COMMERCIAL ITEM DESCRIPTION

HOT SAUCE

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

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

2. PURCHASER NOTES.

2.1 Purchasers must specify the following:

• Type(s) and agricultural practice(s) of hot sauce required (Sec. 3).
• When analytical requirements are different than specified (Sec. 7.1).
• When compliance with analytical requirements must be verified (Sec. 7.2).
• Manufacturer’s/distributor’s certification (Sec. 10.3) or USDA certification (Sec. 10.4).

2.2 Purchasers may specify the following:

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

3. CLASSIFICATION. The hot sauce must conform to the following list which must be specified in the solicitation, contract, or purchase order.

¹ USDA purchase specifications are available at: https://www.ams.usda.gov/selling-food/product-specs.
Types and agricultural practices.\(^2\)

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Hot</td>
</tr>
<tr>
<td>II</td>
<td>Extra hot 4x</td>
</tr>
<tr>
<td>III</td>
<td>Green</td>
</tr>
<tr>
<td>IV</td>
<td>Chipotle</td>
</tr>
<tr>
<td>V</td>
<td>Habanero</td>
</tr>
<tr>
<td>VI</td>
<td>Garlic</td>
</tr>
<tr>
<td>VII</td>
<td>Chili and lime</td>
</tr>
<tr>
<td>VIII</td>
<td>Sweet and spicy</td>
</tr>
<tr>
<td>IX</td>
<td>Buffalo-style</td>
</tr>
<tr>
<td>X</td>
<td>Sriracha</td>
</tr>
<tr>
<td>XI</td>
<td>Other (as specified by the purchaser)</td>
</tr>
</tbody>
</table>

Agricultural practices A - Conventional
Agricultural practices B - Organic

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

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

5. PROCESSING GUIDELINES.

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

5.2 Food defense. The hot sauce must be processed and transported in accordance with 21 CFR Part 121, Mitigation Strategies to Protect Food Against Intentional Adulteration. This document identifies the kinds of preventive measures food manufacturers, processors, or handlers may take to minimize the risk that food under their control will be subject to tampering or other malicious,

\(^2\) Not all options are available from every manufacturer. Check with the manufacturer/distributor for availability.
criminal, or terrorist actions. The implementation of enhanced food defense preventive measures provides for the security of a plant’s production processes and includes the storage and transportation of pre-production raw materials, other ingredients, and post-production finished product.

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

6. SALIENT CHARACTERISTICS.

6.1 Labeling. All ingredients must be declared by their common or usual name in descending order of predominance by weight (21 CFR §101.4(a)) unless exempted by 21 CFR §101.100.

6.2 Ingredients.

6.2.1 Raw ingredients. Each type of hot sauce is a ready-to-use sauce prepared from ingredients such as, but not limited to, fermented red peppers, jalapeño peppers, chipotle peppers, habanero peppers, chili pepper paste, garlic, distilled vinegar, salt, sugar, spices, stabilizers, natural flavors, garlic powder, onion powder, lime juice concentrate, vegetable oil, and other ingredients characteristic of each type.

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

6.3 Finished product. Each type of hot sauce must be a smooth suspension of uniform small particle size and must not stratify or separate (minor separation which upon light shaking disappears and results in a uniform, relatively stable suspension is acceptable). The hot sauce must have a typical pungent (heat value or bite) flavor and odor characteristic for the type of hot sauce. The hot sauce must be free from foreign odors and flavors.

6.3.1 Type I, Hot and Type II, Extra hot. Each type of hot sauce must be a red to reddish-brown colored liquid, have a thin texture and possess a pungent odor and a good flavor that is well balanced and peppery.
6.3.2 **Type III, Green.** The green hot sauce must be a pale green colored liquid, have a thin texture and possess a mild jalapeño flavor and odor with vinegar background notes.

6.3.3 **Type IV, Chipotle.** The chipotle hot sauce must be a dark brownish-red colored liquid with flecks of spices, have a moderately thick texture and possess a pungent odor and rich smoky flavor.

