Dear Milk Producer:

Enclosed is an application and regulations to establish a dairy producer operation in Washington State. Please review the attachments thoroughly, including the Revised Code of Washington (RCW) and the accompanying Washington Administrative Code (WAC).

As a producer, your primary contact with the Washington State Department of Agriculture (WSDA) will be the Food Safety Officer (inspector) assigned to your region. This individual is trained in the field of milk sanitation and production and is qualified to help identify problems and/or violations that can affect the safety and quality of your milk.

Upon completion of the application, please forward it along with all attachments to this office. We will then review your application and, if necessary, contact you for additional information, or forward it to your regional Food Safety Officer who will contact you to schedule an appointment for inspection of your facility. At that time the inspector will review the application with you, take necessary water samples and discuss with you any additional obligations you may have.

The application process involves several steps, and may require contacting other WSDA programs such as the Livestock Nutrient Program, Organic Food Program and Animal Health Services. We will work to coordinate your application with them, as appropriate.

As the holder of a Milk Producer License, you accept certain responsibilities in order to sell milk products. The information included in this application packet is intended to assist you, the dairy producer, in meeting inspection criteria for Milk Producers and understanding the elements that are addressed during the licensing and inspection of your facility.

Because our goal is to be as helpful as possible as you complete the application process, please contact the Food Safety Program with any questions at (360) 902-1876.

Forward application and attachments to:
Washington State Department of Agriculture
Food Safety Program
P.O. Box 42560
Olympia, Washington 98504-2560
# APPLICATION FOR A
MILK PRODUCER LICENSE

## TYPE OF APPLICATION (Check All That Apply)
- [ ] NEW
- [ ] FAMILY NAME CHANGE
- [ ] ADDRESS CHANGE
- [ ] CANCELLATION
- [ ] OWNERSHIP CHANGE
- [ ] OTHER (Specify)

## APPLICANT INFORMATION (Please Print)

<table>
<thead>
<tr>
<th>FARM NAME</th>
<th>ADDRESS OF FARM (PHYSICAL LOCATION)</th>
<th>TELEPHONE NUMBER (INCLUDE AREA CODE)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LOCATION CITY</td>
<td>LOCATION STATE LOCATION ZIP COUNTY</td>
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<td></td>
<td>MAILING ADDRESS OF FARM (IF OTHER THAN PHYSICAL LOCATION ADDRESS SHOWN ABOVE)</td>
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<tr>
<td></td>
<td>MAILING CITY</td>
<td>MAILING STATE MAILING ZIP EMAIL ADDRESS/FAX NUMBER</td>
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<td></td>
<td>WILL BE SHIPPING MILK TO.</td>
<td>EFFECTIVE DATE SHIPMENT NUMBER</td>
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</table>

## BUSINESS STRUCTURE INFORMATION

- [ ] INDIVIDUAL
- [ ] PARTNERSHIP
- [ ] CORPORATION
- [ ] LIMITED LIABILITY CORPORATION (LLC)

Please list names, titles and addresses of all partners and/or corporate officers below. Attach additional sheet if necessary.

<table>
<thead>
<tr>
<th>PARTNER/CORPORATE OFFICER #1 NAME</th>
<th>PARTNER/CORPORATE OFFICER #1 TITLE</th>
<th>PARTNER/CORPORATE OFFICER #1 ADDRESS (INCLUDE CITY, STATE, ZIP)</th>
</tr>
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<tbody>
<tr>
<td>PARTNER/CORPORATE OFFICER #2 NAME</td>
<td>PARTNER/CORPORATE OFFICER #2 TITLE</td>
<td>PARTNER/CORPORATE OFFICER #2 ADDRESS (INCLUDE CITY, STATE, ZIP)</td>
</tr>
<tr>
<td>PARTNER/CORPORATE OFFICER #3 NAME</td>
<td>PARTNER/CORPORATE OFFICER #3 TITLE</td>
<td>PARTNER/CORPORATE OFFICER #3 ADDRESS (INCLUDE CITY, STATE, ZIP)</td>
</tr>
</tbody>
</table>

Provide name, address & phone number of individual residing in Washington who is authorized to receive and accept official mail.

| WA RESIDENT PROCESS AGENT NAME (REQUIRED) | PROCESS AGENT ADDRESS (INCLUDE CITY, STATE, ZIP) | PROCESS AGENT PHONE # (INCLUDE AREA CODE) |

