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April 4, 2016

**Re: Raw Milk Permit Application, Requirements, and Procedures Now Available**

Dear Raw Milk Producer:

In accordance with the Illinois Grade A Pasteurized Milk and Milk Products Act (410 ILCS 635) and Code (77 IL Administrative Code 775), the Illinois Department of Public Health (IDPH) is now issuing permits for the sale of raw milk. Once a producer has been issued an IDPH raw dairy farm permit and distribution point permit, the permit holder may sell or offer for sale raw milk (milk that has not been pasteurized) for human consumption on the premises of the dairy farm.

IDPH has assembled a packet of information concerning the production, handling, sale, distribution, labeling, sampling, testing, and inspection requirements associated with obtaining a IDPH raw milk permit. The packet also includes the application as well as templates that can be used to satisfy some of the regulatory requirements.

This packet can be found under Publications (located on the right side towards bottom) at: <http://www.dph.illinois.gov/topics-services/food-safety/dairy-program>.

If you would like a packet emailed to you, please send your request to [dph.dairy@illinois.gov](mailto:dph.dairy@illinois.gov) and include the words “Raw Milk Dairy Permit” in the subject line.

If you have any questions, please contact the IDPH Dairy Section at 217-785-2439 or by Email at [dph.dairy@illinois.gov](mailto:dph.dairy@illinois.gov).

# Instructions for Raw Dairy Farm Permit

April 2016

## Introduction

A dairy farm producer with an Illinois Department of Public Health (IDPH) **raw dairy farm permit and distribution point permit** may sell or offer for sale for human consumption raw milk on the premises of the dairy farm where the animal, animals, or herd is located. A distribution point is simply a physical location on the premises of a dairy farm producing raw milk where the raw milk is collected from the various herd sites and distributed to the consumer (point of sale). Each raw milk dairy farm can only have one distribution point.

At the same time the producer is applying for his raw milk permit, the producer may benefit from applying for an IDPH Raw Milk Sampler permit. An individual must have a valid Raw Milk Sampler permit to collect raw milk samples. The collection of raw milk samples is required as part of the raw dairy farm permitting process. Furthermore, after the raw dairy farm permit is issued, continued routine milk sampling will be required as a condition of the raw dairy farm permit. All routine sampling must be done by an individual with a valid IDPH Raw Milk Sampler permit. Please note: Even if you currently have a Grade A or Manufactured Dairy Farm permit, you must have a raw dairy farm and distribution point permit to offer for sale raw milk on the farm premises.

The remaining pages of this pamphlet will explain the steps of how to obtain a dairy farm permit, distribution point permit, and Raw Milk Sampler permit. Please read carefully.

There are **6 steps** that must be successfully completed in order to obtain the required IDPH permits to sell raw milk:

- Step 1:** Read and understand the rule
- Step 2:** Prepare your farm for inspection and prepare written documents
- Step 3:** Complete and submit the application
- Step 4:** Review and study the “Raw Milk Sampler” guide (if applicable)
- Step 5:** On-site inspection by IDPH sanitarian
- Step 6:** Quality count sampling

## Step 1: Read and Understand Rule

In *Appendix A* there is a copy of the applicable State regulations. Please read these rules so that you are fully aware of all State requirements. Failure to understand and follow all State requirements may result in permit denial, suspension or revocation.

## Step 2: Prepare your farm for inspection and prepare written documents

When the state sanitarian visits your farm for the inspection, he or she will be not only looking over the farm to ensure all sanitary requirements are met, but will also be reviewing all the other written materials required by this rule. These written materials include:

- Recall Procedures as required under 775.55(b)(5)
- Product Labeling Receipt Instructions & Template as required under 775.55(d)(1)&(2)
- Consumer Awareness Handout as required under 775.55(c)(2)
- Sales/Transaction Log as required under 775.55(b)(5)

- Log of Total Gallons of Raw Milk Sold as required under 775.55(b)(8)
- Distribution Agreements if applicable as required under 775.55(b)(1)
- Placard as required under 775.55(c)(1)

In **Appendix B**, we provide you with photo-copy ready templates for each of these requirements with the exception of the distribution agreement (the distribution agreement will be a legal document that you will develop amongst yourself and parties involved). You do not have to use these templates. If you choose not to use our templates, similar documents must be created prior to the on-site inspection.

In **Appendix C**, we provide you with the actual inspection form that the IDPH sanitarian will use to evaluate your farm. It is very important that you review these items and verify that your farm will meet these requirements prior to submitting an application. If your farm does not meet requirements on the sanitarian's initial visit, it may take weeks to schedule a follow-up visit due to state's limited inspectors. You must meet all inspection items as listed on the inspection form prior to an IDPH raw dairy permit being issued.

### **Step 3: Complete and Submit Application**

In **Appendix D**, we provide you with the application. Be sure to follow application instructions and include all information. Failure to include all information may result in the application being returned. The onsite inspection (Step 5) will only be scheduled once you application is approved.

The application will cover three permit types:

1. Raw dairy farm permit (required)
2. Distribution point permit (required)
3. Raw Milk Sampler permit (optional but strongly recommended)

Every producer who sells raw milk will need permit #1 and #2.

If a producer wants to collect his/her own raw milk samples will need permit #3.

As mentioned previously, one condition of the raw dairy farm permit is that all raw milk samples must be collected by an individual holding a valid IDPH **Raw Milk Sampler permit**. It is felt that in most cases, the producer will want to have this capability of collecting his own samples. To obtain a Raw Milk Sampler permit, the producer must pass a written examination, practical and pay a \$25 annual fee. The written examination and practical will be given at the same time of the sanitarian's on-site visit. If the producer chooses not to get a Raw Milk Sampler permit, they will need to find an individual who does hold a valid Raw Milk Sampler permit to collect samples as detailed in Step 6.

If you want to apply for a Raw Milk Sampler permit, proceed to Step 4. Otherwise, go to Step 5.

### **Step 4: Review and Study the Raw Milk Sampler Guide**

In order to complete the raw dairy farm permit process, samples will be required to be collected as outlined in Step 6 by an individual holding a valid IDPH Raw Milk Sampler permit. If a producer does not have a valid Raw Milk Sampler permit, he cannot collect the quality count samples. Therefore, the producer must seek out an individual who holds a valid Raw Milk Sampler permit to collect samples. Therefore, it is advantageous for the producer to also apply for a Raw Milk Sampler permit.

In *Appendix E*, we provide you with training materials for the written examination and practical. You will need to study these materials prior to the sanitarian's on-site visit.

## Step 5: On-site Inspection by IDPH Sanitarian

An on-site inspection with IDPH field sanitarian will be scheduled once your application has been approved. During the site visit, the sanitarian will inspect your farm, distribution point, and review all your documents such as your recall procedures, product labeling receipt, consumer awareness handout, sales/transaction log, total gallon sales log, public display placard, and any distribution agreements you may have. Please have these documents readily available at time of the inspection.

In addition to the farm inspection, if you wish to obtain a Raw Milk Sampler permit as described in Step 4, the sanitarian will give you the written examination and practical. If you pass both, a temporary sixty (60) day Raw Milk Sampler permit will be issued. Your actual Raw Milk Sampler permit will be mailed to you once the paperwork is filed and a \$25 annual fee is paid. Failure to pay the annual fee within thirty (30) days of issuance on the invoice will result in you having to repeat the entire application process. You will need either this temporary Raw Milk Sampler permit or choose an individual with a valid Raw Milk Sampler permit to complete your final step 6.

Before the sanitarian leaves, he or she will fully explain the sampling requirements listed in Step 6.

## Step 6: Quality Count Sampling

The last step in obtaining a raw dairy farm permit is to submit samples to a certified lab and ensure your raw milk passes specific quality standards. Again remember, all samples must be collected by an individual with a valid IDPH Raw Milk Sampler permit and all samples must be analyzed by a certified laboratory. In *Appendix C*, we provide you with a list of certified laboratories.

For the initial sampling, a total of four (4) samples must be collected. Samples shall be taken at the rate of not more than two (2) per week on separate days within a three (3) week period. All samples must be analyzed for temperature, coliform, bacteria, drug residue and somatic cells and meet the following quality standards:

- **Coliform**  
Coliform shall be less than or equal to 10 coliforms per milliliter of raw milk
- **Bacteria**  
Bacteria count shall be less than 20,000 bacteria per milliliter of raw milk.
- **Drug Residue**  
The milk supply shall not contain any drug residues
- **Somatic cell count**  
The somatic cell count shall be less than or equal to 750,000 cells per milliliter of raw cow milk or 1,000,000 cells per milliliter of raw goat milk.

In addition to the milk meeting the standards above, if not on a municipal water source, a water sample must be submitted to a certified laboratory. The water sample must demonstrate that the source is free of total coliform bacteria.

The producer should instruct their laboratory to send results directly to IDPH. Both the water and milk sample results are to be sent to IDPH for review.

Once step 6 is completed and the milk and water sample test result indicate acceptable levels, both an IDPH raw dairy farm permit and distribution point permit will be issued to the producer.

## **The producer is now ready to sell raw milk!**

### **Continued Compliance with Quality Counts after Permits are issued**

Routine sampling and testing is required to be conducted at least four times during every six consecutive months. Each time, one sample needs collected by a Raw Milk Sampler and submitted to a certified laboratory. Results are to be sent to IDPH for review. When two out of the last four coliform, bacteria or somatic cell counts are in violation of the standards (specified in Step 6), an initial warning letter is sent. Elevated enforcement will continue if samples continue to exceed standards after the initial warning letter is sent. More information concerning elevated enforcement can be found in the *Appendix A* (State rules) under Section 775.55(g).

In addition to the continued sampling, for every day of a sale or distribution transaction, one raw milk sample shall be kept a minimum of 14 days. The sample shall be stored between 32°F and 40°F in a sanitary container, be at least 6 ounces and be labeled with the date of the production.

**Questions?** Please contact Illinois Department of Public Health, Division of Food, Drugs and Dairies at 217-785-2439 or by email at [DPH.Dairy@Illinois.gov](mailto:DPH.Dairy@Illinois.gov)

#### IDPH Regional Office Locations and Telephone Numbers

Rockford	815-987-7511
Peoria	309-693-5360
Edwardsville	618-656-6680
Marion	618-993-7010
Champaign	217-278-5900
West Chicago	630-293-6800

# Appendix A

**Title 77, Chapter I, Subchapter M: Part 775.1 through 775.70, 775.100, 775.130 and 775.150**

**Read these rules so that you are fully aware of all state requirements. Failure to understand and follow all state requirements may result in permit denial or suspension.**

TITLE 77: PUBLIC HEALTH  
CHAPTER I: DEPARTMENT OF PUBLIC HEALTH  
SUBCHAPTER m: FOOD, DRUGS AND COSMETICS

PART 775  
GRADE A PASTEURIZED MILK AND MILK PRODUCTS

## Section

775.1	Minimum Regulations (Renumbered)	INCLUDED IN THIS PACKET
775.10	Definitions	
775.20	Incorporated and Referenced Materials	
775.30	Minimum Requirements	
775.40	Local Government Implementation	
775.50	Permits	
775.55	Raw Milk Permit	
775.60	Suspension of Permits	
775.70	Inspections and Investigations	
775.80	Approval of Construction Plans	
775.90	Administrative Hearings	
775.100	Milk Hauler-Samplers Examination	
775.110	Milk Tank Trucks	
775.115	Certified Pasteurizer Sealer Program	
775.120	Cleaning and Sanitizing Procedures	
775.130	Action Levels for Added Water in Milk	
775.140	Pesticide, Herbicide and Mycotoxin Residue Control Program (Repealed)	
775.150	Drug Residue Control Program	

AUTHORITY: Authorized by and implementing the Grade A Pasteurized Milk and Milk Products Act [410 ILCS 635].

SOURCE: Adopted and codified at 8 Ill. Reg. 4190, effective March 16, 1984; amended at 11 Ill. Reg. 1464, effective February 1, 1987; amended at 12 Ill. Reg. 17925, effective December 1, 1988; amended at 17 Ill. Reg. 14015, effective August 15, 1993; amended at 19 Ill. Reg. 12271, effective August 10, 1995; amended at 22 Ill. Reg. 20633, effective November 10, 1998; amended at 25 Ill. Reg. 11904, effective September 1, 2001; amended at 25 Ill. Reg. 12629, effective September 25, 2001; amended at 27 Ill. Reg. 15979, effective October 1, 2003; amended at 32 Ill. Reg. 8432, effective May 21, 2008; amended at 35 Ill. Reg. 14193, effective August 2, 2011; amended at 37 Ill. Reg. 7166, effective May 13, 2013; amended at 38 Ill. Reg. 11796, effective May 21, 2014; amended at 39 Ill. Reg. 420, effective December 19, 2014; amended at 40 Ill. Reg. 2964, effective January 29, 2016.

**Section 775.10 Definitions**

In addition to the definitions contained in Section 1 of the Grade A Pasteurized Milk Ordinance (PMO), the following definitions shall apply:

"Act" means the Grade A Pasteurized Milk and Milk Products Act [410 ILCS 635].

"Applicant" means a person who formally applies to be a certified pasteurizer sealer or bulk milk hauler/sampler.

