type="radio"/> Yes <input checked="" type="radio"/> No	OPI Findings:	
Record Number:	None	Manufacturer:	
DOP:		Sell By Date:	
Lot Number:		CPI Findings	
CPI Defects:	<input type="radio"/> Yes <input type="radio"/> No	OPI Findings:	

# Sample

OPI Defects: <input type="radio"/> Yes <input type="radio"/> No			
<b>INSPECTION SUMMARY:</b>	Inspection performed at dining facility manager's request based upon complaint of items being received with short remaining shelf life. The Installation Food Advisor was notified of rejection and has directed that all other like line items being sent to the other DFACs be rejected and that vendor send a replacement shipment to all affected DFACs no later than tomorrow morning.	<b>DISPOSITION:</b>	Other
<b>CUSTOMER DISPOSITION:</b>	<input type="radio"/> Accept <input checked="" type="radio"/> Reject <input type="radio"/> Accept with Price Adj	<b>CUSTOMER REP:</b>	Installation Food Service Advisor - Mr. Cook
<b>DISTANCE TRAVELED:</b>	15	<b>INSPECTION TIME:</b>	45 minutes
<b>APPROVER'S NAME:</b>	SFC Kevin Tierney	<b>APPROVER'S PHONE NUMBER:</b>	DSN: 835-5658
<b>APPROVED ON:</b>	01/27/06		

# Sample

(released)  
SUBSISTENCE INSPECTION REPORT

GENERAL DATA			
EVALUATOR:	PFC Patrick Murphy	REGION:	Southeast
INSTALLATION:	Fort Benning	DISTRICT:	Gulf Coast
AGENCY:	Army Troop Feeding	BRANCH:	Benning
FACILITY NAME:	Dining Facility, Bldg 3105	FACILITY POC:	Mr. Charles Yancey
REPORT TYPE:	Prime Vendor Surveillance Inspection	FACILITY PHONE, FAX, & EMAIL:	706-544-8208
EVALUATION DATE:	01/26/2006		
PRIME VENDOR SURVEILLANCE INSPECTION RESULTS			
PRIME VENDOR NAME:	US FOODSERVICE	PV CONTRACT #:	SPM300-05-D-3069
QUANTITY ON HAND:	2 cs	SAMPLE SIZE:	1 cs
NSN:	8905-01-219-8731	NOMENCLATURE:	Pork Loin Chops, Center Cut, Frozen, Portion Cut, 12% solution added, NAMPS 1412, 5oz, 10 lb container
LATENT CONTRACT DEFECTS:	<input type="radio"/> Yes <input checked="" type="radio"/> No	REMARKS:	Product was inspected in both the frozen and thawed state. Once thawed, all chops exhibited moderate dehydration and evidence of freezer burn. The chops were prepared by the dining facility IAW manufacturer's instructions. Cooked chops were very dry and moderately tough.
STORAGE/HANDLING DEFECTS:	<input checked="" type="radio"/> Yes <input type="radio"/> No		
DISTANCE TRAVELED:	15	INSPECTION TIME:	1 hour
APPROVER'S NAME:	SFC Kevin Tierney	APPROVER'S PHONE NUMBER:	DSN: 835-5658
APPROVED ON:	01/30/06		

