

Dairy Plant

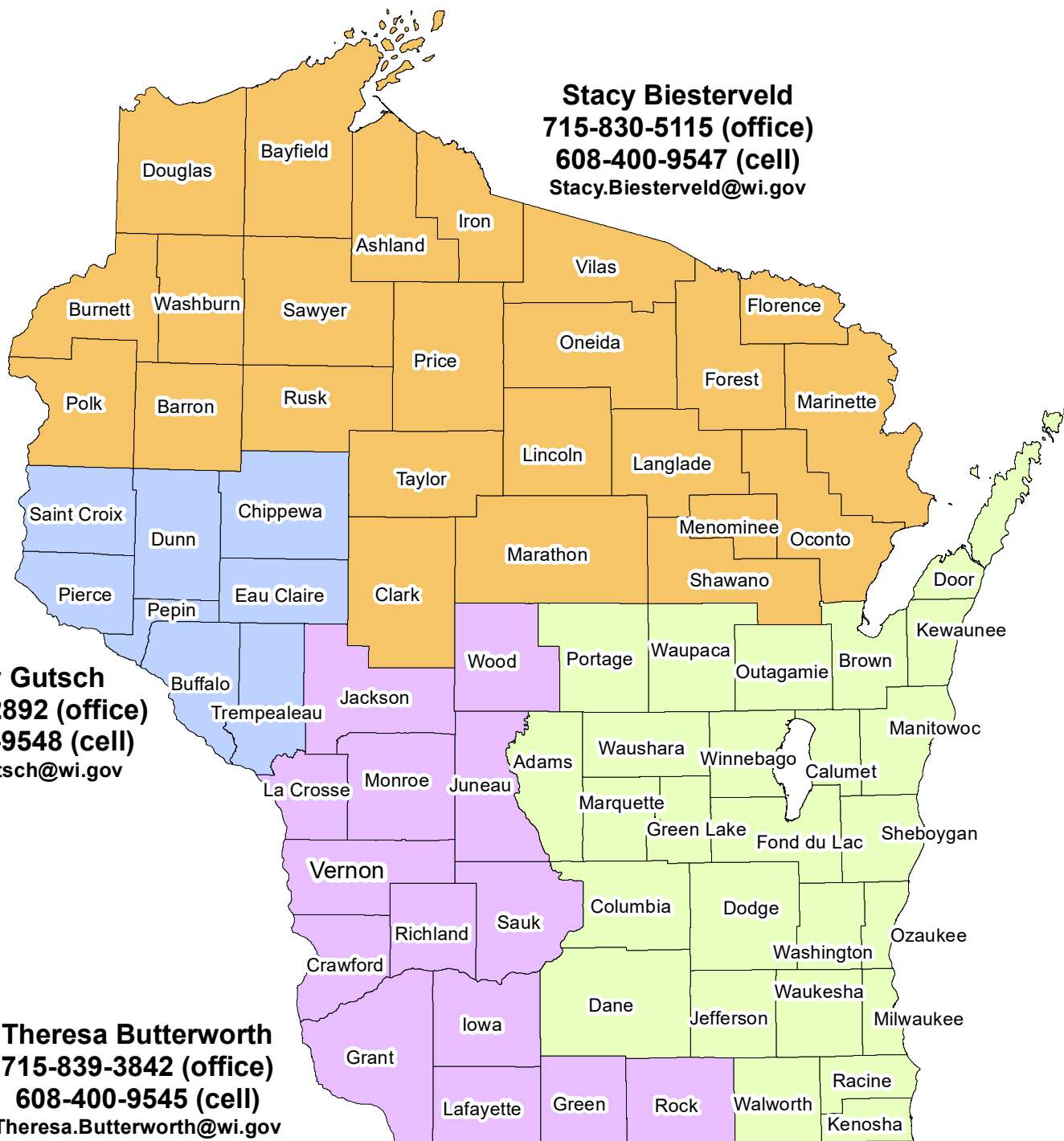
Resource Manual

Milk producer license requirements



Wisconsin Department of Agriculture, Trade and Consumer Protection
Division of Food and Recreational Safety
2811 Agriculture Dr.
P.O. Box 8911, Madison, WI 53708-8911

Dairy Producer Records Management Assignments



Stacy Biesterveld
715-830-5115 (office)
608-400-9547 (cell)
Stacy.Biesterveld@wi.gov

Becky Gutsch
715-839-2892 (office)
608-400-9548 (cell)
Becky.Gutsch@wi.gov

Theresa Butterworth
715-839-3842 (office)
608-400-9545 (cell)
Theresa.Butterworth@wi.gov

Lyndsay Simmons
715-839-3707 (office)
608-400-9546 (cell)
LyndsayA.Simmons@wi.gov

Records Mailing Address:

718 W Clairemont Ave
Suite 128
Eau Claire, WI 54701

Phone: 715-839-3844
Fax: 715-839-3867
Email: datcpecdairy@wisconsin.gov

New Milk Producer License

Submit new license applications online. The [attached instructions](#) describe how to submit an application through [MyDATCP](#), and here is a [video demonstration](#) of the process.

Completed applications shall be submitted at least 14 calendar days prior to the first milk pickup. This will allow time for the sanitarian to schedule the licensing inspection prior to the first milk pickup.

MyDATCP replaces the paper milk producer application form for new license applications. The following documents must be uploaded with the application:

- Milk producer affirmation form with the producer's signature.
- Water report form for each well.
- A negative water result collected within two years for each well.
- A field rep's inspection report.
- If applicable, also upload a notarized SSN exemption form, premise ID exemption form, and non-pressurized storage vessels (NPSV) DNR water approval letter. If the notary used an embossed raised seal, shade it with a pencil prior to uploading.

Save these documents to your device prior to starting the application process. Incomplete applications will delay the licensing inspection.

Do not leave application paperwork at the farm.

After submitting the application and required documents, the dairy plant field representative must contact the appropriate dairy sanitarian to schedule the licensing inspection.

- Sample milk from the first pick up and test it for SPC, SCC and antibiotics. Report results to DATCP within seven days.

