

**INITIAL SANITATION AUDIT REQUESTS**  
**Procedures for DLA Troop Support Prime Vendor OCONUS**  
December 1, 2016

1. The following procedures were modified to fit the DLA Troop Support Prime Vendor Program. Original, and overriding, procedures are published in the U.S. Army Public Health Command, (USAPHC), Veterinary Command Circular 40-1, Worldwide Directory of Sanitarily Approved Sources for Armed Forces Procurement.

2. The product manufacturer (not a distributor) must write a letter (on company letterhead stationery) requesting an initial sanitation audit.

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, as a minimum, the following information:

-- 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/mailling address if different from processing facility address. If there are multiple production 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. The primary POC must be fluent in English

-- The normal operating hours to include office hours and production facility hours. If the specific products are only produced on certain days/times, that information should also be included.

-- 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.

-- 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 SPV reviews the request and Pre-Audit Questionnaire (PAQ) and forwards it to the DLA Troop Support Contracting Officer (KO) with a letter of endorsement. 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 should not forward it to DLA

Troop Support.

4. The KO reviews the manufacturer's letter, PAQ and SPV's endorsement. If the KO determines this is in the best interest of the Government they in turn will endorse the request and forward the packet to the DLA Troops Support Food Safety Office. The KO endorsement may be either a memorandum or an email (as long as the email has the KO signature block at the bottom). Please forward the complete packet to:

[dscpconssafofc@dla.mil](mailto:dscpconssafofc@dla.mil) .

5. The Food Safety Office will review the packet to ensure it is complete and forward to the U.S. Army Public Health Command, Veterinary Service for initiating audits.

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

7. In OCONUS the U.S. Army Public Health Command, Veterinary Service requires a minimum of six (6) weeks lead time.

8. What typically happens once the Veterinary Service receives the audit request???

- they ensure the request is complete
- they assign the audit to a qualified auditor
- auditor contacts the facility and requests additional information
- auditor generally does NOT schedule an audit until the facility provides all required additional information
- when the auditor has all required information they begin the process of scheduling the initial audit—this may be hindered by auditor or company calendar conflicts.
- audit is conducted—in most cases initial audits require submission of product samples for laboratory analysis—depending on the product this may add 4-6 weeks

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:

<http://phc.amedd.army.mil/topics/foodwater/ca/Pages/DoDApprovedFoodSources.aspx> .

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