Installation Support Plan (ISP) Program Instructions

Technical Guide 376

Approved for public release, distribution unlimited.

March 2019

APHC

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SUMMARY OF CHANGE

TG 376
ISP Program Instructions

This revision, dated 22 March 2019—

- Corrected administrative errors throughout document.
- Corrected ISP signature process.
- Changed Lodging facilities, on installation, military or civilian operated support provided from “as Per MOA” to “as Per ISP”.
- Changed Unapproved Source risk assessment.
- Added Food Protection Assessment Worksheet.

Installation Support Plan – TG 376

1. PURPOSE. This publication establishes procedures for the execution of the Installation Support Plan (ISP) Program. The ISP is designed to assist the Installation Veterinary Officer In Charge (OIC) in making risk-based assessments of veterinary food protection requirements and to match existing resources against the entire spectrum of food protection and customer needs for a given installation or area, within the parameters established by Department of Defense (DOD) policies. The pillar of support is provided through Food Protection Assessments (FPAs).

2. ISP RESPONSIBILITIES.

a. Branch and Section leadership will:

(1) Ensure ISP mission accomplishment.

(2) Create and maintain required Standard Operating Procedures (SOP).

(3) Train all Soldiers to effectively communicate public health risk associated with the ISP Program.

(4) Train Soldiers in all tasks and performance standards related to the ISP mission.

(5) Identify, report, and monitor responses to unit needs to higher headquarters.

(6) Review reports generated from FPAs.

(7) Ensure timely reporting of ISP results in accordance with established reporting requirements.

(8) Record and communicate the state of Veterinary Public Health on the installation to the Installation/Garrison Commander.

(9) Ensure food sample collection and submission is in accordance with the Food Analysis and Diagnostic Laboratory (FADL) or Regional Laboratory Submission guide.

b. Planning Process.

(1) The Installation Veterinary OIC in consultation with the Activity Commander will review the following information and other useful resources in order to assess the installation requirements for veterinary service support:

(a) Existing programs.

(b) Veterinary service personnel assigned to the installation: Veterinary Corps Officers (VCO), Civilians, and 68R Veterinary Food Inspectors (VFI).

(c) Installation and tenant activity personnel: Installation Antiterrorism Office (ATO); Installation Security Office; Dining Facility [(DFAC), Galley, or Mess Management]; Installation Food Program Managers; Defense Commissary Agency (DeCA); Morale, Welfare, and Recreation (MWR) and Marine Corps Community Services (MCCS); Exchange Service managers including Army and Air Force Exchange (AAFES), Navy Exchange (NEX), and Marine Corps Exchange (MCX) as applicable; preventive medicine (PM) authority for Army, Navy and Marine Corps installations; other agencies and activities as applicable.

(2) Annual meetings, at a minimum, should take place with the Agency Heads and ATO. An Agency Contact Report (ACR) shall be generated in the Veterinary Service Information Management System (VSIMS) ISP database for all meetings or when communication details require an update.

(3) A collaborative face-to-face meeting should be conducted, at a minimum, annually with installation PM personnel to discuss veterinary installation support and to identify risks and gaps in public health assessment and communication. DOD-approved source requirements, customer complaints, installation special event food protection support, and suspected foodborne illness reporting systems should be topics of discussion to ensure that Veterinary Service personnel are aware of and comply with the procedures in place.

c. ISP Design Strategy.

(1) VFI will conduct the FPAs in accordance with this document and local SOPs, as applicable. Each time a FPA is conducted, a Food Protection Assessment Report (FPAR) will be initiated in the ISP database.

(2) The Branch OIC will draft an ISP memorandum annually to submit to the installation commander (Appendix A). This memorandum describes the number of agencies and their facilities on the installation requiring food protection and animal health support. It also discusses food protection trends, food defense concerns, and support available to the installation commander. The Branch OIC will also draft memos to each Installation Agency Head delineating in more detail the frequency of inspections and the type of support the veterinary personnel will provide in the next year (Appendix B). The Agency Head Questionnaire may be used to gather information to generate the memos (Appendix C).

(3) The Activity Commander, Senior Veterinarian/Food Safety Officer will review, make suggestions, and give final approval of the ISP plan. Frequency and minimum support provided to each facility are listed in Tables 1-1 and 1-2. The frequency of support can be increased based on public health risk, as determined by the Branch OIC

or Noncommissioned Officer in Charge (NCOIC). Frequencies should not be decreased without written approval from the Activity Commander or designated representative.

(4) Once the Activity Commander has reviewed and approved the ISP, the Branch VCO or NCOIC will contact the Installation Agency Heads to set up an appointment to discuss the support to be provided in the areas of food protection.

(5) Upon completion of the Agency Head meetings, the Branch VCO or NCOIC will contact the office of the Installation or Garrison Commander to set up an appointment to discuss the support to be provided in the areas of food protection.

d. ISP Forms and Reports.

(1) Agency Contact – Central point of contact for the Agency. This should be updated as agency contacts change or Branch leadership changes. The Agency Contact Report will be attached to this document when completed.

(2) Facility Contact - Completed every time a new facility is opened and updated as Point of Contact (POC) information changes. The Section NCOIC will meet with the facility manager as frequently as necessary to discuss services provided in accordance with the approved ISP.

(3) Agency Contact Report – Completed once every 12 months per agency at each installation. The Senior Installation Veterinarian and Branch NCOIC will meet with Agency management to discuss services provided.

(4) FPAR – VFI will complete an FPAR (Appendix D) during each assessment within a facility. The FPAR will be entered into the ISP database within 24 hours of inspection and reviewed:

(a) Within 5-days of inspection when no non-conformances are identified.

(b) Within 48 hours of inspection when non-conformances are identified.

(c) Within 24 hours of inspection and supervisor notification of an imminent health hazard.

(5) The FPAR results and VFI recommendations are included in a condensed report that is electronically emailed to the accountable officer once the FPAR is submitted and reviewed in the ISP database.

e. FPARs will be considered “missed” IAW with the following rules:

(a) Daily: Missed if not completed the next business day. Saturday, Sunday, and Federal Holidays do not count. Training holidays are counted as business days.

(b) Weekly: Missed if not completed within each new week. A week runs Sunday through Saturday based on server time, which covers Mon-Fri for all time zones.

(c) Monthly: Missed if not completed within the next calendar month AND no more than 5 weeks from previous inspection.

- Example 1: An inspection last performed on 28 June must be done NLT 31 July for it to not be missed. (The next calendar month is less than 5 weeks, so it must be done by the end of July.)

- Example 2: An inspection last performed on 1 June must be done NLT 8 July for it to not be missed. (5 weeks is still within the next calendar month.)

(d) Quarterly: Missed if not completed by the end of the third month after the last inspection. For example, if it was last done any day in June, the next would need to be completed NLT 30 September to not be considered missed.

f. FPAR worksheet (see Appendix D) can be used to ensure that VFI capture all necessary information during a FPA. The worksheet will not be given to the accountable officer after the FPA and does not need to be filed locally or reviewed. However, the worksheet will not be altered, and should be destroyed after the information has been entered into VSIMS.

g. Public health risk communication is the foundation of the ISP program. VFI should discuss the ISP results and recommendations with the facility manager or POC prior to leaving the facility. In all necessary situations, imminent health hazards will be addressed immediately.

3. ISP SUPPORT PROCEDURES.

SECTION I – GENERAL SUPPORT

a. Support is provided through FPAs. The intent of conducting FPAs is to ensure food safety and food defense practices are assessed and requirements are properly managed and executed at all food sites. In order to perform this mission, VFI must have a standardized process to follow for assessments. FPA procedures are located at Appendix D.

b. Evidence of intentional contamination or tampering will be investigated and immediately reported to the veterinary chain of command. The installation Emergency Management Office, installation Antiterrorism Office, and the Federal regulatory agency responsible for the product's safety will also be notified.

c. Activities to be considered for each facility (may not be all inclusive) should include:

(1) All Food and Drug Acts (ALFOODACT) - Hazardous food recalls; local and vendor recalls.

(2) All hazards (e.g., refrigeration failures, natural and manmade disasters).

(3) Approved sources.

(4) Customer complaints.

(5) Receipt Inspections.

(6) Farmers Markets. (Garrison Support)

(7) Food defense.

(8) Hazard Analysis and Critical Control Point (HACCP) review and verification (primarily DeCA facilities).

(9) Installation events. (Garrison Support)

(10) Laboratory Sampling.

(11) Military facility sanitation inspections.

(12) Rapid testing methods.

(13) Donated foods.

(14) Salvage or survey.

(15) Surveillance inspections.

d. Receipt Inspections. It is the responsibility of the VFI to perform receipt inspections. Receipt inspections may occur before or after normal business hours and inspections should be supported, as applicable. Recording a receipt inspection on an FPAR for subsistence that was inspected by facility receiving personnel with no VFI present is not considered a receipt inspection. VFI must be present to assess and communicate public health risk.

e. Approved Sources. Approved source verifications for each supported facility will be documented on the FPAR. A separate log is not required. Branches should develop a structured plan to ensure that all approved sources are verified within their AOR. Verification should occur during Category I, II, and III inspections. A verification plan may follow the sales/warehouse floor flow in a serpentine manner, by individual

departments, or by requiring a minimum number of product verifications during each ISP assessment.

f. Hazardous Food and Non-prescription Drug Recall Inspections (ALFOODACT).

(1) Commanders at all levels will ensure that all hazards and recall messages involving installation food items are responded to immediately and receive the full and immediate attention of VFI until the recall has been resolved. VFI will expeditiously identify and ensure segregation of all subject products. Recipients will comply with message instructions. DLA Troop Support (DLA-TS), or the local commander when appropriate, will determine the extent of the problem before initiating recovery action and issuing disposition instructions. Request guidance from the chain of command if holding a recalled item creates a public health risk or sanitary hazard.

(2) VFI emergency contact rosters for all food facilities will be verified or updated as frequently as necessary to support effective public health risk communication.

(3) Physical checks at all installation facilities may be required where recalled products are potentially stocked. If VFI are certain that the recalled items are not carried at particular facilities, telephone/email verifications are acceptable. All telephone/email verifications should be followed by a physical inspection during the next regularly scheduled FPA.

(4) Branch NCOICs, or designee, will enter recall results into the VSIMS Subsistence Recall application within 72 hours of recall posting. At a minimum, positive results will include the installation, section, facility, item, Universal Product Code (UPC), quantity, and disposition.

g. Refrigeration Failures. All VFIs must be prepared and responsive to refrigeration failures to properly support the customers' needs and ensure safe, wholesome food is provided for issue and/or resale. The objectives of these procedures is to properly make disposition decisions on temperature stressed foods utilizing scientific-based guidelines concerning food safety. Detailed instructions for each step are provided in Appendix F.

h. Installation Food Sampling and Laboratory Submission Programs.

(1) The DA Form 7539, Request for Veterinary Laboratory Testing and Food Sample Record, will be utilized to record samples taken at all supported facilities. Instructions for completing the DA Form 7539 for non-laboratory submissions are located in Appendix I.

(2) Samples selected for laboratory submission will be collected and submitted in accordance with the Technical Guide (TG) 361, DoD Food Analysis and Diagnostic Laboratory Submission Guide or regional laboratory submission guide and entered into Laboratory Submission and Sample Management located in VSIMS.

(3) On a quarterly frequency, APHC-VSPHS will task Public Health Commands with specific commodities to sample under the Destination Monitoring Program. APHC-VSPHS will input the tasked commodities into the Laboratory Submission and Sample Management Application located in VSIMS. Samples will be selected and submitted according to guidelines directed in TG 361 or Regional laboratory submission guide and the Destination Monitoring specific instructions attached in the Lab Submission and Sample Management application.

(4) Upon completion of laboratory testing, the FADL or Regional laboratory will upload the final results into the Lab Submissions and Sample Management application and forward any non-conforming results to APHC-VSPHS and the submitting Activity, Branch, or Section.

i. Customer Complaint Program. Customer complaints at all locations will be monitored and addressed in accordance with agency-specific guidance and local SOP. All customer complaints will be reported on the FPAR (Appendix D).

SECTION II – AGENCY-SPECIFIC SUPPORT

a. **DeCA Support**. All DeCA locations will be supported in accordance with the minimum requirements of Table 1-1 and 1-2. Specific guidance for support is listed below or in the applicable Appendix, as noted.

(1) Daily Surveillance Inspection. VFIs will perform daily surveillance in all areas, including warehousing, to monitor for damaged, expired, contaminated, and off-condition food items. Surveillance will be documented on the FPAR and all issues of concern will be reported immediately to DeCA facility management. Particular attention will be paid to areas containing damaged items or salvage for sale, food items destined for donation (if present), customer complaints, and pest management. NLT monthly, VFIs will perform surveillance inspection of frozen items kept in storage. Surveillance inspection of food items subject to infestation will be conducted in accordance with AR 40–656/NAVSUPINST 4355.10A/MCO 10110.48, *Veterinary Surveillance Inspection of Subsistence*, and local SOPs.