*"Certified pasteurizer sealer" means a person who has satisfactorily completed a course of instruction and has demonstrated the ability to satisfactorily conduct all pasteurization control tests, as required by this Part. (Section 3(b)(17) of the Act and Section 2.39 of the Illinois Food, Drug and Cosmetic Act)*

"Change of ownership" means a transaction in which a new or different owner takes possession of a specified entity.

"Change of tenant" means a transaction in which a new or different tenant rents or leases a specified entity such as a dairy farm.

"Clarification" means an operational procedure that removes sediment from milk.

"Consumer" means a person or group of people, such as a household or those under a distribution agreement, that purchase raw milk from the dairy farm for consumption.

"Cultured dairy products" means milk and milk products that have been soured after pasteurization using harmless lactic-acid-producing bacteria, food grade phosphoric acid, lactic acid, citric acid or hydrochloric acid, with or without rennet and/or other safe, suitable milk-clotting enzymes.

"Dairy farm" means any place or premises where one or more lactating animals (cows, goats, sheep, water buffalo, or other hoofed mammal) are kept for milking purposes, and from which a part or all of the milk or milk product is provided, sold or offered for sale to a consumer, milk plant, receiving station or transfer station.

*"Department" means the Illinois Department of Public Health. (Section 3(b)(7) of the Act)*

*"Director" means the Director of the Illinois Department of Public Health. (Section 3(b)(8) of the Act)*

"Distribution agreement" means a herd share or community supported agriculture (CSA) program in which consumers purchase a membership from the dairy farm that entitles them to share the dairy farm's raw milk production, or a buying club in which consumers order raw milk directly from the farm for pick-up by the consumer on the premises of the dairy farm.

"Distribution point" means a physical location on the premises of a dairy farm producing raw milk where the raw milk is collected from the various herd sites and distributed to the consumer.

"Downstream" means located after the automatic milk flow safety device in a high temperature short time (HTST) flow-diversion device.

*"Embargo or hold for investigation" means a detention or seizure designed to deny the use of milk or milk products which may be unwholesome or to prohibit the use of equipment which may result in contaminated or unwholesome milk or dairy products. (Section 3(b)(9) of the Act)*

*"Enforcing agency" means the Illinois Department of Public Health or a unit of local government electing to administer and enforce the Act as provided for in the Act. (Section 3(b)(12) of the Act)*

"Field representative" means a person qualified and trained in the sanitary methods of production and handling of milk as set forth in this Part, and generally employed by a processing or manufacturing plant for the purpose of doing quality control work.

*"Grade A" means that milk and milk products are produced and processed in accordance with the current Grade A Pasteurized Milk Ordinance as adopted by the National Conference on Interstate Milk Shipments and the United States Public Health Service – Food and Drug Administration. The term Grade A is applicable to "dairy farm", "milk hauler-sampler", "milk plant", "milk product", "receiving station", "transfer station", "bulk milk pickup tank", and "certified pasteurizer sealer" whenever used in the Act. (Section 3(a) of the Act)*

"Herd share" means a consumer-signed agreement with the owner of the dairy farm that offers partial ownership of one or more animals, stipulates the expected quantity of raw milk to be received, and requires ongoing payment by the consumer to the farmer for boarding the animal, animals or herd and the service of milking for the consumer.

"High temperature short time flow-diversion device" or "HTST flow-diversion device" means an automatic milk-flow safety device that controls the flow of milk

in relation to the temperature of the milk or heating medium and/or pressure, vacuum, or other auxiliary equipment.

*"Imminent hazard to the public health" means any hazard to the public health when the evidence is sufficient to show that a product or practice, posing or contributing to a significant threat of danger to health, creates or may create a public health situation that should be corrected immediately to prevent injury and that should not be permitted to continue while a hearing or other formal proceeding is being held. (Section 3(b)(10) of the Act)*

*"Milk" means the milk of cows or goats and includes skim milk and cream. (Section 3(b)(2) of the Act)*

*"Milkfat and Nonfat Solid Content Standards" means the standards set forth in 21 CFR 131.110. (See Section 775.20.)*

*"Milk plant" means any place, premise, or establishment where milk or milk products are collected, handled, processed, stored, pasteurized, ultra-pasteurized, aseptically processed and packaged, condensed, dried, or prepared for distribution. (Section 3(b)(3) of the Act)*

*"Pasteurization" or "pasteurized" or similar terms mean the process of heating every particle of milk or milk products, in properly designed and operated equipment, to one of the temperatures given in the charts in the Pasteurized Milk Ordinance (PMO) (see Section 775.20(a)(1)(A)) and held continuously at or above that temperature for at least the corresponding specified time.*

*"Permit" means a document awarded to a person for compliance with the provisions of and under conditions set forth in the Act and this Part. (Section 3(b)(13) of the Act)*

*"Person" means any individual, group of individuals, association, trust, partnership, corporation, person doing business under an assumed name, the State of Illinois, or any political subdivision or Department thereof, or any other entity. (Section 3(b)(11) of the Act)*

*"Quality assurance program" means the Milk and Dairy Beef Quality Assurance Program, Boeckman, Steve and Carlson, Keith R., Agri-Education Inc., Stratford, Iowa 50249 or equivalent program as determined by the Department.*

*"Raw milk" means milk that has not been pasteurized.*

"Raw milk dispenser" means equipment approved by 3-A standards and used to store, cool and provide a mechanism for self-service of bottled raw milk to the consumer. "Raw milk dispenser" does not mean household refrigerator or commercial refrigerator.

"Raw milk permit" means a permit that allows a dairy farm to sell or distribute raw milk, for use or consumption to consumers, only on the premises of the dairy farm where the animal, animals or herd is located.

*"Receiving station" means any place, premise, or establishment where raw milk is received, collected, handled, stored or cooled and prepared for further transporting. (Section 3(b)(5) of the Act)*

"Separation" means an operational procedure that removes butterfat from milk.

*"Transfer station" means any place, premise, or establishment where milk or milk products are transferred directly from one milk tank truck to another. (Section 3(b)(6) of the Act)*

"Violative drug residue" means a drug residue at or above the tolerance and/or safe levels as set forth in 21 CFR 556 and Appendix N of the PMO.

(Source: Amended at 40 Ill. Reg. 2964, effective January 29, 2016)

### **Section 775.20 Incorporated and Referenced Materials**

- a) The following regulations, guidelines and standards are incorporated in this Part:
  - 1) Federal government guidelines:
    - A) The Grade A Pasteurized Milk Ordinance (PMO), and Appendices A through R (except Sections 16 and 17) Recommendations of the United States Public Health Service/Food and Drug Administration, 2013 Revision (Publication 229). U.S. Department of Health and Human Services, Public Health Service, Food and Drug Administration, Milk Safety Branch (HFS-316), 5100 Paint Branch Parkway, College Park MD 20740-3835. In addition, the jurisdiction name, left blank in Sections 1, 2, 3, 5, and 11 of the PMO, for the purposes of this Part, shall mean the State of Illinois; and the regulatory agency referred to in Section 1 shall mean the Illinois Department of Public Health. (See Section 775.30(a).)

- B) Evaluation of Milk Laboratories (2013 Revision), U.S. Department of Health and Human Services, Public Health Service/Food and Drug Administration, Milk Safety Branch (HFS-316), 5100 Paint Branch Parkway, College Park MD 20740-3835.
  - C) Methods of Making Sanitation Ratings of Milk Supplies (2013 Revision), U.S. Department of Health and Human Services, Public Health Service/Food and Drug Administration, Milk Safety Branch (HFS-316), 5100 Paint Branch Parkway, College Park MD 20740-3835.
  - D) Procedures Governing the Cooperative State-Public Health Service/Food and Drug Administration Program of the National Conference on Interstate Milk Shipments (2013 Revision), U.S. Department of Health and Human Services, Public Health Service/Food and Drug Administration, Milk Safety Branch (HFS-316), 5100 Paint Branch Parkway, College Park MD 20740-3835.
- 2) Private and professional standards:
- A) Standard Methods for the Examination of Dairy Products (17<sup>th</sup> Edition, 2004, American Public Health Association, 1015 – 18<sup>th</sup> Street, N.W., Washington, DC 20036). (See Section 775.70(b).)
  - B) Official Methods of Analysis of the Association of Official Analytical Chemists (18<sup>th</sup> Edition, 2010, Association of Official Analytical Chemists, P.O. Box 540, Ben Franklin Station, Washington, DC 20044). (See Section 775.70(b).)
  - C) 3-A Sanitary Standards and Accepted Practices (January 5, 2015) (3-A Standards), 3-A Sanitary Standards, Inc., 6888 Elm Street, Suite 2D, McLean VA 22101 (<http://www.3-a.org>).
- 3) Federal regulations:
- A) 21 CFR 131.110, Milk (2013). (See Section 775.10, the definition of "milkfat and nonfat solid content standards".)
  - B) 21 CFR 556, Tolerances for Residues or New Animal Drugs in Food (2013). (See Section 775.10, the definition of "violative drug residue".)
  - C) 40 CFR 180, Tolerances and Exemptions from Tolerances for

Pesticide Chemicals in Food (2013). (See Section 775.140(a)(1).)

- b) The following rules and statutes are referenced in this Part:
- 1) Illinois Plumbing Code (77 Ill. Adm. Code 890), Illinois Department of Public Health. (See Section 775.30(c)(4).)
  - 2) Practice and Procedure in Administrative Hearings (77 Ill. Adm. Code 100), Illinois Department of Public Health. (See Section 775.90.)
  - 3) Food Service Sanitation Code (77 Ill. Adm. Code 750).
  - 4) The Veterinary Medicine and Surgery Practice Act of 2004 [225 ILCS 115].
  - 5) Illinois Administrative Procedure Act [5 ILCS 100].
  - 6) Food Handling Regulation Enforcement Act [410 ILCS 625].
- c) All incorporations by reference of federal guidelines and regulations and the standards of professional organizations refer to the materials on the date specified and do not include any amendments or editions subsequent to the date specified.
- d) All citations to federal regulations in this Part concern the specified regulation in the 2013 Code of Federal Regulations, unless another date is specified.
- e) Copies of all incorporated materials are available for inspection and copying by the public at the Department's Central Office, Division of Food, Drugs, and Dairies, 525 West Jefferson Street, Springfield IL 62761.

(Source: Amended at 40 Ill. Reg. 2964, effective January 29, 2016)

### **Section 775.30 Minimum Requirements**

- a) The production, transportation, processing, handling, sampling, examination, grading, labeling and sale of all milk and milk products; the inspection of dairy herds, dairy farms and milk plants, receiving and transferring stations, and cleaning and sanitizing facilities; the suspension of permits to milk producers and haulers, shall be regulated in accordance with the provisions of the PMO and Appendices A through R (with the exception of Sections 16 and 17) of the PMO. (See Section 775.20.)
- b) The production, handling, sale, distribution, labeling, sampling and testing

requirements and quality standards for raw milk, the inspection of dairy farms, and the suspension, revocation and reinstatement of permits of dairy farms shall be regulated in accordance with Sections 775.55 and 775.60.

- c) The production, manufacture, packaging, labeling and sale of all Grade A condensed milk, Grade A dry milk products, Grade A condensed whey and Grade A dry whey, for use in the commercial preparation of Grade A pasteurized milk products; the inspection of condensing plants and/or drying plants; and the suspension of permits to condensing plants and/or drying plants, shall be regulated in accordance with the provisions of the PMO and Appendices A through R (with the exception of Sections 16 and 17 of the PMO). (See Section 775.20.)
- d) In addition to subsections (a), (b) and (c), the following provisions shall apply:
  - 1) In addition to Section 7, item 15p of the PMO:
    - A) All raw milk piping and equipment shall be completely separated from pasteurized milk and milk product piping and equipment during processing. No raw milk piping or fittings shall be interchanged with pasteurized milk piping and fittings unless they have been cleaned and sanitized before use.
    - B) Heat-treated and pasteurized milk or milk products that are not produced at the packaging plant, but that are to be used within a plant for processing pasteurized milk or milk products, shall be re-pasteurized.
    - C) Blending of pasteurized milk or milk products may occur downstream from the HTST flow-diversion device only when approved by the Department in accordance with the following specific requirements:
      - i) All pasteurized milk product lines, raw product lines and cleaning lines within the milk plant shall be labeled so that the lines can be differentiated by visual inspection. The specific configuration of the lines must be verified by a Department on-site inspection prior to the issuance or renewal of a permit. In addition, any segments of lines that are or can be removed for cleaning shall be individually labeled.
      - ii) Cultured dairy products are exempt from this requirement.

- 2) In addition to complying with Section 6 of the PMO, each approved milk plant shall retain from each processing day at least one time and date stamped sample from each continuous processing of a specific pasteurized fluid milk product as defined in the PMO (see Section 1 of the PMO). These samples shall be of the pasteurized milk product itself and not of each type of container in which the milk product is packaged. In addition, the samples shall be retained until two days after the guaranteed sale date in accordance with the cooling requirements of the PMO (see Section 7, Table 1 of the PMO).
- 3) In addition to Section 7, items 8r and 7p, of the PMO, the Illinois Plumbing Code shall apply.

(Source: Amended at 40 Ill. Reg. 2964, effective January 29, 2016)

#### **Section 775.40 Local Government Implementation**

If a unit of local government with a population of 1,000,000 or more adopts its own ordinance, then the unit of local government must comply with this Part.

