DRY-GUD-010	Dairy
Revision: 1.0	Emergency Plant Sealer Industry Guidance
Approved: 04Mar2022	Wis. Admin. Code: ATCP 65.68(7)

SUBJECT: Emergency Plant Sealer Industry Guidance

Scope

This document will provide guidance to the dairy industry for completion of the Application for Emergency Sealer, requirements for initial certification and recertification as an emergency sealer and the reporting procedures for applying an emergency seal under this regulatory program.

Dairy Technical Specialist (DTS) staff will also use this guidance document in the evaluation of applications received, to implement the certification and recertification process and to follow-up on seals applied by an emergency sealer under this regulatory program.

Definitions

- Applicant – a dairy plant operator or dairy plant employee that has submitted a completed application and all supporting documentation for department review as required by ATCP 65.68(7)(a), Wis. Adm. Code.
- Dairy Plant Operator - a person who operates a dairy plant as defined under ATCP 65.01(14), Wis. Adm. Code.
- Dairy Plant Employee – someone who is employed by the dairy plant operator directly or via contract.
- Emergency Sealer – someone who has been certified by the department to meet the requirements of ATCP 65.68(7), Wis. Adm. Code
- OJT – On the job training

Guidance

Application

1) Obtain application from the DATCP website (DATCP Home Dairy Plant Resources (wi.gov))
   a) Complete each section of the Dairy Plant Information
   b) Complete each section of the Application Information
      - Provide a copy of **both** the University of Wisconsin (or equivalent) Emergency Sealer course certificate and the trained Pasteurizer Operator certificate.
   c) Complete the Pasteurizer Information section. Include the name of the pasteurizer, e.g. (HTST1 or cheesemilk HTST) for all systems under the responsibility of the Emergency Sealer.
   d) Complete the Required Documentation section. Provide copies of the applicable SOPs, Testing Equipment List and Temporary Seal Description.

- The SOP shall be detailed and specific to each pasteurizer system and shall provide all the steps required for testing the pasteurization system.
- The detailed list of equipment shall meet the testing apparatus specifications as outlined in PMO, Appendix I, section I. Include any current certifications and specifications of the testing equipment. Some examples of the types of equipment needed may be:
  (1) NIST traceable calibrated thermometer
  (2) electrical conductivity timing device
  (3) salt injection tube
  (4) laboratory water bath or steam can with agitator
  (5) pressure tee and associated air fittings
- The description of the temporary seals shall provide a unique number for each temporary sealed applied.
  e) Sign and date the application.
2) Submit application and supporting documentation to datcpdfsplanreview@wisconsin.gov. Use the subject line, Emergency Sealer Application.
   a) The Environmental Health Services Supervisor – Technical will monitor this plan review mailbox and forward the application and supporting materials to the DTS assigned to that dairy plant.
   b) Applications sent directly to the assigned DTS, will proceed to step 3.
3) DTS staff will review applications received for completeness.
   - Follow-up with the applicant on any incomplete applications.
   b) Review supporting documents for acceptance.
   - SOPs need to be sufficiently detailed and shall act as a standalone document for industry to complete all steps of the pasteurization testing requirements under Appendix I, PMO.
   - Testing equipment shall be under current certification and be acceptable as outlined in PMO, Appendix I, section I.
   - Temporary seals shall provide a unique number.
   - Follow-up for additional information as appropriate.
   c) Contact applicant to confirm acceptance of application
   - Discuss initial OJT schedule with applicant
   d) Invoice Application fee in HealthSpace to the assigned dairy plant.
   - Create Note to File and include copy of the completed Application for Emergency In-Plant Pasteurization System Sealer (F-fd-48).

Certification

1) Approved applicant will contact assigned DTS to schedule initial OJT.
   a) A maximum of 8 hours of OJT with the applicant is provided by the DTS as part of the initial training and certification process.
2) Applicant shall make available to the DTS the following documents during the initial training process.
   a) Process & instrument diagram (P&ID)
   b) Programmable logic controller (PLC) ladder logic and associated wire diagrams
   c) Safety thermal limit recorder (STLR) programming (as appropriate)
   d) Safety Flow Limit Recorder (SFLR) programming (as appropriate)
   e) Flow meter/transmitter programming (as appropriate)
   f) Variable frequency drive (VFD) documentation (as appropriate)