6.3.4 **Type V, Habanero.** The habanero hot sauce must be a dark orange-red colored liquid with flecks of spices, have a moderately thick texture and possess a strong pungent flavor and odor with a blend of vinegar and fruit flavors.

6.3.5 **Type VI, Garlic.** The garlic hot sauce must be a bright orange-red colored liquid, have a moderately thick texture and possess a mild pepper and garlic flavor and odor.

6.3.6 **Type VII, Chili and lime.** The chili and lime hot sauce must be a dark orange-red colored liquid, have a thin texture and possess a cumin and lime flavor and odor.

6.3.7 **Type VIII, Sweet and spicy.** The sweet and spicy hot sauce must be a dark orange colored liquid, have a moderately thick texture and possess a sweet and peppery flavor and odor.

6.3.8 **Type IX, Buffalo-style.** The Buffalo-style hot sauce must be an orange-red colored liquid, have a uniformly smooth and slightly thick appearance and texture, and possess a tangy, buttery flavor and odor.

6.3.9 **Type X, Sriracha.** The sriracha hot sauce must be a bright red colored liquid, have a thick texture and possess a sweet and peppery garlic flavor and odor.

6.4 **Foreign material.** Peppers and applicable spices used to produce the hot sauce that have Defect Action Levels must not exceed those tolerances specified in 21 CFR §110.110. All other ingredients must be clean, sound, wholesome, and free from foreign material, such as, but not limited to, extraneous plant material, dirt, plastic, insects, insect pieces or rodent or insect infestation.

7. **ANALYTICAL REQUIREMENTS.**

7.1 **Analytical requirements.** Unless otherwise specified in the solicitation, contract or purchase order, the following analytical requirements for the hot sauce must conform to those in Table I:
TABLE I. Analytical requirements

<table>
<thead>
<tr>
<th>Type</th>
<th>Nonvolatile Solids(^3) Percent</th>
<th>Salt Percent</th>
<th>Acidity (acetic acid) Percent</th>
<th>pH</th>
<th>Pungency (SHU) or Capsaicin (ppm)(^4) (^5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type I</td>
<td>7.5 - 18.0</td>
<td>4.9 - 12.0</td>
<td>2.4 - 5.0</td>
<td>≤ 3.4(^6)</td>
<td>≥ 650(^7) (43 ppm)</td>
</tr>
<tr>
<td>Type II</td>
<td>3.6 - 17.0</td>
<td>1.2 - 12.0</td>
<td>3.6 - 9.5</td>
<td>2.7 - 3.4</td>
<td>≥ 2500(^7) (167 ppm)</td>
</tr>
<tr>
<td>Type III</td>
<td>8.5 - 14.0</td>
<td>7.0 - 8.0</td>
<td>4.5 - 5.0</td>
<td>2.7 - 3.0</td>
<td>600 - 1200 (40 - 80 ppm)</td>
</tr>
<tr>
<td>Type IV</td>
<td>17.0 - 20.0</td>
<td>5.5 - 6.5</td>
<td>3.7 - 4.2</td>
<td>2.9 - 3.2</td>
<td>1500 - 2500 (100 - 167 ppm)</td>
</tr>
<tr>
<td>Type V</td>
<td>24.0 - 28.0</td>
<td>5.8 - 6.8</td>
<td>4.6 - 5.4</td>
<td>3.0 - 3.5</td>
<td>5000 - 8000 (333 - 533 ppm)</td>
</tr>
<tr>
<td>Type VI</td>
<td>10.0 - 16.0</td>
<td>6.0 - 8.0</td>
<td>3.6 - 5.3</td>
<td>2.7 - 3.5</td>
<td>1200 - 1800 (80 - 120 ppm)</td>
</tr>
<tr>
<td>Type VII</td>
<td>10.0 - 19.5</td>
<td>4.6 - 10.5</td>
<td>2.7 - 4.1</td>
<td>2.8 - 3.4</td>
<td>350 - 1250 (23 - 82 ppm)</td>
</tr>
<tr>
<td>Type VIII</td>
<td>56.0 - 61.0</td>
<td>3.3 - 3.8</td>
<td>1.2 - 1.7</td>
<td>3.4 - 3.7</td>
<td>100 - 600 (7 - 40 ppm)</td>
</tr>
<tr>
<td>Type IX</td>
<td>11.0 - 17.0</td>
<td>5.0 - 9.7</td>
<td>1.0 - 3.7</td>
<td>2.9 - 3.6</td>
<td>---</td>
</tr>
<tr>
<td>Type X</td>
<td>28.0 - 36.0</td>
<td>4.5 - 8.1</td>
<td>1.5 - 2.0</td>
<td>3.2 - 3.8</td>
<td>1000 - 3000 (67 - 200 ppm)</td>
</tr>
</tbody>
</table>