(2) Daily sanitation Walk-through Inspections. Routine informal sanitation review and report of DeCA facilities will be accomplished NLT daily. VFIs will conduct the sanitation walk-through inspection of DeCA facilities, as required, in accordance with Technical Bulletin Medical (TB MED) 530/NAVMED P-5010-1/AFMAN 48-147_IP, *Tri-Service Food Code* (TSFC) and annotate findings on the daily FPAR.

(3) HACCP Verification and Review.

(a) VFIs will conduct a review of all CCP records at each DeCA processing department that requires a HACCP Plan three times weekly. The records review will be performed to ensure that all CCPs have been monitored at the required frequency, that Critical Limits (CL) have not been exceeded, and that corrective actions have been

followed and properly documented. After reviewing the CCP records, the VFI will initial and date on the most recent record to indicate review. Violations found during CCP reviews will be reported through the FPAR. Violations will result in daily records review, and visual observation of CCP checks until three consecutive days of conforming procedures are verified.

(b) VFIs will conduct a weekly verification of all **HACCP procedures** at each DeCA processing department that requires a HACCP Plan. Verification will be conducted by visual observation of all procedures within the HACCP process to include all identified Critical Control Points (CCPs). This may require multiple visits to the department throughout the day. Verification will also include a review of the required HACCP records. If procedures are not being followed in accordance with the HACCP plan, the frequency will increase to a minimum of three times per week until results for three consecutive inspections performed on different days indicate that proper procedures are being followed. VFIs will ensure that corrective actions in accordance with the HACCP Plan have been taken to address violations. HACCP verification will be recorded on the FPAR.

(c) When the required verification and review frequency cannot be met for attending sites, these reviews will be conducted and documented during every visit.

(d) Branch NCOICs will ensure that all required HACCP Plans have been identified at every DeCA store within their Branch (i.e., rotisserie operation, sushi, hot foods, etc.).

(e) Authorized personnel performing the formal monthly sanitation inspection at DeCA stores will conduct a sample review of CCP records as well as verify HACCP procedures for each applicable department. Additionally, VFI HACCP verification records will be reviewed for accuracy and to track possible trends. These monthly HACCP reviews will be annotated on the Food Sanitation Survey Report in the Defense Occupational Environmental and Health Readiness (DOEHRS) application or on the DD Form 2973, as applicable.

(4) Post-cleaning Inspections and Rapid Method Detection (Bioluminescence) swabbing of DeCA processing areas. VFIs will conduct weekly post-cleaning inspections at all DeCA commissary processing areas. These inspections will be conducted during and immediately following cleaning, and will normally be performed in the presence of the personnel who conducted the cleaning. All food processing areas – deli, bakery, meat market, seafood, and sushi – are included in this requirement. A record of the inspection and any violations found will be annotated on the FPAR.

(a) During weekly post-cleaning inspections, VFI will visually inspect food contact and non-food contact surfaces to ensure adequate cleanliness in an effort to prevent contamination of foods. VFI will utilize the provisions of the TSFC and the appropriate department DeCA Directives as a basis for compliance.

(b) Bioluminescence swabbing will be conducted in accordance with the manufacturer's instructions. VFI will swab a minimum of three food contact surfaces in each processing area. This can be accomplished either before or after the sanitizer has been applied. At no time will visibly dirty or unclean surfaces be swabbed.

(c) If a deficiency is noted, either through visual means or bioluminescence swabbing, it will be corrected on the spot. If cleaning personnel are no longer present at the time of inspection, deficiencies related to food contact surfaces must be corrected prior to processing the next day. This may require the VFI to contact the VFI on duty the next morning for follow-up. All deficiencies noted and corrective actions taken will be annotated on the FPAR. Equipment that exceeds the bioluminescence CL will not be released for processing until a passing result is achieved.

(d) When routine monitoring or cleaning results are consistently unacceptable, and after all reasonable attempts have been made by cleaning personnel and management to correct the problem, VFI will request intervention from their supervisory chain. The Branch Chief or NCOIC will inform the Activity Food Safety Officer (FSO), who may then direct that an environmental culture swab sample be taken of the surface(s). Environmental swabs will be sent to the FADL or Regional Laboratory for analysis.

(e) After four consecutive post-op inspections without non-conforming results (visual and swabbing), the Branch Chief or NCOIC can submit a written request for a reduction in the post-op inspection frequency to monthly. Requests will be made to the PHA commander in accordance with local SOP. Post-op inspection frequencies will revert back to weekly if a department receives two non-conforming inspections within a 6-month period.

(f) VFI will perform cleaning and sanitation training for each department as needed, but NLT semi-annually. VFI will use the cleaning and sanitation instructions in the TSFC, the manufacturer’s instructions for cleaners and sanitizers, as well as any other applicable references. Training will be documented and filed locally in the food inspection office.

(5) Inspection of salvage/distressed foods/survey. Food that is physically damaged after being received may be sold to customers only with proper verification by the VFI. In accordance with DeCA Directives 40-3, 40-4, 40-5 and subject DeCA memoranda, the Commissary Director will appoint a salvage coordinator from among DeCA employees. The salvage coordinator will be responsible for sorting salvageable and unsalvageable food, cleaning and repairing product packaging as appropriate. VFI will verify that unwholesome food is not offered for sale. They are responsible for training the assigned salvage coordinator(s) on an as needed basis, at least semi-annually, and whenever new salvage coordinators are assigned. All training will be documented and filed locally.

(6) Military Sanitary Inspection Program. Formal Military Sanitary inspections at DeCA will be conducted in accordance with Section VIII of this document.

(7) Receipt Inspections. Receipt inspections will be performed at time of delivery and VFI will be present. On a daily basis, a receipt inspection will be performed on all vendors delivering fresh fruits and vegetables (FFV) and perishable subsistence (to include Shell Eggs). A receipt inspection will be performed on all vendors delivering semi-perishable subsistence not less than monthly. VFIs will focus on food protection factors, such as vehicle sanitation, approved sources, internal product temperatures, off-condition, wholesomeness, severely damaged products, infestation and tampering. Further instructions are located in Appendix G.

b. **Exchange Service and MWR**.

(1) All Exchange and MWR locations (to include restaurants, clubs, hospital snack bars, etc.) will be supported in accordance with the minimum requirements of Table 1-1 and 1-2. Specific guidance for support is listed below or in the applicable table.

(2) FPA. NLT monthly, VFIs will perform a FPA of all Exchange Service and MWR facilities. The assessment will include receipt and surveillance inspections of perishable and semi-perishable products for condition and suitability for further storage (obvious defects and tampering).

(a) Receipt inspections must be performed at time of delivery. A receipt inspection will be performed on at least one vendor delivering subsistence to each supported MWR and Exchange facility during the routine ISP inspection. This will require cognizance of delivery schedules and plan for inspection appropriately. If non-conformances are found, VFI will increase frequencies. The priority for receipt inspections will be perishable, semi-perishable, and other items. VFIs will focus on food protection factors, such as vehicle sanitation, approved sources, internal product temperatures, off-condition, wholesomeness, severely damaged products, infestation and tampering, as well as contractual requirements (quality assurance provisions), as applicable.

(b) Surveillance inspection of FF&V, perishable items, and food items subject to infestation will be conducted at the required frequency in accordance with AR 40-656. Additionally, an informal sanitation inspection will be accomplished. VFIs will conduct inspections of these facilities in accordance with the TSFC; however, inspections will not undermine the sanitation oversight of PM (where applicable). Inspection results will be reported on the FPAR. Where PM has the sanitation authority, sanitation non-conformances will be reported to PM.

c. **Troop Feeding/Prime Vendor**. All Troop Feeding/Prime Vendor locations (to include ships, submarines, and hospital/medical treatment DFACs will be supported in accordance with the minimum requirements of Table 1-1 and 1-2 of this document.

d. **Temporary/Mobile Facilities**. Temporary and mobile facilities will be supported in accordance with the minimum requirements of Table 1-1 and 1-2 of this document. Specific guidance for support is listed below or in the applicable Table. All concessionaires functioning as mobile or temporary sites food facilities (e.g., mobile canteens and snack trucks) require the full spectrum of food protection assessment. These types of facilities are commonly located outside of other fixed food facilities. The VFI will assess these mobile/temporary operations for:

(1) Sanitation and adequacy of food protection of delivery vehicles used to convey food items onto the installation.

(2) Approved source requirements.

(3) Wholesomeness and condition factors.

(4) Food defense and protection of food items while shipped to, stored at, or staged at these operations.

(5) The installation agency awarding contracts to mobile or temporary sites must collaborate with veterinary and PM personnel - before contract award - to ensure all food protection requirements can be met. The PM or EH office has the responsibility for verifying food service sanitation compliance (TSFC) at mobile or temporary sites' locations.

e. **Non-conformances**. A non-conformance is a failure to conform to requirements (e.g., contractual requirement, reference, policy, sanitary standard, or product specification). All non-conformances will be reported on the FPAR and MEDCOM Form 817.

Table 1-1
Frequency of support

Type of Facility	*ISP Minimum Frequency*	*Facilities Defined*
DeCA Commissary (Processing)	Daily	DeCA Commissary or MCX Mart (NEX Marts) "with" deli, bakery, meat processing, hot-food counter, or cut produce processing.
DeCA Commissary (Non-Processing)	Weekly	DeCA Commissary or MCX Mart (NEX Marts) "without" deli, bakery, meat processing, hot-food counter, or cut produce processing.
DFAC – Full-time	Weekly	DFAC to include military hospital DFACs.
DFAC – Seasonal (while in operation)	Weekly	DFAC that are operational for part of the year.
Ships & Submarines	Weekly	This frequency is when the ships/subs are home ported. Otherwise they are listed as seasonal.
Subsistence Supply Management Office (SSMO)/Troop Issue Subsistence Activity (TISA)	Weekly	SSMO/Troop Issue storage facilities.
Food Storage Warehouse (Perishable) off installation	Monthly	MWR or AAFES, NEX, DeCA food storage warehouses with perishable foods. It may also store semi-perishable food.
MWR Facilities	Monthly	MWR clubs & restaurants.
Retail Store/Food Service Outlets (AAFES/NEX)	Monthly	Exchanges – retail store, food service outlets, (Popeye's, Taco Bell, mobile cantinas, imbiss, temporary concessions, mensa, etc.)
DOD School Cafeterias, Day Care	Monthly	DOD Schools, child dev. centers, youth centers.
Food Storage Warehouse (Semi-perishable) - off installation	Quarterly	MWR or AAFES, NEX, DECA food storage warehouses with semi-perishable foods only, contingency rations (Meal, Ready-To-Eat [MRE]).

Other Food Facilities	Quarterly	Food lockers, theaters.
Contact Visits (ACR)	Annual	All agencies within the installation; includes all ACR visits.
Contact Visits (FCR)	As needed	All facilities within the installation; includes all FCR visits.
Installation Food Vulnerability Assessment (IFVA)	Annual Roll - up	All food facilities at the installation or military community, integrated into ISP Program.
Higher Headquarters Assessments (HHA)	Triennial (3yrs)	Each DOD Installation.
Special Events (Off Installation)	As the event happens (variable)	Commercial caterers.
General Installation Events	As the event happens (variable)	Includes: Special Events – Armed Forces Day, fests, Installation Operational Exercises/Situational Training Exercises (STX), training, survival field training, Installation Tasks – funeral details, and Training or Reserve Personnel.

Table 1-2 **Support required**		
Type of Facility, Agency, or Function	*ISP Minimum Frequency*	*Support as Required*
All Facilities	NA - The minimum requirements in column 3 will be met during every visit, unless otherwise noted.	1. ALFOODACT or Local Recall Support. 2. Refrigeration breakdown support as required. 3. Additional inspection support as necessary or requested (CAT II & III Inspections). 4. Training as necessary or requested. 5. Annual liaison with manager (contact report). 6. Annual liaison with manager (IFVA) 7. Laboratory sampling as needed or requested from Higher Headquarters. 8. Approved source verification. 9. Sanitation examination and awareness. 10. Ice Machines: Sanitary surveillance if machine is in facility for which veterinary service is responsible; visual inspection and swabbing of ice machines required.
DeCA Commissary or NEX Marts with deli, bakery, meat, processing, or hot-food counter.	Daily unless otherwise noted in column 3.	1. Review customer complaints, at a minimum, once a day and respond to customer complaints. 2. Review of mark-down/ salvage items daily. 3. Perform daily sanitation inspection to cover those areas in the facility posing the greatest risk to food safety (e.g., deli ops, produce preparation, etc.) Further inspections must cover sanitation,

		approved food sources, refrigeration temperatures, and infestation. 4. Perform Post-Operational verification of meat market, deli, produce, and other processing areas clean-up and sanitation, at a minimum once a week; Post-Operational, bioluminescence testing of Deli, Meat Department, Produce cutting and hot food areas will be performed according to this document. 5. Perform CAT II receipt inspections daily on perishable items IAW this document For processing stores with no VFI assigned: all deliveries get receipt inspections during visit; this must be managed by Branch and Activity to ensure food sites do not go without any receipt inspections. 6. Formal sanitary inspection performed monthly by authorized personnel. 7. CAT III Surveillance inspection: twice a week for FFV; monthly surveillance of dairy and chill meat products kept in storage. 8. Conduct food safety training at DeCA stores as requested by manager.
DeCA Commissary or NEX Marts without Processing	Weekly	1. Review of marked-down or salvage items. 2. Review customer complaints once during each visit and respond to customer complaints, as necessary. 3. Sanitation inspection to cover sanitation of all food storage areas (as applicable). 4. Approved food source verifications.