## GLOSSARY

### Section I Abbreviations

**ALDVC**

Allegheny District Veterinary Command

**AAFES**

Army and Air Force Exchange Service

**ALFOODACT**

All Food Activities

**BPA**

Blanket Purchase Agreement

**CIA**

Complete Inspection Approval

**CONUS**

Continental United States

**CTT**

Common Task Testing

**CVR**

Customer Visit Report

**DeCA**

Defense Commissary Agency

**DFAC**

Dining Facility

**DLA**

Defense Logistics Agency

**DLAR**

Defense Logistics Agency Regulation

**DOD**

Department of Defense



**DODMWDVS**

Department of Defense Military Working Dog Veterinary Service

**DODVSA**

Department of Defense Veterinary Service Activity

**DOP**

Date of Pack

**DSCP**

Defense Supply Center Philadelphia

**DSO**

Defense Subsistence Officer

**DVC**

District Veterinary Command

**EHO**

Environmental Health officer

**FADL**

Food and Drug Laboratory

**FDA**

Food and Drug Administration

**FF&E**

Fresh fruits and vegetables

**HDR**

Humanitarian Daily Rations

**HQ**

Headquarters

**IP**

Inspection Procedures

**ISP**

Installation Support Plan / Program

**ITD**

Inspection Test Date

**LAN**

Local Area Network

**MCP**

Management Control Process

**MEPRS**

Medical Expense and Performance Reporting

**METL**

Mission Essential Task List

**MOS**

military occupational specialty

**MRE**

Meals, Ready-to-Eat

**MTF**

military treatment facility

**MWR**

Morale, Welfare, and Recreation

**NAF**

Nonappropriated Funds

**NCDVC**

Northern California District Veterinary Command

**NCOIC**

Noncommissioned officer in charge

**NEX**

Navy Exchange

**OCONUS**

Outside the Continental United States

**OIC**

Officer-in-Charge

**OIP**

Organizational Inspection Program

**OPRATS**

Operational Rations

**PBO**

Produce Buying Office

**PHF**

potentially hazardous foods

**PM**

Preventive Medicine

**POC**

point of contact

**QAE**

Quality Assurance Element

**QOL**

Quality of Life

**RTE**

Ready-to-Eat

**RVC**

Regional Veterinary Command

**SOP**

Standing Operating Procedures

**TDA**

Tables of Distributions and Allowances

**TDS**

Technical Data Sheet

**TDY**

temporary duty

**TISO**

Troop Issue Subsistence Officer

**UCMJ**

Uniform Code of Military Justice

**UGR-A/B**

Unitized Group Rations, Type A or B

**USDA**

United States Department of Agriculture

**VCO**

Veterinary Corps Officer

**VETCOM**

U.S. Army Veterinary Command

**VS**

Veterinary Service

**Section II**

**Terms**

**Accountable Officer:** The person in-charge of or responsible for the retail activity or department within the retail activity. Examples include: Commissary Director, Produce Department Manager, Meat Manager, Grocery Manager, DSO/PBO Chief, Exchange Manager, and Food Court Manager.

**Adulterate:** To make impure by adding extraneous, improper, or inferior ingredients (also adulteration).

**Approved Source:** An establishment listed in the - VETCOM Circular 40-1, Worldwide Directory of Sanitarily Approved Food Establishments for Armed Forces Procurement; or an establishment which meets the criteria for exemption as defined by VETCOM Cir 40-1 Para 3.c.; or a locally approved food establishment.

**Closed-Package Inspection (CPI):** There are two types of closed-package inspections:

(1) **Nondestructive closed-package inspection:** Examination of packing and packaging material without destroying the inner packaging material. These examinations are completed before the start of an open-package inspection. Following CPI, the sample unit will normally be returned to the lot from which drawn, unless it is subsequently used for the open-package phase of inspection.

(2) **Destructive inspection:** Examination of the internal contents of a package showing external major or critical defects to identify the defects and/or extent of the defect. Destructive inspection should be kept to a minimum and not related to or confused with the open-package phase of inspection.

**Condition:** The appearance, feel, smell, taste and sometimes sound characteristics of the product.

**Destructive Open Package Inspection (DOPI):** An inspection of the individual unit, piece or item of product to determine identity, condition and quality, which destroys the protective packaging or product, or alters product characteristics precluding intended use.

**Exchange Services:** A retail establishment on an installation operated by Army and Air Force Exchange Services (AAFES), Navy Exchange (NEX) or Marine Corps Exchange Services.

