

INITIAL SANITATION AUDIT REQUEST PROCEDURE
DLA-Troop Support
SUBSISTENCE MANUFACTURER
NORTHCOM and SOUTHCOM
FY26

1. The following procedures were modified to fit DLA Troop Support's processes. Original and overriding procedures are published in US Army Veterinary Service Circular 40-1, Worldwide Directory of Sanitarily Approved Sources for Armed Forces Procurement (<https://sph.health.mil>).
2. The product manufacturer (not a distributor) must write a **letter** (on company letterhead stationery) requesting an initial sanitation audit. (**Item #1**)
 - a. The owner or authorized representative must sign the letter.
 - b. The letter is addressed to the specific Subsistence Prime Vendor (SPV) the product manufacturer wishes to conduct business with. If there are multiple SPVs only one needs to complete the request process.
 - c. The request must contain, at a minimum, the following information:
 - i. The full name of the product manufacturer processing facility, street address (or geographical location), city, county, state, country, and zip code, where the plant is located. Include postal/ mailing address if different from processing facility address. If there are multiple production locations or any offsite storage/warehousing locations, all must be listed.
 - ii. The name, title, telephone and fax numbers, and e-mail address of the primary person to contact at the facility with the authority to provide additional information and schedule/conduct the audit. Highly recommend POC be fluent in English.
 - iii. The normal operating hours, including office hours and production facility hours. If the specific products are only produced on certain days/times, that information should also be included.
 - iv. A list of all products to be furnished. List must be as specific as possible; using general terms such as "bread," "bread products," "cheese," or "cheese products" generally are not acceptable.
 - v. A list of the federal, state, and/or local regulatory agencies that currently inspect the facility. If they have a federal or state establishment number, please provide the number as well.
3. The facility owner/operator must fill out the **Pre-Audit Questionnaire (Item #2)**. Examples of the most recent PAQ can be found [here](#). Additional optional information for the Initial Audit can be attached to the PAQ (see Initial Audit



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Checklist for details). If not attached to the PAQ, it will be required before the Initial Audit can be conducted.

4. Once the facility owner completes Items #1 and #2, the items must be forwarded to the SPV. The SPV reviews the request and forwards it to the DLA Troop Support Contracting Officer (KO) with a **letter of endorsement (Item #3)**. The SPV's letter of endorsement must state clearly that they desire to source product from the requestor. If the SPV does not desire to purchase the requestor's product they must not forward it to DLA Troop Support.
5. The KO reviews the facility owner's letter and SPV's letter of endorsement. If the KO determines using this product is in the best interest of the US Government, they will endorse the request and forward the packet to the DLATS Food Safety Office. The KO will include **an endorsement memorandum (Item #4)** with the packet and forward the complete packet to: DLA-TSFoodSafety@dla.mil .
6. The DLATS Food Safety Office will review the packet (**Items #1-4**) for completeness and forward to the USAMEDCOM Food Protection Directorate to initiate the audit.
7. Once the audit is completed and reviewed, USAMEDCOM will furnish the DLATS Food Safety Offices with a copy of the approval or disapproval letter to the vendor. Details of the inspection are not disclosed to DLATS or the primary contractor as it is proprietary to the facility in question.
8. Normal processing times from submission to USAMEDCOM to listing in the Directory are typically on or about 120 days. If the warehouse needs to be utilized sooner, the KO **MUST** request an expedited process, which could shorten the lead time to as little as 90 days, depending on location and availability of the facility and auditor. Expedite requests must be tied to a specific operational need, and the DLATS Food Safety Office will validate the justification before sent to USAMEDCOM.
9. To view subsistence suppliers that are already listed in the World Wide Directory of Sanitarily Approved Food Establishment for Armed Forces Procurement use the following link: <https://sph.health.mil>.
10. DLA Troop Support personnel, suppliers, and customers should refer all initial audit questions to the email DLA-TSFoodSafety@dla.mil