		5. Review refrigeration temperatures and look for evidence of pest or rodent infestation. 6. At a minimum perform one CAT II receipt inspection per facility. 7. Formal sanitary inspection performed monthly by authorized personnel. 8. CAT III inspections once a week for FFV, and as necessary or requested.
DFAC to include Military Hospitals, and Naval vessels.	Weekly	1. Verification of storage areas noting sanitation and performing CAT III inspections to include: - Approved sources - Latent defects/condition - Storage defects - Temperature requirements - Buy American Act / Berry Amendment - Wholesomeness 2. Perform CAT II receipt inspections NLT once per week. 3. Upon request, training for receiving personnel; coordinated between Facility Managers and Branch OIC or NCOIC.
Non DOD schools on installations	According to ISP	In conjunction with installation or area support plans; Installation or jurisdictional approval is required for providing support to those schools operated by the State or local municipalities.
DOD schools	Monthly	1. Perform CAT III inspections to include: - Approved sources - Latent defects/condition - Storage defects- Temperature requirements - Wholesomeness 2. Perform CAT II receipt inspections

		NLT once per visit. 3. Upon request, training for receiving personnel; coordinated between Facility Managers and Branch OIC or NCOIC.
Donated Foods	On request	For food donated to the DOD: CAT II and III inspections are required to include approved sources (see United Service Organizations [USO] exemptions); for food donated from the DOD to other activities, CAT III inspections required. This category does not include local, on-installation bake sales, fund raisers, or similar, which are exempt.
Embassies	Per agreements in place with Department of State	All support through Memorandum of Agreement (MOA) only.
Exchanges – Retail Store, Food Service, Outlets, (Popeye's, Taco Bell, mobile cantinas, Imbiss, temporary concessions, Mensa, etc.)	Monthly	1. Perform CAT III inspections to include: - Approved sources - Latent defects/condition - Storage defects - Temperature requirements - Wholesomeness 2. Perform CAT II receipt inspection at a selected agency facility once a month. 3. Perform sanitation assessment of food storage areas during each visit. 4. Verify refrigeration temperatures. 5. Formal sanitation inspection by qualified personnel. 6. Evaluate ice operations (filters, bagging operations, general cleanliness, use of utensils and storage areas only if VS has sanitation oversight of the facility).

		7. Evaluate ready-to-eat operations and equipment (IE Hot Dog rollers and hot holding equipment in Retail facilities). 8Upon request, training for receiving personnel; coordinated between Retail Managers and Branch OIC/NCOICs.
Farmers Markets	Per Market event	Approved sources and CAT II and III inspections required. Product restrictions apply in accordance with Army Office of the Surgeon General (OTSG) policy. PM responsibility for sanitation or any required food handler Certifications.
Federal Emergency Management Agency (FEMA)	All support through MOA only.	Primarily CAT III inspections.
Food Storage Warehouses	Monthly	1. Verify storage areas noting sanitation and performing CAT III inspections to include: - Approved sources - Storage defects - Latent defects/condition - Temperature requirements - Wholesomeness 2. Perform CAT II receipt inspections during each visit. 3. Upon request, training for receiving personnel coordinated between Facility Managers and Branch OIC/NCOICs. 4. Perform an informal (walk-through) sanitation inspection during each visit. 5. Verify refrigeration temperatures. 6. Formal sanitary inspection will be performed quarterly by authorized personnel. 7. Evaluate ice operations as applicable (filters, bagging operations,

		general cleanliness, use of utensils, and storage areas.)
Lodging facilities, on installation, military or civilian operated	According to ISP	Category CAT II and III inspections are required to include approved sources.
Military Entrance Processing Stations (MEPS)	According to ISP	Food delivered or catered to— On-installation MEPS: Category CAT II and III inspections. Off-installation MEPS: None.
Mobile and temporary vendors	According to ISP	CAT II inspections; CAT III under normal ISP visits.
MWR Facilities (clubs/restaurants)	Monthly	1. Verification of storage areas noting sanitation and performing CAT III inspections to include: - Approved sources - Latent defects/condition - Temperature requirements - Wholesomeness 2. Perform CAT II receipt inspection at a selected agency facility once a month. 3. Quarterly training for receiving personnel; coordinated between the Retail Manager and Branch OIC/NCOIC. 4. Verify refrigeration temperatures. 5. Evaluate ice operations as applicable (filters, bagging operations, general cleanliness, use of utensils, and storage areas).
Special Events (Formal and Informal Balls, Heritage Events, Ceremonies)	Per event	On installation: Vulnerability assessment; CAT II receipt inspections. Off installation: Food and Water Defense (FAWD) assessments; assessed and approved through the installation's Physical Security Officer or Provost Marshal.

U.S. Army National Guard (USARNG)	Per MOA or on request.	Short-term, one-time, or emergency support provided; long-term continuous support through MOA only.
U.S. Coast Guard (USCG)	Per MOA or on request.	Short-term, one-time, or emergency support provided; long-term continuous support through MOA only.
U.S. Department of State	Per MOA.	All support through MOA only.
U.S. Department of Veterans Affairs (VA)	According to ISP or Per MOA.	On-installation: support provided to installation facilities receiving Prime Vendor food on VA written contracts. Off-installation: VA Hospitals and facilities: - through MOA only.
USO / American Red Cross	According to ISP.	On-installation: normal ISP or area support plan visits for CAT III. CAT II receipt inspections for prepared meals; donations other than meals are exempt. Off-installation: annual visit to USOs located in the unit's area of operation, for CAT III and guidance only.
Vending Machines	According to ISP.	CAT II inspections; applicable food items must be from approved sources. Preventive Medicine mission once machines are stocked.

SECTION III - SUPPORT TO DFACS, GALLEYS, MESS HALLS, AND SHIPS; CENTRAL DISTRIBUTION CENTERS (CDCS) FOR DECA, EXCHANGE, MWR AND DLA TROOP SUPPORT

a. General.

(1) Units will attend Food Service Management Board Menu Board Meetings, per their ISP. At these meetings, discuss food problems, or other problems uncovered during ISP visits. This meeting should also be utilized to hand out product information, food safety materials, etc.

(2) Most prime vendors have a customer representative visiting the installations they support, on a regular basis. The veterinary unit will meet with this individual on a quarterly basis, and document the meeting. During this meeting food safety and quality issues will be discussed.

(3) Medical Treatment Facilities (MTF). Surveillance inspections will be performed at Hospital or other MTF DFACs, galleys, and mess halls. Receipt inspections are required under ISP. Many of these facilities purchase food under VA contracts. Inspectors must verify and follow the correct contract for these facilities.

b. Receipt Inspections.

(1) At a minimum, VFI personnel will conduct one receipt inspection per week for each prime contractor and fresh commodity vendor (e.g., milk, bread, fresh fruits and vegetables, etc.) delivering to a supported installation troop feeding site.

(2) The weekly receipt inspection of these food items will include all terms of the contract. Verification of product grade (if required) is reserved for the Prime Vendor Destination Audit (PVDA) Program.

(3) Products will be inspected for Berry Amendment requirements (applies to troop feeding subsistence only). Ensure that contractually exempt items are considered when checking for compliance. Products may originate from foreign sources if they are further processed in the United States (with the exception of seafood); products within a theater of operation are exempt from Berry Amendment requirements.

(4) Food products inspected will be randomly selected, but with the assurance that a wide variety of products receive this comprehensive inspection. Local SOPs will be followed.

(5) The weekly inspections will include any other factors deemed necessary by the Army Installation Food Program Manager, Brigade or Corps Food Advisor, or Theater Food Advisor.

(6) VFI will perform receipt inspections at DeCA Central Distribution Centers, primarily OCONUS. Inspections of Government-owned food items will focus on food protection import and export requirements and contractual compliance. Inspections of non-Government-owned food items will include approved sources, sanitation, wholesomeness factors, and contractual compliance. Non-Government-owned food items include Direct Vendor Delivery source load containers from CONUS as well as food procured through OCONUS acquisition programs (local food sources).

(7) Certain installations have central receiving points (TISA or other warehouses), where inspections may be performed. Inspections at these locations may reduce the number of destination receipt inspections required at DFACs. Veterinary units must manage this through ISPs.

c. Surveillance Inspections.

(1) Surveillance inspections will be performed in accordance with AR 40-656 and SOP. Visits will be focused on the inspection of food products in storage, not on performing sanitary inspections. Inspections of (and within) food preparation areas will not be performed unless an agreement exists with the local PM/environmental health unit.

(2) VFI will perform open and closed package surveillance inspections of stored subsistence at all troop feeding locations and CDCs during each FPA. Products will be inspected for approved sources, wholesomeness and condition, and latent or storage defects in accordance with AR 40-656, this document, and local SOPs.

(a) Examples of latent defects are: swollen or rusty cans, labeling violations, non-approved source, Berry Amendment violations, possible condition defects, etc. Latent defects will be reported to the troop feeding site manager, the contract representative (prime vendor or market fresh), and through the ISP Program.

(b) Examples of storage defects are: thawing/refreezing, mold, products damaged due to water leaks, etc. Storage defects will be reported to the troop feeding site manager and through the ISP Program.

(3) VFI housed onboard Navy ships will perform receipt and surveillance inspections as required.

(4) The sanitation of storage facilities under the Troop Feeding Inspection Program (TFIP) will only be assessed as it relates to non-conforming products discovered during surveillance inspections, unless prior agreements have been made with the local PM activities. If thawed products, warm temperatures, wet cases, moldy items, gnawed packages, etc., are identified during normal surveillance inspection of products, this would lead VFI further investigating conditions. VFI will also be cognizant of and report to PM and the veterinary chain of command any obvious imminent health hazards noted while making dining hall/galley FPA visits. These hazards include but are

not limited to, peeling paint above the food preparation area, clogged and overflowing drains, mold on walls or ceilings, etc. If any adverse sanitation conditions exist, the local PM unit will be notified through the referral section on the FPAR.

(5) VFI located on installations receiving cook-chill products will inspect these items in storage for the following criteria:

(a) Package integrity/leakers.

(b) Expired code dates.

(c) Labels (present; legible).

(d) Receipt temperature logs to ensure transportation temperatures have been maintained and products are received at proper temperatures.

SECTION IV – ARMY FOOD SERVICE MANAGEMENT INFORMATION SYSTEM (AFMIS)

a. Units will continue to use DA Form 7538, Subsistence Serviceability Certificate, to document condemned subsistence in accordance with unit SOPs. Condemnations may only be entered into AFMIS once approved by a VCO. Personnel entering the data into AFMIS must ensure that only Army- owned subsistence items (to include OPRATS) are entered into AFMIS. VFI must retain a copy of the AFMIS Vet Condemnation Report with the DA Form 7538.

SECTION V – INSTALLATION FOOD VULNERABILITY ASSESSMENT (IFVA) PROGRAM

This section establishes procedures for conducting and communicating the Installation Food Vulnerability Assessment (IFVA) Program. The IFVA program is integrated into the ISP, supports installation Antiterrorism/Force Protection (AT/FP) posture and aids installation Antiterrorism Officers (ATO) in mitigating food defense concerns.

a. IFVA. Annual IFVAs are accomplished through FPAs conducted at the frequency designated by the ISP. Food defense will be included in every regularly scheduled FPA or when requested by the ATO.

The Installation ATO may request a separately documented (non-ISP) IFVA. The collection and reporting of this separate assessment will be IAW the installation AT/FP Officer guidance. The *Technical Guide (TG) 188, U.S. Army Food and Water Vulnerability Assessment Guide* checklists may be used for this assessment.

(1) The employees of an organization have access to most, if not all areas of an operation. This means that if an individual or group of individuals wanted to have a

detrimental impact on an organization or service, it would not be difficult. Therefore, it is very important that the identity and trustworthiness of personnel be investigated.

(2) The local procurement contracting authority can specify additional security measures in contract awards to mandate extra measures that can be taken by local vendors to assist in the safeguarding of food destined to the military community. The DODI 2000.16, Standard 18, requires that antiterrorism performance be considered as an evaluation factor.

(3) Food defense incorporates and works in conjunction with the Force Protection Conditions (FPCON) system. Surveillance procedures must be linked to the FPCON or threat levels as part of the installation Emergency Response Plan. Recommendations for eliminating or control of identified vulnerabilities are coordinated with the FPCON system. The ISP must include a food delivery vehicle inspection program which is coordinated with installation security and with the threat level.

(4) Access to storage areas should be limited to authorized employees of the organization. Other personnel, such as drivers, contract stock persons, etc., should be limited to their AOR. This may require increased monitoring, restricted area badges, or escorts. If a threat is anticipated, pre-emptive measures should be considered at this stage to preclude intentional contamination from occurring.

b. The VFI will conduct the assessment and report food defense observations via the FPAR drop-down menu in the VSIMS application. Food defense observations will be identified in the following areas:

(1) Facility Security:

(a) Unauthorized access was granted/unfettered by individuals without official business.