Premises Identification Registration

A livestock premises registration identification number is required on all **new** Milk Producer license applications. For more information or to register call 608-224-4872 or 888-808-1910.

Obtaining a Temporary License:

First, apply for the new license through MyDATCP. Then contact the dairy sanitarian to schedule the licensing inspection. If the sanitarian cannot conduct the licensing inspection prior to the first milk pickup, the sanitarian will have the dairy plant field representative contact the Eau Claire office staff to request a temporary license.

- A temporary license must be issued **before** the first milk pickup is scheduled. Obtain confirmation from the Eau Claire office staff that a temporary license has been issued.
- A temporary license shall be effective on date of the first scheduled milk pickup.
- Premises ID exemption license application note: As of January 1, 2023, temporary licenses will **no longer** be automatically issued to premises ID exemption license applications. Temporary licenses are only issued if the sanitarian is unable to conduct the licensing inspection prior to the first milk pickup.

Milk Producer Religious Exemption Form from Wisconsin Livestock Premise ID Registration Application Form

Members of a recognized religious group, district, or congregation with sincerely held religious beliefs opposing registration of livestock premises under Wis. Stat. § 95.51 may apply for a milk producer license using milk producer application and a notarized Statement for Religious Exemption (form F-fd-007A).

- This form may only be used by an individual or a married couple claiming a religious exemption. General partnerships, LLCs, corporations, and other business entities cannot claim a religious exemption under this process.

Milk Producer Paper Application Form Uses

Paper Milk Producer License Application forms are used for a **plant transfer, B to A, address correction, spousal name change, or existing partnership additions**. Please **type** or **print neatly**. The form is to be completed and signed by the field representative. The producer must sign a Milk Producer License Application Affirmation form. See additional instructions below.

Submit the completed application to:

Email: DATCPDLFSEauClaireOffice@wisconsin.gov

Or Fax: 715-839-3867

Or Mail to: DATCP – DFRS

718 W. Clairemont Ave, Suite 128

Eau Claire, WI 54701

Request a Grade A Permit for an Existing Grade B Farm (B to A):

Complete the milk producer application and attach the following documents:

- Current negative well water test, within two years.
- Current negative cooling water test, within six months (posted at the farm).
- Signed field person's inspection.
- Signed Milk Producer License Application Affirmation form.
- Contact your dairy sanitarian to schedule a "B to A" inspection.

Plant Transfer:

Email, fax or mail the completed milk producer application and signed Milk Producer License Application Affirmation form to the Eau Claire office within three (3) business days of the milk producer's first pickup.

- Sample milk from the first pick up and test it for SPC, SCC and antibiotics. Report results to DATCP within seven days.

Address Correction:

If the farm address has been changed by the post office (the location of the farm must remain the same), or if the mailing address has changed, email, fax or mail the completed milk producer application and signed Milk Producer License Application Affirmation form to the Eau Claire office.

Spousal Name Change:

Email, fax or mail the completed milk producer application, signed Milk Producer License Application Affirmation form and social security number to the Eau Claire office.

Existing Partnership Addition or Deletion:

Email, fax or mail completed milk producer application and signed Milk Producer License Application Affirmation form to the Eau Claire office within three (3) business days of the milk producer's first pickup.

Ownership Changes:

Any legal change of ownership of a milk producer license or Grade A permit requires a new license application, a fee, and an inspection. Examples of ownership changes include:

Ownership Structure Change	
Current ownership is one of the following:	If current ownership changes to any of the following:
<ul style="list-style-type: none">• Individual or married couple• General partnership• Corporation• Cooperative• Trust• Limited Liability Company (LLC)• Limited Liability Partnership (LLP)	<ul style="list-style-type: none">• Individual or married couple• General partnership• Adding or deleting a partner• LLP• LLC• Corporation• Cooperative• Trust• Estate

- **Exceptions** to legal ownership changes of a milk producer license or Grade A permit, which do not require a fee or an inspection, include:
 - When an individual milk producer dies, their license number can be transferred into their spouse's name without an inspection. For any other family member wishing to take over the milking operation, a new farm licensing inspection is required.
 - Adding a spouse to a license held by an individual.
 - Deleting or changing a spouse on a license held by a married couple.
 - Adding or deleting a partner to an existing license. This does not apply to general partnership licenses.
 - Changes in shareholders of a corporation or members of a LLC or cooperative does not constitute an ownership change. If the license is held by only a corporation, cooperative, LLP, or LLC, those entities must be dissolved to create an ownership change.
 - In some cases, trusts or estates hold licenses. When a trust is dissolved and transfers the license to an individual or entity, that action should be considered a change in ownership. Estates are more difficult to determine. Contact the Eau Claire office at 715-839-3844 for more information.

Licensing and Grade A Permits for County Fairs and Temporary Events

County fairs and temporary events that intend to sell milk that is collected during the fair or event are required to be licensed. A Grade A permit is required to ship Grade A milk. Dairy facilities for fairs and temporary events must be relicensed and re-permitted every year or for each event during a year. The same procedures apply for licensing and permitting of dairy facilities for fairs and temporary events that apply to dairy farms. **Submit the new license application through MyDATCP 14 days prior to the event and then contact the dairy sanitarian to schedule a licensing inspection.** Sample milk from the first pick up and test it for SPC, SCC and antibiotics. Report results to DATCP within seven days. An out of business status change form is required when the fair or temporary event is over.

Multiple Licenses at One Farm Location

If multiple dairy producer licenses are held at one farm location, the following guidelines apply:

- If the separately licensed entities share any of the following, both licenses and permits(Grade A) will be **equally** affected:
 - Herd
 - Barn
 - Milking Facility
 - Bulk Tank
 - Milking Equipment
- Additionally, the following must be taken into consideration:
 - Multiple licensed entities at one location may ship to different plants. However, in this case, only one license may be permitted as Grade A to insure only one bulk tank unit (BTU) is affected for state and federal survey purposes.
 - Multiple licenses at one location may be permitted as Grade A only if shipping to the same dairy plant.
 - Each dairy plant must collect their own milk sample and test it for monthly official quality (SPC, SCC and drug residue). Milk quality, water results, and site inspection results will affect all licenses at the same location.

