

PO BOX 1163 - RICHMOND, VIRGINIA 23218 - 804-786-1452

PERMIT NO.		DAIRY FARM INSPECTION REPORT	DATE	
NAME				REQUIRED INSPECTION FILE IN FOLDER <input type="checkbox"/>
ADDRESS				
POST OFFICE		ZIP CODE		NAME OF BUYER
SIR: An inspection of your dairy farm has this day been made and you are notified of the violations marked below with a cross (x). SEE REVERSE FOR YOUR NOTICE OF OPPORTUNITY FOR A FACT-FINDING CONFERENCE.				

COWS AND MILKING ANIMALS

1. Abnormal Milk: MAX (5) + SCC (5) = (10)
 Cows and milking animals secreting abnormal milk milked last or in separate equipment (5)..... (1a)
 Abnormal milk properly handled and disposed of (5)..... (1b)
 Proper care of abnormal milk handling equipment (5)..... (1c)

MILKING BARN, STABLE, OR PARLOR

2. Construction: MAX (5)
 Floors, gutters, and feed troughs of concrete or equally impervious materials; in good repair (1)..... (2a)
 Walls and ceiling smooth, painted or finished adequately; in good repair; ceiling dust tight (1)..... (2b)
 Separate stalls or pens for horses, calves, and bulls; no overcrowding (1). (2c)
 Adequate natural and/or artificial light; well distributed (1)..... (2d)
 Properly ventilated (1)..... (2e)

3. Cleanliness: MAX (3)
 Clean and free of litter (3)..... (3a)
 No swine or fowl (3)..... (3b)

4. Cowyard or Animal-yard: Max (3)
 Graded to drain; no pooled water or waste (3)..... (4a)
 Cowyard or animal-yard clean; animal housing areas and manure packs properly maintained (3)..... (4b)
 No swine (3)..... (4c)
 Manure stored inaccessible to cows or milking animals (3)..... (4d)

MILKHOUSE OR ROOM

5. Construction and Facilities: MAX (8)

Floors
 Smooth; concrete or other impervious material; in good repair (1)..... (5a)
 Graded to drain (1)..... (5b)
 Drains trapped, if connected to sanitary system (1)..... (5c)

Walls and Ceilings
 Approved material and finish (1)..... (5d)
 Good repair (1)..... (5e)

Lighting and Ventilation
 Adequate natural and/or artificial light; properly distributed (2)..... (5f)
 Adequate ventilation (2)..... (5g)
 Doors and windows closed during dusty weather (2)..... (5h)
 Vents and lighting fixtures properly installed (2)..... (5i)

Miscellaneous Requirements
 Used for milkhouse operations only; sufficient size (2)..... (5j)
 No direct opening into living quarters or barn, except as permitted by regulation (2).... (5k)
 Liquid waste properly disposed of (2)..... (5l)
 Proper hoseport where required (2)..... (5m)
 Acceptable surface under hoseport (2)... (5n)
 Suitable shelter for transport truck as required by regulation (2)..... (5o)

CLEANING FACILITIES

Two-compartment wash and rinse vat of adequate size (2)..... (5p)
 Suitable water heating facilities (2)..... (5q)
 Water under pressure piped to milkhouse (2)..... (5r)

6. Cleanliness: MAX (4)
 Floors, walls, windows, tables, and similar non-product contact surfaces clean (4)..... (6a)
 No trash, unnecessary articles, animals or fowl (4)..... (6b)

TOILET AND WATER SUPPLY

7. Toilet: MAX (4)
 Provided; conveniently located (4)..... (7a)
 Constructed and operated according to regulation (4)..... (7b)
 No evidence of human waste about premises (4)..... (7c)
 Toilet room in compliance with regulation (4)..... (7d)

8. Water Supply: (2 or 5) Max (5)
 Constructed and operated according to regulation (2 or 5)..... (8a)
 Complies with bacteriological standards (5)..... (8b)
 No connection between safe and unsafe supplies; no improper submerged inlets (5)..... (8c)