**Frozen Desserts:** Products that include ice cream, mellorine, sherbert, ice milk, ice cream mix, ice milk mix, milk shake mix, and other similar frozen desserts, including frozen novelties.

**Infestable Food Items:** Food items (to include dry pet food) whose nature and method of packaging make them subject to actual or potential pest infestation. In some locations, all grains may be considered infestible.

**Inspection for Condition:** A determination that the product's appearance, feel, smell or taste at the time of delivery, are as required by the contract, and applicable regulatory documents.

**Inspection for Identity:** A determination that the item delivered conforms to contractual requirements for product characteristics. It is also a determination that, if the item was inspected at origin, it is in fact the item produced, inspected, and shipped for the contract.

**Inspection for Quality:** To determine that the product conforms to required quality factors (e.g. quality assurance provisions, degree of excellence or grade, customer appeal, etc.).

**Inspection for Quantity:** To determine that the product conforms to cited contractual documents (e.g. net weight, drained weight, volume, or count per shipping container).

**Inspection for Packing, Packaging, Marking, and Labeling:** A determination that the packaging, packing, marking, and labeling are as required by contractual documents and federal law.

**Multi-line Items:** A delivery of food subsistence that contains numerous different types of food subsistence. (e.g. A delivery containing eggs, milk, yogurt, cheese, biscuits, juice).

**Obvious Defect:** A defect that would result in finding the product to be nonconforming to contract requirements or otherwise unacceptable if a full destination inspection was performed.

**Off-Condition:** Any variation from the expected appearance, feel, smell, or taste characteristics of a product.

**Open Package Inspection (OPI):** An inspection of the individual unit, piece or item of product to determine identity, condition and quality, without causing any loss, destruction, or alteration of product characteristics affecting intended use. Upon completion of the inspection, the product shall be replaced in its original primary container, sealed, and returned to the master container for future use.

**Percent (%) Defective:** The percent defective of any given quantity of units of product is one hundred times the number of defective units of product contained there in divided by the total number of units of product.

**Perishable Food Items:** Food items that under normal conditions must be chilled or frozen in order to prevent spoilage/deterioration.

**Potentially Hazardous Foods:** Any food that consists in whole or in part of milk or milk products, eggs, meats, poultry, fish, shellfish, edible crustacean (shrimp, lobster, crab, etc.) or other natural or synthetic ingredients capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms.

**Primary Container:** The immediate container in which the product is packaged and which serves to protect, preserve, and maintain the condition of the product. It may be metal, glass, fiber, wood, textile, plastic, paper, or any other suitable type of material and may be supplemented by liners, over wraps, or other protective material.

**Quality Assurance Provisions (QAPs):** Documents which includes all requirements for quality and reliability assurance, both administrative and technical (e.g. Blank Purchase Agreement (BPA), Technical Data Sheet (TDS), Contract, etc.).

**Representative Sample:** Sample items drawn from various locations throughout the load or lot.

**Retail Activity:** Any establishment or section of an establishment where food and food products are offered for issue or resale to the final consumer (e.g. commissary stores, Morale, Welfare & Recreation (MWR) facilities, exchanges, shoppettes, Troop feeding facilities, etc.).

**Sampling Plan:** A written method for determining sample size and associated acceptance criteria.

**Semi-Perishable Food Items:** Food items that are canned, dried, dehydrated, or otherwise processed to the extent that they do not require refrigeration.

**Shipping (Master) Container:** The external container that protects the primary container. It affords adequate protection against corrosion, deterioration, and physical damage during shipment, handling, and intermediate storage.

**Troop Feeding Activities:** Government food preparation facilities such as: Dining Facilities, Galley's, Ship's Mess, etc.

**Unwholesome:** Food that may be injurious or unsafe to the health of the consumer and may cause illness or death to the consumer.

**Wholesale Activity:** Any establishment storing perishable or semiperishable subsistence that requires preparation or distribution to a government agency (e.g. Defense Subsistence Operation (DSO), DSO Supply Point, Produce Buying Office (PBO), Terminal Market Buying Office (TMBO), Defense Depot, etc.