Multiple Species at One Farm Location

When there are multiple species shipping milk at one farm location, a separate license is required for each species



Wisconsin Department of Agriculture, Trade and Consumer Protection
 Division of Food and Recreational Safety
 718 W. Clairemont Ave., Suite 128, Eau Claire, WI 54701
 Phone: (715) 839-3844 Fax: (715) 839-3867 Email: datcpecdairy@wisconsin.gov

OFFICE USE ONLY
 LIC. NO.

MILK PRODUCER LICENSE APPLICATION Wis. Stat. § 97.22

LICENSE TYPE (check all that apply): <input type="checkbox"/> Milk Producer License (Fee Required) <input type="checkbox"/> Grade A Permit <input type="checkbox"/> Robotic Milking System (AMI) <input type="checkbox"/> Can Milk	TYPE OF MILK: <input type="checkbox"/> Cow <input type="checkbox"/> Goat <input type="checkbox"/> Sheep <input type="checkbox"/> Other:	AMI ROBOTICS: Number of AMI Robots	IS MUNICIPAL WATER SUPPLIED TO THE DAIRY OPERATION? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, how many wells provided water to the dairy operation?
---	--	--	---

PREMISES ID:
 For an individual or married couple seeking a milk producer license but asserting a religious exemption from livestock premises registration laws, Wis. Stat. § 95.51, check all livestock kept at farm.

CHECK ALL LIVESTOCK KEPT AT FARM:

<input type="checkbox"/> Swine <input type="checkbox"/> Poultry (chickens, turkeys, geese, and/or game birds raised for hunting) <input type="checkbox"/> Bison <input type="checkbox"/> Beef Cattle	<input type="checkbox"/> Goats <input type="checkbox"/> Fish (includes all fish kept at a fish farm under Wis. Admin Code § ATCP 10.61) <input type="checkbox"/> Sheep <input type="checkbox"/> Dairy Cattle	<input type="checkbox"/> Horses, mules, donkeys, and/or other equines <input type="checkbox"/> Deer, elk, moose, caribou, reindeer, musk deer, and/or other cervids <input type="checkbox"/> Llamas, alpacas, and/or other camelids
---	---	---

LICENSE AMENDMENT – NO FEE REQUIRED

<input type="checkbox"/> Add Grade A Permit <input type="checkbox"/> Mailing Address Correction	<input type="checkbox"/> Plant Transfer <input type="checkbox"/> Spousal Name Change	<input type="checkbox"/> Voluntary A to B (Patron Initials _____) <input type="checkbox"/> Existing Partnership Addition	<input type="checkbox"/> Existing Partnership Deletion
<input type="checkbox"/> Multiple licenses at farm (indicate other license #s):			

Individual/Married Couple (SSN collection required for each individual)
 LLC
 LP
 LLP
 Cooperative
 Corporation
 Estate
 Trust
 General Partnership (Include Copy of Partnership Agreement or Federal Tax Form 1065 with financials blocked out)

APPLICANT'S LEGAL NAME: (PARTNERSHIPS: LIST ALL PARTNERS – Legal name as shown on Birth Certificate or SS# Card).

FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX
SPOUSE FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX

OTHER: LIST LEGAL NAME OF CORPORATION, LLC, LLP OR COOPERATIVE

DOING BUSINESS AS NAME OR TRADE NAME:

TELEPHONE NUMBER () -	EMAIL		
COMPLETE MAILING ADDRESS STREET	CITY	STATE	ZIP
DAIRY FARM ADDRESS STREET (IF DIFFERENT)	CITY	STATE	ZIP
COUNTY NAME & NO.	MUNICIPALITY		

I, the undersigned, hereby make application for a Milk Producer license and/or Grade A permit for the production and sale of raw milk. I have inspected the producer's dairy operation and water supply and find the producer's operation in compliance with Wisconsin milk producer requirements. I agree to keep this producer fully informed of all (APPROPRIATE) Wisconsin milk producer production and handling requirements.

SIGNATURE OF AUTHORIZED DAIRY PLANT REPRESENTATIVE _____ DATE _____

DAIRY PLANT INFORMATION

DAIRY PLANT NAME:	DAIRY PLANT NUMBER:	PATRON NUMBER:	For Plants with multiple BTU's include BTU ID:
PREVIOUS DAIRY PLANT NAME:	PREVIOUS DAIRY PLANT NUMBER:	PREVIOUS PATRON NUMBER:	

SANITARIAN LICENSE RECOMMENDATION:

<input type="checkbox"/> Milk Producer License (check one) Approve: <input type="checkbox"/> Full Status <input type="checkbox"/> Conditional <input type="checkbox"/> Deny (no refund)	<input type="checkbox"/> Grade A Permit (check one) <input type="checkbox"/> Approve <input type="checkbox"/> Deny	Date:
--	---	-------



Wisconsin Department of Agriculture, Trade and Consumer Protection
 Division of Food and Recreational Safety
 718 W. Clairemont Ave., Suite 128, Eau Claire, WI 54701
 Phone: (715) 839-3844
 Email: datcpdairy@wisconsin.gov Fax: (715) 839-3867

OFFICE USE ONLY

License Number

MILK PRODUCER LICENSE APPLICATION AFFIRMATION

Wis. Stat. § 97.22

To be Completed and Signed by the Milk Producer. The Dairy Plant must upload this document when submitting the Milk Producer License Application online at mydatcp.wi.gov

PARTNERSHIPS :list all partners	<input type="checkbox"/> LLC	<input type="checkbox"/> LP	<input type="checkbox"/> LLP	<input type="checkbox"/> Cooperative	<input type="checkbox"/> Corporation	<input type="checkbox"/> Estate	<input type="checkbox"/> Trust
--	------------------------------	-----------------------------	------------------------------	--------------------------------------	--------------------------------------	---------------------------------	--------------------------------

PRODUCER INFORMATION:

FARM NAME: (Optional) (Cannot be used without applicant's name)	COUNTY	PHONE: () -	
MAILING ADDRESS STREET	CITY	STATE	ZIP
DAIRY FARM ADDRESS (if different mailing address)	CITY	STATE	ZIP

