

**METRIC**

**A-A-20140E**

**May 3, 2017**

**SUPERSEDING**

**A-A-20140D**

**June 25, 2008**

## **COMMERCIAL ITEM DESCRIPTION**

### **MAYONNAISE, SALAD DRESSING, AND TARTAR SAUCE**

**The U.S. Department of Agriculture (USDA) has authorized the use of this Commercial Item Description (CID).**

**1. SCOPE.** This CID covers mayonnaise, salad dressing, and tartar sauce, packed in commercially acceptable containers, suitable for use by Federal, State, local governments, other interested parties, and as a component of operational rations. **Please note: This document does not guarantee purchase of this item by USDA.**<sup>1</sup>

#### **2. PURCHASER NOTES.**

##### **2.1. Purchasers *must specify* the following:**

- Type(s), flavor(s), style(s), and agricultural practice(s) of mayonnaise, salad dressing, and tartar sauce required (Sec. 3).
- When analytical requirements are different than specified (Sec. 7.1).
- When compliance with analytical requirements must be verified (Sec. 7.2).
- Manufacturer's/distributor's certification (Sec. 10.3) or USDA certification (Sec. 10.4).

##### **2.2 Purchasers *may specify* the following:**

- Food Defense (Sec. 10.1) and Manufacturer's Quality Assurance (Sec. 10.2). Purchaser may specify one of the following combinations: Sec. 10.1.1 with 10.2.1 or 10.1.2 with 10.2.2.
- Packaging requirements other than commercial (Sec. 11).

**3. CLASSIFICATION.** The mayonnaise, salad dressing, and tartar sauce must conform to the following list which must be specified in the solicitation, contract, or purchase order.

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<sup>1</sup> USDA purchase specifications are available at: <https://www.ams.usda.gov/selling-food/product-specs>.

## A-A-20140E

### **Types, flavors, styles, and agricultural practices.**<sup>2</sup>

**Type I** - Mayonnaise (21 Code of Federal Regulations (CFR) § 169.140)

**Flavor A** - Plain

**Flavor B** - Spiced or natural flavored (e.g., chipotle, hot and spicy, horseradish-Dijon)

**Flavor C** - Other (*as specified by the purchaser*)

**Type II** - Salad dressing (21 CFR § 169.150)

**Type III** - Tartar sauce

**Style 1** - Regular

**Style 2** - Reduced fat (21 CFR § 101.62)

**Style 3** - Fat free (21 CFR § 101.62)

**Style 4** - Light (21 CFR § 101.56)

**Agricultural practice a** - Conventional

**Agricultural practice b** - Organic

#### **4. MANUFACTURER'S/DISTRIBUTOR'S NOTES. Manufacturer's/distributor's products must meet the requirements of the:**

- Processing guidelines (Sec. 5).
- Salient characteristics (Sec. 6).
- Analytical requirements: *as specified by the purchaser* (Sec. 7).
- Manufacturer's/distributor's product assurance (Sec. 8).
- Regulatory requirements (Sec. 9).
- Quality assurance provisions: *as specified by the purchaser* (Sec. 10).
- Packaging requirements other than commercial: *as specified by the purchaser* (Sec. 11).

#### **5. PROCESSING GUIDELINES.**

**5.1 Processing.** The mayonnaise, salad dressing, and tartar sauce must be processed in accordance with *Current Good Manufacturing Practice (CGMP)* (21 CFR Part 110) or the *Current Good Manufacturing Practice, Hazard Analysis and Risk-Based Preventive Controls for Human Food* (21 CFR Part 117) in effect on the date of the solicitation, contract, or purchase order, and as applicable to the production facility.

**5.2 Food defense.** The mayonnaise, salad dressing, and tartar sauce must be processed and transported in accordance with the Food and Drug Administration's (FDA's) *Guidance for*

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<sup>2</sup>Not all options are available from every manufacturer. Check with the manufacturer/distributor for availability.

*Industry: Food Producers, Processors, and Transporters: Food Security Preventive Measures Guidance.*<sup>3</sup> This guidance document identifies the kinds of preventive measures food manufacturers, processors, or handlers may take to minimize the risk that food under their control will be subject to tampering or other malicious, criminal, or terrorist actions. The implementation of enhanced food defense preventive measures provides for the security of a plant's production processes and includes the storage and transportation of pre-production raw materials, other ingredients, and post-production finished product.