**SUBSISTENCE SERVICEABILITY CERTIFICATE**

For use of this form, see AR 40-657; the proponent agency is DTSG.

CONTROL NO. :

TO:

FROM:

DATE:

PAGE:

OF

PAGES

UPC / ITEM DESCRIPTION	DOLLAR VALUE	NET WEIGHT	QUANTITY	UNIT OF ISSUE	REMARKS

# Sample

**CHECK APPLICABLE PHRASE** The subsistence items listed above are UNFIT for human consumption and (CREATE A HEALTH HAZARD) / (CREATE A SAFETY HAZARD) within the facility. Recommend destruction. The subsistence items listed above are UNFIT for their original or intended purpose, however, product is still wholesome and may be retained for alternative use:

(explain in detail what is usable / unusable / re-work / donation, etc.)

INSPECTOR'S NAME:

SIGNATURE:

COPY FURNISHED:

VETERINARY OFFICER'S NAME:

SIGNATURE:



## REQUEST FOR VETERINARY LABORATORY TESTING & FOOD SAMPLE RECORD

For use of this form, see AR 40-657; the proponent agency is OTSG.

<b>1. FROM:</b>  	<b>2. POINT OF CONTACT:</b> Name: _____ Phone: _____ Station Identification Number: _____	<b>3. CONTROL NUMBER:</b>  <b>4. TO:</b> <input type="checkbox"/> VETCOM FAOL <input type="checkbox"/> VLE <input type="checkbox"/> BAHRAIN <input type="checkbox"/> HAWAII <input type="checkbox"/> KOREA
-------------------------	---	--

**5. PRODUCER/MANUFACTURER (Name, Address and Phone):**

\_\_\_\_\_

\_\_\_\_\_

ESTABLISHMENT PLANT CODE (IMSL, USOA, etc.) \_\_\_\_\_

V# \_\_\_\_\_

**6. REASON FOR SUBMISSION:**

<input type="checkbox"/> Suspected foodborne illness (contact laboratory prior to submission)	<input type="checkbox"/> Destination monitoring program	<b>Sanitation Audits</b>
<input type="checkbox"/> Suspected foreign material/object	<input type="checkbox"/> Contract compliance	<input type="checkbox"/> Initial
<input type="checkbox"/> Customer return/complaint (provide synopsis of incident/problem and local inspection results in the Remarks section below).	<input type="checkbox"/> Proximate analysis	<input type="checkbox"/> Special
<input type="checkbox"/> OTHER (Specify): _____		<input type="checkbox"/> Directed routine
		<input type="checkbox"/> Routine

<b>7. SAMPLES SELECTED FROM:</b> <input type="checkbox"/> DECA <input type="checkbox"/> MWR <input type="checkbox"/> PLANT <input type="checkbox"/> Exchange <input type="checkbox"/> Exchange vendor <input type="checkbox"/> Private vendor <input type="checkbox"/> Commercial establishment <input type="checkbox"/> OTHER: _____	<b>8. DATE SAMPLE(S) SELECTED:</b> _____ <b>thru</b> _____ <b>9. SHIPMENT TEMPERATURE CONDITIONS:</b> <input type="checkbox"/> Room temperature <input type="checkbox"/> Frozen <input type="checkbox"/> Chilled - include 1 temperature pilot per shipping container
---	---

<b>10. INSPECTOR'S SIGNATURE</b>	<b>11. ACCOUNTABLE OFFICER'S SIGNATURE</b>
----------------------------------	--

**12. REMARKS (use additional paper if necessary):**

\_\_\_\_\_

\_\_\_\_\_

### FOR LABORATORY USE ONLY

SHIPPING CARRIER TRACKING NUMBER:	LABORATORY REPORT NUMBER:	RECEIVED:
RECEIPT TEMPERATURE: _____	SAMPLE(S) FOR ANALYSIS BY: <input type="checkbox"/> CHEMISTRY <input type="checkbox"/> MICROBIOLOGY	