UTENSILS AND EQUIPMENT

9. Construction: MAX (4)
 Smooth, impervious, nonabsorbent, safe materials; easily cleanable; seamless hooded pails (4)..... (9a)
 In good repair; accessible for inspection (9b)
 Approved single-service articles; not reused (4)..... (9c)
 Utensils and equipment of proper design (4)..... (9d)
 Approved CIP milk pipeline system (4)... (9e)

10. Cleaning: MAX (5)
 Utensils and equipment clean (5)..... (10a)

11. Sanitization: MAX (5)
 All multi-use containers and equipment subjected to approved sanitization process (5)..... (11a)

12. Storage: MAX (2)
 All multi-use containers and equipment properly stored (2)..... (12a)
 Stored to assure complete drainage, where applicable (2)..... (12b)
 Single-service articles properly stored (2)..... (12c)

MILKING

13. Flanks, Udders, and Teats: MAX (5)
 Milking done in barn, stable, or parlor (5)..... (13a)
 Brushing completed before milking begun (5)..... (13b)
 Flanks, bellies, udders, and tails of cows and milking animals clean at time of milking; clipped when required (5)..... (13c)
 Teats treated with sanitizing solution and dried, just prior to milking (5)..... (13d)
 No wet hand milking (5)..... (13e)

TRANSFER AND PROTECTION OF MILK

14. Protection from Contamination: MAX (3)
 No overcrowding (3)..... (14a)
 Product and CIP circuits separated (3). (14b)
 Improperly handled milk discarded (3).. (14c)
 Immediate removal of milk (3)..... (14d)
 Milk and equipment properly protected (14e)
 Sanitized milk surfaces not exposed to contamination (3)..... (14f)
 Air under pressure of proper quality (3). (14g)

15. Drug and Chemical Control Max (7)
 Cleaners and sanitizers properly identified (2)..... (15a)
 Drug administration equipment properly handled and stored (2)..... (15b)
 Drugs properly labeled (name and address) and stored (2)..... (15c)
 Drugs properly labeled (directions for use, cautionary statements, active ingredients) (5)..... (15d)
 Drugs properly used and stored to preclude contamination of milk (5)... (15e)

PERSONNEL

16. Hand-Washing Facilities: Max (2)
 Proper hand-washing facilities convenient to milking operations (2).... (16a)
 Wash and rinse vats not used as hand-washing facilities (2)..... (16b)

17. Personnel Cleanliness: Max (1)
 Hands washed clean and dried before milking or performing milk house functions; rewashed when contaminated (1)..... (17a)
 Clean outer garments worn (1)..... (17b)

18. COOLING: MAX (5)
 Temp. Gauge _____ Milk _____ Recorder _____
 Temp. Gauge _____ Milk _____ Recorder _____
 Milk cooled to 40° F or less within 2 hours after milking (5)..... (18a)
 Recirculated cooling water from safe source; properly protected; and complies with bacteriological standards (5)..... (18b)
 Interval timer, recording thermometer, and indicating thermometer in good repair; thermometers accurate (1)..... (18c)

PEST CONTROL

19. Insect and Rodent Control: MAX (9)
 Fly breeding minimized by approved manure disposal methods (3)..... (19a)
 Manure packs properly maintained (3). (19b)
 All milkhouse openings effectively screened or otherwise protected; doors tight and self-closing; screen doors open outward (2)..... (19c)
 Milkhouse free of insects and rodents (2)..... (19d)
 Approved pesticides, used properly (2). (19e)
 Equipment and utensils not exposed to pesticide contamination (2)..... (19f).
 Surroundings neat and clean; free of harborages and breeding areas (2). (19g)
 Feed storage not attraction for birds, rodents or insects (2)..... (19h)

CONTACT YOUR INSPECTOR PRIOR TO INSTALLING EQUIPMENT OR ALTERING CONSTRUCTION OF FACILITIES

Remarks:

Milking Time Inspection	<input type="checkbox"/>	Inspector	Inspector No.
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TO: Grade A or Manufactured Grade Dairy Farm Permit Holders
Subject: Notice of Opportunity to Request a Fact-Finding Conference

Pursuant to § 2.2-4019 of the Code of Virginia (1950), as amended, you have the right to appear before the agency in person, by counsel, or by other qualified representative at a fact-finding conference for the informal presentation of factual data, argument, and proof to appeal this determination of violation. Unless an Official Notice has been issued with respect to this violation, no action against your permit will be taken if the deficiencies noted are corrected. Should you wish to have a fact-finding conference convened, please notify Program Supervisor, Dairy Services Program, Office of Dairy and Foods, Virginia Department of Agriculture and Consumer Services, 102 Governor Street, Suite 155, Richmond, Virginia, 23219 in writing within thirty days after the date of this inspection.

