

# INITIAL SANITATION AUDIT REQUEST PROCEDURE

## DLA-Troop Support

### WAREHOUSE - NORTHCOM AND SOUTHCOM

FY26

The following procedures were modified to fit DLA Troop Support. Original and overriding procedures are published in the US Army Veterinary Service Circular 40-1, Worldwide Directory of Sanitarily Approved Sources for Armed Forces Procurement.

1. The Warehouse owner/operator 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 warehouse owner to conduct business with. If there are multiple SPVs, only one needs to complete the request process. Alternatively, the letter can be addressed to the DLA KO the warehouse is working with.
  - c. The letter must contain, at a minimum, the following information:
    - The full name of the warehouse facility, address, street, city, county, state, country, zip code, (or exact geographical location) where the warehouse is located. Include the postal/mailling address if different from facility address. If there are multiple warehouse locations or any offsite storage/warehousing locations, all must be listed.
    - 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. This POC should be able to correspond in English.
    - The normal operating hours - to include office hours and warehouse operating hours.
    - A list of the federal, state, and/or local regulatory agencies that currently inspect the warehouse. If the facility has a federal or state establishment number, please provide the number as well.
2. The Warehouse 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 Checklist for details). If not attached to the PAQ, it will be required before the Initial Audit can be conducted.
3. Once the warehouse owner completes Items #1 and #2, they 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

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endorsement must state clearly that they desire to use the requestor's warehouse. If the SPV does not want to use the requestor's warehouse, the initial audit request should not be forwarded to DLA Troop Support. Note: If there is no SPV, the DLA KO completes this step.

4. The KO reviews the warehouse owner's letter and SPV's endorsement. If the KO determines using this warehouse 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](mailto:DLA-TSFoodSafety@dla.mil) .

5. The DLATS Food Safety Office will review the packet for completeness and forward to the USAMEDCOM Food Protection Directorate to initiate the audit.

6. 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.

7. 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.

8. To view subsistence suppliers that are already listed in the Worldwide Directory of Sanitarily Approved Food Establishment for Armed Forces Procurement use the following link: <https://sph.health.mil>

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