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

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

7.3.1 Product verification sampling. When USDA verification of analytical requirements is specified in the solicitation, contract, or purchase order, analytical testing must be performed on subsamples of packages randomly selected from the lot. The number of subsamples must be

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\(^3\) Pepper solids are required to be no less than 2.7 percent for Types I thru VI.

\(^4\) Scoville Heat Units (SHU), parts per million (ppm).

\(^5\) When required in the solicitation, contract, or purchase order, pungency value (SHU) shall be defined at the discretion of the buyer or be based on a reference or bid sample product and be an agreement between the parties involved. NOTE: Commercial vendor’s pungency ranges vary greatly.

\(^6\) Less than or equal to.

\(^7\) Greater than or equal to.
based on USDA inspection service sampling procedures and plans (7 CFR §52.38). The contents of each will be used to create a composite sample that will be used in the analytical testing.

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

**TABLE II. Analytical testing and reporting**

<table>
<thead>
<tr>
<th>Test</th>
<th>Method</th>
<th>Reported as</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nonvolatile solids</td>
<td>925.45A&lt;sup&gt;8&lt;/sup&gt;</td>
<td>Nearest 0.1 percent</td>
</tr>
<tr>
<td>Salt</td>
<td>941.13&lt;sup&gt;9&lt;/sup&gt; or 971.27</td>
<td>Nearest 0.1 percent</td>
</tr>
<tr>
<td>Acidity (as acetic acid)</td>
<td>920.174</td>
<td>Nearest 0.1 percent</td>
</tr>
<tr>
<td>pH</td>
<td>981.12</td>
<td>Nearest 0.1 value</td>
</tr>
<tr>
<td>Pungency (<em>Capsaicin</em>)</td>
<td>995.03, ASTA&lt;sup&gt;10&lt;/sup&gt; 21.3, Gas Chromatography&lt;sup&gt;11&lt;/sup&gt;</td>
<td>Nearest Scoville unit or ppm</td>
</tr>
</tbody>
</table>

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

9. **REGULATORY REQUIREMENTS.** The delivered hot sauce must comply with all applicable Federal, State, and local mandatory requirements and regulations relating to the preparation, packaging, labeling, storage, distribution, and sale of the hot sauce in the commercial marketplace. Delivered hot sauce must comply with all applicable provisions of the Federal Food, Drug, and Cosmetic (FD&C) Act, the Fair Packaging and Labeling Act, and regulations promulgated thereunder. When a known allergen is included in the hot sauce, the hot sauce must comply with the allergen labeling requirements of the FD&C Act. Major allergens

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<sup>8</sup> Pre-dry to near dryness on steam bath before drying in a vacuum oven. Run at 65°C (149°F).

<sup>9</sup> Saturated potassium permanganate (KMnO₄) shall be used in lieu of 5 percent KMnO₄ solution.

<sup>10</sup> American Spice Trade Association (ASTA).

<sup>11</sup> When a pungency value less than 750 SHU (50 ppm) is specified, pungency analysis must follow the directions listed in the *Regional Standard for Gochujang Codex Stan 294R* in effect on the date of the solicitation, contract, or purchase order.
identified in the FD&C Act include: wheat, fish, milk, soy, tree nuts, eggs, peanuts, and crustacean shellfish or those in effect on the date of the solicitation, contract, or purchase order.