13. SAMPLE INFORMATION (Complete as much information as is available):

LAB REPORT #:

SAMPLE NUMBER 1		FOR LABORATORY USE ONLY	
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
SAMPLE NUMBER 2		FOR LABORATORY USE ONLY	
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
SAMPLE NUMBER 3		FOR LABORATORY USE ONLY	
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
SAMPLE NUMBER 4		FOR LABORATORY USE ONLY	
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
SAMPLE NUMBER 5		FOR LABORATORY USE ONLY	
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION
SAMPLE NUMBER 6		FOR LABORATORY USE ONLY	
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	BRAND NAME	
UNIVERSAL PRODUCT CODE (UPC)	PRRODUCT CODE	SAMPLE WEIGHT/VOLUME	
QUANTITY SUBMITTED	UNIT OF ISSUE	TOTAL COST	DISPOSITION

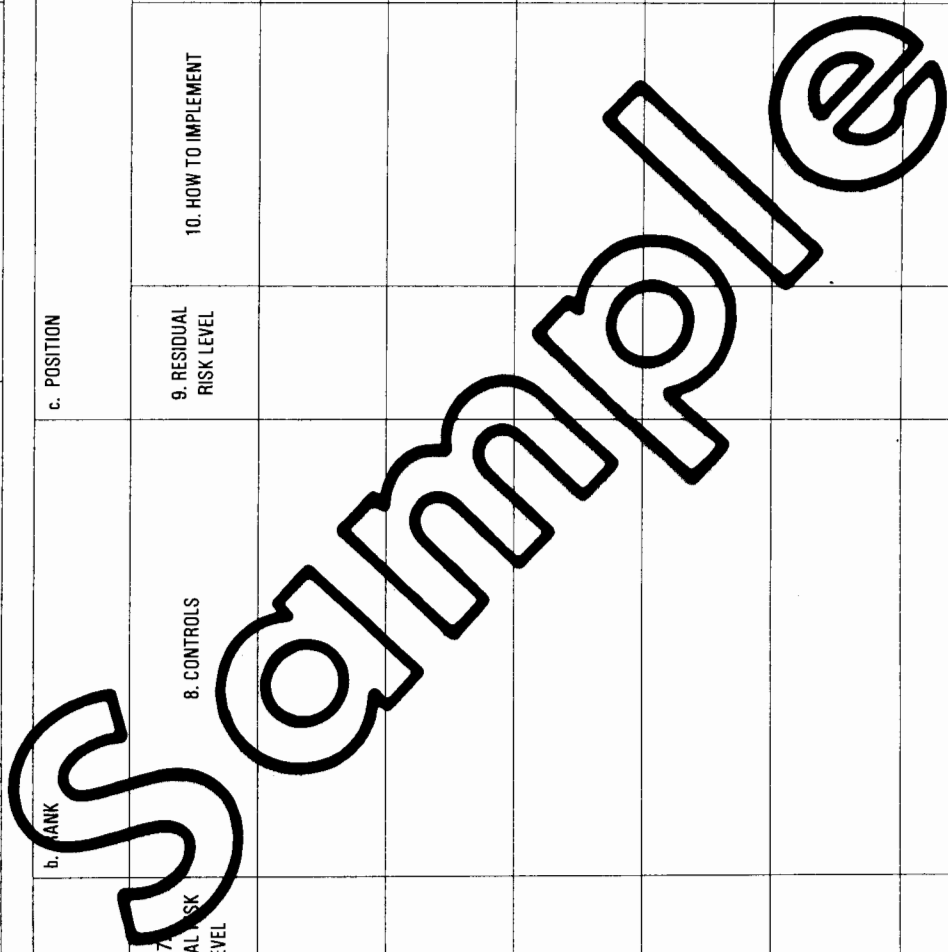
Sample

FOR ADDITIONAL SAMPLES, USE ADDITIONAL COPIES OF PAGE 2.