I, the undersigned, hereby make application for a Milk Producer license and/or Grade A permit for the production and sale of raw milk. If a license and/or permit is issued, I agree to the inspection of this dairy operation by authorized personnel of the department at any reasonable hour, and understand that refusal of any part of an inspection will result in suspension or revocation of my license and/or permit. I agree to conduct operations and maintain premises in accordance with the laws of Wisconsin. I understand that I may not sell or distribute milk as Grade A milk unless I also hold a Grade A farm permit. Licenses are not transferable between persons or locations. Milk producer licenses and permits are required by *Wis. Stat. § 97.22*. Penalties are prescribed in *Wis. Stat. § 97.72*, and *Wis. Adm. Code ch. ATCP 65*. Personal information you provide may be used for purposes other than that for which it was originally collected (*Wis. Stat. § 15.04(1)(m)*).

SIGNATURE OF APPLICANT OR AUTHORIZED REPRESENTATIVE

DATE

DAIRY PLANT INFORMATION:

For Plants with multiple BTU's include BTU ID:		
DAIRY PLANT NAME:	DAIRY PLANT NUMBER:	PATRON NUMBER:
PREVIOUS DAIRY PLANT NAME:	PREVIOUS DAIRY PLANT NUMBER:	PREVIOUS PATRON NUMBER:



Wisconsin Department of Agriculture, Trade and Consumer Protection
 Division of Food and Recreational Safety Phone: (715) 839-3844 Fax (715) 839-3867
 Email: datcpecdairy@wisconsin.gov Mail Application to: 718 Clairemont Ave, Suite 128, Eau Claire, WI 54701

MILK PRODUCER WATER SUPPLY REPORT

To be Completed and Signed by Dairy Plant Field Representative. A separate form is required for each well on the farm premises used to supply water to the dairy operation.

Wis. Stat. § 97.22

LEGAL NAME: (PARTNERSHIPS: LIST ALL PARTNERS) LLC LP LLP Cooperative Corporation Estate Trust

DOING BUSINESS NAME OR TRADE NAME: (OPTIONAL) (CANNOT BE USED WITHOUT APPLICANT'S NAME)

COMPLETE MAILING ADDRESS STREET

CITY

STATE

ZIP

DAIRY FARM ADDRESS STREET (IF DIFFERENT)

CITY

STATE

ZIP

COUNTY

MUNICIPALITY

TELEPHONE NUMBER
() -

Dairy Plant Information

DAIRY PLANT NAME

DAIRY PLANT NUMBER

PATRON NUMBER

For Plants with Multiple BTU's
include BTU ID

Safe Water Sample (Copy must be attached) Date:

Lab:

TYPE OF WATER SUPPLY (check) Drilled Driven Pit Non Pressurized Storage Vessel Spring Box Other

Location:

Well Number or Name:

Year Constructed

Unknown

Has the WI Department of Natural Resources (DNR) evaluated this well?

Yes No Unknown

If yes, does producer have evaluation letter? Yes No

If yes, please attach a copy with this form

Are all stock watering devices and plumbing fixtures in compliance with the Wisconsin DSPS 382?

Yes No

Dairy Plant Field Representative complete section below:

The minimum distance separating wells or reservoirs from sources of contamination required in Wisconsin Administrative Code ch. NR 812 are listed below.* If wells do not meet the distance requirements of NR 812 the well must be assessed by the DNR and the milk producer must have a written approval letter from the DNR prior to licensing. If multiple wells are located on premises a water supply report must be filled out for each additional well

(Fill in all blanks with number of feet from each source of contamination with N.A. where it does not apply.)

8 FEET MINIMUM:

1. Non-Complying well pit
2. Nonconforming reservoir (Water)
3. Storm Sewer
4. Above/Below-ground swimming pool

50 FEET MINIMUM:

1. Animal yard including calf hutches
2. Animal barn/pen covered area where animals are kept
3. Milkhouse drain outlet
4. Vegetated treatment area

25 FEET MINIMUM:

1. Buried grease interceptor
2. POWTS Holding component (Holding Tank)
3. POWTS Treatment component (Septic Tank)
4. Lake, Stream or River Shoreline
5. Sewers conveying manure liquids (Gravity/Pressure)

5. Silo with pit

6. Manure reception tank or hopper (Liquid Tight)
7. Cemeteries
8. Silos without pit, but with concrete floor and drain
9. Barn gutters
10. Plastic silage storage tube

100 FEET MINIMUM:

1. Manure storage structure (Fabricated, Liquid Tight)
2. Gasoline or other petroleum or L.P. Tank (Buried) (Does not apply to L.P. tanks and wells serving single family residences)

250 FEET MINIMUM

1. Existing or proposed sanitary land fill site (Ridge and furrow land spreading, wastewater spray irrigation, absorption, seepage retention, storage and treatment pond, lagoon, or a wastewater slow sand filter or filters)

1,200 FEET MINIMUM

1. Landfill site (Existing, Proposed or Abandoned)

I have inspected the producer's dairy operation and water supply and find the producer's operation in compliance with Wisconsin milk producer requirements. I agree to keep this producer fully informed of all (APPROPRIATE) Wisconsin milk producer production and handling requirements. **I certify the information given is accurate and the well location and construction is in compliance with the Wisconsin Administrative Code ch. NR 812.***

FIELDPERSON'S SIGNATURE

EFFECTIVE DATE

**PLEASE READ THIS
IMPORTANT NOTICE**

**PLEASE COMPLETE THIS FORM AND
MAIL TO:**

**Division of Food Safety
718 Clairemont Ave. Suite 128
Eau Claire, WI 54701-6143**

Sec. 93.135, Wis. Stats., requires the department to collect the Social Security Number (SSN) of every **Sole Proprietor or Individual** applying for an original or renewal, license registration or certificate.