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

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

10.1.1 FDSS. When required in the solicitation, contract, or purchase order, a FDSS must be conducted by USDA, AMS, SCP, SCI Division. The FDSS verifies that operators of food establishments have implemented measures to minimize the risk of tampering or other criminal actions against the food under their control. An AMS FDSS verifies the participating company’s adherence to Mitigation Strategies to Protect Food Against Intentional Adulteration (21 CFR Part 121).

10.1.2 Food defense section of the Plant Systems Audit (PSA). When required in the solicitation, contract, or purchase order, a food defense audit will be conducted as part of the PSA. The audit will be conducted by USDA, AMS, SCP, SCI Division auditors. This verifies that operators of food establishments have implemented measures to minimize the risk of tampering or other criminal actions against the food under their control. The food defense section of the PSA verifies the participating company’s adherence to Mitigation Strategies to Protect Food Against Intentional Adulteration (21 CFR Part 121).

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

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

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

10.3 Manufacturer’s/distributor’s certification. When required in the solicitation, contract, or purchase order, the manufacturer/distributor must certify that the hot sauce delivered meets or exceeds the requirements of this CID. The manufacturer/distributor must certify via a Certificate of Conformance or other adequate documentation (as specified by the purchaser) that the hot sauce meets the analytical requirements specified in Sec. 7 of this CID.

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

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

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

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

• Packaging requirements (Sec. 11 or as specified in the solicitation, contract, or purchase order).

13. REFERENCE NOTES.

13.1 USDA services.

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

13.1.2 USDA FDSS, plant survey, and PSA. For a USDA FDSS, plant survey, and PSA contact the Chief, Auditing Services Branch, SCI Division, SCP, AMS, USDA, Room 0711 South Building, STOP 0247, 1400 Independence Avenue, SW, Washington, DC 20250-0247, telephone (202) 720-5021, fax (866) 230-9168, or via E-mail: SCAudits@usda.gov.

13.1.3 Analytical testing and technical information. For USDA technical information on analytical testing, contact the Laboratory Approval and Testing Division, S&TP, AMS, USDA, STOP 0272, 1400 Independence Avenue, SW, Washington, DC 20250-0272, telephone (202) 690-4089 or via E-mail: KerryR.Smith@usda.gov.

13.2 Sources of documents.

13.2.1 Sources of information for nongovernmental documents are as follows:


Copies of the Official Analytical Methods of the American Spice Trade Association may be obtained from: American Spice Trade Association, 2025 M Street, NW, Suite 800, Washington, DC 20036, telephone (202) 367-1127, Fax (202) 367-2127, or via Email: publications@astaspice.org. Internet address: https://www.astaspice.org.

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

13.2.2 Sources of information for governmental documents are as follows:

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


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

Beneficial comments, recommendations, additions, deletions, clarifications, etc., and any data which may improve this document should be sent to: DLA Troop Support, ATTN: FTSA, 700 Robbins Avenue, Philadelphia, PA 19111-5092 or via E-mail: dscpsubsweb@dla.mil.
### MILITARY INTERESTS:

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<th>Custodians</th>
<th>DOJ</th>
<th>BOP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Army - GL</td>
<td>HHS</td>
<td>FDA</td>
</tr>
<tr>
<td>Navy - SA</td>
<td>USDA</td>
<td>SCP</td>
</tr>
<tr>
<td>Air Force - 35</td>
<td>VA</td>
<td>OSS</td>
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### CIVIL AGENCY COORDINATING ACTIVITY:

<table>
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<tr>
<th>DLA - SS</th>
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<tbody>
<tr>
<td>Army - MD, QM</td>
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<tr>
<td>Navy - MC</td>
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### PREPARING ACTIVITY:

<table>
<thead>
<tr>
<th>(Project No. 8950-2019-001)</th>
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<tbody>
<tr>
<td>Army - MD, QM</td>
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<tr>
<td>Navy - MC</td>
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### NOTE:

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

### Non-Discrimination Policy:

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

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

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

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