(Source: Amended at 27 Ill. Reg. 15979, effective October 1, 2003)

#### **Section 775.50 Permits**

*It shall be unlawful for any person to establish, maintain, conduct, or operate a dairy farm, milk plant, receiving station, or transfer station processing milk or milk products, to establish and operate a cleaning and sanitizing facility or milk tank truck, to haul or sample milk, or to act as a certified pasteurizer sealer within this State, or to bring in and distribute from out-of-state milk and milk products without first obtaining a permit from the Department. (Section 5 of the Act)*

- a) The Department will grant and renew a permit for persons who maintain, conduct, or operate a milk plant, receiving station, transfer station, or cleaning and sanitizing facilities within the State of Illinois upon completion of an inspection that establishes compliance with the Act and this Part and upon payment of the fee required by Section 5.1 of the Act. Milk plants that maintain cleaning and sanitizing facilities on the same site as the plant do not have to obtain a separate permit for those facilities.
- b) The Department will grant and renew a permit for persons who bring into and distribute pasteurized milk or milk products from another state that has administrative rules or requirements that provide for clean, sanitary and safe handling and processing of pasteurized milk and milk products to ensure

protection equivalent to that provided by this Part upon receipt of an inspection report that establishes compliance with that state's administrative rules or requirements and upon payment of the fee required by Section 5.1 of the Act.

- c) A permit will be granted to a milk hauler-sampler when the following conditions are met:
  - 1) An inspection establishes that the milk hauler-sampler's equipment is in compliance with the provisions of the Act and this Part;
  - 2) The milk hauler-sampler has successfully completed an examination administered by the Department; and
  - 3) The milk hauler-sampler has paid the fee required by Section 5.1 of the Act.
- d) A renewal permit will be granted to a milk hauler-sampler when an inspection establishes that the milk hauler-sampler's equipment and sampling procedures are in compliance with the provisions of the Act and this Part and upon payment of the fee required by Section 5.1 of the Act.
- e) Dairy Farm Permits
  - 1) A dairy farm permit is necessary when a farm does not presently hold a permit, when a change of ownership occurs and only the farm owner's name was on the permit, or when a change of tenant occurs and only the former tenant's name was on the permit.
  - 2) A dairy farm permit will be granted to a dairy farm upon the completion of an inspection that establishes compliance with the Act and this Part. The inspection includes procedures for the establishment of a quality record. The quality record is established by the results of four samples taken at a rate of not more than two per week and on separate days within a three-week period.
  - 3) Beginning July 1, 2016, a dairy farm with a dairy farm permit may sell or offer for sale for human consumption raw milk on the premises of the dairy farm in accordance with Section 775.55.
  - 4) Beginning July 1, 2016, it is unlawful for any person who does not possess a dairy farm permit in accordance with Section 775.50 or a raw milk permit in accordance with Section 775.55 to produce, process, sell, offer for sale or distribute raw milk for human consumption.

- 5) Beginning July 1, 2016, a dairy farm producing raw milk for consumption only by family members living on the dairy farm shall be exempt from Section 775.55.
- f) Certified Pasteurizer Sealer Permits will be issued in accordance with Section 775.115.

(Source: Amended at 40 Ill. Reg. 2964, effective January 29, 2016)

### **Section 775.55 Raw Milk Permit**

- a) A raw milk permit shall be obtained for a dairy farm to sell or distribute raw milk on the premises of the dairy farm in accordance with Section 775.50(e)(3), (4) and (5) and this Section. The dairy farm owner shall notify the Department when a change of ownership occurs or when a change of tenant occurs. Dairy farms selling or distributing raw milk will be listed on the Department website ([www.dph.illinois.gov](http://www.dph.illinois.gov)).
  - 1) The Department will inspect a dairy farm for compliance with the Act and this Part prior to issuance of a raw milk permit. Inspections will be in accordance with subsection (e).
  - 2) A dairy farm participating in only raw milk sales or distribution of raw milk shall comply with the quality count requirements and standards in subsection (f) and Section 775.50(e)(2) prior to the issuance of the raw milk permit and at all times.
  - 3) The Department will issue a distribution point permit if there is a distribution point on the premises of the dairy farm where raw milk is being stored for sale or distribution in compliance with the requirements of this Section and in accordance with Section 775.50(e)(4). The distribution point shall be accessible for inspection every three months in accordance with the PMO and upon the Department's receiving any complaints. The storage place for raw milk shall be protected from contamination, be kept in a sanitary manner and maintained at a temperature of 41°F or below.
- b) Sales or Distribution of Raw Milk Procedures
    - 1) Raw milk shall be sold or distributed only on the premises of the dairy farm, with or without a distribution agreement between the dairy farm and the consumer. If the transaction is made pursuant to a distribution

agreement, the dairy farm shall keep the agreement on file and make the agreement available to the Department upon request.

- 2) Raw milk sold on the dairy farm shall not be re-sold or re-distributed.
  - 3) Raw milk shall be offered for sale only within five days after production.
  - 4) Consumers may bring their own containers for their raw milk. If the farm provides the containers for consumer transport, the containers shall meet the requirements of subsection (e)(2).
  - 5) The dairy farm owner shall have a written procedure for recalling products and notifying consumers in accordance with the Illinois Food, Drug and Cosmetic Act. The dairy farm owner shall maintain a log of each raw milk sale or transaction with consumer name, address, phone number and date of sale for six months from the date of sale. The recall procedure and raw milk sale or transaction log shall be made available to the Department upon request in response to a foodborne outbreak for the epidemiologic investigation.
  - 6) The dairy farm owner shall report foodborne illness related complaints and consumer product complaints received to the Department at [dph.dairy@illinois.gov](mailto:dph.dairy@illinois.gov) within 5 days.
  - 7) A dairy farm shall not make milk products, such as, but not limited to, cheese or yogurt, from raw milk for sale to consumers.
  - 8) The dairy farm shall submit to the Department, upon request, a statement of the total gallons of raw milk sold the previous 12 months.
- c) Signage and Consumer Advisory
- 1) A dairy farm that sells or distributes raw milk shall post a placard at the point of sale or distribution that is noticeable to consumers. The placard shall read: "Warning: Milk that is not pasteurized is sold or distributed here. This dairy farm is not inspected routinely by the Illinois Department of Public Health. Raw milk may contain pathogens that cause serious illness, especially in children, the elderly, women who are pregnant and persons with weakened immune systems." The placard shall be written in a legible font, such as Arial, and in black ink. The size of the letters on the placard shall be no less than 2 inches in height.

- 2) The dairy farm shall provide each new consumer with Department-approved consumer awareness information. The Department will also post the information on the Department website.
- d) Department-approved Labeling and Receipt Information
- 1) All labeling requirements (see subsection (d)(2)) shall be affixed to the container unless the container is provided by the consumer. If the container is provided by the consumer, all labeling requirements shall be given to the consumer on a product receipt.
  - 2) The following shall be provided to the consumer either through container labeling or product receipt:
    - A) The name, address and permit number of the permit holder and product date.
    - B) The words "not pasteurized" or "unpasteurized" in addition to "raw" preceding the name of the product;
    - C) The quantity of contents;
    - D) The production date and the last date the container may be offered for sale, which shall be within five days after the production date;
    - E) The type of animal preceding the term "raw milk" for example "cow raw milk" or "goat raw milk";
    - F) The statement "WARNING: This product has not been pasteurized and, therefore, may contain pathogens that cause serious illness, especially in children, the elderly, women who are pregnant and persons with weakened immune systems."; and
    - G) Instructions for the consumer to notify the local health department for the area in which the consumer resides of a consumer complaint or suspected foodborne illness or to notify the Department of a complaint of farm sanitary conditions.
- e) Inspection Standards for Permitted Dairy Farms
- 1) Dairy Animal Health and Cleanliness

- A) Lactating animals that show evidence of the secretion of milk with abnormalities in one or more udders, based upon bacteriological, chemical or physical examination, shall be milked last or with separate equipment, and the milk shall be discarded (not offered for sale or for human consumption).
  - B) Clean bedding material shall be provided for all lactating dairy animals. The bedding material, if used, does not contain more manure than has accumulated since the previous milking.
  - C) Cow yard and loafing areas adjacent to lactating dairy animal housing shall be graded and drained and to minimize standing pools of water or accumulation of organic waste. Lactating animal droppings and soiled bedding shall be removed, or clean bedding added, at sufficiently frequent intervals to prevent soiling of the lactating animal's udder and flanks. Manure packs shall be properly drained and shall provide a reasonably firm footing.
  - D) Swine and fowl shall be kept out of the milking area and not be housed with lactating dairy animals.
- 2) Equipment Construction and Storage
- A) All multi-use containers, utensils and equipment used in handling, storing or transporting milk shall be made of smooth, nonabsorbent and corrosion-resistant food-grade material. Containers, utensils and equipment shall be in good repair. Multiple-use woven material shall not be used for straining milk. All single-service articles shall have been manufactured, packaged, transported and handled in a sanitary manner. Articles intended for single use shall not be reused.
  - B) All multiple-use containers, utensils and equipment that are exposed to milk or milk products, or from which liquids may drip, drain or be drawn into milk or milk products, shall be made of smooth, impervious, nonabsorbent, safe materials of the following types:
    - i) Stainless steel of the American Iron and Steel Institute (AISI) 300 series;
    - ii) Equally corrosion-resistant non-toxic metal;

- iii) Heat-resistant glass; or
  - iv) Plastic or rubber and rubber-like materials that are relatively inert, resistant to scratching, scoring, decomposition, crazing, chipping and distortion under normal use conditions; that are non-toxic, fat resistant, relatively nonabsorbent, and relatively insoluble; that do not release component chemicals or impart flavor or odor to the product; and that maintain their original properties under repeated use conditions.
- C) Milk cans shall have umbrella lids.
- D) All containers, utensils and equipment used in handling or storing milk or transporting milk by the consumer, unless stored in sanitizing solution, shall be stored to assure complete drainage and shall be protected from contamination prior to use. These requirements do not apply to containers furnished by the consumer.
- E) Raw milk being transported to a distribution point on the premises of a dairy farm shall be transported in approved single-service containers or containers approved in accordance with Item 12p of the PMO. The containers shall be properly cleaned and shall be protected from contamination in a sanitary manner in accordance with the PMO. The temperature of the product shall be maintained at 41°F or below. The containers shall be labeled in accordance with the PMO.
- F) A raw milk dispenser used for refrigeration of bottled raw milk on the premises of the dairy farm shall be in compliance with the 3-A standards in accordance with PMO Item 9r and Item 11p. A household refrigerator or commercial refrigerator is an option for refrigeration and is exempt from 3-A standards. The dairy farm shall notify the Department before purchasing the raw milk dispenser. The raw milk dispenser must be preapproved by the Department before being used in compliance with 3-A standards in accordance with PMO Item 9r and Item 11p. The raw milk dispenser shall be kept clean, shall protect the product from contamination, and shall maintain the raw milk temperature at 41°F or below.
- 3) Milking Practices

- A) The flanks, udders, bellies and tails of all lactating dairy animals shall be free from visible dirt. The udders and teats of all lactating dairy animals shall be clean and dry before milking. Teats shall be treated with a sanitizing solution just prior to the time of milking and shall be dry before milking.
  - B) The product contact surfaces of all multi-use containers, equipment and utensils used in handling or storing milk shall be cleaned after each use.
  - C) The product contact surfaces of all multi-use containers, equipment and utensils used in handling or storing milk and transporting milk by the consumer shall be sanitized before each use by:
    - i) Complete immersion in hot water at a temperature of at least 77°C (170°F) for at least five minutes; or exposure to a flow of hot water at a temperature of at least 77°C (170°F), as determined by the use of a calibrated thermometer, at the outlet for at least five minutes; or
    - ii) Chemical compounds contained in 40 CFR 180.940 shall be used in accordance with label directions for sanitizing milk utensils, containers and equipment.
  - D) The milking operator shall wash his or her hands and dry the hands on a disposable towel prior to beginning milking.
  - E) Milk shall be cooled to 45°F or below within four hours after beginning milking. If milk is not sold or distributed to the consumer within four hours after beginning milking, it shall be immediately cooled to 41°F or below.
  - F) Wet hand milking is prohibited.
- 4) Milking Environment
- A) Milking shall take place in an area with overhead protection to prevent contamination of the raw milk; walls and floors shall be made of a smooth, easily cleanable material, and the area shall have sufficient lighting to visually inspect flanks, teats and equipment. This area shall be cleaned prior to milking. When conditions warrant, the Department may approve a barn without

four walls, or a shed-type barn, provided it is kept clean and animals and fowl are prohibited from entering the barn.

- B) Milking equipment shall be washed and sanitized using a safe, potable water supply.
- C) All milking equipment shall be stored in an enclosed room with smooth and easily cleanable walls, or in a sealed storage vessel that protects the food contact surfaces of the equipment. The storage room shall be maintained in a clean state.

f) **Quality Count Requirements and Standards**

- 1) Quality Counts and Standards shall be performed in a certified laboratory in accordance with Section 775.20(a)(1)(A) and (B), Section 775.100 and Appendix B of the PMO. The results shall be sent to the Department.
- 2) The samples shall be collected by a certified sampler in accordance with the Act and this Part.
- 3) Sampling and testing shall be conducted prior to issuance of a permit in accordance with Section 775.50(e)(2) and at least four times during every six consecutive months. A permit will not be issued until all of the following standards are met.
  - A) Coliform shall be less than or equal to 10 coliforms per milliliter of raw milk.
  - B) Bacteria count shall be less than 20,000 bacteria per milliliter of raw milk.
  - C) The milk supply shall not contain any drug residues.
  - D) The somatic cell count shall be less than or equal to 750,000 cells per milliliter of raw cow milk or 1,000,000 cells per milliliter of raw goat milk.
  - E) The dairy farm water supply shall be free of coliform bacteria.
- 4) In response to a foodborne outbreak or when a high risk of infection exists, the Department will require pathogen testing to be performed on the raw milk.