This requirement DOES NOT APPLY to General Partnerships; however, **they must provide a copy of their legal partnership agreement to show they are exempt.**

IT ALSO DOES NOT APPLY to the following which are registered with the Department of Financial Institutions. Limited Partnerships, Limited Liability Partnerships (LLP), Limited Liability Companies (LLC), Corporations or Cooperatives. Please do not substitute a Federal Employer Identification Number for the Social Security Number, even if you are an individual that holds both numbers.

The department is required by law, to provide the collected Social Security Numbers to the Department of Workforce Development. The collection of SSNs and the provision of SSNs to the Department of Workforce Development will be done in a manner which will protect the confidentiality of SSNs. They will be encrypted in the department's computer system before the SSNs are provided to the Department of Workforce Development.

BY LAW, THE DEPARTMENT MAY NOT ISSUE OR RENEW A LICENSE UNTIL THE LICENSEE PROVIDES THEIR SSN.

(Please remember that if a married couple is listed on the license, both SSN's must be provided)

Licensee's Name _____

Spouse's Name (if listed on License) _____

"Doing Business As" (if applicable) _____

License Number _____

Social Security Number (Individuals Only) _ _ _ - _ - _ _ _

Social Security Number (Spouse if on License) _ _ _ - _ - _ _ _

• Any personally identifiable information, as defined under s. 19.62(5), Stats., requested on this form may in the future, be used for purposes other than that for which it is originally being collected, as stated above. To do this would require a new law to be passed by the legislature.

Instructions: Complete ALL information requested below. Affirm to the contents of this statement form and sign before a notary public, who will impress a notarial seal or seal of office as applicable on the notarial certificate below.

This form must be submitted with DATCP Form F-fd-007 (Milk Producer Application *For an Individual or Married Couple Claiming a Religious Exemption From Livestock Premises Registration*) when seeking a milk producer license but asserting a religious exemption from livestock premises registration law, Wis. Stat. s. 95.51. It must be completed by *an individual*. If a married couple is seeking a milk producer license, at least one spouse must submit this form with DATCP Form-Fd-007.

If the information provided in this form cannot be verified by the Department, then the application for a milk producer license may be denied.

STATEMENT FOR RELIGIOUS EXEMPTION

STATE OF WISCONSIN)
)
) ss.
 _____ COUNTY)

County where this form is signed

I, _____, affirm that the following facts are true:
Producer's First Name Middle Name Last name Suffix, if any

1. I am an adult resident of _____ County, Wisconsin, who is applying for a milk producer license at _____
Dairy Farm Address

2. I reside at _____
Home Mailing Address (If same as the address directly above, you may write "same as above")

3. Since _____, I continuously have been a member of the recognized religious group/district/congregation known as _____
Month Day Year Religious Group/District/Congregation Name (e.g., Old Order Amish)

4. As a member of this religious group/district/congregation, I follow its established tenets and teachings, which include a sincerely held religious belief opposing registration of a livestock premises under Wis. Stat. s. 95.51(2).

5. The name of the authorized representative of my religious group/district/congregation who can verify my religion's opposition to registering a livestock premises under Livestock Premises Registration law, Wis. Stat. s. 95.51(2), is _____,
First Name Middle Initial Last Name Suffix (if any)
whose religious title is _____, and who can be contacted at:

Mailing Address City State Zip

Phone Number (Optional But May Expedite Application)

Signed and affirmed before me

Signature of Producer Seeking Exemption

on _____

Print Full Name

by _____
Producer's Name

Signature of Notarial Officer, State of Wisconsin

Print Name of Notary
My commission expires _____



Statement to Comply with s. 93.135(1m), Stats.

The Department of Agriculture, Trade and Consumer Protection is providing this form to you to comply with s. 93.135(1m), Stats., for individuals who are applying for a license listed under s. 93.135(1), Stats., and DO NOT have a Social Security number. If an individual who applies for a license listed under s. 93.135(1), Stats., does not have a Social Security number, the individual, as a condition of obtaining that license, shall submit a statement to affirm that the individual does not have a Social Security number. The form of the statement shall be prescribed by the Department of Children and Families. A license issued in reliance upon a false statement submitted is invalid.

Full Name of Applicant: (First) (Middle) (Last) (Maiden)

Address: (Street) (Apt) (City) (State) (Zip Code)

Mailing Address (if different than above):

Date of Birth: **License Applying For:**

Statement

I hereby attest that I cannot supply a Social Security number because: (please check one of the following)

- I have an approved IRS Form 4029 (exemption from paying Social Security taxes).
- I have not received a Social Security Number or approved IRS Form 4029 at any time.

(You may be contacted for additional information).

If at any time in the future if I apply for a Social Security number, I will provide it to the Department of Agriculture, Trade and Consumer Protection within 30 days of receipt.

I understand that providing a false statement automatically makes an application for a license invalid. Therefore, any and all licenses issued as a result will also be invalid, and I may be subject to penalties under s. 946.32, Stats., and for operating without a valid license under s. 93.135(1m)(b), Stats., subject to penalties under the applicable licensing statute.

Applicant Signature

Subscribed and affirmed to before me
this ____ day of _____
in the year _____.
My commission: is permanent ___ expires _____

The completed notarized form must be submitted with your application to the Department of Agriculture, Trade and Consumer Protection.

Information provided on this form (including any attachments) may be shared with others only for the purpose(s) of administration of the child support program and other related programs [Wis. Statutes, s. 49.83].

Farm Status Change Information:

This form needs to be submitted to DATCP within 3 business days from the effective date.

- Complete if the milk producer has gone out of business or has applied for a new license. Include the effective date.
- Mark the applicable box – Dry Cows, Dry Goats/Sheep or Terminated by Plant and the effective date. If milk producer is terminated by the plant and does not transfer to another plant within 30 days, the milk producer license will be placed out of business.
- Mark Resume Operations and include the effective date.
- Grade A farms may be in dry status for 60 days and may resume shipping Grade A milk without an inspection during that 60 day period. The farm shall still be inspected as Grade A if due while in dry status in the first 60 day period. Grade B farms are not required to have a routine inspection while in dry status.
- Grade A farms that are in dry status longer than 60 days will have their Grade A permit voided. They will retain their Grade B license for an additional 120 days and may resume shipping Grade B milk at any time during that period, without an inspection. If they wish to resume shipping Grade A milk, a B to A application must be submitted and an inspection shall be conducted.
- Grade A and Grade B farms that are in dry status for longer than 180 days total time, shall have their licenses voided. If they want to resume shipping milk after this occurs, a new license shall be issued along with an inspection prior to shipping milk. **NOTE:** The only exception to this is goat and sheep milking operations. They are allowed to be in Dry Status for up to 240 days before the license is put Out of Business.
- Complete for all in-plant patron number changes. Fill in old patron number, new patron number and the effective date. For plants with multiple BTU's, include the BTU number.
- Complete when a milk producer transfers from your plant and the effective date of this action. If you do not know which plant the milk producer transferred to, fill in "UNKNOWN".