**5.3 Organic ingredients.** When organic mayonnaise, salad dressing, and tartar sauce are specified in the solicitation, contract, or purchase order, the mayonnaise, salad dressing, and tartar sauce must be produced, handled, and labeled in accordance with the USDA organic regulations by an operation that is certified organic in accordance with the requirements of the National Organic Program (7 CFR Part 205). A Certificate of Organic Production or Handling must be provided to verify that the product was processed and handled in accordance with the USDA organic regulations.

## 6. SALIENT CHARACTERISTICS.

### 6.1. Definitions.

**6.1.1 Reduced fat.** In accordance with 21 CFR § 101.62, reduced fat means that the food contains at least 25 percent less fat per reference amount customarily consumed (RACC) than an appropriate reference food.<sup>4,5</sup>

**6.1.2 Fat free.** In accordance with 21 CFR § 101.62, fat free means that the fat content must be less than 0.5 g per RACC and must be less than 0.5 g per labeled serving.<sup>4</sup>

**6.1.3 Light.** In accordance with 21 CFR § 101.56, "light" means that: 1) If the food derives 50 percent or more of its calories from fat, the fat content is reduced by at least 50 percent per RACC compared to an appropriate reference food, or 2) If the food derives less than 50 percent of its calories from fat: a) the number of calories is reduced by at least one-third (33-1/3 percent) per RACC compared to an appropriate reference food, or b) the fat content is reduced by at least 50 percent per RACC compared to an appropriate reference food.<sup>4,5</sup>

**6.2 Labeling.** All ingredients must be declared by their common or usual name in descending order of predominance by weight (21 CFR § 101.4(a)) unless exempted by 21 CFR § 101.100. Style 2, Reduced fat, Style 3, Fat free, and Style 4, Light must be labeled in accordance with 21 CFR § 130.10 *Requirements for foods named by use of a nutrient content claim and a standardized term.*

<sup>3</sup> <http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/FoodDefense/ucm083075.htm>.

<sup>4</sup> The Reference Amounts Customarily Consumed for mayonnaise and mayonnaise-type salad dressings is 15 g and tartar sauce is 2 tablespoons according to 21 CFR § 101.12.

<sup>5</sup> Appropriate Reference Foods for relative nutrient content claims such as "reduced fat" and "light" are specified in 21 CFR § 101.13 (j)(1).

## **A-A-20140E**

### **6.3 Ingredients.**

**6.3.1 Type I - Mayonnaise and Type II - Salad dressing.** The Type I mayonnaise must comply with 21 CFR § 169.140. The Type II salad dressing must comply with 21 CFR § 169.150.

**6.3.2 Type III - Tartar sauce.** The tartar sauce must be made by using a salad dressing conforming to Type II as a base to which has been incorporated suitable processed dill or sour pickles, or a commercial type stabilized pickle relish containing spices commonly used in tartar sauce. Other added ingredients may consist of capers, onions, cucumbers, or peppers in amount and particle size normally used commercially. Alternatively, the tartar sauce may be made using mayonnaise conforming to Type I as the base.

**6.3.3 Fat replacers.** In accordance with 21 CFR § 130.10, safe and suitable fat replacers may be used for Style 2, Reduced fat, Style 3, Fat free, and Style 4, Light. These may include, but are not limited to: modified food starch, maltodextrin, polydextrose, corn syrup solids, cellulose gel, food gums and stabilizers.

**6.3.4 Egg ingredients.** All egg ingredients must be reported as *Salmonella*, not detected, or as *Salmonella* Negative per 100 grams and must be limited to a Standard Plate Count of no greater than 20,000 colony forming units (CFU) per gram as reported on a recognized USDA certificate of analysis. Egg ingredients must have been processed and continuously inspected according to the Regulations Governing the Inspection of Eggs and Egg Products (9 CFR Part 590) as amended.

**6.3.5 Additional processing ingredients.** When used, all additional ingredients must meet the standards specified in the Food Chemicals Codex (FCC) or, in the absence of FCC specification at a minimum, meet the specifications for quality set by the U.S. Pharmacopeia (USP)-National Formulary quality. The additional ingredients must be approved for those particular uses by FDA's regulations on food additives (21 CFR Part 170) or Direct Food Substances Affirmed as Generally Recognized as Safe (GRAS) requirements (21 CFR Part 184).