- 5) For every day of a sale or distribution transaction, one raw milk sample shall be kept a minimum of 14 days. The sample shall be stored between 32°F and 40°F in a sanitary container, be at least 6 ounces and be labeled with the date of the production.
- g) Enforcement of Standards and Quality Counts
- 1) The Department will issue a warning when two out of the last four coliform, bacteria or somatic cell counts are in violation of the standards established in subsection (f)(3). The raw milk permit will be suspended when three out of the last five coliform, bacteria or somatic cell counts are in violation of the standards.
  - 2) The Department will suspend the permit when drug residues are detected in the raw milk supply.
  - 3) The Department will suspend the permit when coliforms are detected in the water supply.
  - 4) The Department will suspend or revoke the dairy farm permit whenever:
    - A) the Department has reason to believe that a public hazard exists;
    - B) the dairy farm has interfered with the Department in performance of its duties; or
    - C) the dairy farm has violated any of the procedures in subsection (a) or (f)(3); Section 775.60(a), (b), (c), (d) or (e); Section 775.80; Section 775.130; or Section 775.150.
- h) Reinstatement of Permit  
The Department will reinstate the permit
- 1) when an inspection of the dairy farm does not reveal violations; and
  - 2) when the dairy farm is in compliance with subsection (f).
- i) The Department will conduct an inspection of the dairy farm at any time or in response to a consumer complaint, product complaint, or reported suspected foodborne illness pursuant to Section 775.70. The inspection may include collection of samples and notification to consumers. The Department will suspend sales if a confirmation test reveals the presence of a pathogen.

- j) The PMO does not apply to this Section.

(Source: Added at 40 Ill. Reg. 2964, effective January 29, 2016)

### **Section 775.60 Suspension of Permits**

The Department will suspend permits in accordance with the provisions of Sections 3, 5 and 6 of the PMO and the following:

- a) All suspensions, except summary suspensions, will be preceded by the notice and opportunity for a hearing in accordance with Section 775.90.
- b) All summary suspensions will be based upon violations of the Act, the PMO or this Part that constitute a finding that the public interest, safety or welfare imperatively requires the action in accordance with Section 10-65(d) of the Illinois Administrative Procedure Act. All summary suspensions will be followed by notice and an opportunity for a hearing in accordance with 775.90 of this Part.
- c) If a dairy farm, milk hauler-sampler, receiving and transferring station, cleaning and sanitizing facility or milk plant receives two suspensions in 12 months, an informal conference will be held to discuss corrective measures. If the violations resulting in the most recent suspension are not corrected after this conference, administrative hearing proceedings will be initiated pursuant to Section 775.90 of this Part.
- d) When successive inspections pursuant to Section 5 of the PMO disclose violations of the same requirement that directly reflect on the health of the public, such as unclean equipment and improper temperature requirements, the suspension policy in Section 5 shall be enforced.
- e) The suspension policies in the PMO may be waived as determined by the inspector's professional judgment, dependent upon the amount of time required for the permit holder to make the necessary corrections, the reasonableness of requiring corrections prior to the next inspection, and the potential for a health hazard created by the violation.

(Source: Amended at 37 Ill. Reg. 7166, effective May 13, 2013)

### **Section 775.70 Inspections and Investigations**

- a) The Department will inspect and investigate complaints concerning *dairy farms, milk plants, cleaning and sanitizing facilities, receiving stations, transfer stations, milk hauler-samplers, or milk tank trucks used to transport milk and milk*

*products under its jurisdiction, for the purpose of determining compliance with the Act and this Part. (Section 10 of the Act)*

- b) When conducting inspections pursuant to Section 5 of the PMO, the Department will use the Standard Methods for the Examination of Dairy Products and Official Methods of Analysis of the Association of Official Analytical Chemists. (See Section 775.20.)
- c) *Written notice of all violations shall be given to the dairy farm, milk plant, cleaning and sanitizing facility, receiving or transfer station, milk hauler-sampler or milk tank truck owner/operator after any inspection or investigation. (Section 10 of the Act)*

(Source: Amended at 37 Ill. Reg. 7166, effective May 13, 2013)

#### **Section 775.100 Milk Hauler-Samplers Examination**

The milk hauler-samplers examination consists of both a written and practical section. The written section concerns the following topics: the standards for determining the acceptability of milk, sampling procedures, measurement procedures, care of equipment, collection procedures on the farm and information required on "weight tickets" and "cleaning-sanitizing tags". The practical section concerns the following topics: the proper design of equipment for complete protection of the product, construction and repair standards which facilitate thorough cleaning, effective bactericidal treatment and sampling procedures. Each applicant who fails to attain a minimum 70% passing score on the examination shall submit a new application. Examinations shall be administered by the Department upon request.

#### **Section 775.130 Action Levels for Added Water in Milk**

The presence of added water in raw or pasteurized milk constitutes adulteration. The violative level for added water in either raw or pasteurized milk is equal to or higher than 3% when converted from a milk cryoscope reading on the Hortvet or Centigrade scale when tested in accordance with the Standard Methods for the Examination of Dairy Products. After two occurrences of adulterated milk within a six-month period, the plant or producer shall show cause and reason for the addition of water. After a third occurrence, the Department will institute administrative proceedings to revoke the plant or producer's permit.

#### **Section 775.150 Drug Residue Control Program**

- a) Equipment used to administer drugs and medicines shall not be cleaned in the wash vats and shall be stored so as not to contaminate the milk or milk contact surfaces of equipment.

- b) Drugs and medicines shall be stored in such a manner that they cannot contaminate the milk or milk product contact surface of the equipment, containers or utensils. Such products shall be properly labeled to include:
- 1) The name and address of the manufacturer or distributor (for O.T.C. medicines and drugs), or veterinary practitioner dispensing the product (for Rx and Extra-Label use medicines and drugs);
  - 2) Directions for use, and prescribed holding times;
  - 3) Cautionary statements, if needed; and
  - 4) Active ingredients in the drug product.
- c) Unapproved and/or improperly labeled drugs and medicines shall not be used to treat dairy animals and shall not be stored in the milkhouse, milking barn, stable or parlor. Drugs and medicines intended for treatment of non-lactating dairy animals shall be segregated from those drugs and medicines used for lactating animals. (Separate shelves in cabinets, refrigerators, or other storage facilities satisfy this item.)
- d) Topical antiseptics, wound dressings (unless intended for direct injection into the teat), vaccines and other biologics, and dosage form vitamins and/or mineral products are exempt from labeling and storage requirements except when it is determined that they are stored in such a manner that they may contaminate the milk or milk product surfaces of containers or utensils.
- e) The following describes the Department's Drug residue control program for Grade A raw milk under Section 6 of the PMO.
- 1) If the analysis of a sample from a bulk milk pickup tanker or milk received directly from the farm bulk tank shows any drug residue at or above the tolerances and/or safe levels of drug residues as established by Appendix N of the PMO, then the individual sample collected from each producer's milk that was in the bulk milk pickup tanker is tested to determine which producer or producers have created or contributed to the drug residue.
  - 2) When the individual sample testing is complete and the tests indicate a violative drug residue, the producer's or producers' Grade A permit will be summarily suspended. Another sample will be taken from milk produced after corrections have been made to determine whether this adulteration is continual. For the third occurrence of a drug residue in any 12 month

- period the Department shall initiate administrative procedures pursuant to revocation of the producer's permit.
- 3) If the resample shows no violative drug residue, the suspended Grade A permit will be conditionally reinstated for up to 30 days. The producer and a licensed veterinarian must complete a quality assurance (QA) program, within the 30 day conditional reinstatement of the Grade A permit.
  - 4) When the field representative has transmitted to the Department a copy of the quality assurance program completion certificate, signed by the producer and a licensed veterinarian, the producer's Grade A permit shall be fully reinstated.
- f) The following describes the penalty procedures for the Department's drug residue control program for Grade A raw milk.
- 1) These procedures shall be followed when individual sample testing for drug residues has been completed, test results indicate a violative drug residue, and the producer's or producers' Grade A permit is summarily suspended in accordance with subsection (e) of this Section. The producer or producers shall submit to the Department an equivalent penalty to the 96 hour period following the violative shipment for the second and third occurrences in any 12 month period. The equivalent penalty for the second and third occurrences shall be \$4.00 per hundred weight of the milk produced during the 96 hours following the violative shipment. The penalty shall be paid to the Department by the first buyer of the milk, by the last day of the month immediately following the violation. Following the third occurrence of a drug residue violation in any 12 month period, the Department shall initiate administrative procedures, pursuant to Section 775.90, to permanently revoke the producer's permit.
  - 2) The producer's Grade A permit will be conditionally reinstated for up to 30 days when a subsequent sample of the producer's milk does not contain a violative drug residue. The producer and a licensed veterinarian must complete a quality assurance (QA) program within the 30 day conditional reinstatement of the Grade A permit.
  - 3) When the field representative has transmitted to the Department a copy of the quality assurance program completion certificate signed by the producer and a licensed veterinarian, the producer's Grade A permit shall be fully reinstated.

- g) All monies collected through the drug residue control program and deposited in the Food and Drug Safety Fund will be dedicated to drug residue prevention efforts, producer education and providing information in the prevention of drug residues.

(Source: Amended at 27 Ill. Reg. 15979, effective October 1, 2003)

# Appendix B

Attached are photo-copy ready templates and/or instructions for each of the following requirements:

- Recall Procedures as required under 775.55(b)(5)
- Product Labeling Receipt Instructions & Template as required under 775.55(d)(1)&(2)
- Consumer Awareness Handout as required under 775.55(c)(2)
- Sales/Transaction Log as required under 775.55(b)(5)
- Log of Total Gallons of Raw Milk Sold as required under 775.55(b)(8)
- Placard instructions as required under 775.55(c)(1)

## Recall Procedures

# Recall Program

## What is a recall?

Producers use many controls to ensure the safety of their products. Despite their best efforts, however, sometimes unsafe products, or those that do not meet legal requirements, make their way into the marketplace. When an unsafe or violative food product has left the control of the producer, it must be removed from the market. This process of removing the product is called a recall.

The ability to remove products from the market quickly and effectively is vital to every producer. A “recall program” is a written action plan that is carefully constructed and evaluated to ensure efficiency. It is the safety net that can prevent consumers from consuming potentially harmful product. Having an efficient recall program may reduce a producer's liability, while a non-existent or poor recall program can have serious economic and legal consequences. Being properly prepared for a recall is very important and can make the difference between a recall being a learning experience or a nightmare.

## What causes a recall?

Some common reasons that may prompt a recall are:

- Health related consumer complaints (illness associated with product)
- Laboratory analysis indicates milk may be unsafe (e.g., Salmonella found in sample)
- Non-compliant with product labeling requirements (incorrect/misleading information such as product does not indicate whether or not it has been pasteurized)

Consumer complaints to your farm will be received in one of two ways. The consumer calls you directly or the consumer calls the state or local health department, and in turn, they contact you. In either case, you will need to always coordinate with your local and state health department when public health is of issue. Depending on the nature and severity of a complaint, a product recall may be needed.

Recalls are usually voluntarily initiated by the producer if something indicates a product is suspected questionable of being unsafe. When a product has been determined to be unsafe and the producer refuses or chooses not to conduct a recall, the regulating agency may order the producer to conduct the recall.

## What do I need to create a recall program plan?

Every recall program should contain a step-by-step explanation of what to do when a product needs to be recalled. Following this plan will help the producer ensure that important steps are not overlooked during this time of crisis. Recall procedures must be readily available and should explain product coding, product traceability, and production and distribution records. Traceability is the ability to track an item back to their source. Being able to determine which products as related to production dates need to be recalled allows you to limit the scope of a recall. If the specific affected products cannot be identified, you will need to broaden the scope of the recall, often recalling more product than necessary, which results in more financial losses. If the products are incorrectly identified, another recall may be necessary. Maintaining good written records (customers who bought the affected product) and accurate product labeling (production date) is essential in determining who to contact in the event of a recall. The “**Raw Milk Sales/Transaction Log**” will be your key document when determining who bought what and when (and from what milk production date). Be sure this document is neatly completed after each consumer transaction. The next page is an example of a satisfactory recall program for a small raw milk producer. This is only an example of what a producer may put together as his/her recall program plan.

# Recall Program for Smith's Home Dairy (*Example*)

Address: 23 Harlow, Pitts IL 62301  
County Farm Located: Clay  
Phone: 618-999-9999

The following regulatory agencies will be immediately contacted should a health related complaint be received. I understand I must coordinate with these agencies during the whole process and make any dairy related records available upon request.