Farm Reinstatement Request Form:

- Reinstatement after an SPC or Inhibitory Degrade:
 - Reinstatement Request form is to be completed and signed by the milk producer.
 - **SPC Degrade:** An SPC result equal to or less than 100,000 with a negative antibiotic is required. The sample date must be after the effective date of the permit suspension, and the sample is to be tested at a certified lab.
 - **Inhibitory Degrade:** A signed Certificate of Completion for drug residue prevention protocol.

Note: Contact the Dairy Sanitarian to schedule an inspection. The inspection will be conducted within 7 days of DATCP receiving the request. Have the Reinstatement Request form and complying lab result or the signed Certificate of Completion available at the farm for the Dairy Sanitarian.

Reinstatement after an SCC Degrade:

- Reinstatement Request form is to be completed and signed by the milk producer.
- An SCC result equal to or less than 750,000 is required. The sample date must be after the effective date of suspension and the sample is to be tested at a certified lab.
- Submit Reinstatement Request form and complying lab test result to DATCP. If approved, the Grade A Permit will be reinstated within 7 days of DATCP receiving the request.



Wisconsin Department of Agriculture, Trade and Consumer Protection

Division of Food and Recreational Safety

Phone: (715) 839-3844 Fax: (715) 839-3867

Please mail directly to: 718 W Clairemont Ave., Suite 128, Eau Claire WI 54701

Milk Producer License Status Change *Wis. Stat. § 97.22*

Personal information you provide may be used for purposes other than that for which it was collected. Wis. Stat. § 15.04(1)(m)

DAIRY PLANT		DAIRY PLANT NO.	
PRODUCER NAME		PRODUCER NO.	
COUNTY NAME & NO.	TOWNSHIP NAME & NO.		SECTION
LICENSE NO.		CHECK ONE: <input type="checkbox"/> GRADE A <input type="checkbox"/> GRADE B	
1. Producer Out of Business (no longer milking at this location or sold cows) <input type="checkbox"/>		Effective Date:	
2. Temporarily stopped operations: <input type="checkbox"/> Dry cows <input type="checkbox"/> Dry Goats/ Sheep <input type="checkbox"/> Terminated by Plant		Effective Date:	
a. <input type="checkbox"/> Resume operations			
3. In-plant patron number change: Old No. _____ New No. _____		Effective Date:	
For plants with multiple BTU's, include BTU ID:			
4. Transferred to:		Effective Date:	
Plant Name & Location:			

SIGNATURE OF AUTHORIZED DAIRY PLANT REPRESENTATIVE

TODAY'S DATE



Wisconsin Department of Agriculture, Trade and Consumer Protection
 Division of Food and Recreational Safety
 718 W. Clairemont Ave., Suite 128
 Eau Claire, WI 54701
 Fax: 715-839-3867

REINSTATEMENT REQUEST

Wis. Stat. § 97.22

Producer:

- Contact your Dairy Plant Field Representative when ready for reinstatement.
- Complete this form and have available for your Field Representative.

SPC / Inhibitory / Inspection Reinstatement - I request reinstatement of my grade A dairy permit/dairy producer license. As a part of this process, I request a reinspection of my dairy production facilities to determine whether the conditions which caused the suspension of my permit/license are now in compliance. I certify that all cited conditions are now in compliance.

SCC Reinstatement - I request reinstatement of my grade A dairy permit/dairy producer license. I certify that all SCC qualities are now in compliance.

PATRON NAME

ADDRESS

TELEPHONE

PLANT NUMBER - PATRON NUMBER

SIGNATURE

DATE

This institution is an equal opportunity provider.

Personal information you provide may be used for purposes other than that for which it was collected (Wis. Stat. § 15.04(1)(m)).

Milk Producer Lab Information

Reporting Official Producer Quality Tests

Lab result time requirements:

- Official lab results must be submitted to the department within seven days of the test date.
- Immediate response levels must be submitted within three days of the test date.
- #3 rechecks must be submitted within three days of the test date.
- #1 and #4 rechecks must be submitted within seven days of the test date.
- See the Recheck Lab Report form for recheck information

Electronic reporting of all lab results was required on January 1, 2003.

1. Grade A patron in degrade status shall be reported as Grade B.
2. All SPC samples must be tested within 60 hours. All SCC samples must be tested within 72 hours.
3. All reporting must be by patron number. Letters or hyphens cannot be used as part of a patron's number. Patron numbers are limited to six digits. When submitting results electronically, add leading zeros to make the patron number six digits (000021)
4. Monthly official lab results must include plant, patron, and lab number, sample, and test dates, temperature, SPC, SCC, and antibiotic.
5. When milk is picked up within two hours of milking time, include that information with the lab result.
6. If a correction is made on a lab result, submit an explanation and corrected lab sheet.
7. No duplicate patron numbers are allowed within a plant.
8. If a patron has more than one tank or pickup per day, official lab counts need to be averaged. Only submit the averaged result. Inform your testing laboratory of this requirement.