3) Applicant will schedule the certification visit with the assigned DTS.
   a) The certification visit shall be separated by at least 1 week from the OJT and/or initial training.
   b) The certification is to be conducted on the most complex pasteurization system located at the dairy plant.
   c) Only one applicant will be certified per plant visit.
4) Applicant will conduct a complete verification of the pasteurization system as outlined in the dairy plants SOP.
   a) Test results will be recorded on the Emergency Sealer Pasteurizer Test Report (F-fd-61) and the recording charts as appropriate.
5) The DTS will evaluate the applicants performance
   a) All test results shall meet the minimum criteria as outlined in the PMO, Appendix I specific to each test.
      • Applicant's test results may be recorded in HealthSpace to the assigned pasteurizer facility as a Pasteurizer Test & Check by the assigned DTS and may be counted as a routine pasteurization verification for that facility as appropriate to the scheduled frequency within HealthSpace, as determined by the DTS.
6) Successful certification, the DTS creates an Inspection Report and attaches the completed Emergency Sealer Pasteurizer Test Report (F-fd-61) in the comments section. Include Passed – Emergency Sealer Certification
   a) Candidate will be issued a non-transferrable certificate
   b) The DTS will notify internal operations via email at datcpfrbsupport@wisconsin.gov. Include in the subject line Passed – Emergency Sealer Certification.
      • Internal Operations will provide the certificate to the appropriate successful candidate.
7) Unsuccessful certification, the DTS creates a Note to File with the Subject line (Facility Name – Unsuccessful Certification) and attaches the completed Emergency Sealer Pasteurizer Test Report (F-fd-61) in the comments section along with any additional comments as appropriate.
      • The DTS will notify internal operations via email at DATCPFRBSupport@wisconsin.gov to request the creation of a Denial Letter.
   b) Unsuccessful candidate will retake Division approved training course for Emergency Sealing of pasteurization systems.
      • Candidate will be required to resubmit a new application and follow the **Application** process as outlined above.
      • Additional remedial training outside the department may be necessary
8) Invoice Certification fee in HealthSpace to the assigned dairy plant.

Recertification

1) Recertification is required on an annual basis.
2) OJT is not provided as part of the recertification process. Dairy plants may request additional training with DTS during routine visits.
3) The certified emergency sealer shall contact their locally assigned DTS at least 30 days prior to the month that recertification is due.
   a) Recertification is to be conducted on the most complex pasteurization system located at the dairy plant.
   b) Only one emergency sealer will be recertified per plant visit/appointment.

4) Applicant will conduct a complete verification of the pasteurization system as outlined in the dairy plants SOP.
   a) Test results will be recorded on the Emergency Sealer Pasteurizer Test Report (F-fd-61) and the recording charts as appropriate.
5) DTS will evaluate the applicant's performance
   a) Test results shall meet the minimum criteria as outlined in the PMO, Appendix I specific to each test.
      - Test results may be recorded in HealthSpace to the assigned pasteurizer facility as a Pasteurizer Test & Check by the assigned DTS and may be counted as a routine pasteurization verification for that facility as appropriate to the scheduled frequency within HealthSpace, as determined by the DTS.
6) Successful recertification, the DTS creates an Inspection Report and attaches the completed Emergency Sealer Pasteurizer Test Report (F-fd-61) in the comments section. Include Passed – Emergency Sealer Recertification
   a) Successful candidate will be issued a recertification documentation
   b) The DTS will notify internal operations via email at datcpfrbsupport@wisconsin.gov. Include in the subject line Passed – Emergency Sealer Recertification.
      - Internal Operations will provide the certificate to the appropriate successful candidate.
7) Unsuccessful recertification, the DTS creates a Note to File with the Subject line (Facility Name – Unsuccessful Recertification) and attaches the completed Emergency Sealer Pasteurizer Test Report (F-fd-61) in the comments section along with any additional comments.
   a) The DTS will notify internal operations via email at DATCPFRBSupport@wisconsin.gov to request the creation of a Denial Letter. Include in the subject line Unsuccessful – Emergency Sealer Recertification.
8) Unsuccessful candidate will retake Division approved training course for Emergency Sealing of pasteurization systems and the dairy plant operator shall provide the candidate with remedial training utilizing the dairy plants approved SOP for testing pasteurization systems.
   a) Provide a copy of the above training documentation to the assigned DTS prior to rescheduling the recertification visit.
   b) Reschedule recertification visit at least one week following previous visit or documentation of remedial training.
   c) The candidate may not apply emergency seals on any pasteurization system under the Emergency Testing and Sealing program under ATCP 65.68(7), Wis. Adm. Code until candidate has successfully passed the recertification process.
9) Invoice Recertification fee in HealthSpace to the assigned dairy plant.
10) Failure to renew an Emergency Sealer certification will result in a lapsed certification.
   a) The candidate may not apply emergency seals on any pasteurization system under the Emergency Testing and Sealing program under ATCP 65.68(7), Wis. Adm. Code until successfully passing the recertification process.
   b) The candidate has 30 days to successfully complete the recertification process or will be required to complete the training requirements under section 7 above.
      - Emergency Sealers found without a current certification will result in a dairy plant receiving a critical violation under item 16 (e)(d).