(b) Exterior lighting and security is inadequate.

(c) Hazardous chemicals are not properly stored or handled.

(d) Other food defense facility security observations.

(2) Employees:

(a) Employee access is unmonitored/unrestricted.

(b) Employee personal items are not restricted/excluded from preparation/storage areas.

(c) Other employee food defense observations.

(3) Receiving:

(a) Verification of truck locks/seals did not occur during an increased FPCON level.

(b) Incoming food was not inspected for evidence of tampering.

(c) Other food defense receiving observations.

(4) Food service or retail food:

(a) Food preparation operations do not inhibit/deter the intentional contamination of foods.

(b) Customers have unrestricted access to food/drink/ice at service or sale.

(c) Other food service or retail food defense observations.

c. The Branch OIC/NCOIC receives the assessment and shall communicate the non-conformance/observation to the designated Food Defense Noncommissioned Officer (FDNCO).

d. If the observation is verified, it is logged into a local tracking spreadsheet to ensure the observation was addressed, remedied, and is not repeated without action being taken by the agency. If the issue is not verified, the FPAR is closed.

e. Branch-level SOPs will be followed to record results and communicate to the ATO Food Defense Antiterrorism Team (FDAT). The FDNCO closes the FPAR with comment (mandatory) that includes the date logged, action taken to correct the observation, and any communication elevated to the ATO.

f. The Branch OIC or NCOIC will follow up quarterly with the installation antiterrorism and force protection working group. A summary of the top reoccurring food defense issues will be included in the 12 month report to the installation commander.

SECTION VI – HIGHER HEADQUARTERS ASSESSMENTS (HHA)

The PHC tasks the Region Food Defense Specialist or other qualified VS team member in the rank of SFC or above to execute the HHA.

a. Coordination is made with the lead HHA Agency, responsible PHC, and installation ATO.

b. The HHA food defense questionnaire is completed in accordance with TG 188.

c. The HHA report and AAR are submitted, as required by the HHA agency.

SECTION VII – FOOD AND WATER DEFENSE (FAWD) EVENTS

a. The purpose of the FAWD team is to reduce the vulnerability of food and beverage service to intentional contamination or disruption by terrorists or criminals as special events off-installation where DOD personnel may present an attractive target. The FAWD team is deployed at the request of the Special Event Security Manager (SESM) to provide expertise in assessing and mitigating food and water risks. The SESM uses FAWD team recommendations to make decisions about overall event security.

b. FAWD for events sponsored at the installation-level.

(1) The unit is tasked to perform a pre-assessment to determine the level of support required (local SOP).

(2) An AAR (based on local SOP) is generated which provides recommendations to the requestor to address potential vulnerabilities to food and water.

(3) If the recommendation is to provide direct VS support during the event, the Branch OIC sets the team per local SOP, the assessment is performed in accordance with TG 188, and a report is generated in accordance with local SOP.

c. FAWD for events sponsored above the installation level.

(1) The applicable PHC receives a FAWD request from MEDCOM Operations and identifies the pre-assessment team lead. The team lead will have experience conducting FAWD and should be in the Military Occupational Specialty (MOS)/Area of Concentration (AOC) 64/640/72.

(2) The team lead coordinates with the requesting agency POC, the facility and local PM unit for pre-assessment.

(3) The team lead completes the FAWD report with PM information.

(4) A pre-assessment memo is sent to the PHC Commander for approval.

(5) The approved memo is sent to the original requestor.

(6) A decision is made whether or not to support the event with direct VS support.

(7) PHC receives the tasker for support, at which time they identify the team and complete the mission in accordance with TG 188.

(8) The team lead must send an After Action Report (AAR) and closure through the PHC and the tasking authority, to the requestor.

SECTION VIII – SANITATION INSPECTIONS OF MILITARY FOOD FACILITIES

a. Procedures. Inspection personnel conducting the formal monthly routine sanitation inspection at DeCA facilities will:

(1) Conduct sanitation inspections in accordance with the requirements of TB Med 530 and this document.

(2) Collaborate with local VFI on sanitation trends for the facility inspection.

(3) Review food inspection personnel verification records and annotate the review on the formal monthly sanitation inspection report.

(4) Conduct a random sample review of CCP records, as well as verify correct HACCP procedures. This review and verification will be recorded on the formal sanitation inspection report.

(5) Provide reports of sanitation inspections in accordance with the requirements of this document.

(6) Monthly formal routine sanitation inspections of DeCA commissaries (except Air Force) will be performed by a VCO, Veterinary Service Noncommissioned Officer (SSG or above), Veterinary Services Civilian serving in a food inspection GS-1910, or Veterinary Medical Officer GS-0701 position GS-9 or above.

(7) A VCO must perform at least one of the commissary inspections on each commissary each quarter.

b. Table 1-3 provides the sanitation inspection responsibilities for each type military food facility and their associated areas.

c. Communication with local PM personnel is essential when common facilities are being inspected.

Table 1-3
Military sanitary inspection responsibilities

Location	Facility areas[1]	Responsibility[2] / Frequency
Commissaries	All areas[3]	Army Veterinary Service / Monthly
	Concessions[4]	Navy Preventive Medicine
Exchange Service Retail Stores (e.g., shoppettes, mini-marts, express marts, bookstores, in-store displays and storage)	All areas	Army Veterinary Service
	Concessions[4]	Navy Preventive Medicine
DFACs, Galleys, Mess Halls, Flag Messes; Exchange Service Food Service facilities: sandwich shops, Burger Kings, food courts, McDonalds, other restaurant type facilities with kitchens; MWR, USO and MEPS facilities; DOD Dependent School cafeterias	All areas	Preventive Medicine and Environmental Health
Central kitchens (on installation) for mobile trucks	All areas[5]	Preventive Medicine and Environmental Health
Installation Military Warehouses	All areas	Army Veterinary Service

Notes.

1. For all food facilities, VFI perform installation or area support plan visits to meet food safety and wholesomeness requirements and to perform food defense mission requirements. Food preparation areas are excluded unless an IFVA is performed. Multiple operations sharing a common building, storage area, or delivery area are counted as one facility for reporting purposes. During normal food inspection tasks, VFI are authorized to note sanitation deficiencies within food storage areas only (freezers, coolers and dry storage); these deficiencies will be reported to the applicable facility manager and the local PM authority. Obvious imminent health hazards will be similarly reported, regardless of their location within the facility. VFI will not enter food preparation areas to inspect them for imminent health hazards. If present, these are noted by inspection personnel as they proceed through storage areas while completing their routine food inspection tasks. VFI will inspect food items (such as racks of buns) located in temporary staging areas, or other dry goods that are staged temporarily (against walls, for example). This excludes food brought into the kitchen and placed there temporarily for immediate preparation.

2. Air Force personnel have the sanitation inspection responsibility for all food facilities on Air Force installations unless an MOA or MOU exists for Army Veterinary Service responsibility (for example, Joint Bases).

3. The term “all areas” includes any food processing machines or equipment, ice machines, and operations (for example, meat markets, bakeries, delis, salad bars, grocery areas, fresh fruit and vegetable processing, sushi bars, coffee shops, rotisserie chickens). This does not prohibit the Navy PM Authority from performing inspections of foodservice areas in Navy and Marine Corps commissaries as noted below.

4. On Navy and Marine Corps installations, the Navy PM Authority has the responsibility for inspecting all foodservice areas in which meals to be consumed inside the facility and/or meals to go are prepared and served. The Navy PM authority has the foodservice sanitation inspection responsibilities for all food facilities serving meals on Navy and Marine Corps installations unless an MOA or MOU is in effect at a Joint Base. Inspections may be conducted jointly. Courtesy copies of all inspection reports will be exchanged between each Service component.

5. Approved sources and other evaluations of central kitchen food items are checked during the receipt inspection performed by VFI.

SECTION IX – APPROVED SOURCE VERIFICATION

a. Procedures. When the VFI finds an unapproved source, they will enter the information on a FPAR. The PHA then has seven calendar days to perform a risk assessment of the products and forward their assessment and plan of action through the PHC to APHC-VSPHS. The risk assessment shall be attached to the FPAR within VSIMS. APHC-VSPHS then notifies the centralized procurement agencies of the unapproved source and the disposition of the product. If based on the risk assessment immediate suspension and product removal is not required, the PHA can allow the unapproved product to remain in the system for up to 45 days from the date the assessment is submitted by the PHA. PHAs will coordinate disposition of products with local procurement agencies within their AOR.

b. If the PHA allows the unapproved product to remain in the system, they shall submit samples to the FADL or regional laboratory. Unapproved sources that are not submitted for sampling are to be considered an unacceptable risk and require immediate suspension and removal from sale/supply regardless of risk assessment score. On DA Form 7539, Block 6, Reason for Submission, enter: Unapproved Source Directed per APHC-VSPHS. The sampling will be conducted by the PHA at the same time the unapproved source report is forwarded to APHC-VSPHS. Non-conforming test results will trigger immediate suspension and product removal from the establishment(s) carrying the unapproved source.

c. In addition to the above reporting procedure, items placed in the unacceptable risk category will be reported by the PHA via e-mail to the, Chief, Food Protection and Public Health Sanitation Division, APHC-VSPHS within 24 hours of completing the risk assessment.

d. After the Chief, Food Protection and Public Health Sanitation Division, APHC-VSPHS, receives the report of an unapproved food source, the information will be logged into a database for worldwide dissemination, indicating disposition and status of the product.

e. Targeted Approved Source Verification.

(1) Targeted Approved Source verification is a monitoring program where food commodities of public health interest are selected for verification of approved source status.

(2) The commodities will be chosen by APHC-VSPHS, based on current public health concerns (e.g., recent recalls (UDSA, FDA, ALFOODACT, vendor)), or findings from previous quarters, and will focus on temperature control for safety (TCS foods, as defined in the Tri-Service Food Code).

(3) On a quarterly basis, (30 days before the start of a new quarter), APHC-VSPHS will input into the VSIMS application the subsistence category targeted for verification under the Targeted Approved Source Verification Program, for the upcoming quarter.

(4) PHAs shall direct VFI to inspect all supported installations for the targeted subsistence. The VFIs will verify the status of every targeted subsistence item and report any unapproved sources in accordance with the procedures listed above.

(5) Targeted subsistence verification is in addition to, and does not take the place of the VFI duty to verify subsistence status while performing their daily food inspection mission.

(6) Subsistence items found to be originating from an unapproved source during receipt inspections shall be immediately rejected.

REFERENCES

AR 40-656, Veterinary Surveillance Inspection of Subsistence {NAVSUPINST 4355.10A; MCO 10110.48}

AR 40-657, Veterinary/Medical Food Safety, Quality Assurance, and Laboratory Service {NAVSUP 4355.4H; MCO P10110.31H}

DODI 2000-16 STANDARD 18, DOD Antiterrorism Standards

MEDCOM REG 40-28, U.S. Army Veterinary Command Policies and Procedures

TM 38-400, Joint Service Manual JSM for Storage and Materials Handling

Technical Guide (TG) 188, *U.S. Army Food and Water Vulnerability Assessment Guide*

Technical Guide (TG) 361*, DOD Food Analysis and Diagnostic Laboratory Submission Guide.*

MIL STD 904C, Detection, Identification, and Prevention of Pest Infestation of Subsistence

TB MED 530/NAVMED P-5010-1/AFMAN 48-147_IP, Tri-Service Food Code

APPENDIX A
MEMORANDUM TEMPLATE FOR VETERINARY SERVICES ISP

This is a suggested template, used for presenting the ISP to installation leadership.

MEMORANDUM THRU Commander, Public Health Activity <address IAW AR 25-50>

FOR Commander <address IAW AR 25-50>

Subject: Veterinary Services Installation Support Plan for <Installation>

1. This Installation Support Plan (ISP) establishes procedures for implementation, administration, and oversight of the Veterinary Services provided on your installation.

2. There are <insert number> of Government Agencies on <Installation> requiring veterinary food protection and animal medicine support. These agencies are: <list agencies by name>.

3. There are <number> food facilities on the installation that will receive inspections at a public health risk-assessed frequency. The veterinary food inspectors are available to support these facilities at the required frequencies, as well as during food safety emergencies, special events, refrigeration failures, exercises, and when the safety of food on the installation might be at risk of unintentional contamination. For the previous 12 month period, the top five food protection trends and concerns are as follows:

a. List food protection trends and concerns. (e.g., number of rejections, number of sanitation non-compliant facilities, and dollar amount of condemned food)

4. Food defense concerns are evaluated at each facility during routine inspections. Validated food defense concerns are communicated by the Veterinary Branch OIC or the Food Defense NCO to the installation Antiterrorism Officer (ATO). The ATO and the installation Food Defense Antiterrorism Team (FDAT) evaluate public health risk, and identify and implement mitigation strategies relevant to the level of risk of intentional contamination. For the previous 12 month period, the top five food defense concerns reported to the ATO follow (or attached).

a. List food defense concerns in broad language.

5. There are <number> of facilities on the installation that house animals. These facilities require monthly inspections to monitor the health and welfare of the animals. (List or be prepared to discuss the top five concerns.)