Milk Quality Standards - Producer Samples

	Grade A	Grade B
Standard Plate Count (SPC)	≤100,000/ml	≤300,000/ml
Somatic Cell Count (SCC) Cows/Sheep*	≤750,000/ml	≤750,000/ml
Goats	≤1,500,000/ml	≤1,500,000/ml
Temperature: 2 hrs after milking - Within 2 hours of milking -	≤45°F ≤50°F	≤45°F (cans: ≤50°F) ≤50°F

≤ Means less than or equal to

*All species excluding goats

DATCP will issue the following based on counts exceeding the standards:

- Grade A Intent to Suspend when 2 out of 4 results exceed 100,000 for SPC and 750,000 for SCC.
- Grade B Warning Notice when 2 out of 4 results exceed 300,000 for SPC and 750,000 for SCC.
- Intent to suspend and warning notices stay in effect until there are no longer 2 out of 4 results exceeding the standards.

- Grade A Permit Suspension for sheep and cows when 3 out of 5 occurrences exceed 100,000 for SPC and 750,000 for SCC.
- Grade A Permit Suspension for goats when 3 out of 5 occurrences exceed 100,000 for SPC and 1,500,000 for SCC.

Note: SPC test results must have a negative antibiotic result from the same sample for the SPC result to be a valid result.

Immediate Response

Immediate Response Levels - Producer Samples		
	Grade A or B Cows/Sheep	Goats
Bacteria Count (SPC)	>750,000/ml	>750,000/ml
Somatic Cell Count (SCC)	>1,000,000/ml	None
Inhibitory Substances	Positive*	Positive*

> Means greater than

SPC and SCC Immediate Response Action

1. Report all immediate response results to the producer and DATCP in writing within three business days of the test.
2. Collect and test additional samples within 14 days of the immediate response sample date. More than one sample may be tested within this 14 day period. The goal is to obtain a result that is equal to or less than the immediate response levels listed above. SPC results must have a negative antibiotic result from the same sample.

If a sample result is obtained within 14 days that is less than or equal to the immediate response level, the immediate response has been cleared. Report this result to the producer and to DATCP as a #3 recheck within three days of the test date. The producer can continue to ship milk with no further action taken.

If there are no sample results obtained within 14 days that are less than or equal to the immediate response level, the immediate response has been not been cleared. It is the dairy plant's responsibility to immediately reject all further milk shipments. Report the 14th day result to the producer and to DATCP as a #3 recheck within three business days of the sample test date. The dairy plant shall continue to sample and test the producers milk until a result is obtained that is less than or equal to the immediate response level listed above. When a result is less than or equal to the immediate response level, report the result to the producer and to DATCP as a #3 recheck. The producer may now resume shipping milk.

Positive Inhibitory Substance Immediate Response Action

All positive inhibitory substances for producer samples and tankers must be reported within two hours.

1. The plant shall report all positive results within two hours to DATCP by calling the Milk Hotline at 1-800-462-5243, or by faxing results to 715-839-3867. Report all positive inhibitory substance results to DATCP in writing within three business days of the test. Report hot loads on the positive drug residue report form and positive producer samples on the recheck lab report form.
 - a. The dairy plant must reject all milk until a test result is negative. The negative result needs to be reported to DATCP as a #3 recheck within three business days of the test date. The producer can resume shipping milk when a test result is negative.
 - b. Producer must complete a Milk and Dairy Beef Drug Residue Prevention Program. The certificate, signed by the producer and veterinarian, needs to be received by DATCP within the following times:
 - Grade A - 21 days from effective date of intent to suspend letter.
 - A notice of permit suspension letter will be issued to Grade A producers for failure to complete the program and submit the certificate in 21 days. Compliance action will be taken against the Grade B license if the producer fails to complete the program and submit the certificate within 45 days from the effective date of the initial intent to suspend letter effective date.
 - Grade B - 45 days from effective date of warning notice letter.
 - Compliance action will be taken against the Grade B license if the producer fails to complete the program and submit the certificate within 45 days.

Drug Residue Prevention Program

When a producer's sample tests positive for drug residue, a letter is sent to the producer stating that they must complete a drug residue prevention program.

A Grade A producer is given 21 days from the effective date stated on the intent to suspend permit letter to complete the drug residue prevention program. The certificate of completion and a copy of the letter must be received in the Eau Claire Office by the completion date on the letter. If it is not received, the producer will be degraded. If DATCP does not receive the certificate of completion within 45 days of the effective date stated on the letter, further compliance action will be taken.

A Grade B producer is given 45 days from the effective date state on the intent to suspend license letter to complete the drug residue prevention program. The certificate of completion and a copy of the letter must be received in the Eau Claire Office within the 45 days. If it is not received in that time, compliance action will be taken.

Mail, Email or Fax the signed Certificate of completion to:

DATCP - DFRS

718 W. Clairemont Ave., Suite 128

Eau Claire, WI 54701

Fax: (715) 839-3867

datcpecdairy@wisconsin.gov

The drug residue manual, which includes the certificate, can be downloaded from the National Dairy Farm Program website at <https://nationaldairyfarm.com/producer-resources/resource-library>.

To find the manual, scroll down to "*Antibiotics Stewardship Resources – English*" near the bottom of the page. Under there you will find the 2021 Drug Residue and Prevention Manual and 2019 Milk and Dairy Beef Residue Prevention Producer's Certificate of Participation.



Wisconsin Department of Agriculture, Trade and Consumer Protection
 Division of Food and Recreational Safety
 718 W. Clairemont Ave., Ste. 128, Eau Claire, WI 54701
 Phone: (715) 839-3844 Fax: (715) 839-3867

POSITIVE DRUG RESIDUE REPORT FORM

Wis. Stat. §§ 97.22 and 97.20

REPORT LOADS OF MILK CONTAINING DRUG RESIDUE ON THIS FORM

Complete the information in sections I and II immediately (within 2 hours) and provide this information to the Department's Division of Food and Recreational Safety by telephone, fax or e-mail. Then, complete the rest of the form and submit within 3 business days to: WDATCP, Division of Food and Recreational Safety, 718 W. Clairemont Ave., Ste. 128, Eau Claire, WI 54701. Retain a copy for your records.