### **6.4 Finished product.**

#### **6.4.1 Type I - Mayonnaise and Type II - Salad dressing.**

**6.4.1.1 Flavor and odor.** Type I, Flavor A mayonnaise and Type II salad dressing must have a slight vinegar odor and flavor with a pleasing spice note and a clean background oil flavor. Type II, Flavor B mayonnaise must have a flavor and odor characteristic of the flavor specified by the purchaser in the contract, solicitation, or purchase order. The mayonnaise and salad dressing may possess egg yolk flavor notes.

**6.4.1.2 Color.** Type I, Flavor A mayonnaise and Type II salad dressing must be off-white to light cream in color and have a slight surface sheen. Type I, Flavor B mayonnaise must possess a color characteristic of the flavor specified by the purchaser in the contract, solicitation, or purchase order.

**6.4.1.3 Texture.** The texture of the mayonnaise and salad dressing must be moderately thick and creamy smooth with no evidence of lumps, grittiness, or gassiness.

**6.4.1.4 Consistency.** The mayonnaise and salad dressing must be uniform with a semi-solid consistency which is spoonable and will not flow from an inverted container when held at a temperature of 32°C (90°F). The mayonnaise and salad dressing must have no evidence of emulsion separation and no evidence of excessive heating (materially darkened or scorched mottling, curdling, or oiling off).

## **6.4.2 Tartar sauce.**

**6.4.2.1 Flavor and odor.** The flavor must be pleasingly tart, with overtones of the pickles and characteristic flavors imparted by other spices.

**6.4.2.2 Color.** The tartar sauce must be off-white to light cream in color with bits of pickled cucumber ingredients.

**6.4.2.3 Texture.** The tartar sauce must be thick and creamy. The incorporated vegetable pieces must be firm and crispy.

**6.4.2.4 Consistency.** The tartar sauce must be uniform with a semi-solid consistency which is spoonable for use as a sandwich spread or side condiment and will not flow from an inverted container when held at a temperature of 32°C (90°F). The tartar sauce must have no evidence of emulsion separation and no evidence of excessive heating (materially darkened or scorched mottling, curdling, or oiling off).

**6.5 Foreign material.** Ingredients used to produce the mayonnaise, salad dressing, and tartar sauce that have Defect Action Levels must not exceed those tolerances specified in 21 CFR § 110.110. All other ingredients must be clean, sound, wholesome, and free from foreign material, such as, but not limited to, dirt, insect parts, hair, wood, plastic, glass, or metal.

## **7. ANALYTICAL REQUIREMENTS.**

**7.1 Analytical and physical requirements.** Unless otherwise specified in the solicitation, contract, or purchase order, the following analytical and physical requirements for the mayonnaise, salad dressing, and tartar sauce must conform to those in Table I:

**TABLE I. Analytical and physical requirements**

Test	Requirement
Emulsion stability	No evidence of separation of oil and water <sup>6</sup>
Salt	Not less than 1.25 percent or greater than 2.35 percent
pH	Not less than 3.1 or greater than 4.1

**7.2 Analytical verification.** Purchaser must specify manufacturer’s/distributor’s certification (Sec. 10.3) or USDA certification (Sec. 10.4).

**7.3 USDA verification procedures.** When USDA certification (Sec. 10.4) is specified in the solicitation, contract, or purchase order, analytical testing must be performed as follows.

**7.3.1 Product verification sampling.** When USDA verification of analytical requirements is specified in the solicitation, contract, or purchase order, analytical testing must be performed on subsamples of packages randomly selected from the lot. The number of subsamples must be based on USDA inspection service sampling procedures and plans (7 CFR § 52.38). The contents of each will be used to create a composite sample that will be used in the analytical testing.

**7.3.2 Analytical testing and reporting.** When specified in the solicitation, contract, or purchase order, the analyses must be made in accordance with the following methods from the AOAC International Official Methods of Analysis (OMA) or as specified in Table II. Any result not conforming to the analytical requirements may be cause for rejection of the lot.