§ 2.2-4019. Informal fact finding proceedings.

A. Agencies shall ascertain the fact basis for their decisions of cases through informal conference or consultation proceedings unless the named party and the agency consent to waive such a conference or proceeding to go directly to a formal hearing. Such conference-consultation procedures shall include rights of parties to the case to (i) have reasonable notice thereof, (ii) appear in person or by counsel or other qualified representative before the agency or its subordinates, or before a hearing officer for the informal presentation of factual data, argument, or proof in connection with any case, (iii) have notice of any contrary fact basis or information in the possession of the agency that can be relied upon in making an adverse decision, (iv) receive a prompt decision of any application for a license, benefit, or renewal thereof, and (v) be informed, briefly and generally in writing, of the factual or procedural basis for an adverse decision in any case.

B. Agencies may, in their case decisions, rely upon public data, documents or information only when the agencies have provided all parties with advance notice of an intent to consider such public data, documents or information. This requirement shall not apply to an agency's reliance on case law and administrative

§ 2.2-4021. Timetable for decision; exemptions.

A. In cases where a board or commission meets to render (i) an informal fact-finding decision or (ii) a decision on a litigated issue, and information from a prior proceeding is being considered, persons who participated in the prior proceeding shall be provided an opportunity to respond at the board or commission meeting to any summaries of the prior proceeding prepared by or for the board or commission.

B. In any informal fact-finding or formal proceeding in which a hearing officer is not used or is not empowered to recommend a finding, the board, commission, or agency personnel responsible for rendering a decision shall render that decision within 90 days from the date of the informal fact-finding or formal proceeding or from a later date agreed to by the named party and the agency. If the agency does not render a decision within 90 days, the named party to the case decision may provide written notice to the agency that a decision is due. If no decision is made within 30 days from agency receipt of the notice, the decision shall be deemed to be in favor of the named party. The preceding sentence shall not apply to case decisions before (i) the State Water Control Board or the Department of Environmental Quality to the extent necessary to comply with the federal Clean Water Act, (ii) the State Air Pollution Control Board or the Department of Environmental Quality to the extent necessary to comply with the federal Clean Air Act, or (iii) the Virginia Soil and Water Conservation Board or the Department of Conservation and Recreation to the extent necessary to comply with the federal Clean Water Act. An agency shall provide notification to the named party of its decision within five days of the decision.

C. In any informal fact-finding or formal proceeding in which a hearing officer is empowered to recommend a finding, the board, commission, or agency personnel responsible for rendering a decision shall render that decision within 30 days from the date that the agency receives the hearing officer's recommendation. If the agency does not render a decision within 30 days, the named party to the case decision may provide written notice to the agency that a decision is due. If no decision is made within 30 days from agency receipt of the notice, the decision is deemed to be in favor of the named party. The preceding sentence shall not apply to case decisions before (i) the State Water Control Board or the Department of Environmental Quality to the extent necessary to comply with the federal Clean Water Act, (ii) the State Air Pollution Control Board or the Department of Environmental Quality to the extent necessary to comply with the federal Clean Air Act, or (iii) the Virginia Soil and Water Conservation Board or the Department of Conservation and Recreation to the extent necessary to comply with the federal Clean Water Act. An agency shall provide notice to the named party of its decision within five days of the decision.

D. The provisions of subsection B notwithstanding, if the board members or agency personnel who conducted the informal fact-finding or formal proceeding are unable to attend to official duties due to sickness, disability, or termination of their official capacity with the agency, then the timeframe provisions of subsection B shall be reset and commence from the date that either new board members or agency personnel are assigned to the matter or a new proceeding is conducted if needed, whichever is later. An agency shall provide notice within five days to the named party of any incapacity of the board members or agency personnel that necessitates a replacement or a new proceeding.