HOT LINE NUMBER: (800) 462-5243 **FAX NUMBER:** (715) 839-3867 **E-MAIL:** datcpdairylibs@wisconsin.gov

I. LOAD IDENTIFICATION					
RECEIVING PLANT:				PLANT NUMBER:	
PLANT ADDRESS/LOCATION:			CITY:	STATE:	ZIP:
TANKER LICENSE NUMBER:	WEIGHT OF LOAD:	LOAD NUMBER:	NAME OF HAULER:		
ORIGINATING PLANT NAME (if different from receiving plant):				PLANT NUMBER:	
II. LOAD SCREENING TEST INFORMATION					
DATE LOAD SCREENED POSITIVE:	TIME:	<input type="checkbox"/> AM <input type="checkbox"/> PM	TEST METHOD:	TEST KIT LOT #:	
SCREENED POSITIVE FOR: <input type="checkbox"/> BETA LACTAMS <input type="checkbox"/> TETRACYCLINES		DATE POSITIVE RESULT PHONED, FAXED, EMAILED TO DATCP:		TIME:	<input type="checkbox"/> AM <input type="checkbox"/> PM
NAME OF PERSON REPORTING:				PHONE NUMBER:	
III. LOAD CONFIRMATION TEST					
TESTING SITE:	SAMPLE RECEIVED:	<input type="checkbox"/> AM <input type="checkbox"/> PM	TEST STARTED:	<input type="checkbox"/> AM <input type="checkbox"/> PM	TEMP:
TEST METHOD:	TEST KIT LOT #:	TEST RESULT #1:	TEST RESULT #2:		
CERTIFIED WI LAB LICENSE #: 105 -	NAME OF CERTIFIED INDIVIDUAL:		CERTIFIED LAB ANALYST LICENSE #:		
<input type="checkbox"/> DUMPED** <input type="checkbox"/> USED IN PROCESSING <input type="checkbox"/> LOAD REJECTED & RETURNED TO SELLER** **Complete Tanker Disposal Report Form and maintain on file.					
NAME OF SELLER CONTACT PERSON - Reporting plant must notify supplying plant IMMEDIATELY. (ONLY FOR LOAD REJECTED):				DESTINATION STATE:	
V. POSITIVE PRODUCER SAMPLE & TEST DATA					
PLANT # - PATRON #:	PRODUCER NAME:		PRODUCER GRADE:	DIRECT SHIPPER:	
SAMPLE COLLECTION:	DATE:	TIME:	TEMP:	SAMPLE COLLECTED BY - BMWS NAME & LICENSE #:	
TEST STARTED:	DATE:	TIME:	TEST METHOD:	TEST KIT LOT #:	TEST RESULT #1: <input type="checkbox"/> POS <input type="checkbox"/> NF
CERTIFIED WI LAB LICENSE #: 105 -	CERTIFIED LAB ANALYST LICENSE #:				
VI. NEGATIVE RECHECK/RESUME SHIPPING					
SAMPLE COLLECTION:	DATE:	TIME:	TEMP:	SAMPLE COLLECTED BY - BMWS NAME & LICENSE #:	
TEST STARTED:	DATE:	TIME:	TEST METHOD:	TEST KIT LOT #:	TEST RESULT: <input type="checkbox"/> NF
CERTIFIED WI LAB LICENSE #: 105 -	CERTIFIED LAB ANALYST LICENSE #:				

POSITIVE DRUG RESIDUE REPORT FORM

INSTRUCTIONS

All tanker loads of milk, including direct ship tankers from single producers, received by a dairy plant shall be tested for drug residue. If the screening site gets a positive test result on the first test of the load, the screening site must test the same sample, in duplicate, with positive and negative controls.

All positive test results, including direct ship tankers from single producers, must be reported to the Department using this form.

All confirmed positive tankers must be disposed of properly. The disposal is the responsibility of the dairy plant.

1. The information in Sections I and II must be completed IMMEDIATELY (within 2 hours) and this information is reported to the Division of Food and Recreational Safety.

By Telephone: 1-800-462-5243
By FAX: 1-715-839-3867
By E-mail: datcpdairylibs@wisconsin.gov

2. The dairy plant screening the load positive is responsible for assuring that the confirmation testing is done on the load and all patron samples for that load are tested. Complete the remainder of the form as follows:
 - A. If load confirms NEGATIVE, complete Sections III and IV. Sections V and VI apply if there was a positive producer.
 - B. If load confirms POSITIVE, complete entire form, including Sections V and VI. Provide all the information needed for lab results on the individual producer. No other paperwork on the producer (s) is necessary.

Mail, fax or e-mail the completed form within 3 business days to:

WDATCP - DFRS
718 W Clairemont Ave. Suite 128
Eau Claire, WI 54701

**Retain a copy of form and the Tanker Milk Disposal Report for your records

PERFORMANCE-BASED FARM INSPECTIONS

Frequency Effective Date

Months of History Included

February 1	January 1 last year through December 31 last year
May 1	April 1 last year through March 31 this year
August 1	July 1 last year through June 30 this year
November 1	October 1 last year through September 30 this year

Frequency	Reason
Once every 3 months	Site Permit Suspension
	Drug Residue Permit Suspension
	SCC Permit Suspension
	SPC Permit Suspension
	Temperature Suspension
	Two Notices of Re-Inspection
	Two Positive Drug Residue
	Two SCC Confirmed IR
	Two SPC Confirmed IR >750,000
	Two Confirmed IR
Once every 4 months	One Notice of Re-Inspection
	Six or More Inspection Violations
	One Positive Drug Residue
	One SCC Confirmed IR
	One SPC Confirmed IR >750,000
	Two SCC 2 of 4 Warning Letters
	Two SPC 2 of 4 Warning Letters
	Two Temperature 2 of 4 Warning Letters
	Two SCC & SPC 2 of 4 Warning Letters
	Two SCC & Temp 2 of 4 Warning Letters
	Two SPC & Temp 2 of 4 Warning Letters
Current Water Supply Unsafe	
Once every 6 months	One SCC 2 of 4 Warning Letter
	One SPC 2 of 4 Warning Letter
	One Temperature 2 of 4 Warning Letter
	One SCC > 500,000
	One SPC >100,000
	Two SPC >25,000 but <=100,000
	One Temperature > 45
	History less than 12 months
Once every 12 months	One SPC >25,000 but <=100,000
	Good Job - No violations