**TABLE II. Analytical and physical testing and reporting**

Test	Method	Reported as
Emulsion stability	See Section 7.3.3	Separation or no separation
Salt	941.13	Nearest 0.01 percent
pH	981.12	Nearest 0.1 value

<sup>6</sup> Fat modified product shall exhibit no evidence of separation or syneresis.

**7.3.3 Emulsion stability procedures.** Place one full unopened primary container (or 8 individual servings) in an incubator at 38°C (100°F) for 56 hours. The container must be opened and examined for emulsion stability. Evidence of separation of the oil and water phases of the product after 56 hours will be cause for rejection of the lot. A slight surface film of oil may be ignored. Evidence of separation of syneresis of the fat-modified product will be cause for the rejection of the lot.

**8. MANUFACTURER'S/DISTRIBUTOR'S PRODUCT ASSURANCE.** The manufacturer/distributor must certify that the mayonnaise, salad dressing, and tartar sauce provided meets the salient characteristics of this CID, conform to their own specifications, standards, and quality assurance practices, and be the same mayonnaise, salad dressing, and tartar sauce offered for sale in the commercial market. The purchaser reserves the right to require proof of conformance.

**9. REGULATORY REQUIREMENTS.** The delivered mayonnaise, salad dressing, and tartar sauce must comply with all applicable Federal, State, and local mandatory requirements and regulations relating to the preparation, packaging, labeling, storage, distribution, and sale of the mayonnaise, salad dressing, and tartar sauce in the commercial marketplace. Delivered mayonnaise, salad dressing, and tartar sauce must comply with all applicable provisions of the Federal Food, Drug, and Cosmetic (FD&C) Act, the Fair Packaging and Labeling Act, and regulations promulgated thereunder. When a known allergen is included in the mayonnaise, salad dressing, and tartar sauce, the mayonnaise, salad dressing, and tartar sauce must comply with the allergen labeling requirements of the FD&C Act. Major allergens identified in the FD&C Act include: wheat, fish, milk, soy, tree nuts, eggs, peanuts, and shellfish or those in effect on the date of the solicitation, contract, or purchase order.

**10. QUALITY ASSURANCE PROVISIONS.** *Purchaser must specify 10.3 or 10.4. Purchaser may specify one of the following combinations: 10.1.1 with 10.2.1, or 10.1.2 with 10.2.2.*

**10.1 Food defense.** When required in the solicitation, contract, or purchase order, a Food Defense Systems Survey (FDSS) must be conducted by USDA, Agricultural Marketing Service, (AMS), Specialty Crops Program (SCP), Specialty Crops Inspection (SCI) Division. Food defense requirements include a documented and operational food defense plan that provides for the security of a plant's production processes and includes the storage and transportation of pre-production raw materials and other ingredients and post-production finished product. The plan must address the following areas: (1) food security plan management; (2) outside and inside security of the production and storage facilities; (3) slaughter, when applicable, and processing, including all raw material sources; (4) shipping and receiving; (5) storage; (6) water and ice supply; (7) mail handling; (8) personnel security; and (9) transportation, shipping, and receiving.

**10.1.1 FDSS.** When required in the solicitation, contract, or purchase order, a FDSS must be conducted by USDA, AMS, SCP, SCI Division. The FDSS verifies that operators of food

## A-A-20140E

establishments have implemented measures to minimize the risk of tampering or other criminal actions against the food under their control. An AMS FDSS verifies the participating company's adherence to the FDA's *Guidance for Industry: Food Producers, Processors, and Transporters: Food Security Preventive Measures Guidance*.<sup>7</sup>

**10.1.2 Food defense section of the Plant Systems Audit (PSA).** When required in the solicitation, contract, or purchase order, a food defense audit will be conducted as part of the PSA. The audit will be conducted by USDA, AMS, SCP, SCI Division auditors. This verifies that operators of food establishments have implemented measures to minimize the risk of tampering or other criminal actions against the food under their control. The food defense section of the PSA verifies the participating company's adherence to the FDA's *Guidance for Industry: Food Producers, Processors, and Transporters: Food Security Preventive Measures Guidance*.<sup>7</sup>

**10.2 Manufacturer's quality assurance.** When required in the solicitation, contract, or purchase order, the product manufacturer will be required to provide evidence, by certificate that the manufacturing plant has undertaken one of the following quality assurance measures within 12 months prior to providing a bid or no later than 10 business days from the date of the awarding of the contract. Failure to provide this documentation within the proper time frame may result in the contract being terminated for cause.

