

CONTRACTOR SANITATION PROGRAM - OPERATIONAL RATIONS*
***APPLICABLE TO ALL OPERATIONAL RATIONS**
November 2015

I. Scope and Applicability

- A. These Sanitation Program requirements are applicable to contractors and/or subcontractors (both subsequently referred to as contractors) who manufacture, store, assemble, or ship Government Furnished Materials (GFM) and/or Contractor Furnished Materials (CFM) used in the production and/or assembly of operational rations.
- B. Contractors are required to maintain a comprehensive written Sanitation Program, plus supporting documentation, addressing all facilities and operations used for the processing, storage, or assembly of ingredients, components, and end items. The written Sanitation Program will be tailored to address any unique aspects of the facilities and operations involved and will follow the format of the Sanitation Plan requirements as described in Paragraph II (below) of this document. Sanitation programs will be reviewed on site during Quality Systems Audit or Quality Systems Management Visits (QSMVs). In the event there sanitation concerns the Contracting Officer may request a copy of the Sanitations Program be submitted to DLA Troop Support for review..
- C. Sanitation Programs must be in place prior to any production for a contract. These programs should be reviewed annually.

II. Sanitation Program Required Elements*

*This section (II.) contains those required elements of the Contractors Sanitation Program, which must be addressed in writing. These requirements are based on and/or additions to the GMP, Title 21 of CFR Part 110. All program elements must be addressed and supporting documentation be provided.

- A. Sanitation Program Content - A written description of the overall sanitation program currently in-place to include:
 - 1. The organizational structure as it applies to the sanitation function and the supervision of sanitation workers. Indicate either names or positions of the individuals comprising the sanitation committee.
 - 2. A description of the training/education and experience of sanitation supervisory personnel, as well as a description of training provided to sanitation shift workers.
 - 3. A description of the in-place employee Good Manufacturing Practices (GMP's) training program.
 - 4. A master facility sanitation schedule which encompasses all areas of all facilities involved in the production, assembly, and/or storage of components and end items.
 - 5. A master equipment sanitation schedule which encompasses all processing and support equipment used in the production and/or assembly of components and end items.
 - 6. A listing of sanitation chemicals used within the facilities either for facility or equipment cleaning and sanitizing and a brief description of their uses. Copies of labels will be included.
 - 7. A copy of the company Hazard Analysis Critical Control Point (HACCP) Program for the control of biological, chemical, and physical hazards designed to insure food safety. As a minimum requirement, if no HACCP program exists, a description of the existing microbial testing program will be provided.
- B. Supporting Documentation - The contractor shall provide, upon request, copies of sanitary evaluations, surveys, reports, and inspections generated by government agencies.

- C. Sanitation Compliance Monitoring
 - 1. The program shall describe the inspection and monitoring techniques used to verify the effectiveness of the overall sanitation program. A description of how corrective actions are initiated and monitored to completion, when sanitation deficiencies occur.
 - 2. The government reserves the right to verify sanitary compliance by performing sanitary compliance inspections of production and storage facilities producing or storing product under the terms of the contract.

III. Required Notifications

- A. DLA Troop Support will be immediately informed of any sanitary deficiencies which result in production delays, stoppage, facility shutdown, or contamination/adulteration of food products or packaging materials. Immediate telephonic notification through the Contracting Officer is required.
- B. Contractors will be notified of repeat significant sanitation deficiencies reported by the cognizant inspection activity. A contractor generated corrective action reply, describing what actions are being taken to resolve the deficiency, will be required.