Organization	Telephone Number (s)	Contact Person and/or Title
Illinois Department of Public Health Division of Food, Drugs and Dairies (FDD) <b>Central Office</b>	217-785-2439	Dairy Program Manager or FDD Division Chief
Illinois Department of Public Health Division of Food, Drugs and Dairies (FDD) <b>Marion Regional Office</b>	618-993-7010	FDD Regional Supervisor or Regional Sanitarian
Clay County Local Health Department (LHD)	618-662-4406 x130	Jane Doe, LHD Supervisor or Billy Bob, LHD Sanitarian

## **In the event of a voluntary or regulatory agency required recall is needed, the following steps will be taken:**

1. Identify the concern. Record detailed information about the complainant such as their contact information and nature of illness. A copy of the product receipt or label to identify product production date (record date of purchase) will be requested.
2. If not already done, notify the regulatory agencies. Investigate possible source of contamination and coordinate activities with agencies. It is understood that an on-site inspection, sampling and laboratory testing maybe needed to help determine issue.
3. Put on hold all products until it can be determined source of issue. If determined it was an isolated event, only products with the same production date of the complainant shall be put on hold. If it is an ongoing issue or unknown, all products will be held.
3. Using the *Raw Milk Sales/Transaction Log*, compile a recall list of consumers who also purchased milk coming from the same production date. If it is determined that the event is continual or unknown, all consumers following the production date of when issue was first discovered shall be on the recall list.
4. Notify customers on the recall list and inform them what to do with the recalled products. If they also had symptoms but failed to report, collect same information as in step 1. Share this information with the regulatory agencies.
5. Dispose of recalled products in a manner approved by regulatory agencies.
6. Continue assessment /coordination with the agencies until the problem is corrected. Once it has been determined that the issue has been corrected either through laboratory testing and/or agencies inspection and approval, daily sales may again start.

This recall action plan was developed by John Smith, owner of Smith's Home Dairy, and will be strictly followed in the event a recall is needed. Should a consumer complaint be made directly to Smith's Home Dairy, regulatory agencies will be immediately notified.

John Smith

2/9/2016

# Product Labeling Receipt Instructions & Template

# Product Labeling Receipt Instructions & Template

If you are providing a container to the consumer, you must affix to the container a label including all the information listed below.

If the container is being provided by the consumer, all the information listed below must be included on a product receipt. The fill-in-the blank template on the next page could be used to satisfy this requirement to those who provide their own container.

## **Required Label or Product Receipt Information**

- The name, address and raw milk and distribution permit numbers of the permit holder.
- The words "not pasteurized" or "unpasteurized" in addition to "raw" preceding the name of the product;
- The quantity of contents;
- The production date and the last date the container may be offered for sale (i.e., expiration date), which shall be within five days after the production date;
- The type of animal preceding the term "raw milk" for example "cow raw milk" or "goat raw milk";
- The statement "WARNING: This product has not been pasteurized and, therefore, may contain pathogens that cause serious illness, especially in children, the elderly, women who are pregnant and persons with weakened immune systems."; and
- Instructions for the consumer to notify the local health department for the area in which the consumer resides of a consumer complaint or suspected foodborne illness or to notify the Department of a complaint of farm sanitary conditions.

## **Example Template on Next Page**

# Product Receipt

Dear Consumer,

This product receipt includes information on the product you are purchasing. If you have any questions concerning this product, please call (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
(Insert producer's telephone number)

**WARNING:** This product has not been pasteurized and, therefore, may contain pathogens that cause serious illness, especially in children, the elderly, women who are pregnant and persons with weakened immune systems.

Product Being Purchased: \_\_\_\_\_ Raw Milk (insert animal type, e.g. cow or goat)  
Farm Name: \_\_\_\_\_  
Farm Address: \_\_\_\_\_  
IDPH Raw Permit Number: \_\_\_\_\_  
IDPH Dist. Point Permit Number: \_\_\_\_\_  
Today's Date: \_\_\_\_\_ (must be within 5 days of production date)  
Production Date: \_\_\_\_\_  
Quantity of Purchase: \_\_\_\_\_ total ounces (128 ounces in one gallon)

If you have a complaint about this product or suspect a possible foodborne illness associated with this product, please contact the local health department (LHD) in which you reside. To help you locate your LHD, please visit: <http://dph.illinois.gov/contact-us> and click the tab "Regional Health Offices" to download list of LHDs.

The screenshot shows the IDPH website interface. At the top left is the IDPH logo with the tagline "Protecting health, improving lives." To the right are social media icons for Facebook, Twitter, YouTube, and RSS. Below the logo is a search bar. A navigation menu contains the following items: Topics & Services, Data & Statistics, Forms & Publications, Licensing & Certification, Laws & Rules, Funding Opportunities, and Contact Us. The "Contact Us" item is expanded to show a sub-menu with "Regional Health Offices" highlighted by a red arrow. On the left side of the page, there is a box for reporting a public health emergency with the phone number 217-782-7860. In the center, there is a "Hotline Numbers" section listing various services and their contact numbers. At the bottom, there is a list of "Administrative Law Judges" with the phone number 217-782-4977.

If you are concerned about the farm sanitary conditions, please contact the Illinois Department of Public Health, Division of Food, Drugs and Dairies at 217-785-2439 or by email at: [DPH.Dairy@Illinois.gov](mailto:DPH.Dairy@Illinois.gov).

# Consumer Awareness Handout

## **\*\*CONSUMER AWARENESS\*\***

### **RAW MILK CONSUMPTION INFORMATION**

*The following consumer awareness message is in regard to the sale and consumption of raw milk. This consumer awareness message is required under State law. It is for informational purposes only.*

Raw milk is not pasteurized. Milk pasteurization is the process of heating milk to a high enough temperature to kill pathogenic bacteria. The use of pasteurization to kill pathogenic bacteria has helped reduce the transmission of diseases, such as typhoid fever, tuberculosis, scarlet fever, polio, and dysentery. Since raw milk is not pasteurized, great attention needs to be paid by the consumer on the sanitation, hygienic practices, product handling and animal health.

This guide serves as a primer on items to look for when choosing a raw milk dairy farm to supply your personal needs. Raw milk, much like raw meat, poultry and eggs carry a risk of foodborne illness and consumption of this is a personal decision that only you can make. As a general rule, raw milk should not be served to immunocompromised individuals, infants, the elderly, women who are pregnant or anyone with a weakened immune system. If you have concerns as to whether you or a family member would be one of these, please discuss these with your medical provider.

Things to look for and discuss with the producer when evaluating a raw dairy farm:

#### **Is the producer listed on the IDPH website (insert address) as a permitted raw milk producer?**

A raw milk producer that is permitted by the Illinois Department of Public Health (IDPH) has undergone an initial inspection of the sanitary conditions of the farm. In addition, the producer is required to routinely monitor the milk quality (temperature, bacteria, coliform, somatic cell count, and drug residue) by sending samples to a certified milk laboratory.

If a producer is not IDPH permitted, it is (1) illegal for him/her to sale raw milk in Illinois, and (2); the sanitary conditions and milk quality have not been evaluated.

#### **What can I look for when out on the farm?**

There are some things you can look at when deciding whether to purchase raw milk at the farm.

- Is the location (distribution point) at which the sales is occurring at look clean and organized? Do you get a product receipt which includes information on the product and who to contact in case there is a problem later discovered with the product?
- Milk house and equipment cleanliness. This is the room used to wash, sanitize and store the milking equipment; it is also the room where the milk is stored and cooled. This room should be clean. Examine the equipment and milk cans. Do you see any milk residue, a rainbow like sheen, or extraneous material and is it in good repair (no cracks, tears or signs of wear)? It is imperative that the

equipment be properly cleaned and sanitized before coming in contact with milk. How is the equipment cleaned and sanitized? Don't be afraid to ask.

- Does the producer sanitize the equipment just prior to use? Cleaning and sanitizing are two separate processes, in order to effectively sanitize (kill the illness producing germs) the surfaces must first be clean. Sanitizing should be done just prior to milking as an added aid to minimizing bacterial contamination of the milk.
- Milk must be rapidly cooled after milking. How is producer rapidly cooling the milk and is it at 41°F or less? The easiest way to cool volumes of milk is with a bulk milk tank with refrigeration and agitation. If the raw dairy farm does not utilize one of these tanks then ask how the milk is cooled down. Milk should be cooled to 45°F within four (4) hours of milking and should be stored at 41°F or less.
- Animal cleanliness and housing conditions. Do the cow's flanks, udders and tail, look reasonably clean? Is the bedding the cows sleep on free of manure, and dry? Are there any accumulations of manure accessible to the cows?
- If the farm supplies the containers for the milk, where and how are they stored? Are they stored in a manner that will protect them from airborne environmental contamination, drips and splash?
- If asked, will the producer show and discuss with you laboratory test results on the quality and safety of the product? Does the producer have a way of contacting you after the purchase in case a health related issue is later discovered?

Making an informed decision is your responsibility as a consumer. If the response to any of these questions or additional ones you may think are not met with a satisfactory answer perhaps you should think of finding a different supplier of raw milk.

If you have any questions concerning the selling of raw milk in Illinois, please contact the Illinois Department of Public Health at 217-785-2439 or by email at [DPH.Dairy@Illinois.gov](mailto:DPH.Dairy@Illinois.gov).

## Sales/Transaction Log

# Raw Milk Sales/Transaction Log\*

*This information must be recorded for every transaction*

Farm Name: \_\_\_\_\_

IDPH Raw Permit No.: \_\_\_\_\_

IDPH Distribution Point Permit No.: \_\_\_\_\_

---PLEASE PRINT---

<u>Date of Sale</u>	<u>Milk Production Date</u>	<u>Consumer Name</u>	<u>Address (street, city, state, zip)</u>	<u>Phone Number</u>	<u>Quantity Sold</u>
_____	_____	_____	_____ _____ _____	(____)_____-_____	____ quart(s)
_____	_____	_____	_____ _____ _____	(____)_____-_____	____ quart(s)
_____	_____	_____	_____ _____ _____	(____)_____-_____	____ quart(s)
_____	_____	_____	_____ _____ _____	(____)_____-_____	____ quart(s)
_____	_____	_____	_____ _____ _____	(____)_____-_____	____ quart(s)
_____	_____	_____	_____ _____ _____	(____)_____-_____	____ quart(s)
_____	_____	_____	_____ _____ _____	(____)_____-_____	____ quart(s)
_____	_____	_____	_____ _____ _____	(____)_____-_____	____ quart(s)
_____	_____	_____	_____ _____ _____	(____)_____-_____	____ quart(s)

*\*This sales/transaction log is required to be kept for a minimum of six-months from the date of product sale.*

## Log of Total Gallons of Raw Milk Sold

# Raw Milk – Total Gallons Sold Ledger

*These records should be maintained and kept indefinitely and made available upon IDPH request*

Farm Name: \_\_\_\_\_  
 IDPH Raw Permit No.: \_\_\_\_\_ IDPH Distribution Point Permit No.: \_\_\_\_\_  
 Month: \_\_\_\_\_ Year: \_\_\_\_\_

Day	Amount Sold in Quarts* <small>32ozs=1 quart; 4 quarts=1 gallon</small>	Comments
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		
4 <sup>th</sup>		
5 <sup>th</sup>		
6 <sup>th</sup>		
7 <sup>th</sup>		
8 <sup>th</sup>		
9 <sup>th</sup>		
10 <sup>th</sup>		
11 <sup>th</sup>		
12 <sup>th</sup>		
13 <sup>th</sup>		
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21 <sup>st</sup>		
22 <sup>nd</sup>		
23 <sup>rd</sup>		
24 <sup>th</sup>		
25 <sup>th</sup>		
26 <sup>th</sup>		
27 <sup>th</sup>		
28 <sup>th</sup>		
29 <sup>th</sup>		
30 <sup>th</sup>		
31 <sup>st</sup>		
TOTAL Quarts	_____ (add lines 1 thru 31)	
TOTAL Gallons	Enter Total Quarts Sold _____ divide by 4 = _____ Total Gallons Sold	

*\*Enter NA if not applicable or if none is sold that day*

## Placard Instructions

## Placard Instructions

A dairy farm that sells or distributes raw milk shall post a placard at the point of sale or distribution that is noticeable to consumers.

The placard must read word for word:

*"Warning: Milk that is not pasteurized is sold or distributed here. This dairy farm is not inspected routinely by the Illinois Department of Public Health. Raw milk may contain pathogens that cause serious illness, especially in children, the elderly, women who are pregnant and persons with weakened immune systems."*

The placard must be written in a legible font, such as Arial, and in black ink. Also, the size of the letters on the placard must be at a minimum of 2 inches.

The placard should be posted in a place and manner in which can be easily seen by the consumer.