**10.2.1 Plant survey.** A plant survey conducted by USDA, AMS, or other survey performed by a third party auditing service is required within 12 months prior to the date of the awarding of the contract. The plant survey audit verifies that, at the time of the survey, the manufacturer produces products in a clean sanitary environment in accordance with CGMP (21 CFR Part 110) or the *Current Good Manufacturing Practice, Hazard Analysis and Risk-Based Preventive Controls for Human Food* (21 CFR Part 117) in effect on the date of the solicitation, contract, or purchase order, and as applicable to the production facility.

**10.2.2 PSA.** A PSA conducted by USDA, AMS, or other audit performed by a third party auditing service is required within 12 months prior to the date of the awarding of the contract. The PSA verifies the manufacturer's capability to produce products in a clean sanitary environment in accordance with CGMP (21 CFR Part 110) or the *Current Good Manufacturing Practice, Hazard Analysis and Risk-Based Preventive Controls for Human Food* (21 CFR Part 117) in effect on the date of the solicitation, contract, or purchase order, as applicable to the production facility, and verifies that the manufacturer has in place an internal quality assurance program.

**10.3 Manufacturer's/distributor's certification.** When required in the solicitation, contract, or purchase order, the manufacturer/distributor must certify that the mayonnaise, salad dressing and tartar sauce delivered meets or exceeds the requirements of this CID. The

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<sup>7</sup> See footnote 3 on page 3.



manufacturer/distributor must certify via a Certificate of Conformance or other adequate documentation (*as specified by the purchaser*) that the mayonnaise, salad dressing, and tartar sauce meets the analytical requirements specified in Sec. 7 of this CID.

**10.4 USDA certification.** When required in the solicitation, contract, or purchase order that product quality and acceptability or both be determined, the USDA, AMS, SCP, SCI Division inspectors, must be the certifying program. SCI Division inspectors must certify the quality and acceptability of the mayonnaise, salad dressing, and tartar sauce in accordance with SCI Division procedures, which include selecting random samples of the mayonnaise, salad dressing, and tartar sauce, evaluating the samples for conformance with the salient characteristics and analytical requirements of this CID and other contractual requirements, and documenting the findings on official SCI Division score sheets and/or certificates. In addition, when required in the solicitation, contract, or purchase order, SCI Division inspectors will examine the mayonnaise, salad dressing, and tartar sauce for conformance to the U.S. Standards for Condition of Food Containers (7 CFR Part 42) in effect on the date of the solicitation.

**11. PACKAGING.** Preservation, packaging, packing, labeling, and case marking must be commercial unless otherwise specified in the solicitation, contract, or purchase order.

**12. USDA INSPECTION NOTES.** When Sec. 10.4 is specified in the solicitation, contract, or purchase order, USDA certification must include evaluation of the quality and condition of samples of mayonnaise, salad dressing, and tartar sauce and compliance with requirements in the following areas:

- Processing guidelines (Sec. 5).
- Salient characteristics (Sec. 6).
- Analytical requirements *when specified in the solicitation, contract, or purchase order* (Sec. 7). When USDA analytical testing is specified, SCI Division inspection personnel must select samples and submit them to the USDA, AMS, Science and Technology Program (S&TP) laboratory for analysis.
- Packaging requirements (Sec. 11 or *as specified in the solicitation, contract, or purchase order*).

### **13. REFERENCE NOTES.**

#### **13.1 USDA services.**

**13.1.1 USDA certification.** For USDA certification contact: **Associate Director, Inspection Operations, SCI Division, SCP, AMS, USDA, Room 1536 South Building, STOP 0240, 1400 Independence Avenue, SW, Washington, DC 20250-0240, telephone (202) 720-2482, fax (202) 720-0393, or via E-mail: [Nathaniel.Taylor@ams.usda.gov](mailto:Nathaniel.Taylor@ams.usda.gov).**

## A-A-20140E

**13.1.2 USDA FDSS, plant survey, and PSA.** For a USDA FDSS, plant survey, and PSA contact the **Chief, Auditing Services Branch, SCI Division, SCP, AMS, USDA, Room 0711 South Building, STOP 0247, 1400 Independence Avenue, SW, Washington, DC 20250-0247, telephone (202) 720-5021, fax (202) 260-8927, or via E-mail: [fvaudits@ams.usda.gov](mailto:fvaudits@ams.usda.gov).**