**COMPOSITE RISK MANAGEMENT WORKSHEET**

For use of this form, see FM 100-14; the proponent agency is TRADOC.

1. MSN/TASK		2a. DTG BEGIN		2b. DTG END		3. DATE PREPARED (YYYYMMDD)	
4. PREPARED BY							
a. LAST NAME		b. RANK		c. POSITION			
5. SUBTASK	6. HAZARDS	7. INITIAL RISK LEVEL	8. CONTROLS	9. RESIDUAL RISK LEVEL	10. HOW TO IMPLEMENT	11. HOW TO SUPERVISE (WHO)	12. WAS CONTROL EFFEC. TIVE?



Additional space for entries in Items 5 through 11 is provided on Page 2.

13. OVERALL RISK LEVEL AFTER CONTROLS ARE IMPLEMENTED (Check one)

LOW     
  MODERATE     
  HIGH     
  EXTREMELY HIGH

ITEMS 5 THROUGH 12 CONTINUED:

5. SUBTASK	6. HAZARDS	7. INITIAL RISK LEVEL	8. CONTROLS	9. RESIDUAL RISK LEVEL	10. HOW TO IMPLEMENT	11. HOW TO SUPERVISE (WHO)	12. WAS CONTROL EFFECTIVE?

Sample

STORAGE QUALITY CONTROL REPORT				1. DATE GENERATED (DDMMYYYY)		2. REPORT NUMBER	
3. MANAGING ACTIVITY RIC/ADDRESS RIC: _____				4. REPORTING ACTIVITY/SUBMITTER ADDRESS			
5. NATIONAL STOCK NUMBER		6. TYPE OF INSPECTION <input type="checkbox"/> COSIS		<input type="checkbox"/> CYCLIC <input type="checkbox"/> OUTBOUND SHIPMENT		<input type="checkbox"/> SHELF LIFE EXPIRATION <input type="checkbox"/> OTHER (Explain in block 35)	
7. NOMENCLATURE			8. CAGE AND PART/MODEL NO. (If applicable)		9. SERIAL NO. (If applicable)		
10. CONDITION CODE		11. LOT/BATCH/CONTROL NO.		12. EXPIRATION DATE (MM/YYYY)		13. UNIT PRICE \$	14. UNIT OF ISSUE
15. CONTRACTOR CONSIDERED LIABLE <input type="checkbox"/> YES <input type="checkbox"/> NO		16. CONTRACTOR or PACKED BY (As applicable)		17. CONTRACT NO. (When applicable)		18. DATE OF MANUFACTURE (MM/YYYY)	
19a. DATE OF PACK (MM/YYYY)		19b. DATE OF LAST COSIS INSPECTION (MM/YYYY)		20. METHOD OF PRESERVATION		21. LEVEL OF PACKING <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> MIN	
23. ADEQUATE MARKING <input type="checkbox"/> YES <input type="checkbox"/> NO		24a. SAMPLES SHIPPED TO (Name of laboratory):				27. CONDITION OF PACKAGING <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY (Explain in block 35)	
24b. QUANTITY SHIPPED		24c. DATE SHIPPED (DDMMYYYY)					
25. SQL		26. NO. SAMPLES EXAMINED		27a. LOT SIZE		27b. LOT TYPE	
28. SERVICEABILITY STANDARD							
29. RECLASSIFICATION OF SUPPLIES INSPECTED							
CONDITION CODE		QUANTITY		LOCATION (If applicable)		CONDITION CODE	
30. REPAIR COST \$		31a. PACKAGING LABOR COST \$		31b. PACKAGING MATERIALS COST \$		32. TOTAL COST (Blocks 30, 31a, and 31b) \$	
33. NAME OF ACTIVITY WHICH CAN PERFORM REPAIRS				34. AUTHORITY FOR INSPECTION			
35. FINDINGS AND RECOMMENDATIONS (Detail of cause and nature of defect, malfunction, or repair. Photographs and drawings when they assist in describing or substantiating the defect or recommendation.)							
CONTINUED ON ATTACHMENT: <input type="checkbox"/> YES <input type="checkbox"/> NO							
36a. TYPED NAME OF PREPARER (Last, First, MI)				36b. VOICE TELEPHONE NUMBER (Include Area Code)		36c. FAX TELEPHONE NUMBER (Include Area Code)	
37a. TYPED NAME OF SR COORDINATOR (Last, First, MI)				37b. VOICE TELEPHONE NUMBER (Include Area Code)		37c. FAX TELEPHONE NUMBER (Include Area Code)	
38. DSC/ICP DISPOSITION INSTRUCTIONS							
39. NAME OF ICP/DSC POINT OF CONTACT			40. DATE SENT (DDMMYYYY)		41. NAME OF ACTIVITY POINT OF CONTACT		42. DATE SENT (DDMMYYYY)