6. The POC for this memorandum is <name>, at <phone number>, and <e-mail address>.

DIST: OIC SIGNATURE BLOCK (IAW AR 25-50)

APPENDIX B
MEMORANDUM TEMPLATE TO INSTALLATION AGENCY HEADS FOR VETERINARY SERVICES ISP

This is a suggested template, used when communicating support to installation agency management.

MEMORANDUM FOR <Title or Name>, <Agency>, <address IAW AR 25-50>

Subject: Veterinary Services Support Plan for <Agency> on <Installation>

1. The Installation Support Plan establishes procedures for implementation, administration, and oversight of the Veterinary Services provided for the facilities under your administration on <Installation>.

2. There are <number> food facilities on the installation that receive inspections at a public health risk-assessed frequency. The veterinary food inspectors are available to support these facilities at the required frequencies, as well as during food safety emergencies, special events, refrigeration failures, exercises, and when the safety of food on the installation might be at risk of unintentional contamination. During the last 12 month period, the following are identified as the top food safety concerns:

a. List and discuss the top five concerns for the agency or insert ISP/FPAR data.

3. Food defense concerns are evaluated at each facility during routine inspections. Validated food defense concerns are communicated by the Veterinary Branch OIC or the Food Defense NCO to the installation Antiterrorism Officer (ATO). The ATO and the installation Food Defense Antiterrorism Team (FDAT) evaluate public health risk, and identify and implement mitigation strategies relevant to the level of risk of intentional contamination. These concerns are discussed with Agency Heads at the quarterly AT/FP working group meetings.

4. There are <number> of facilities on the installation that house animals. These facilities require monthly inspections to monitor the health and welfare of the animals. (List or be prepared to discuss the top five concerns.)

5. The POC for this memorandum is <name>, at <phone number>, and <e-mail address>.

DIST: OIC SIGNATURE BLOCK (IAW AR 25-50)

APPENDIX C
AGENCY HEAD SURVEY OF SUPPORT

1. GENERAL
Use this support summary questionnaire to initiate or update ISP veterinary food inspection support requirements.

2. FACILITY INFORMATION
a. Where are all facilities located?
b. Is special permission required to enter facilities?
c. Facility points of contact:

Title:	Phone:	Email:
Title:	Phone:	Email:

3. DELIVERIES
a. Do food deliveries come from a CDC or direct vendor delivery?
b. Do food deliveries occur at scheduled frequencies?
c. Will the Agency or facility POC notify Veterinary Services for unscheduled services? If yes, do the facility managers receive notification?

4. FOOD DEFENSE
a. Do you or an agency representative participate in the installation Antiterrorism/force protection terrorism meetings?
b. Are you or an agency representative actively participating on the Food Defense Team?

5. TRAINING
a. What certifying body or organization provides food safety training to new personnel?
b. Is your agency interested in receiving Food Handler's Training or Tri-Service Food Code training?

APPENDIX D
FOOD PROTECTION ASSESSMENT (FPA) AND REPORT (FPAR)

D-1. GENERAL
Conducting an FPA requires the VFI to be consistent in the application of methods to ensure that all public health-relevant areas of a food facility are assessed. FPAs are conducted at any type of food facility, to include DeCA, Exchange, MWR, and Troop Feeding locations. When conducting formal and informal sanitation inspections at locations where Veterinary Services has sanitation oversight, methods may vary slightly to verify compliance of the provisions in the TB MED 530 (TSFC). Always review the minimum inspection requirements for each agency and facility type, as referenced in this document. Reference local PHC/PHA SOPs for unique inspection requirements.

D-2. INITIAL CONTACT
Locate the person in charge (PIC) and conduct an in-brief explaining the purpose for the assessment. Inquire about any concerns the management may have with food deliveries, food storage, customer complaints, and any other food protection issues. Request to be accompanied during the assessment. VFI are authorized to conduct the FPA alone by the facility PIC.

D-3. HAND WASHING
Your appearance as public health official is important. Inspectors will wash hands, put on a clean inspection smock, head gear, and other protective garments, as required.

D-4. FOOD INSPECTION
Inspect the facility dry stores, refrigerated rooms/units, and frozen storage rooms/units (surveillance inspections) for obvious food product defects, to include, condition, code dates, cross-contamination, pest infestation, intentional contamination, and any other food protection concerns. Increase sample sizes for FF&V and other highly-perishable, short shelf-life products. Determining compliance with these requirements, especially for condition and wholesomeness, may require destructive or non-destructive open package inspection.

D-5. STORAGE AREAS
Inspect food storage areas for any factors that may lead to the contamination of stored food, such as, environmental contamination (e.g., general filth, chipping paint, dripping fans, etc.) and evidence of pests. This is a general check on sanitation that is not to be confused with the formal sanitation inspection.

D-6. VERIFY TEMPERATURES
Verify temperatures of refrigerated and frozen storage areas/units with a bimetallic thermometer to ensure the safe holding/storage temperatures of food, and to verify that temperature measuring devices in refrigeration units are functioning properly. Review facility temperature logs (where used) to identify trends and verify accuracy against temperatures taken during the assessment.

D-7. APPROVED SOURCES

Determine if products originate from an approved source in accordance with the requirements of AR 40-657/NAVSUPINST 4355.4H/MCO P10110.31H, Veterinary/Medical Food Safety, Quality Assurance, and Laboratory Service.

D-8. RECEIPT INSPECTIONS

When the inspection schedule can be coordinated, perform subsistence receipt inspections during the FPAR IAW the schedule and tasks outlined in Tables 1-1 and 1-2.

D-9. FOOD DEFENSE

Evaluate the food defense measures of the facility. The FPAR allows for general reporting of food defense concerns. The reported concerns will be verified and validated by a certified food defense NCO and/or the Veterinary Services Branch leadership. The FPAR allows for categorization and standardization in reporting food defense concerns, and supports the completion of the annual Installation Food Vulnerability Assessment.

D-10. COMPLETING THE ASSESSMENT

Upon completion of the assessment, report the details of the assessment and all non-conformances on the FPAR in accordance with this document and the VSIMS ISP User Manual. VFI will ensure disposal of items deemed a public health risk (e.g., condemned) prior to leaving the facility, unless contractual requirements require “return to the vendor”. All products on hold for vendor return will be placed in a segregated “medical hold” area, or clearly identified as such. Report significant sanitation deficiencies to the Installation Preventive Medicine (PM) when PM has sanitation oversight (e.g., DFACs, restaurants, etc.). The FPAR allows for automatic email notification, therefore ensure all PM contact details are updated or available. When a pest infestation is suspected, food shall be inspected in accordance with MIL-STD 904C and PM must be notified. All signs of intentional contamination must be reported to the supervisory chain immediately IAW local SOP.

FPAR Worksheet

GENERAL		
Evaluator:		Date:
Installation:		Facility Name:
Facility POC:		Phone #:
Number of Inspectors Performing the Visit:		Nonconformance Found?: ☐ Yes (See Attached 817) ☐ No
Distance Traveled:	Total Inspection Time:	Mode of Transportation:

REPORT DATA

1. References Used: Tri-Service Food Code (TB MED 530)

2. Approved Source Verification: *(concentrate on PHFs and include 8 to12 digits in the UPC number)*

UPC:____________________ Item Name:____________________
Brand Name:____________________ Manufacturer Name:____________________
Manufacturer Address:____________________
Product Code:____________________ Establishment #:__________ Reference Used:__________
Status: ☐ Approved ☐ Unapproved ☐ Exempt Comments:____________________

UPC:____________________ Item Name:____________________
Brand Name:____________________ Manufacturer Name:____________________
Manufacturer Address:____________________
Product Code:____________________ Establishment #:__________ Reference Used:__________
Status: ☐ Approved ☐ Unapproved ☐ Exempt Comments:____________________

UPC:____________________ Item Name:____________________
Brand Name:____________________ Manufacturer Name:____________________
Manufacturer Address:____________________
Product Code:____________________ Establishment #:__________ Reference Used:__________
Status: ☐ Approved ☐ Unapproved ☐ Exempt Comments:____________________

UPC:____________________ Item Name:____________________
Brand Name:____________________ Manufacturer Name:____________________
Manufacturer Address:____________________
Product Code:____________________ Establishment #:__________ Reference Used:__________
Status: ☐ Approved ☐ Unapproved ☐ Exempt Comments:____________________

3. Receipt Inspection Details: *(include "all" 12 or 8 digits in the UPC number)*

Vendor Name:____________________ Delivery Date:__________
Conveyance Air Temperature:____________________ Conveyance Sanitation: ☐ Satisfactory ☐ Unsatisfactory

UPC:____________________ Item Name:__________ Sample Size:__________ Number of Defects:______ Lot Size:__________ Percent Defective:__________

UPC:____________________ Item Name:__________ Sample Size:__________ Number of Defects:______ Lot Size:__________ Percent Defective:__________

UPC:____________________ Item Name:__________ Sample Size:__________ Number of Defects:______ Lot Size:__________ Percent Defective:__________

Vendor Name:____________________ Delivery Date:__________
Conveyance Air Temperature:____________________ Conveyance Sanitation: ☐ Satisfactory ☐ Unsatisfactory

UPC:____________________ Item Name:__________ Sample Size:__________ Number of Defects:______ Lot Size:__________ Percent Defective:__________

UPC:____________________ Item Name:__________ Sample Size:__________ Number of Defects:______ Lot Size:__________ Percent Defective:__________

UPC:____________________ Item Name:__________ Sample Size:__________ Number of Defects:______ Lot Size:__________ Percent Defective:__________

4. Surveillance Inspection Details: *(include "all" 12 or 8 digits in the UPC number)*

Area Inspected: ____________________

UPC:_________________________ Item Name:_______________ Lot Size:__________ Sample Size:___________
Number of Defects:______ Percent Defective:___________________

UPC:_________________________ Item Name:_______________ Lot Size:__________ Sample Size:___________
Number of Defects:______ Percent Defective:___________________

UPC:_________________________ Item Name:_______________ Lot Size:__________ Sample Size:___________
Number of Defects:______ Percent Defective:___________________

UPC:_________________________ Item Name:_______________ Lot Size:__________ Sample Size:___________
Number of Defects:______ Percent Defective:___________________

UPC:_________________________ Item Name:_______________ Lot Size:__________ Sample Size:___________
Number of Defects:______ Percent Defective:___________________

UPC:_________________________ Item Name:_______________ Lot Size:__________ Sample Size:___________
Number of Defects:______ Percent Defective:___________________

5. Sanitation:

6. Food Defense Observations:

7. HACCP

8. Customer Complaints, Refrigeration Failure, Salvage:

9. Additional Comments:

APPENDIX E
UNAPPROVED SOURCE RISK ASSESSMENT MODEL

E-1. GUIDELINES FOR DETERMINING RISK CATEGORY

Utilize the below factors when determining risk. The Intrinsic and Extrinsic Factors (located in Table E-1) should be used when scored according to Table E-2, General Guidelines for Scoring the Factors, will result in the final Risk Determination. Refer to Figure E-1 for an example.

TABLE E-1. INTRINSIC AND EXTRINSIC FACTORS

Factor	Range	0 Score 5
B1. Product Characteristics: *Water activity and pH directly affect microbial growth; .85 and above Aw, and 4.5 and above pH increase risk.*	aw .70 to .99 pH 2.0 to 7.0	.70 .85 .99 2.0 4.6 7.0
B2. Recall & Foodborne Illness History: *Products frequently recalled (Class I) or those implicated in foodborne illness outbreaks may indicate an increased risk.*	Many Class I recalls /foodborne illnesses vs. few to none	None Many
B3. Listing Status: *Products listed by other agencies; or not approved but made in plants listed/approved for other items, may be a decreased risk.*	Listed in some way (dual, other product lines, etc.) or not at all (Does not include previously de-listed with prejudice)	Listed Listing No
B4. Shelf Life: *Shorter are more perishable, consumed faster, and pose an increased food defense risk.*	>6 months to 7 days or less	6 months 7 days
B5. Delivery History: *Longer history of deliveries without incident may indicate less risk.*	Many vs. few deliveries	Longer/Many Few/New
		Total Range: 0 to 25

All personnel in the unit have responsibilities for proper disposition of unapproved source items:

- Information for Factors B1 & B2 are researched and supplied by the PHA.
- Information for Factors B3, B4, and B5 are researched and supplied by the VFI chain.
- Final Risk Assessment is completed at the PHA level.