## IMPORTANT NOTICE TO APPLICANT

- All licensed Dairy Farms MUST COMPLY with the requirements of chapter 15.36 RCW.
- Uncorrected violations of the requirements of chapter 15.36 RCW may result in corrective action by the department as provided for in chapter 15.36 RCW or other applicable regulations.
- Such a license may be temporarily suspended or a civil penalty assessed by the director upon violation by holder of any terms of this chapter, or interference with the director in the performance of his duties, or revoked after an opportunity for a hearing by the director upon serious or repeated violations.
- Every milk producer and distributor shall permit the director access to all parts of the establishment during the working hours of the producer or distributor, which shall at a minimum include the hours from 8 a.m. to 5 p.m.
- It is the responsibility of the milk producer to ensure they are also in compliance with other WSDA programs such as Livestock Nutrient Management and Livestock I.D., as well as other agency regulations, i.e. County Health District and Department of Ecology.

I have read and understand the above notice, and agree to the conditions as set forth therein.

## SIGNATURE OF APPLICANT

| TITLE | DATE SIGNED |

AGR 2048 (8/8/06) PLEASE RETURN COMPLETED APPLICATION TO: WSDA FOOD SAFETY PROGRAM
Milk Producers License Application Check List √

____ 1. Completed Application Form (both applicant and business structure information)
____ 2. ATTACHMENT A – Milk Producer License Question Sheet
____ 3. ATTACHMENT B – Water Information Sheet
____ 4. ATTACHMENT C – Farm Layout Diagram
____ 5. ATTACHMENT D – Bulk Tank Location Information (if appropriate)
____ 6. ATTACHMENT E – Animal Health Testing Requirements (if appropriate)
____ 7. Reviewed enclosures
   a) Chapter 15.36 RCW Milk & Milk Products
   b) Chapter 16-101 WAC Milk & Milk Products
   c) Chapter 16-125 WAC Farm Milk Storage Tanks & Bulk Milk Tanker Requirements

Please note that the processing time from the receipt of your application to the time of an inspection can take 4 - 6 weeks. It will take longer if you do not complete all the attached documentation required for licensing. Include additional sheets if necessary.

If you have any questions that cannot be answered by the information supplied in this packet, please call the Olympia Food Safety Office at (360) 902-1876.
ATTACHMENT A
Milk Producers License Question Sheet

Please answer the following questions:

Type(s) of Milk Produced (please circle all that apply)

a. cow milk
b. goat milk
c. sheep milk
d. other (describe) __________________________

What do you plan on doing with your product?

a. ship it to __________________________

b. bottle it and sell it direct (a milk plant license will also be required)
c. make cheese (a milk plant license will also be required)
d. make other products (please explain) __________________________

How are you going to cool the milk within the two-hour time frame? __________________________

What is your temperature control method? __________________________

What are your recording methods? __________________________

How is the liquid waste in the milk house eliminated? __________________________

Was this farm previously producing? If yes, please give the name of the previous owner __________________________
ATTACHMENT B

Water Information Sheet

A satisfactory water sample test result that is not older than thirty (30) days must be included with the completed application. You are responsible for the initial water sampling. Contact your local County Health Department for testing kits and where to take your sample. For a listing of Health Departments and phone numbers, see the Information & Resources Booklet accompanying this application.

Type of water system(s):
  a. city or municipal (water sample not required)
  b. well
  c. spring
  d. recirculating / reclaimed systems

Have you supplied a satisfactory water sample? ________________________________

Please describe or draw the locations for each of the following: water troughs, wash down tanks, sanitizer injection systems, recirculation/reclaim systems, and back flow prevention.

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________
ATTACHMENT C

Farm Layout Diagram

Draw a diagram of your dairy farm to include the following main structures/features:

_____ Milkroom
_____ Milking Parlor
_____ Cow Yard
_____ Cattle Housing Areas
_____ Outbuildings

Identify the location of the milk bulk tank, equipment wash sink(s), hand-wash sink, milk receiver(s), vacuum pump(s), compressor(s), farm water supply, and show location of any back-flow prevention devices, stock watering tank(s), chill water/glycol systems, plate coolers, temperature recorder(s), toilet room, storage room(s), designated drug storage area(s), and hoseport(s).
ATTACHMENT D
Bulk Tank Location Information
INDICATE THE SIZE AND LOCATION
OF YOUR EXISTING AND/OR PLANNED BULK TANK(S)

<table>
<thead>
<tr>
<th>TANK INFORMATION</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>NAME OF FIRM/PERSON TANK PURCHASED FROM</td>
<td>INSTALLER NAME</td>
</tr>
<tr>
<td>PURCHASED FROM ADDRESS</td>
<td>INSTALLER ADDRESS</td>
</tr>
<tr>
<td>PURCHASED FROM CITY STATE ZIP</td>
<td>INSTALLER CITY STATE ZIP</td>
</tr>
<tr>
<td>MAKE OF TANK</td>
<td>NEW OR USED? CAPACITY</td>
</tr>
<tr>
<td></td>
<td>NEW</td>
</tr>
</tbody>
</table>

Using spaces provided in the drawings below, show all distances in inches and indicate location of drain, hose, portal, wash vats, milk house door, driveway and milking parlor.