**QUALITY ASSURANCE REPRESENTATIVE'S CORRESPONDENCE**

1. TO:	2. FROM: <i>(Name, address, ZIP Code, and office telephone number)</i>
--------	--

3. CONTRACT, P.O., OR O.I. NUMBER	4. ITEM
-----------------------------------	---------

5. PRIME CONTRACTOR NAME, ADDRESS AND ZIP CODE	6. PLANT NAME, ADDRESS AND ZIP CODE
--	-------------------------------------

SUBJECT:

**Sample**

7. SIGNATURE OF QAR	8. DATE
---------------------	---------

## SHELL EGG INSPECTION

<b>1. DATE OF REPORT</b>		<b>2. SHIPMENT ARRIVAL</b>		<b>3. CONTRACT NUMBER</b>	<b>4. INSPECTION POINT</b>		
		a. DATE	b. TIME				
<b>5. INSPECTION ACTIVITY</b>				<b>6. SHIPPED TO</b>			
a. NAME				a. NAME			
b. ADDRESS <i>(Street, City, State and Zip Code)</i>				b. ADDRESS <i>(Street, City, State and Zip Code)</i>			
<b>7. CONTRACTOR DATA</b>				<b>8. PLANT DATA</b>			
a. NAME				a. NAME			
b. ADDRESS <i>(Street, City, State and Zip Code)</i>				b. ADDRESS <i>(Street, City, State and Zip Code)</i>			
				c. ESTABLISHMENT NUMBER			
<b>9. PRODUCT DESCRIPTION</b>							
a. NSN		b. GRADE	c. WEIGHT CLASS	d. CONDITION			
e. PACK PER CASE	f. LOT SIZE (DZ)	g. DATE OF PACK	h. USDA CERTIFICATE NUMBER(S)				
<b>10. CONVEYANCE NUMBER</b>		<b>11. SEAL NUMBERS</b>		<b>12. STAMP NUMBER</b>	<b>13. DATE OF STAMP <i>(Julian)</i></b>		
<b>14. TEMPERATURES</b>							
a. OPENING		b. CLOSING	c. STORAGE	d. INDIVIDUAL INTERNAL EGG	e. AVERAGE INTERNAL EGG		
<b>15. NUMBER OF SAMPLE CASES INSPECTED</b>			<b>16. TOTAL NUMBER OF CASES IN SHIPMENT</b>				
<b>17. EGG BREAKDOWN</b>							
a. LOT AVERAGE TOLERANCES				b. INDIVIDUAL CASE TOLERANCES			
	(1) MIN	(2) MAX	(3) ACTUAL	(4) UNDER	(5) %	(6) QUALITY	
QUALITY	(a) AA	%	%				
	A	%	%			(4) OVER	
	B	%	%	%	%	(5) %	
	Check	%	%	%	%	(7) OVER	
	Dirty	%	%	%	%	(8) %	
	Leaker	%	%	%	%	(9) CHECK QUALITY	
	Loss (LS only)	%	%	%	%	(10) UNDER	
	LS Loss	%	%	%	%	(11) NET	
Other Loss	%	%	%	%	(12) OVER	(13) %	(14) UNDERWEIGHTS
B*	%	%	%	%	%	%	
(b) Shortage	%	%	%	%	%	%	
(c) Individual Underweights	%	%	%	%	%	%	
(d) Net Weight	%	%	%	%	%	%	
<b>18. REMARKS</b>							
<b>19. QUALITY ASSURANCE REPRESENTATIVE</b>							
a. TYPED OR PRINTED NAME <i>(Last, First, Middle Initial)</i>			b. RANK/GRADE	c. SIGNATURE	d. DATE SIGNED		