An example of the required font (Arial), ink color (black), and letter size (2 inches) is below:

**Milk**

# Appendix C

Enclosed are the following documents:

- List of Certified Laboratories for Milk and Water
- Raw Dairy Farm Inspection
- Raw Milk Sampler Inspection

## Commercial Laboratories Providing Milk Quality Testing In and Around Illinois

*This list may not be all inclusive. If you know of another laboratory, please be sure to verify with them that they are Illinois Department of Public Health (IDPH) certified for milk and/or water analysis. Please contact the laboratory directly to inquire on current certifications, pricing, and sampling containers/procedures. These laboratories are operated independently of the IDPH.*

### Illinois

\*Daily Laboratories  
2200 West Altofer Drive  
Peoria, IL 61615  
(309) 691-4513  
*\*Also certified for water analysis*

### Wisconsin

Ag Source Cooperative Services  
3700 Downward Drive  
Marshfield, WI 54449  
(715) 898-1402

### Missouri

Milk Regulatory Consultants  
13213 Minnie Street  
Russelville, MO 65074  
(573) 338-1785

### Michigan

Garrett Labs, Inc.  
408 North 3<sup>rd</sup> Street  
Niles, MI 49120  
(269) 683-3200

Ag Source Cooperative Services  
403 Cedar Avenue W.  
Menomonie, WI 54751  
(715) 235-1128

Foreign Type Cheesemakers  
1520 17<sup>th</sup> Street  
Monroe, WI 53566  
(608) 325-2507

Alliance Analytical Labs  
179 West Randall Street  
Coopersville, MI 49404  
(616) 837-7670

Leuther Lab  
N 1006 County Road M  
Coon Valley, WI 54623  
(608) 788-8180

## Commercial Laboratories Providing Water Quality Testing In and Around Illinois

A list of laboratories certified to perform water analysis can be found at:

<http://www.epa.illinois.gov/topics/certification-training/lab-accreditation/accredited-labs/index> and click on the "Laboratories Accredited for Microbiological Analysis".

### Accredited Laboratories

[Home](#) / [Topics](#) / [Certification & Training](#) / [Laboratory Accreditation](#) / [Accredited Labs](#)

#### List of Accredited Laboratories

The following files contain a list of laboratories accredited by the IL ELAP and the Illinois Department of Public Health (IDPH). The IL ELAP accredits laboratories for chemical analysis, and the IDPH accredits laboratories for microbiological analysis.

This list is updated frequently and we try to make sure the file maintained on this site stays current. However, we encourage you to verify the accreditation status of a laboratory by reviewing the laboratory's certificate of approval issued by the IL ELAP or by contacting one of the [accreditation staff](#) to verify the status of a laboratory.

- [IL ELAP Accredited Laboratories and Corresponding Fields of Testing \(A\)](#)
- [Laboratories Accredited for Chemical Analysis \(A\)](#)
- [Laboratories Accredited for Microbiological Analysis \(A\)](#)

# Raw Dairy Farm Inspection Report

## OFFICE OF HEALTH PROTECTION / DIVISION OF FOOD, DRUGS AND DAIRIES

Farm Permit No.:	Dist. Point No.:	Producer:
Farm Address:		
Mailing address if different from farm address:		
Date of Inspection:	Time IN:	Time Out:
Type of Inspection (circle one): <i>Initial Re-inspection Other:</i> _____		Daily Volume (Gal):
Animal Type: (circle one) <i>Cow Goat Other:</i> _____		Number Milked:
Person Interviewed:	Phone: ( ) -	Email Address:
Reinspection Needed Prior to Permit Being Issued: (circle one) <i>Yes No Comments:</i>		

**The inspection of your raw milk farm today showed violations existing in the items checked below. You are further notified that this inspection sheet serves as notification of the intent to suspend your permit if the violations in bold are not in compliance at the time of the next inspection in accordance with the Grade A Pasteurized Milk and Milk Products code.**

A. Distribution Point on Premises of Dairy Farm

- 1. Distribution point accessible for inspection ..... —
- 2. Distribution point protected from contamination and kept in a sanitary manner..... —
- 3. Milk maintained at a temperature of 41°F or below..... —**

B. Sales or Distribution of Raw Milk Procedures

- 1. Raw milk only sold on the premises of dairy farm..... —
- 2. Distribution agreement on file and available for review..... —
- 3. Raw milk not re-sold or redistributed..... —
- 4. Raw milk offered for sale within 5 days of production..... —
- 5. Containers owned by dairy farm shall be approved..... —
- 6. Written procedures for recall available for review..... —
- 7. Log of each sale transaction available for review (consumer name, address, phone number, log kept 6 months from date of sale)..... —
- 8. Complaints reported to IDPH within 5 days..... —
- 9. Milk products NOT allowed for manufacture or sale..... —**
- 10. Record of total gallons sold previous 12 months available for review..... —

C. Signage and Consumer Advisory

- 1. Placard posted at point of sales with mandatory warning (Arial, 2 inches & black ink)..... —
- 2. Consumer awareness fact sheet available..... —

D. Labeling and Receipts

- 1. The name, address and permit number of the permit holder and product date. —
- 2. The words "not pasteurized" or "unpasteurized" in addition to "raw" preceding the name of the product..... —
- 3. The quantity of contents..... —
- 4. The production date and the last date the container may be offered for sale, which shall be within five days after the production date..... —
- 5. Type of animal precede the term "raw milk" (e.g., "cow raw milk" or "goat raw milk")..... —
- 6. Mandatory warning statement (the possible adverse health effects)..... —
- 7. Instructions for the consumer to notify the local health department or IDPH for complaints or suspected illness..... —

E. Dairy Animal Health and Cleanliness

- 1. Lactating animals secreting abnormal milk milked last or in separate equipment..... —
- 2. Clean bedding material..... —
- 3. Cow yard and loafing areas graded to drain; minimal pooled water or waste. Lactating animal droppings and soiled bedding shall be removed, or clean bedding added to prevent soiling of the lactating animal's udder and flanks. Manure packs properly drained..... —
- 4. No swine or fowl in milking area..... —

F. Equipment Construction and Storage

- 1. Multi-use equipment in good repair..... —**
- 2. Single service articles handled in a sanitary manner, not re-used..... —
- 3. Multi-use woven strainers not used for straining milk..... —
- 4. Multi-use equipment smooth, impervious, nonabsorbent, safe material; easily cleanable..... —**
- 5. Milk cans shall have umbrella lids..... —
- 6. All containers, utensils and equipment shall be stored to assure complete drainage and shall be protected from contamination prior to use (unless stored in sanitizing solution). Containers shall be properly cleaned and protected from contamination. Product shall be maintained at 41°F or less... —**
- 7. Containers shall be properly labelled ..... —
- 8. Milk transported to distribution point in approved single-service containers or other approved containers. .... —
- 9. Pre-approved raw milk dispenser used for refrigeration of bottled raw milk on the premises of the dairy farm in compliance with the 3-A standards (household refrigerator or commercial refrigerator is an option for refrigeration and is exempt from 3-A standards). Dispenser shall be kept cleaned, protect product from contamination and maintain raw milk temperature of 41°F or less..... —**

G. Milking Practices

- 1. Flanks, bellies, udders and tails of dairy animals clean at time of milking; teats sanitized and dried prior to milking..... —
- 2. Milk contact surfaces cleaned after each use..... —
- 3. Milk contact surfaces sanitized before use..... —
- 4. Milking operator wash hands and dry with disposable towel prior to milking.. —
- 5. No wet hand milking..... —
- 6. Milk cooled to 45°F or less within 4 hours after beginning of milking. If not sold or distributed within those 4 hours, it will be immediately cooled to 41°F or below..... —**

H. Milking Environment

- 1. Clean area, smooth and cleanable walls and floor, overhead protection, adequate lighting..... —
- 2. Milking equipment properly cleaned and sanitized using a safe potable water supply..... —**
- 3. Milking equipment stored in an enclosed clean room or sealed clean storage vessel that protects the milk contact surfaces of the equipment..... —

I. Raw Sample Retention

- 1. One raw milk sample retained for a minimum of 14 days for each day's transaction. Sample to be stored between 32°F and 40°F, be at least 6 ounces and labeled with production date..... —**

Sanitarian: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# Raw Milk Sampler Evaluation Form

OFFICE OF HEALTH PROTECTION / DIVISION OF FOOD, DRUGS AND DAIRIES

Sampler Permit No.: _____		Sampler Name: _____	
Raw Farm No. _____	Dist. Point No. _____	Farm Name: _____	
Mailing address of Sampler: _____			
Date of Inspection: _____		Time IN: _____	Time Out: _____
Inspection Location: _____			
Type of Inspection (circle one): <i>Initial</i> <i>Routine</i> <i>Re-inspection</i> <i>Other</i> : _____			
Phone: (____) _____		Email Address: _____	
Sampler passed evaluation: (circle one) <i>Yes</i> <i>No</i> <i>Comments</i> : _____			

**An evaluation of your sampling procedures showed violations existing in the items checked below.**

**A. Sampler Sanitation Procedures**

Pick-up Practices

1. Pick-up practices conducted to preclude contamination of milk contact surfaces..... —

Sampler Cleanliness

2. Hands clean and dry, no infections..... —

Clean Clothes

3. Clean outer clothing, no use of tobacco..... —

Abnormalities

4. Observations made for sediment/abnormalities..... —

**B. Sampling Procedures**

Thermometer

5a. Approved Type..... —

5b. Accuracy – Checked against standard thermometer every 6 months – accuracy (+)(-) 1 division..... —

5c. Date checked and checker's initials attached to case..... —

Sample Transfer Instrument

6a. Clean, sanitized or sterilized and of proper construction and repair..... —

6b. Or an approved aseptic sampler..... —

6c. Or a sanitized sampling cock..... —

6d. Or approved in-line sampler..... —

Sampling Instrument Container

7a. Proper design, construction and repair for storing sample dipper in sanitizer..... —

7b. Applicable test kit for checking strength of sanitizer (200 ppm chlorine or equivalent)..... —

Sample Containers

8a. Clean, properly sanitized or sterilized..... —

8b. Adequate supply, properly stored or handled..... —

Sample Storage Equipment

9a. Suitable design to maintain samples at 0°C - 4.4°C (32°F - 40°F), protected from contamination..... —

9b. Ample space for refrigerant, racks provided if necessary..... —

Sample Collection – Precautions and Procedures

10a. Sampling instrument and container properly carried into and aseptically handled in milkhouse..... —

10b. Smell milk through tank port..... —

10c. Observe milk in a quiescent state with lid wide open and lights on when necessary..... —

10d. Test thermometer sanitized (1 min. contact time)..... —

10e. Non-acceptable milk rejected..... —

10f. Agitate milk in cans with a stirring rod with a long handle for at least 7 seconds with at least 7 pulls stirring from the bottom up..... —

10g. Agitate milk before sampling at least 5 minutes or longer as may be required by tank specification..... —

10h. Temperature of milk, time, date of pickup and raw milk sampler name and license or permit number recorded..... —

10i. Temperature control sample properly labeled with time, date, temperature and with producer ID and raw milk sampler ID..... —

10j. Sample containers legibly identified at sample collection..... —

10k. Sample dipper rinsed at least two times in the milk before transferring sample..... —

10l. Dipper should be extended 6-8 inches into the milk to obtain a representative sample as applicable..... —

10m. Sample cock properly sanitized and flushed prior to sampling if applicable..... —

10n. Septum surface properly sanitized and single service sterile needle used if applicable..... —

10o. Do not hold sample container over the milk when transferring sample into the container..... —

10p. Fill the sample immediately after the cans are emptied into the weigh tank. If the tank is not large enough for the producer's total volume of milk collect proportionate amounts of milk from each filling into a single sample container..... —

10q. Fill sample container no more than ¾ full..... —

10r. Rinse sample dipper in safe tap water, return to storage container..... —

10s. Immediately place milk sample in the sample case..... —

Sample Collection - Storage and Transportation

11a. Sample storage – refrigerant maintained no higher than milk level in sample containers or store in a refrigerated unit – maintain sample temperature – 0°C - 4.4°C (32°F - 40°F), protect against contamination..... —

11b. Deliver samples to laboratory promptly..... —

Sanitarian: \_\_\_\_\_

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# Appendix D

## Raw Milk Dairy Farm Application

Be sure to follow application instructions and include all information. Failure to include all information may result in the application being returned. The on-site inspection (as described in Step 5) will only be scheduled once your application is approved by IDPH.

This application will cover three permits:

1. Raw dairy farm permit (required to sell raw milk)
2. Distribution point permit (required to sell raw milk)
3. Raw Milk Sampler permit (permit recommended but not required)

*A dairy farm producer with an Illinois Department of Public Health (IDPH) **raw dairy farm permit** and **distribution point permit** may sell or offer for sale for human consumption raw milk on the premises of the dairy farm where the animal, animals or herd is located. A distribution point is simply a physical location on the premises of a dairy farm producing raw milk where the raw milk is collected from the various herd sites and distributed to the consumer (point of sale).*

*If there are multiple distribution points located on the farm, for example one point of sale at the milking barn and one point of sale on the front porch of a house, a total two distribution point permits will be needed (one for each location). Only one application is needed for multiple distribution points.*

# APPLICATION FOR RAW MILK PERMITS

<i>Date Received by IDPH</i>
------------------------------

ILLINOIS DEPARTMENT OF PUBLIC HEALTH  
 OFFICE OF HEALTH PROTECTION  
 DIVISION OF FOOD, DRUGS AND DAIRIES  
 525 West Jefferson Street, Springfield, IL 62761-0001  
 Phone 217-785-2439 TDD (For Hearing Impaired Use  
 Only) 800-547-0466

<i>FOR IDPH USE ONLY</i>  <b>Farm Permit #</b> _____  <b>Dist. Point Permit #</b> _____  <b>Sampler Permit #</b> _____
--

**IMPORTANT NOTICE:** This state agency is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under 77 IAC 775.55 for farm and distribution point permit and Public Act 77-2506 for sampler permit. Disclosure of this information is mandatory.