TABLE E-2. GENERAL GUIDELINES FOR SCORING THE FACTORS

Factor	Values	Recommended Range	Score
B.1 Product Characteristics ➢ *Type of product must be considered*			(Assign One Single Combined Score for **B1.**)
aw	.70 to .80 .80 to .85 .85 to .95 > .95	1 to 2 2 to 3 3 to 4 5	Single score:
pH	< 4.5 4.5 to 6.4 6.5 to 8.0	1 to 2 3-4 5	[PHA]
B.2 Recall & Foodborne Illness History ➢ *Consider the prior 36 to 48 months*			(Assign One Single Combined Score for **B2**.)
Class I Recalls *(consider nature of recall)*	0 recalls 1 recall 2 or more	0 1 to 3 4 to 5	Single score:
Foodborne Illness Outbreaks	0 outbreaks 1 outbreak 2 or more	0 1-3 4-5	[PHA]
B.3 Listing Status *(Note: previously de-listed with prejudice are automatically determined "Unacceptable", and Risk Assessment is not required).*	Plant is approved but not for that product, or is Dual Listed No listing found	1-4 5	[VFI]
B.4 Shelf life	> 6 months 2 to 6 months 1 to 8 weeks 7 days or less	1 to 2 2 to 3 3 to 4 4 to 5	[VFI]

B.5 Delivery History	> 3 months 2 to 3 months 2 to 8 weeks <2 weeks	1 2 to 3 3 to 4 4 to 5	[VFI]
			TOTAL: (4 to 25)

C. Risk Determination:
Score from **(B)** = Risk Determination **(C)**

Risk Determination:
25-30 = Unacceptable Risk
24 - 1 = Elevated Risk

Example:

Product: Cheese, Camembert	Assessment	Score
Factor B1: Product Characteristics	aw: >.95; pH: ~7.4	5
Factor B2: Recalls/Foodborne Illnesses	3 combined in 2 years	4
Factor B3: Listing Status	No Other listing	5
Factor B4: Shelf Life	45 days	3
Factor B5: Delivery History	2 months	3
Risk Determination:	**Unacceptable**	**25**

FIGURE E-1.

E-2. RISK CATEGORY

As a first step, determine if the establishment has been previously de-listed with prejudice (due to failed sanitation audit). The delisting serves as the Risk Assessment; no risk assessment is required. Utilize the disposition instructions under "Unacceptable" below.

a. Unacceptable. A food product which, after evaluation using the parameters in A and B above, represents an *Unacceptable* risk for potential foodborne illness. Disposition instructions: This product will be placed on *medical hold* or returned to the vendor.

b. Elevated**.** A food product which after evaluation using the parameters in A and B above, represents an *Elevated* risk for potential foodborne illness. Disposition Instructions: If the procurement agency wishes to continue offering the product, the procurement activity will forward an initial sanitation audit request with supporting documents to APHC-VSPHS. This request must arrive within 21 to 45 days after the procurement agency has been officially notified of the pending supply failure. The PHA will decide the exact number of days required within that 21-45 day range, based upon the numerical scoring (and other cogent factors) determined during the risk assessment.

APPENDIX F
INSPECTION OF PERISHABLE FOODS EXPOSED TO REFRIGERATION FAILURE

F-1. INTRODUCTION

Veterinary Service personnel must be prepared and responsive to refrigeration failures to properly support the customer and ensure safe, wholesome food is provided for issue and/or resale. The goal of this appendix is to reduce waste by replacing the practice of "when in doubt, throw it out". The objective of this appendix is to provide science-based guidelines concerning food safety when making disposition decisions on temperature stressed foods. This guide takes into account the risk of emerging bacteria that are capable of growing at refrigeration temperatures. The guide does not go beyond the product temperature of 77°F/25°C and 3-day exposure time from the onset of the refrigeration failure.

F-2. CLASSIFICATION OF FOODS BASED ON MICROBIAL RISKS

In terms of public health risks, the FDA classifies foods into two broad categories: those that support the growth of pathogens (TCSF) and those that do not. The TCSFs are defined as those with pH values of >4.6 and a_W of >0.85. This appendix extends the utility of the FDA's definition of potentially hazardous foods, in order to facilitate the salvage of foods exposed to refrigeration failures.

a. This appendix provides a detailed listing and classification of chilled and frozen products to identify those products of minimal risk, and therefore can be salvaged. Thus, a classification scheme and products are listed and classified into two main groups: SAFE and RISK. Products under the category of SAFE foods generally do not allow growth of pathogens, but their degree of stability varies widely in terms of quality. These may include shelf-stable products that are displayed under refrigeration, for example, hard salami and canned ham labeled *refrigerate after opening*. Yogurt developed originally for its stability at room temperature is kept refrigerated to maintain its quality. The guide does not extend beyond the public health risk to the consumer. The food facility should be given wide latitude in deciding the quality or marketability of the SAFE foods.

b. Food exposed to refrigeration failures in any RISK category generally supports the growth of pathogens and are divided into two groups based on whether or not they are precooked and/or Ready-To-Eat (RTE). Those that are RTE are considered of higher microbial risk because of the absence of cooking (intervention step) immediately before consumption. Cold-tolerant bacteria cease to grow at freezing temperatures, one can readily obtain a conservative estimation of risk from *Listeria monocytogenes* with foods categorized as RISK-2. Chilled canned ham is the only product classified as RISK-1. Because of heat processing and the absence of recontamination, only spore forming *Clostridium botulinum* and *Bacillus cereus* are potential hazards. Items that have the highest potential microbial risk are ready-to-eat, chilled products (RISK-3). Because of the capability of certain pathogens such as *Listeria monocytogenes* to grow at refrigeration temperatures, it is not possible to determine at what point in time they have started to grow in RISK-3 items, exposed to refrigeration failures.

c. The preparation or cooking of raw RISK foods right before consumption greatly reduces microbial hazards as long as proper sanitary practices are followed, and the food is fully cooked. Two subsets are identified among these raw flesh foods according to whether or not they are salted or cured. The main concern for products that are salted or cured (RISK-2) is the potential of *Staphylococcus aureus* to grow and produce enterotoxins that are impervious to heat. In the absence of salting or curing (RISK-3), *Staphylococcus aureus* has difficulty in competing with the normal flora of raw flesh foods as discussed previously. For the sake of simplicity, the latter are included as a subgroup of RISK 3 category; the chilled salted or cured uncooked items are classified as a subgroup of RISK 2.

F-3. GENERAL GUIDELINES

There are five basic steps involved in making disposition decisions of food items exposed to refrigeration failures:

(1) Step 1 - Determine the length of time the food has been stressed at an ambient temperature of 42°F/6°C or greater.

(2) Step 2 - Classify the temperature stressed food item as SAFE or RISK based upon Table F-1 and Figure F-2. If the food item is a RISK item, then decide which RISK Group it belongs to.

(3) Step 3 - Determine the product internal temperature.

(4) Step 4 - Determine if the food item has exceeded its Time-Temperature Limit based on Table F-2.

(5) Step 5 - Make product disposition decision.

F-4. DETAILED PROCEDURES

a. Step 1 - Estimating the time of exposure.

(1) The estimation of exposure time is for the ambient temperature and not the product temperature. This is a conservative safety factor that has been designed into the system. Refrigeration units should be equipped with electronic warning devices that not only trigger an alarm but also record the time when refrigeration failure occurs. When such devices are unavailable, one should assume the worst case scenario of refrigeration failure occurring which would be shortly after the last person has left the store (not including cleaning personnel)

(2) The time of refrigeration failure may be deduced from the stoppage of an electric clock or if it was a general blackout, by an inquiry of the electric company. Time-temperature Indicators have been developed that can provide a good indication of the time that temperatures have exceeded the requirements; record the estimated time of exposure on a Refrigeration Failure Worksheet (See below). A sample form is provided in the Veterinary Services Document Library in the VSIMS application.

b. STEP 2 - Classification of foods.

(1) Stressed foods will be classified as either SAFE or RISK food items. Determine if the food item is listed as a SAFE food by reviewing Table F-1. For SAFE items, refrigeration is used to maintain quality, not control pathogen growth. Factors contributing to reduced microbial risk include low pH (acidic) and/or a_w (reduced availability of water). All items that have remained frozen are included in the SAFE list. Resale decisions concerning temperature stressed SAFE foods will be made by the retailer. Mark, tag, separate, or remove the SAFE foods.

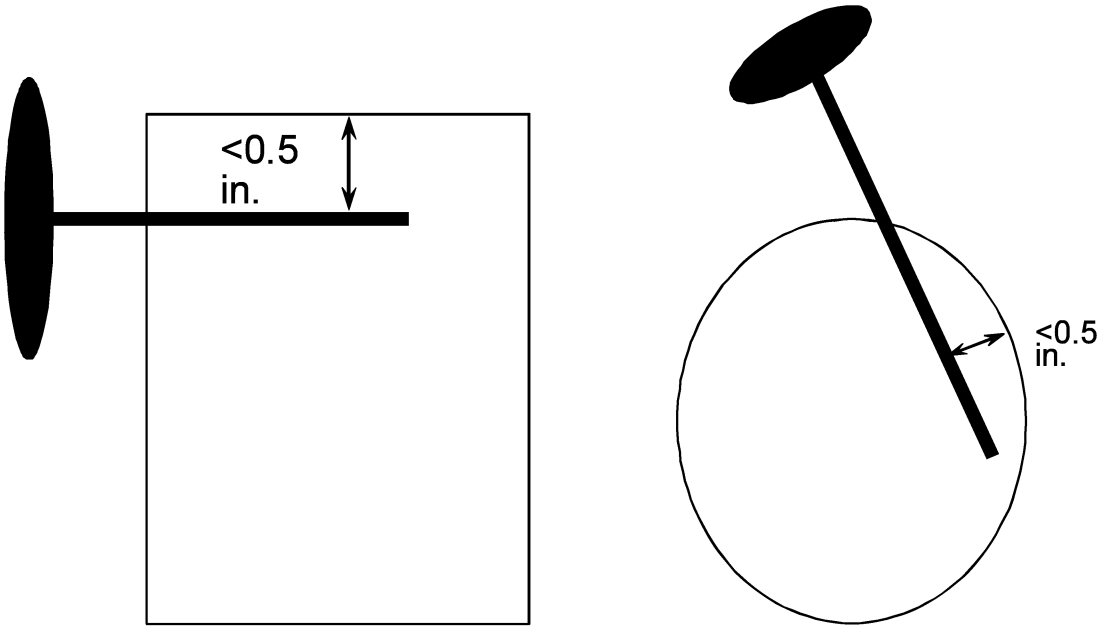
(2) If the food is not listed as SAFE in Table F-1, then go to Figure F-2, *Flow Chart for Classifying Foods Exposed to Refrigeration Failure* to determine the risk level, and record RISK foods and their risk level on a Refrigeration Failure Worksheet.

c. STEP 3 - Determine product temperature.

(1) Determine whether the refrigeration failure was due to a power outage or mechanical breakdown and note it on a Refrigeration Failure Worksheet. In a power outage, all electrical systems are off, a temperature gradient emerges with the bottom layer being the coldest. During a mechanical breakdown, when the fans and compressor are still working, the middle layer is the coldest portion of a lot. The top outermost packages will thaw faster than the internal packages, therefore lot arrangements may include: removal of the outer packages or stacks from the lot to be discarded; splitting of a lot into two or smaller lots; or both. Place priority on frozen items if the refrigeration failure total time is greater than 24 hours. Care must be taken to avoid cross-contamination between risk and safe foods.

(2) Locate the two warmest portions of a lot, which are usually the outer corners of the corner packages of the top layer; an exception is the occurrence of a mechanical failure in which the fans continually circulate the air around the lot. Take two temperature readings from the top layer and note the higher reading and time on a Refrigeration Failure Worksheet. Thermometer penetration should be parallel to the surface of the sample but will not exceed 0.5 inch below the parallel surface (see Figure F-1).

FIGURE F-1. TAKING PRODUCT TEMPERATURE.



Internal product temperatures must be taken; do not take the temperature between boxes. Do not allow the sensing portion of the thermometer to penetrate deeper than 0.5 inches parallel to the product surface.

d. Step 4 - Determine if the food has exceeded the time-temperature limits.

(1) Compare exposure times with the time-temperature limits (Table F-2). The first column in Table 2 is the actual temperature of the RISK item and the next three columns are time limits for exposure to a refrigeration failure. If temperatures are taken in Fahrenheit and the temperature readings are between the temperatures in column 1, use the next highest reading. These provide the guideposts for deciding the disposition of RISK foods. Once the temperature has been determined, simply match (horizontally) that temperature with the appropriate RISK column to determine if the RISK item has exceeded the time limits.

(2) The concept of time-temperature limits estimates the level of exposure to refrigeration failures that one can allow before RISK foods become a microbial health risk. The FDA specifies only one time-temperature limit, to regard all potentially hazardous (RISK) foods as unacceptable if they reach above 41°F/5°C for over 4 hours. The FDA's guidance is stringent in that its implementation would result in the destruction of many items that would still be wholesome; however, the FDA's guidance is retained for RISK-3 category (chilled- ready-to-eat) items for reasons previously stated. The time-temperature limit concept is a more flexible guide in that it takes into consideration the following: the various types of RISK foods involved, and the relationship of time and temperature in the growth response of pertinent pathogens in these RISK foods.

e. Step 5 - Make disposition decision.

(1) If the exposure times are within the time-temperature limits during a mechanical or power failure, then consider the lot for continued sale or storage. If the exposure times exceed the time-temperature limits during a mechanical failure when fans are on, then recommend condemnation of the top and bottom layers and take the temperatures of the second layer. Continue these procedures until all layers have been rejected or time-temperature limits are complied with. When a layer is found within the time-temperature limits, accept the remaining lot. If the exposure times exceed the time-temperature limits when fans are not on, then reject and remove the top layer and continue to take temperatures of the new top layer (working from the top to bottom) until the lot is rejected or time-temperature limits are in compliance.