INSPECTION WORKSHEET FOR INDIVIDUAL SAMPLE CASES OF SHELL EGGS

EGG QUALITY (100 INDIVIDUAL EGG SAMPLE)

ADDITIONAL TOLERANCES

Case No.		A	B	Check	Dirty	Leaker	Loss LS Only	Loss Other	B*	Dirty Leaker Loss (LS)	Shortage	Indiv. Underwt.	Case Net Wt.	Internal Temp.
1														
2														
3														
4														
5														
Case Avg.	%	%	%	%	%	%	%	%	%	%	%	%	%	
TOTAL														
TOTAL														
Case Avg.	%	%	%	%	%	%	%	%	%	%	%	%	%	

Sample

LOSS SYMBOLS

- |                  |                       |                 |
|------------------|-----------------------|-----------------|
| MIXED ROT - MR   | BLOOD RING - BR       | STUCK YOLK - SY |
| SOUR ROT - SF    | BLOODY WHITE - BW     | MOLDY - MLDY    |
| BLACK ROT - BLRT | LARGE BLOOD SPOT - LS | COOKED - CE     |
| GREEN WHITE - GW | LARGE MEAT SPOT - LS  | FROZEN - FZ     |

REMARKS

\* THE TOTAL NUMBER OF B\* QUALITY EGGS MUST BE INCLUDED WITH THE FINAL TOTAL OF B QUALITY EGGS.



**SAMPLE REMOVED BY QUALITY ASSURANCE REPRESENTATIVE**

For use of this form see MEDCOM Reg 40-28

DATE

CONTRACT NUMBER

ITEM NOMENCLATURE

QUANTITY REMOVED *(Write out number)*

INSPECTOR'S SIGNATURE

INSPECTION STAMP IMPRESSION

**MEDCOM FORM 57a-R (MCVS) JAN 97**

EDITION OF AUG 83 WILL BE USED UNTIL EXHAUSTED

MC V1.10

**SAMPLE REMOVED BY QUALITY ASSURANCE REPRESENTATIVE**

For use of this form see MEDCOM Reg 40-28

DATE

CONTRACT NUMBER

ITEM NOMENCLATURE

QUANTITY REMOVED *(Write out number)*

INSPECTOR'S SIGNATURE

INSPECTION STAMP IMPRESSION

**MEDCOM FORM 57a-R (MCVS) JAN 97**

EDITION OF AUG 83 WILL BE USED UNTIL EXHAUSTED

MC V1.10

**REFRIGERATION FAILURE REPORT**

For use of this form see MEDCOM Pam 40-13

**LOCATION:** \_\_\_\_\_

**DATE AND TIME OF REFRIGERATION FAILURE (START):** \_\_\_\_\_

**DATE AND TIME OF INSPECTION:** \_\_\_\_\_

**TYPE OF REFRIGERATION FAILURE:**     **MECHANICAL**         **POWER**

FOOD ITEM	TIME EXPOSED TO A REFRIGERATION FAILURE	CLASSIFICATION	TEMPERATURE	DISPOSITION *REMEMBER EXCEPTIONS

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