**Type of Application** (*check all permit types the applicant wishes to obtain*)

- Raw Dairy Farm Permit and Distribution Point Permit (required to sell raw milk)
- Raw Milk Sampler Permit (not required to sell raw milk but required to sample raw milk)

**Type of Establishment** (*check only one*):

- Permanent Year Round
- Seasonal From \_\_\_\_\_ (month) to \_\_\_\_\_ (month)

Farm or Applicant Name			
Farm Address		City	Zip Code + 4
Telephone Number ( ) -		Fax Number ( ) -	
Email Address		County	
Emergency Contact Name		Emergency Contact Phone Number ( ) -	
<b>List Mailing Address if different than above:</b>			
Mailing Address		City	State      Zip Code + 4
Owner Name			
Owner Address		Owner City	Owner State      Zip Code + 4
Telephone Number ( ) -		Fax Number ( ) -	
Owner Email Address			
Type of Ownership ( <i>check only one</i> )			
<input type="checkbox"/> Sole Proprietor; Name: _____			
<input type="checkbox"/> Partnership/Multiple Owners; List Name of each owner: _____			
<input type="checkbox"/> Limited Liability Company(List complete name of LLC and FEIN ) _____			
<input type="checkbox"/> Corporation (List complete name of corporation and FEIN) _____			
List the Registered Agent on file with the Secretary of State if either an LLC or Corporation is marked.			
_____			

Prior to an IDPH inspection being scheduled, certain requirements must be met. Below is a checklist of these requirements. **Please initial each statement signifying the requirement has been met (write NA if not applicable):**

Initial Here	Requirement
	<b>- Distribution Point on Premises of Dairy Farm -</b> Distribution point always accessible for inspection
	The distribution point protected from contamination and kept in a sanitary manner
	Milk will be maintained at a temperature of 41°F or below
	<b>-Sales or Distribution of Raw Milk-</b> Raw milk will only be sold on the premises of dairy farm
	Raw milk will not be re-sold or redistributed
	Raw milk offered for sale must be within 5 days of production
	All containers owned by dairy farm will be approved
	Written procedures for recall are available for review
	Maintain a log of each sale transaction available for review (consumer name, address, phone number, log kept 6 months from date of sale)
	Complaints will be reported to IDPH within 5 days
	Milk products will NOT be allowed for manufacture or sale
	Record of total gallons sold previous 12 months will be available for review
	<b>- Signage and Consumer Advisory-</b> Placard posted at point of sales with mandatory language (Arial font, 2 inches, black ink)
	Consumer awareness fact sheet available
	<b>- Labeling and Receipts-</b> The name, address and permit number of the permit holder and product date on label or receipt
	The words "not pasteurized" or "unpasteurized" in addition to "raw" preceding the name of the product on label or receipt
	The quantity of contents on label or receipt
	The production date and the last date the container may be offered for sale (which shall be within five days after the production date on label or receipt)
	Include type of animal preceding the term "raw milk" (e.g., "cow raw milk" or "goat raw milk") on label or receipt
	Include mandatory warning statement (possible adverse health effects) on label or receipt
	Instructions for the consumer to notify the local health department or IDPH for complaints or suspected illness
	<b>- Dairy Animal Health and Cleanliness-</b> Lactating animals secreting abnormal milk milked last or in separate equipment
	Clean bedding material
	Cow yard and loafing areas graded to drain; no pooled water or waste. Lactating animal droppings and soiled bedding shall be removed, or clean bedding added, at sufficiently frequent intervals to prevent soiling of the lactating animal's udder and flanks
	No swine or fowl in milking area
	<b>- Equipment Construction and Storage-</b> Multiuse equipment is in good repair
	Single service articles must be handled in a sanitary manner and not re-used
	Cannot use multi-use woven strainers for straining milk
	Multi-use equipment smooth, impervious, nonabsorbent, safe material; easily cleanable
	Milk cans shall have umbrella lids
	All containers, utensils and equipment shall be stored to assure complete drainage and shall be protected from contamination prior to use (unless stored in sanitizing solution). Product shall be maintained at 41°F or less
	Containers shall be properly labelled
	Milk transported to distribution point in approved single-service containers or other approved containers if applicable
	Pre-approved raw milk dispenser used for refrigeration of bottled raw milk on the premises of the dairy farm in compliance with the 3-A standards (household refrigerator or commercial refrigerator is an option for refrigeration and is exempt from 3-A standards). Dispenser is kept cleaned, protect product from contamination and maintain raw milk temperature of 41°F or less
	<b>- Milking Practices-</b> Flanks, bellies, udders and tails of dairy animals clean at time of milking; teats sanitized and dried prior to milking
	Milk contact surfaces will be cleaned after each use
	Milk contact surfaces will be sanitized before use
	Milking operator wash hands and dry with disposable towel prior to milking
	No wet hand milking
	Milk cooled to 45°F or less within 4 hours after beginning of milking. If not sold or distributed within those 4 hours, it will be immediately cooled to 41°F or below
	<b>H. Milking Environment</b> Clean area, smooth and cleanable walls and floor, overhead protection, adequate lighting Milking equipment properly cleaned and sanitized using a safe potable water supply Milking equipment stored in an enclosed clean room or sealed clean storage vessel that protects the milk contact surfaces of the equipment
	<b>- Milking Environment-</b> Clean area, smooth and cleanable walls and floor, overhead protection, adequate lighting
	Milking equipment will be properly cleaned and sanitized using a safe potable water supply
	Milking equipment stored in an enclosed clean room or sealed clean storage vessel that protects the milk contact surfaces of the equipment
	<b>Raw Sample Retention</b> One raw milk sample retained for a minimum of 14 days for each day's transaction. Sample to be stored between 32°F and 40°F, be at least 6 ounces and labeled with production date

**-Distribution Point-**

A distribution point is simply a physical location on the premises of a dairy farm producing raw milk where the raw milk is collected from the various herd sites and distributed to the consumer (point of sale).

Location of Distribution Point - please describe distribution point location on the farm using address or describe landmarks (e.g. shed located at the southeast corner of the farm next to the south side wall of the well house)

**Distribution Point Location:** \_\_\_\_\_  
\_\_\_\_\_

**-Raw Milk Sampler Permit Information-**

If you or an individual associated with the farm (an employee, a family member, etc.) wish to be licensed as your raw milk sampler, please complete the information below.

First Name	Last Name	Middle Initial
Street Address		City
State/Zip Code	Phone Number ( ) -	County

Please identify below **if** you are hiring a raw milk sampler and **not** wishing to become licensed at this time.

The person that will be doing our sampling is \_\_\_\_\_ State License No. \_\_\_\_\_

**-Signature Required of Owner-**

I, the undersigned, hereby make application for a Raw Dairy Farm Producer’s Permit for the production and sale of raw milk on the premises of this dairy farm only. I agree to the inspection of this dairy operation by an authorized/identified person of the department at any reasonable hour, and understand that refusal for any part of an inspection or harassment to the authorized/identified person will result in denial, suspension or revocation of this permit. I agree to conduct operations and maintain premises in accordance with the State of Illinois Grade A Pasteurized Milk and Milk Products Act excluding the PMO rules and requirements.

(X) \_\_\_\_\_ / \_\_\_\_\_  
(Signature required) (Print Name) (Date)

\*\*\*INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED AND WILL BE RETURNED FOR REQUIRED INFORMATION\*\*\*

**Send application to:** Illinois Department of Public Health  
Division of Food, Drugs and Dairies  
525 W. Jefferson St.  
Springfield, IL 62761

OR **Application may be Emailed to:** [DPH.Dairy@Illinois.gov](mailto:DPH.Dairy@Illinois.gov)

# Appendix E

Training documents for the Raw Milk Sampler written examination and practical

# Bulk Milk & Raw Milk Sampler Training Guide

Illinois Department of Public Health  
Office of Health Protection  
Division of Food, Drugs and Dairies  
March 2016

525 West Jefferson Street  
Springfield, Illinois 62761  
217-785-2439

Contact us via E-mail at: [DPH.Dairy@Illinois.gov](mailto:DPH.Dairy@Illinois.gov)



# Bulk Milk & Raw Milk Sampler Training Guide

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# Bulk Milk & Raw Milk Sampler Training Guide

This guide is intended to provide you with general information concerning the responsibilities of an Illinois permitted Bulk Milk Sampler and Raw Milk Sampler. To sample milk, an individual must hold a sampler permit. Under 410 ILCS 635, the Illinois Department of Public Health (IDPH) may issue such permits to individuals who pass certain requirements. This guide is provided as a training aid for those individuals wanting to become an IDPH permitted Bulk Milk Sampler or Raw Milk Sampler. The Bulk Milk Sampler and Raw Milk Sampler will be referred to as “**sampler**” in this document.

Becoming a sampler is a 3 step process:

1. Complete a training course and pass written examination.
2. Perform and pass an on-site practical of sampling procedures with an IDPH regional office inspector.
3. Complete paperwork and pay \$25 permit fee.

This document will help you complete step 1.

## **What is a sampler?**

A sampler handling and sampling techniques directly affect the quality and safety of the milk committed to their care. The sampler provides a vital role in the quality control and regulatory programs affecting dairy producers.

The sampler must:

- Evaluate the milk to verify acceptability and must reject all milk of unsatisfactory quality.
- Be the official collector of samples that are to be used to determine quality of milk for regulatory purposes.
- Advise the producer about the acceptability of the milk.
- Have a keen sense of smell to recognize off-odors.
- Have good eyesight.
- Understand and follow proper methods of sample collecting.
- Know the fundamentals of proper cleaning and sanitizing of milk contact surfaces.
- Have a good working knowledge of quality milk production.
- Be honest to the producer.

Sampler should possess the following characteristics:

- Be able to read and write.
- A desire to learn and the ability to follow instructions.
- Ability to work and communicate with others.
- Some knowledge of the dairy industry.

The sampler, as a handler of a potentially hazardous food, must:

- Have hands clean and dry, no infections.
- Wear clean outer clothing.
- Not use tobacco in the milkhouse or anytime the milk is exposed.

# Bulk Milk & Raw Milk Sampler Training Guide

## Common Dairy Industry Terms (a sampler should be familiar with)

**Aseptic** - free from contamination caused by harmful bacteria, viruses, or other microorganisms.

**Bulk Milk Sampler (sampler) or Raw Milk Sampler (sampler)** – is any person who collects official samples from a producer or raw milk producer.

**Farm bulk milk tank** – a cooling/holding milk storage tank, installed and operated on a dairy farm, to be utilized for the storage of raw milk.



**Milk Producer** – Any individual that operates a dairy farm and provides, sells, or offers milk for sale to a milk plant, receiving or transfer station.

**Raw Milk Producer** – Any individual that operates a dairy farm that is allowed to sell or distribute raw milk for use or consumption only on the premises of the dairy farm where the animal(s) or herd is located.

**Quiescent state** – is being in a state of quietness or inactivity; motionless.

**Rejected milk** – is any milk which has been compromised by temperatures above the raw milk cooling requirements. It shall also include any milk that has an undesirable odor, contains any contaminants or circumstances that may compromise the integrity of the milk.

## Milk Composition

The main constituents of milk are is water (87.0%), butterfat or milkfat (4.0%), lactose (5.0%), protein (3.3%), and ash (0.7%). The variation in the percent of butterfat has a significant effect on the producer's returns. The sampler must provide a representative sample for butterfat analysis. This is done by following the proper sampling procedure which will later be explained. There are, however, some reasons for butterfat variations. These variations are commonly due to:

1. Breed of cow
2. Age of cow
3. Genetic potential of individual cows
4. Stage of lactation
5. Seasonal changes
6. Udder infection
7. Type and quality of feed
8. Milking procedure
9. Health of cow
10. Heat periods
11. Excitement

# Bulk Milk & Raw Milk Sampler Training Guide

## Sampler Daily Preparation

The sampler must have certain supplies and equipment in order to satisfactorily perform the requirements of sampling the milk. A sampler should always:

- wear clean clothes when measuring, sampling or collecting milk at a dairy farm,
- maintain a high degree of personal cleanliness, and
- observe good hygienic practices during all working periods.

If a sampler has a discharging or infected wound, sore or lesion on his or her hands or exposed arms, then he/she may **NOT** measure, sample, or collect milk at a dairy farm.

## Sampler Supplies and Equipment

There are 7 checklist items a sampler should review each day:

### 1. Sanitized or Sterilized Sample Containers



An adequate supply of clean sample containers. Sample containers must be protected from dust, dirt and splash (store in a clean container with lid). All sampling containers should be transparent. The container shall be commercially sterile, unopened, and dry. Do not carry in pockets.

### 2. Sample Dipper and Container



The sampling dipper or other sampling device must be of sanitary design, clean, in good repair, and of proper construction (i.e., free of pits, cracks and crevices) stored in the sampling instrument container, with an approved sanitizing solution of the proper strength. The sample dipper is used to aseptically transfer a sample of milk from the bulk tank or milk can to the sample container used to carry the sample to the official laboratory.

*Note: Other sampling devices of sanitary design, such as inline samplers or aseptic sampling, may also be used once approved by IDPH*

### 3. Sanitizing Solution

Put sanitizing solution of 200 ppm chlorine (or 25 ppm iodine or equivalent or a pH less than 4.0 when using an acid sanitizer) in the sampling instrument container.