**13.1.3 Analytical testing and technical information.** For USDA technical information on analytical testing, contact the **Laboratory Approval and Testing Division, S&TP, AMS, USDA, STOP 0272, 1400 Independence Avenue, SW, Washington, DC 20250-0272, telephone (202) 690-0621 or via E-mail: [KerryR.Smith@ams.usda.gov](mailto:KerryR.Smith@ams.usda.gov).**

## 13.2 Sources of documents.

### 13.2.1 Sources of information for nongovernmental documents are as follows:

Copies of the AOAC International OMA may be obtained from: **AOAC International, 2275 Research Boulevard, Suite 300, Rockville, MD 20850-3250, telephone (301) 924-7077.** Internet address: <http://www.aoac.org> for nonmembers and <http://www.eoma.aoac.org> for members and AOAC OMA subscribers.

Copies of the Food Chemicals Codex and U.S. Pharmacopeia may be purchased from: **United States Pharmacopeia Convention, 12601 Twinbrook Parkway, Rockville, MD 20877, telephone (800) 227-8772 or (301) 881-0666, Fax (301) 816-8148 or on the Internet at: <http://www.usp.org>.**

### 13.2.2 Sources of information for governmental documents are as follows:

Applicable provisions of the U.S. Standards for Condition of Food Containers are contained in 7 CFR Part 42, the National Organic Program are contained in 7 CFR Part 205, the Fair Packaging and Labeling Act are contained in 16 CFR Parts 500 to 503, and the Federal Food, Drug, and Cosmetic Act are contained in 21 CFR Parts 1 to 199. These documents may be purchased from: **Superintendent of Documents, New Orders, P.O. Box 979050, St. Louis, MO 63197-9000. Credit card (Visa, MasterCard, Discover/ NOVUS, and American Express) purchases may be made by calling the Superintendent of Documents on (866) 512-1800, (202) 512-1800. These documents may also be obtained free of charge on the Internet at: <http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR>.**

Copies of Guidance for Industry: Food Producers, Processors, and Transporters: Food Security Preventive Measures Guidance are available online from: **FDA, Center for Food Safety and Applied Nutrition (CFSAN) on the Internet at: <http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/FoodDefense/ucm083075.htm>.**

Copies of this CID and the U. S. Standards for Condition of Food Containers (7 CFR Part 42) are available from: **Director, SCI Division, SCP, AMS, USDA, Room 1536 South Building, STOP 0240, 1400 Independence Avenue, SW, Washington, D.C. 20250-0240, via E-mail: [CIDS@ams.usda.gov](mailto:CIDS@ams.usda.gov) or on the Internet at: <http://www.ams.usda.gov/grades-standards/cids> and <https://www.gpo.gov/fdsys/pkg/CFR-2015-title7-vol2/pdf/CFR-2015-title7-vol2-part42.pdf>.**

Copies of this CID are also available online at: **ASSIST Online (<https://assist.dla.mil>) or ASSIST Quick Search (<http://quicksearch.dla.mil>).**

Beneficial comments, recommendations, additions, deletions, clarifications, etc., and any data which may improve this document should be sent to: **DLA Troop Support, ATTN: FTSA, 700 Robbins Avenue, Philadelphia, PA 19111-5092 or via E-mail: [dscpsubswb@dlamail](mailto:dscpsubswb@dlamail).**

**MILITARY INTERESTS:**

**Custodians**

Army - GL  
Navy - SA  
Air Force - 35

**CIVIL AGENCY COORDINATING ACTIVITIES:**

DOJ - BOP  
HHS - FDA  
USDA - SCP  
VA - OSS

**Review Activities**

Army - MD, QM  
Navy - MC

**PREPARING ACTIVITY:**

DLA - SS

(Project No. 8950-2016-002)

**NOTE:** The activities listed above were interested in this document as of the date of this document. Since organizations and responsibilities can change, you should verify the currency of the information above using the ASSIST Online database at <https://assist.dla.mil>.

## A-A-20140E

**Non-Discrimination Policy:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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