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SUBMITTER INFORMATION

<table>
<thead>
<tr>
<th>TITLE OF SUBMITTER</th>
<th>DATE SUBMITTED</th>
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APPROVAL (WSDA USE ONLY)

<table>
<thead>
<tr>
<th>APPROVAL SIGNATURE</th>
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NAME OF APPROVER (PLEASE PRINT)

<table>
<thead>
<tr>
<th>TITLE OF APPROVER</th>
<th>DATE APPROVED</th>
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</table>
ATTACHMENT- E
Animal Health Testing Requirements

As stated in RCW 15.36: Cows, goats, and other mammals – animal health requirements:

All milking cows, goats, and other mammals must meet the animal health requirements established by the state veterinarian under the authority of chapter 16.36 RCW.

Milk or milk products from cows, goats, and other mammals intended for consumption in the raw state must be from a herd that has tested negative within the previous twelve (12) months for brucellosis, tuberculosis, Q-Fever, and any other disease the director may designate by rule. Additions to the herd must be tested negative for the diseases within the previous thirty (30) days before introduction into the herd. The state veterinarian shall direct all testing procedures in accordance with state and national standards for animal disease eradication.

Animal Information Checklist

  1. Reviewed appropriate Animal Health rules and regulations.
  2. Animal Identification System established and animal(s) identification recorded.
  3. Completed brucellosis testing.   Date of testing: _______________________
  4. Completed tuberculosis testing.  Date of testing: _______________________
  5. Completed Q-Fever testing.      Date of testing: _______________________
  6. Name of accredited veterinarian:
                                           _______________________
  7. Checked with WSDA Animal Health program for any additional testing requirements.
  8. Submitted records to WSDA, and made a copy for your records.

I certify that the above information is correct and that I will follow the same requirements for each addition to my herd.

Signature of Applicant

______________________________

Title

______________________________

Date
Dairy Nutrient Management Program
for Licensed Cow Dairies

What does the Dairy Nutrient Management Program (DNMP) do?

Through regulatory technical assistance and routine inspections of your facility and records, DNMP helps you meet the requirements of the Dairy Nutrient Management act (Chapter 90.64 RCW) and the Nutrient Management rule (Chapter 16-611 WAC). The requirements specify how to protect surface and groundwater from the effects of livestock nutrients. If you have a licensed cow dairy, the following DNMP requirements apply to you.

What do I, as a licensed cow dairy, have to do?

- **Register your dairy with DNMP**: After DNMP receives notice that your cow dairy is licensed, we will send you a welcome packet, including a registration form to fill out and return. You are required by law (RCW 90.64.017) to register with DNMP within 60 days of receiving your milking license.

- **Obtain an approved and certified nutrient management plan**: Per RCW 90.64.026(7), within six months of receiving your milking license, you must have an approved nutrient management plan. Within two years of receiving your milking license, your nutrient management plan must be certified by the local conservation district board. Start working with your local conservation district or a qualified nutrient management planner as soon as you know that you are going to start your dairy.

- **Keep required records to show that you are managing nutrients for water quality**: You are required to keep five consecutive years of records per RCW 90.64.010(17)(c)(ii) and WAC 16-611-020. The records show that you apply nutrients to meet crop nutrient needs to achieve realistic crop yields, and minimize nutrient movement to surface and groundwater. Required records include soil and nutrient analysis, nutrient application and irrigation records, and nutrient transfer records.

What can I expect on my first inspection?

Your regional DNMP inspector will contact you and schedule an inspection within 60 days of receiving your milking license. This regulatory technical assistance visit may take one to two hours. We will answer your questions about DNMP requirements, and make recommendations for managing manure nutrients to protect surface and groundwater. We encourage you to invite your conservation district farm planner to the inspection, as they may have financial and technical resources to help if DNMP identifies an issue.

Following your first inspection, DNMP will schedule routine inspections every 18 to 22 months. These inspections will usually take one to three hours, depending on the complexity of your facility and records. We will review required records and conduct a facility inspection to observe how you collect and contain manure nutrients to protect surface and groundwater. Routine inspections may include field walks to evaluate pasture or manure application practices.