(2) Recommend condemnation of all RISK items that have exceeded the time-temperature limits. Reject all RISK 3 items if exposed to > 42°F/6°C for 4 hours or more, unless these are raw flesh food (chilled or frozen), or any unopened products and do not show signs of spoilage. These products can be displayed under refrigeration (chilled/frozen) for a period of up to 24 hours. The packaging should include a highly visible label stating: ***WARNING: TEMPERATURE STRESSED PRODUCT***. Instructions should also be placed at the display case explaining proper handling (keep refrigerated, wash hands and utensils after contact with them, avoid contact of item with cooked foods, ***COOK THOROUGHLY*** the same day of purchase).

(3) Condemnations will be recorded on a DA Form 7538 (Subsistence Serviceability Certificate). All Safe items and items that did not exceed the time / temperature limits will be recorded on a MEDCOM Form 817. Refrigeration failure POC rosters will be prepared, updated, and distributed to all facility managers on a quarterly basis or as Soldiers move from or to the supported installation. It is highly recommended that a copy of the contact roster also be furnished to the managers that oversee in-store refrigeration alarm systems.

(4) In certain situations, the condition of food items may not be fit for their original or intended purpose, but is still wholesome and may retain value for an alternative use. A MEDCOM Form 817, memorandum (or electronically generated certificate) may be issued to the food activity stating: "The subsistence items listed are wholesome, but do not meet the requirements associated with their original purpose or intent for use. They possess value for alternative uses."

Table F-1
List of safe foods

Miscellaneous items	**Fruits and Vegetables**
Dough, ready-to-bake	Fruit, cut-up or sliced (except melons)
Pastries, nondairy cream, custard or meat fillings	Fruit salad
Pie crust	Fruit in syrup
Pizza, cheese, pepperoni, anchovy	Fruit juices, concentrates, drinks
Tortilla	Horseradish sauce
Yeast, bakers	Salad dressing
Frozen items not defrosted	Salsa
Dairy Display Items	Sauerkraut
Butter	Vegetables, raw, chilled or frozen, excluding cut-up products and bean sprouts
Cheese, processed	
Cheese, ripened, hard or semi-hard[1]	***Meat items***
Cream cheese	Bacon, dry cured
Dips, sour cream base	Bacon bits (refrigerate after opening)
Pickled herring, shrimp	Ham, canned (refrigerate after opening)
Lard	Pepperoni
Margarine	Salami, hard
Sour cream	Sausages, fermented
Yogurt	Fish, dried/salted

Footnote 1. Soft and semisoft cheeses are not considered “safe foods.” Soft and semisoft cheeses include but are not limited to: Bel Paese; Bondon; Brie; Cambridge; Camembert; Convalli; Cottage cheese; Coulommiers; Feta; Gerome; Hand; Liptau; Little Dutch; Neufchatel; Petit Suisse; Port du Salut; Ricotta; and Romadur.

Figure F-2. SAFE FOODS FLOWCHART

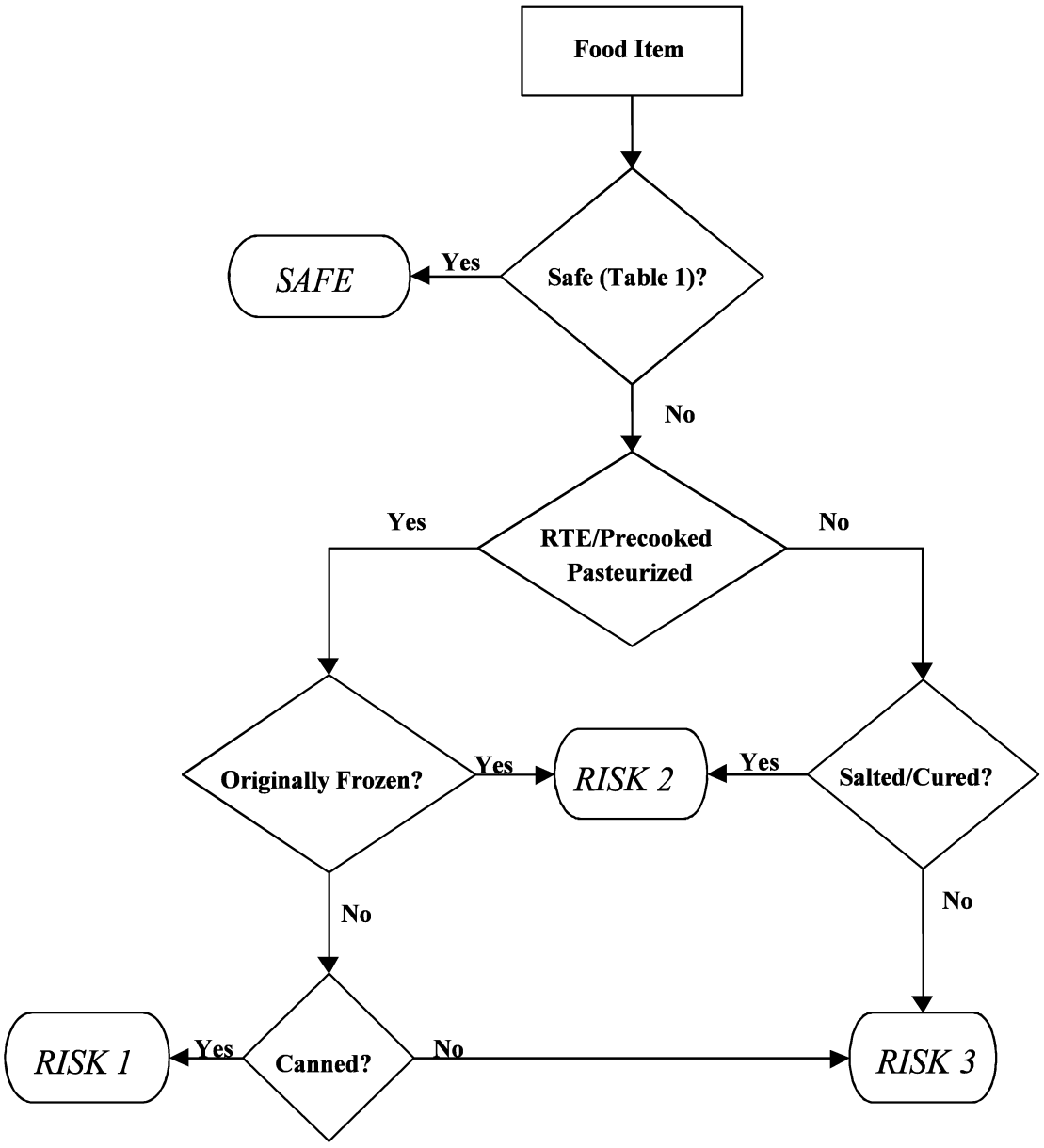


Table F-2
Time-temperature limits

TIME-TEMP LIMITS	RISK 1	RISK 2	RISK3[a]
°F /°C	HOURS	HOURS	HOURS
42/6	72	72	4
44/7	72	72	4
45/8	72	48	4
47/9	72	29	4
50/10	72	24	4
52/11	59	18	4
54/12	47	15	4
55/13	39	12	4
57/14	31	11	4
59/15	29	9	4
61/16	26	7	4
63/17	24	7	4
64/18	21	6	4
66/19	19	5	4
68/20	17	5	4
70/21	15	4	4
72/22	13	4	4
73/23	11	3	3
75/24	9	3	3
77/25	7	3	3

F-5. ECOLOGY OF FOODS

Knowledge of the properties of various refrigerated foods, along with the knowledge of behavior of pertinent foodborne pathogens, provides a framework to assess the type of health risks that are likely to be encountered in the event of a refrigeration failure. Therefore, the ecology of the four food groups is briefly reviewed.

a. Flesh Foods. Raw meat, poultry, and seafood are the most perishable of foods since they contain an abundance of nutrients and the moisture content required for growth of bacteria, enzyme actions, yeasts and molds. Because of their high growth rate, bacteria are the primary spoilage organisms and health threat. Vacuum packaging of chilled meats increase their shelf life by the reduction in oxygen content and a related increase in carbon dioxide. This set of conditions is especially effective in inhibiting the growth of the primary spoilage organisms, the pseudomonads. The addition of salt, which reduces a_W (water activity) also prevents the proliferation of spoilage organisms. Yeast and other bacteria are not as affected on some food items, such as sausage and bacon, and will eventually spoil these chilled foods. Lowering the pH of meats, as in fermented sausages, is effective in controlling the growth of spoilage organisms and some pathogens.

b. Fruits and Vegetables. Although adequate in nutrients and moisture content, raw, unprocessed vegetables are attacked by only a few bacteria. Cooking and cutting destroy their resistance to microbial attack. The lack of B vitamins in fruits as well as their low pH prevents the growth of most microorganisms except yeast and molds. Exceptions to the general acidity of fruits are the melons that, due to their lower acidity levels, allow enteric pathogens to grow.

c. Dairy Products. Milk is an excellent growth medium for all types of microorganisms. Raw milk generally contains various species of microorganisms, but pasteurization temperatures eliminate all but the spore formers, and a few thermodurics, such as the lactic acid bacteria. Post-pasteurization contamination may result in the growth of gram negative bacteria and reduction of shelf life. The low a_W and pH of most ripened cheeses results in a long shelf life. However, certain soft cheeses, especially the surface of mold-ripened cheeses, have a high enough a_W and pH to permit growth of pathogens.

d. Bakery Products. The baking process destroys all but the spore formers in bread and cakes. The low a_W of the products inhibit most microorganisms except molds that eventually would spoil these products. Baked goods with meat or cream fillings would facilitate the growth of bacterial pathogens. Spoilage of fresh, refrigerated dough products is caused mainly by lactic acid bacteria.

REFRIGERATION FAILURE WORKSHEET

LOCATION:_____

DATE AND TIME OF REFRIGERATION FAILURE (START)
_____

DATE AND TIME OF INSPECTION
_____

TYPE OF REFRIGERATION FAILURE ____MECHANICAL ____POWER

FOOD ITEM	TIME EXPOSED TO REFRIGERATION FAILURE	CLASSIFICATION	TEMPERATURE	DISPOSITION *Remember Exceptions*

APPENDIX G
RECEIPT INSPECTIONS

G-1. GENERAL
The following are general steps to conducting a receipt inspection at any type of facility, to include DeCA, Exchange, MWR, and Troop Feeding locations. Always review the minimum inspection requirements for each agency and facility type in this document, and reference local SOPs for any unique inspection requirements. Although the steps are numbered, the order of inspection may vary depending on the situation.

G-2. INSPECTION DOCUMENTS
Determine if required inspection documentation is present at time of receipt (invoice, bill of lading, etc.). Contracts, solicitations, and other contractual documents should also be available, if necessary.

G-3. VEHICLE SECURITY
Evaluate the security measures utilized by the delivery vehicle against installation requirements and contracts, if applicable (e.g., seals and locks).

G-4. OPENING TEMPERATURE
Determine the opening temperature on refrigerated vehicles with a calibrated bimetallic thermometer to ensure food safety and compliance with the applicable contractual requirements.

G-5. VEHICLE SANITATION
Perform a sanitation inspection of the vehicle in accordance with the applicable contractual requirements.

G-6. APPROVED SOURCES
Determine if products originate from a sanitarily approved source.

G-7. PRODUCT REQUIREMENTS
Utilizing the sample size guidance provided in this document, determine if food products meet: required product temperature; packaging, marking, and labeling; condition; wholesomeness; age upon delivery; remaining shelf life; and other quality assurance provisions, in accordance with the applicable contractual requirements[1.] Determining compliance with these requirements, especially for condition and wholesomeness, requires destructive open package inspection.

G-8. PRODUCT TAMPERING
Determine if incoming food exhibits any signs of intentional tampering or contamination, such as: compromised packaging and broken seals not caused by unintentional mishandling, and foreign substances on packaging or food with no apparent explanation.

G-9. NON-CONFORMANCE REPORTING

Upon completion of the inspection, report non-conformances in accordance with this document and provide disposition instructions to the accountable officer.

Contractual requirements may include Quality Assurance Provisions; DeCA Blanket Purchase Agreements or Resale Ordering Agreements; Technical Data Sheets; Solicitations; or other local procurement requirements.

When a pest infestation is suspected, food shall be inspected in accordance with MIL-STD 904C.

Any signs of intentional contamination must be reported to the supervisory chain of command immediately per local SOP. General step for addressing intentional contamination are located in the food defense chapter of this document.

G-10. SPECIFIC RECEIPT INSPECTION SAMPLING TABLES FOR SHELL EGGS, FRESH FRUIT AND VEGETABLES, SEMI-PERISHABLE AND PERISHABLE SUBSISTENCE

a. Shell Eggs.

(1) There are two levels of inspection for shell eggs:

(a) Limited Routine. These inspections are cursory in nature and consist of vehicle ambient temperature and obvious appearance factors, that is, checks, dirty, leakers.

(b) All terms of the Contract. Under this level, shell egg deliveries will be candled every fourth delivery or once a month whichever is more frequent per DeCA vendor. For all other activities, this may be performed when local SOPs/agreements dictate, or when problems are found during limited routine inspections. Refer to Table G-1 below.