The sampler shall also carry a sanitizing solution test kit to test the strength of the sanitizing solution.

### 4. Insulated Sample Carrying Case with Rack and Ice



The sampler shall have an insulated sample carrying case with a rack to hold sample containers. Case shall be made of rigid construction and equipped with a sample holder to keep samples in ice water without contaminating the sample by allowing it to become submerged. Ample space must exist for ice or other refrigerants to maintain samples at the required temperature. The level of ice water shall be no more than the milk level in the container to maintain sample temperature between 32°F to 40°F (0- 4.4°C).

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## 5. Calibrated Pocket Thermometer



The calibrated pocket thermometer must be accurate within  $\pm 2^{\circ}$  F.

The thermometer needs to be calibrated at least once every six (6) months against a certified thermometer of known accuracy. Usually the calibration may be done at any industry or plant laboratory where milk is delivered.

The calibration date, the correction factor and checker's initials shall be attached to the thermometer case. Care must be taken that this information is legible. It is recommended that this information be covered with clear tape.

## 6. A waterproof, indelible marker to identify samples when needed.

## 7. A watch or other timing device.

*It is also recommended that the sampler keep single service paper towels and hand soap.*

## Sampling Milk Procedures

There are **four (4)** critical steps for the sampler to follow when sampling milk from the farm. They are:

1. Milkhouse Preparation
2. Determine Acceptability (Odor and Appearance)
3. Record Milk Bulk Tank or Milk Can Temperature
4. Sample Milk

If there is more than one bulk milk tank or milk can located on the farm, each step must be completed on each bulk milk tank or milk can. All milk must be stored in the farm bulk milk tank or milk can.

### Step 1: Milkhouse Preparation

If applicable, when you arrive at the farm and go into the milkhouse, make sure the room is well lit. You will be performing many activities that require a room with plenty of light.

If applicable and the agitator is on, turn off.

**Wash Hands** - The sampler hands shall always be clean and dry while handling the milk or milk contact surfaces. Every milkhouse is required to have facilities for washing and drying hands.

- Always wash hands thoroughly as many times as necessary.
- Dry with a clean single service towel or acceptable air dryer prior to any contact with milk or milk contact surfaces. Do not dry with your shirt or pants.

### Step 2: Determine Acceptability (Off-Odors and Appearances)

Milk shall be evaluated by appearance and odor before it is accepted. If any off-odor is detected, the milk shall be rejected. The sampler should realize that if off-odors are found, off-flavors are also present.

Milk that is not agitated cannot be effectively cooled or sampled properly and is therefore not acceptable for sampling.

# Bulk Milk & Raw Milk Sampler Training Guide

## Off-Odors

Normal milk has virtually no objectionable odor. Odors can gather just below the cover of the bulk tank or the lid of the milk can.

### How to Properly Check for Odors

Put your nose down to the smallest opening (which is usually the tank port hole) and smell the milk 2 or 3 times. Do not open the entire lid, as this will allow the off odor to escape into the milk house. If the milk has a serious off-odor or appearance, the milk is to be rejected.

For a milk can, open the lid partially and put your nose down and smell the milk 2 or 3 times.

## Appearance

Normal milk color ranges from white to golden yellow and is free from foreign or clotted matter.

### \*How to Properly Check Appearance\*

Observe the surface of the milk in the milk can by lifting the umbrella lid or bulk tank by lifting the entire cover of the personnel access port (make sure the tank light is on and/or the area is well lit).

-What to look for-

- Any evidence of partially churned butterfat, frozen milk, foaming, or other condition which may alter the reliability of the sample.
- Any visible foreign matter, such as dust, insects, vermin, blood, chemicals, and any other abnormal material, is unfit for human consumption and shall be rejected.

## Odor and Appearance

In the event of off-odors or abnormal appearance, the producer shall determine the cause and correct it.

Milk that shows visible signs of abnormal material is unfit for human consumption and shall be rejected. Foreign matter such as dust, insects and vermin in milk indicates poor milking practices; abnormal appearance such as blood and chemicals indicates milk from diseased cows.

Any change in quality should be brought to the attention of the producer. This warning may often be the earliest indication of trouble. Milk that has an off odor, abnormal appearance or is not within legal temperature range shall be rejected.



# Bulk Milk & Raw Milk Sampler Training Guide

## Step 3: Record Bulk Milk Tank or Milk Can Temperature

Four (4) important rules for **milk producers** to remember about milk temperature:

1. Milk must be cooled to 50°F or less within 4 hours of the start of the initial milking.
2. Milk must be cooled to 45°F or less within 2 hours after the completion of every milking.
3. The product blend temperature after the first milking and all subsequent milkings cannot exceed 50°F.
4. Milk should never be above 50°F after the first milking. If the temperature is above 45°F, do not pick up the milk.

Two (2) important rules for **RAW milk producers** to remember about milk temperature:

1. Milk shall be cooled to 45°F or below within 4 hours after beginning milking.
2. If milk is not sold or distributed to the consumer within 4 hours after beginning milking, it shall be immediately cooled to 41°F or below.

Temperatures above 50°F (10°C) in the milk bulk tank or milk can be a warning that the bulk tank or milk can is not cooling properly and that the milk may have an off-flavor or high bacteria count. It is recommended that milk be cooled and maintained between 32° F and to 40°F for the production of a quality product.

In the event of elevated temperatures, the producer should determine the cause and correct it.

### How to Read Temperature

1. Wash and dry hands.
2. Sanitize the metal stemmed pocket thermometer stem for at least 60 seconds (using the prepared sanitizing solution in your sample transfer instrument).
3. Open the cover of the personnel access port of the bulk tank or umbrella lid for milk can (make sure the tank light is on and/or the area is well lit).
4. Insert the thermometer stem an inch or two into the milk supply and record the temperature.

Tank thermometers can be used for temperature reading as long as they are accurate. To ensure accuracy, these must be checked monthly.

- If a farm bulk tank has an indicating thermometer and/or recording thermometer, a monthly check by the sampler against his/her standardized pocket thermometer is required. A barn card is provided at the farm to record bulk tank readings.
- The barn card or recording chart provides a history of the bulk tank efficiency.



# Bulk Milk & Raw Milk Sampler Training Guide

## Step 4: Sample Milk

The sampling of milk from a farm bulk milk tank or milk can is a very important part of the sampler responsibilities. All samples must be handled as if they were to be used for quality testing.

Extreme care must be taken to obtain a representative sample. For industry standards to be upheld, the procedures used to collect raw milk samples at the farm must be done the same way each time. This process is called “**universal sampling procedures**”. The use of universal sampling procedures allows for more validity and faith in the sample results collected by the sampler.

Never sample if milk does not meet odor or appearance requirements.

### Agitation Requirements

**For farm bulk milk tanks:** If there is more than one farm bulk milk tank or milk can at the farm, then each tank or milk can is to be separately sampled. Milk agitation is required so that accurate component and bacteriological levels can be determined. Follow these guidelines for length of time needed BEFORE a sample can be collected.

- Follow the tank manufacturer’s recommendation for proper agitation time.
- If no recommendation is available, a general rule is at least five (5) minutes of constant agitation for tank capacities less than 1,500 gallons; for tank capacities of 1,500 gallons or more at least 10 minutes of constant agitation is required.

**For milk cans:** Agitate milk cans with a stirring rod with a long handle for at least 7 seconds with at least 7 pulls stirring from the bottom up.

### Sampling Procedures

1. Identify each sample container with:
  - date and time of sampling
  - temperature
  - producer’s or raw producer’s I.D. number
  - sampler identification

You will need to label a container as “**temperature control sample**”. This sample will only be used to check the temperature at which samples are maintained during transportation and delivery. Mark this sample container with the following:

- The words temperature control (TC)
  - The date of sampling
  - The time of sampling
  - The temperature
  - The milk producer’s I.D. number and
  - Sampler state permit number
2. Be sure hands are clean and dry.
  3. Once the milk has been agitated for the required time, proceed to collect sample from the milk bulk tank or milk can.

## Bulk Milk & Raw Milk Sampler Training Guide

4. Remove sampling dipper from its container in the milkhous. The dipper must be cleaned and sanitized before use. The dipper shall be stored in a clean chlorine solution (200 ppm) or other suitable sanitizing solution of equivalent strength between stops. The sanitizer test kit shall be used to determine if the solution is at the proper strength.
5. Open sample container, being careful not to contaminate the container and/or the cap.
6. Rinse dipper twice in the milk before taking the sample.
7. Extend dipper 6-8 inches into the milk and collect the sample.



8. When pouring the sample into its container, the sampler shall take care not to contaminate the sample or spill milk back into the open bulk tank or milk can. Make sure the sample container is not held over the milk supply while pouring the sample into the sample container.
9. Do not overfill the sample container. Fill to approximately 3/4 full. Excess milk in dipper shall be properly disposed.
10. After sampling, rinse the dipper in clean tap water and return to storage container and immediately place the sample in the refrigerated sample case and keep it between 32°F to 40° F until delivery. The use of racks ensures that sample containers do not get buried in ice or do not get contaminated due to melting of the ice.
11. If this is the first sample of the day, collect the **temperature control sample** following the same procedures.

The sample dipper must be stored in a sanitizing solution after each use.

### Factors Affecting Milk Quality

**Bacteria Count:** Bacteria are microscopic one celled organisms which are found on and in all living animals, soil and water (including ponds and wells). Manure, flies, insects, rodents, dirty and unsanitized utensils and equipment may all be sources of harmful bacteria. Because of the widespread presence of bacteria, contamination of dairy equipment must be avoided. Bacterial growth is much greater at room temperature than at 40°F or less. Storing milk samples in an ice and water mixture immediately after collection will help minimize bacterial growth. The amount and type of bacteria found in a milk sample is a direct reflection of the sanitary conditions and practices that exist on a dairy farm and the dairy farm environment. Contamination can occur while sampling and transferring milk. Improper cooling of milk may be a factor in causing high bacteria counts as well. Therefore, extreme care must be taken by the sampler to minimize any contamination. Only milk that has been properly cooled should be picked up.

**Antibiotics:** Medicine and drugs used to treat lactating animals for various health issues may leave a residue in the animal's milk. The presence of antibiotics or other chemicals can cause allergic reactions in some individuals; therefore, tests are run to determine their presence of milk. NOTE: Excess residue from sanitizers used on milk sampling equipment may be detected with these tests. Always rinse the sample dipper at least two times in the milk before the sample is taken.

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**Sediment:** The presence of sediment indicates unsanitary methods of milking and milk handling practices.

**Added water:** Water added to milk, either deliberately or accidentally, is illegal. Laboratory tests are used to determine if water has been added to the milk.

**Agitation:** Once the milk has been agitated for the correct amount of time, butterfat and bacteria will begin to rise to the surface of the milk when the tank agitator is turned off. For this reason, the sample must always be taken during agitation.

**Somatic Cells:** Somatic cells are white blood cells that are found in milk. High somatic cell counts in cow milk will indicate that an animal in the herd is experiencing an illness, injury, or is becoming dry. Unless the milk is properly agitated, somatic cells will float to the surface of the milk. To obtain a representative sample, the milk in the tank must be agitated for the correct amount of time.

**Improper Sampling Techniques:** Failure to follow proper sampling techniques including insufficient agitation time, improper storage of milk samples in the sample case, and improper sanitization of the milk dipper, may contribute to unreliable sample results. Inaccurate bacterial, somatic cell, and/or butterfat test results, may jeopardize the producer's permit or payment.

## Ongoing Permit Requirements

The sampler **must** be routinely inspected at a minimum of every two (2) years. This inspection verifies that the sampler's equipment, sanitary, and sampling practices are in compliance with state rules and regulations. **It is the sampler responsibility to contact their IDPH regional inspector and schedule their inspection PRIOR to the two year window expiring.**

*Example: Joe's last sampler (or sampler) inspection was conducted on 1/17/2015. To maintain his permit, he must have another inspection **completed** by 1/31/2017. Joe should contact his regional IDPH office and schedule his inspection at least six (6) months in advance of 1/31/2017 (or in July 2016 for this example). This advance scheduling will allow for enough time to ensure the inspection is actually completed within the two year window.*

A sampler permit expires March 31<sup>st</sup> of each year. In early February of each year, IDPH will send a renewal application/invoice by mail or email to the sampler. The renewal process must be completed no later than March 31<sup>st</sup>. In addition to completing the renewal application, a **\$25** renewal permitting fee is required to be submitted at the same time.

If the renewal process is not completed by March 31<sup>st</sup>, the sampler will have an additional 30 days to comply. However, an addition \$15 late fee will now be added (for a total of \$40). Failure to meet the 30 day grace period will result in the permitting expiring. If the sampler later chooses to get a permit, he/she must start the entire process over.

The sampler is the one ultimately responsible in getting their permit renewed by the due date. This includes making sure inspections are completed every two years.

# Bulk Milk & Raw Milk Sampler Training Guide

## Rules and Regulations

This course is based on the requirements detailed in state regulations. It is to your advantage to become familiar with these following regulations:

- Grade A Milk and Milk Products Act
- Grade A Pasteurized Milk and Milk Products Code
- Manufactured Dairy Products Rules and Regulations
- Illinois Food, Drug and Cosmetic Act
- Standard Methods for the Examination of Dairy Products, 17<sup>th</sup> Edition
- 2013 Revision of the Pasteurized Milk Ordinance (PMO)