Authorization when conducting emergency testing and sealing of a pasteurization system

1) Immediately notify assigned DTS via telephone, text or email of the necessity to break a seal to include the following information.
   a) Identity of pasteurization system.
   b) Identity of equipment controls affected and the cause of the pasteurization equipment failure
   c) Repairs made
2) Obtain permission to test and reseal the system
   a) Prior to emergency sealing of the pasteurization system during normal working hours of Monday to Friday, 7:00 AM to 4:30 PM
   b) During non-business hours, the dairy plant shall conduct emergency sealing with notification as soon as feasible or within the next business day.
3) Conduct appropriate verification tests specific to the broken seal using the test procedure outlined in the dairy plants SOP.
   a) Submit the Emergency Sealer Pasteurizer Test Report (F-fd-61) to the assigned DTS no later than the following business day.
   b) Submit the Pasteurizer Broken Seal Report (F-fd-228 – Rev 5/20) to datcpdfsplanreview@wisconsin.gov within 5 business days after the seal was broken.
4) Schedule appointment with the assigned DTS to apply a new regulatory seal.
   a) Document and have available to the Regulatory Agency, the identity and volume of milk and/or milk products processed during the period that the temporary seal(s) was applied.

Regulatory follow-up when emergency testing and sealing was conducted

1) Schedule appointment with assigned DTS to reseal a pasteurization system after the division receives notice of the broken seal and application of industry emergency seal.
   a) Grade A milk and/or milk product pasteurization systems shall be resealed by the Division within ten (10) working days of the initial broken seal and notification. Milk shall not be processed after 10-days if the regulatory seal has not be applied by the Division.
   b) Grade B milk and/or milk product pasteurization systems shall be resealed by the Division promptly following the initial broken seal and notification.
2) Follow current PMO, Appendix I test procedures to verify pasteurization function for each component under emergency seal.
   a) Document in HealthSpace and invoice as appropriate.
3) Follow normal regulatory and compliance actions for pasteurization systems found not in compliance during regulatory follow-up and resealing.

Dairy Plant Documentation

Maintain certification and all associated documentation on file at the plant for division review and copying upon request.

Contacts
DATCPTechnicalSpecialists@wisconsin.gov

References

ATCP 65, Wisconsin Administrative Code – Milk and Milk Products

Pasteurized Milk Ordinance

Emergency Plant Sealer Certification – DRY-SOP-008

Application for Emergency In-Plant Pasteurization System Sealer (F-fd-48)

Emergency Seale Pasteurization Test Report (F-fd-61)

Pasteurizer Broken Seal Report (F-fd-228 – Rev 5/20)

Document History

The most recent changes to this controlled document are listed at the top of the table:

Revision	Author	Change Description	Approval Date
1.0	Steve Stoner	New Document	04Mar2022

Approval

3/1/2022 8:40 AM	Task Completed	☐ Stoner, Steve K	Task assigned to Stoner, Steve K was approved by Stoner, Steve K. Comments: Approved	Approved by Stoner, Steve K
3/1/2022 5:13 PM	Task Completed	☐ Sprecker, Troy S	Task assigned to Sprecker, Troy S was approved by Sprecker, Troy S. Comments:	Approved by Sprecker, Troy S
3/4/2022 8:54 AM	Task Completed	☐ Anderson, Timothy P	Task assigned to Anderson, Timothy P was approved by Anderson, Timothy P. Comments:	Approved by Anderson, Timothy P