TABLE G-1
Shell eggs sampling table (all terms of the contract)

Cases in Lot	Number of Eggs	Cases in Sample	Number of Eggs to Select/Candle
1	100 - 720	1	100
2-10	721-3,600	2	200
11-25	3,601-9,000	3	300
26-50	9,001-18,000	4	400
51-100	18,001-36,000	5	500
101 or more	36,001or more	8	800

NOTES:
1. If the lot is composed of the standard 30 dozen eggs per case, utilize the “Cases in Lot” column from Table G-1 to calculate sample size.

2. If the lot is not composed of the standard 30 dozen eggs per case, utilize the "Number of Eggs" column from Table G-1 to calculate sample size (example: eggs received in six pack or eighteen pack cartons or eggs delivered on metal racks).
3. For lots consisting of less than one case, or 100 eggs, examine 100% of eggs delivered.

(2) Candling inspection will require the use of "Regulation Governing the Voluntary Grading of Shell Eggs (7 CFR, Part 56) United States Standards, Grades, and Weight Classes for Shell Eggs (AMS 56)." Shell eggs delivered to OCONUS facilities will be inspected in accordance with local procurement agency specifications. Completed DD Form 1237 (Shell Egg Inspection) will be maintained on local file. Separate reports will be completed per each size received and candled--egg sizes cannot be combined when computing lot size and sample size.

b. Fresh Fruits and Vegetables.

(1) Products are evaluated for appearance factors, customer appeal, and other specification requirements. Appearance factors, which are part of the customer acceptability evaluation, include those listed in the U.S. Standards for Grade as basic requirements and those abnormalities which are known to be unacceptable to the customer, but are not scored as defects. The inspection will be preliminary in nature and shall not consist of full grade evaluation. Grade evaluations will only be conducted when product grade is in question, under the PVDA Program, or when local SOP dictates.

(2) The inspection lot size and sample size (Table G-2) is selected per line item and expressed in cases per line item identified on the invoice. Defects will be reported as percent defective on the FPAR. Fresh fruit and vegetable receipt inspections are not grouped into grand lots. Each line item shall be inspected at receipt.

Table G-2
Fresh fruit and vegetable sampling table

Lot Size (per invoice Line-Item) Cases	Sample Size (per invoice Line-Item) Cases
1-5	1
6-25	2
26-150	3
151-1200	5
1201 and more	8

NOTE: The initial sample unit is the entire contents of each sample case selected per line item or the sample amount prescribed by other inspection procedures; for example, the USDA Standards for Grade requires 20 lbs. of potatoes. If obvious defects are noted, additional samples will be selected and inspected in order to give appropriate disposition recommendation.

c. Perishable and Semi-perishable Foods.

(1) Lot size will be expressed as the number of shipping containers received for each delivery. Select samples in accordance with table G-3.

(2) Strict random sampling is not required; however, select samples from locations throughout the load to ensure that samples are representative of the delivery.

(3) The sample unit will consist of the entire contents of each sample case.

Table G-3
Perishable and semi-perishable food sampling table

Lot Size Number of Cases	Sample Size Number of Cases	Number of Pallets to Select Samples From
1-50	3	1
51-500	5	2
501-35,000	8	3

NOTE: Inspect the entire contents of each shipping container/sample case selected for sampling. VFI will compute the total quantity of cases received rather than the total quantity of line items received. Individual line item inspection will result only if defects are observed. In that case, the table is applied to the particular non-conforming line item, and a second inspection is conducted to determine extent and severity of defects.

Example:

Step One: Semi-perishable food delivery received; 510 total cases in delivery.

Lot Size: 510 total cases (covering multiple line items)
Sample Size: 8 sample cases selected from 3 pallets
Problem found: One line item, oatmeal, found to be non-conforming.

Step Two: Calculate total number of oatmeal cases (only) delivered; total counted was 5 cases of oatmeal.

New Lot Size: 5 cases of oatmeal.
New Sample Size: 3 cases of oatmeal.

APPENDIX H
CONDEMNATION AUTHORITY AND DIRECTIONS FOR COMPLETING DA FORM 7538, SUBSISTENCE SERVICEABILITY CERTIFICATE

H-1. GENERAL INFORMATION

Veterinary personnel may determine through surveillance inspection that food is unfit for human consumption or for its intended purpose. If so, a Subsistence Serviceability Certificate (DA Form 7538) will be issued. VCOs are the only personnel allowed to determine wholesomeness of subsistence. Army, Navy, and Marine Corps food facilities are authorized to dispose of unfit food without formal condemnation of the items by food inspection personnel. Veterinary personnel will not witness or certify the actual destruction of unfit food; however, in certain OCONUS locations, such actions may be required in accordance with host nation laws, and are authorized as such. The Accountable Officer will ensure that all unfit food is segregated and marked as unfit until its disposal.

H-2. CONDEMNATION AUTHORITY

Regardless of the type of facility in which the surveillance inspection is performed (or by whom), the final authority to condemn food resides with the applicable medical inspection authority, based on the following conditions:

a. Unsanitary storage room causing actual product adulteration or contamination.

b. Improper temperatures of potentially hazardous foods during storage or as a result of refrigeration breakdown.

c. Unapproved source deemed an unacceptable risk.

d. Unwholesomeness.

e. Off-condition or damage, to the extent that the product is unfit for consumption.

f. Stored product pests (insect-infested, rodent- or animal-damaged products or non-food items).

g. Unapproved foreign food products procured OCONUS for use on U.S. Navy vessels and subsequently found on board at CONUS U.S. Navy installation ports.

h. Expired products not covered by other formal extension policies.

H-3. REPORTING CONDEMNATIONS

Inspection personnel will expeditiously report these non-conformances to their supervisory chain of command for final disposition. Authorized receiving individuals or other agency personnel are not authorized to use condemned products or override medical condemnations for the above listed conditions.

H-4. SPECIFIC INSTRUCTIONS FOR COMPLETING DA FORM 7538 a. CONTROL NO: Enter a control number following the guidance established by local policy. A control number will be assigned to each form, and a log of the forms will be maintained in order to ensure sample and form accountability.

b. DATE: Enter the date of inspection.

c. PAGE: Enter the total number of pages (DA 7538) used under the same control number.

d. TO: Enter the complete name, address, and telephone number of the Accountable Officer receiving the form.

e. FROM: Enter the name, rank, address, and telephone number of the submitting unit.

f. UPC/ITEM DESCRIPTION: Enter the UPC found on the product label or produce shelf tag. This code is also known as the “bar code.” Enter complete product description, to include common name, type, and classification. For example, 011152254990 / Ground Beef 85% lean.

g. DOLLAR VALUE: Enter the total dollar amount for the product, the cost must be calculated by multiplying the quantity by the cost of each item. For example, if two gallons of milk are pulled and each is priced at $2.80, then the total cost would be $5.60 (2 x $2.80= $5.60).

h. NET WEIGHT: Enter the total net weight of the product, the net weight must be calculated by multiplying the quantity by the cost of each item. For example, if 10 packages of product are pulled and each one weighs 1.15oz, then the total weight would be 11.50oz (10 x 1.15 = 11.50).

i. QUANTITY: Enter the total quantity of product for that line item.

j. UNIT OF ISSUE: Enter the unit of issue or sale. The unit of issue is determined by how it is charged upon being issued or sold. For example, PG, LB, CN, EA, BX.

k. REMARKS: Enter remarks following the guidance established by local policy.

l. Close out form. Once the last item has been entered on the DA 7538, the VFI will write the word “Total” on the following line under UPC/item description. The VFI will then add the total dollar value of all the line items under “dollar value” and the total net weight of all the line items under “net weight”. This will indicate that nothing else follows and will ensure no additional items are added to the DA 7538.

m. CHECK APPLICABLE PHRASE: Check whichever phrase applies to the condition of the food being inspected. If the first block is used, the VFI will strikethrough the phrase that does not apply, that is, either “CREATE A HEALTH HAZARD” or “CREATE A SAFETY HAZARD.”

n. INPECTOR’S NAME / SIGNATURE: Enter the full name and rank of the VFI that completed the inspection along with their signature in the appropriate box.

o. VETERINARY CORPS OFFICER’S NAME / SIGNATURE: Enter the full name and rank of the VCO who is authorized to sign in accordance with local policy.

p. COPY FURNISHED: Follow the guidance established by local policy.

H-5. USE OF AFMIS

Any Army-owned subsistence in the troop feeding program (including OPRATS) requiring condemnation for unwholesomeness will be entered into AFMIS by local VFI personnel.

APPENDIX I
COMPLETING DA FORM 7539, REQUEST FOR VETERINARY LABORATORY TESTING AND FOOD SAMPLE RECORD

I-1. GENERAL INFORMATION

The guidance in this section applies only to local sample management. A separate DA Form 7539 must be completed for each government facility from which samples are drawn (e.g., a separate form for a commissary, a shoppette, a dining facility, or a troop issue). If more than six items are pulled from one facility during a specific period, for example, in conjunction with a single inspection or when samples are pulled throughout one week and a "running" DA Form 7539 is maintained, additional copies of page two will be used to record the appropriate number of samples. No more than 12 items may be recorded on any one DA Form 7539. Note: This form has a dual purpose. When the form is utilized in conjunction with laboratory sample submission, the section that governs Laboratory Sample Submission will be followed.

I-2. SPECIFIC INSTRUCTIONS FOR COMPLETING DA FORM 7539

Page One:

Block 1: Select location from the pull down menu. The Inspection Responsibility Code (IRC) will fill in automatically.

Block 2: Enter the name and rank of the inspector that pulled the sample(s). Enter the inspector's duty telephone number.

Block 3: Enter a control number following the guidance established by local policy. A control number will be assigned to each form, and a log of the forms will be maintained in order to ensure sample and form accountability.

Block 4: This block will be left blank.

Block 5: This block will be left blank.

Block 6: This block will be left blank.

Block 7: Enter the complete facility name, address, and telephone number from which the samples were taken. An example of completed information is: Aberdeen Proving Ground Commissary, 2409 Aberdeen Blvd., Aberdeen Proving Ground, MD 21005, telephone number.

Block 8: Select the correct dates from the pull-down menu. If samples are collected over a period of time (no longer than one week), enter the first date that a sample was pulled in the first section, and the final date that a sample was pulled in the second section. If samples are collected and the form is finalized in the same day, enter the same dates in both areas of the block.

Block 9: This block will be left blank.

Block 10: Enter the name and rank of the section NCOIC, or of an inspector at the section other than the one that initiated the form, in accordance with local policy. The inspector that whose name appears, and that signs the form, is doing so as confirmation that the samples were properly disposed of and that the sample form was completed correctly. The inspector listed in block two will not be the same inspector listed in block ten.

Block 11: Enter the name and title of the accountable officer for the location from which the sample was pulled. Forms are not considered to be complete until the accountable officer, or appropriate representative, signs the form. Forms will be presented to the accountable officer for signature in a timely manner and as soon as the form is completed as possible.

Block 12: Use this block to provide any relevant information that does not appear elsewhere on the form. Local policy may require that the reason for pulling the samples be given. For example, "Sample numbers 1-4 were used for internal temp verification; sample numbers 5-6 were used for inspection." Select "No" from the pull down menu that appears in this block.

Page Two:

Block 13: Enter relevant, complete information for each sample pulled:

Submitter Sample Number: Enter sample number, beginning with number 1, in this area. No more than twelve samples may be recorded for each sample form. When a sample number greater than six is pulled, utilize another copy of page two to record sample numbers seven through twelve.

Sample Description: Enter complete product description, to include common name, type, and classification. For example, "milk, chocolate, 2%," "yogurt, low-fat, cherry," "apple, red delicious", or "ground beef, 85% lean."

Brand Name: Enter the specific product brand as applicable. For example, "Hormel," "Carl Budding," "Sunkist," or "Prairie Farms."

Universal Product Code (UPC): Enter the Universal Product Code found on the product label, or produce shelf tag. This code is also known as the "bar code." It is the label scanned or entered by the cashier at the register when scanning the product for sale. Product Code: Enter all lot number, "use by" or expiration date, and other lot information as it appears on the product label/container. Enter N/A for produce items or other items that do not exhibit such codes.

Sample Weight/Volume: Enter the weight or volume of the sample as it appears on the product label or package. Weights for produce items will be obtained by weighing them on a calibrated scale.

Quantity Submitted: Enter the amount of individual samples taken, expressed in units of issue or sale. For example, “one can,” two bags,” two jars,” or “one pound.”

Unit of Issue: Enter the unit of issue or sale. The unit of issue is determined by how it is charged upon being issued or sold. For example, “pound,” bag,” “jar,” “can,” or “box.”

Total Cost: Enter the dollar value that the sample costs. When pulling more than one item per sample, the cost must be calculated by multiplying the unit of issue by unit cost. For example, if two gallons of milk are pulled and each is priced at $2.80, then the total cost would be $5.60 (2 x $2.80= $5.60).

Disposition: Enter the sample’s final disposition, that is, what ultimately happened to the sample in accordance with guidance established in local policy. Choices include, but are not limited to, “laboratory sample submission,” “returned to accountable officer,” or “destroyed”.