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VDACS Dairy Services Program PO Box 1163 Richmond, VA 23218-1163 (804) 786-1452 dairyservices@vdacs.virginia.gov

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APPLICATION #
FIRM ID #

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# **Dairy Manufacturing Permit Application Part I**

NOTE: AN INCOMPLETE APPLICATION WILL BE RETURNED FOR CORRECTION.

firm, trustee, or institution. If the applicant/o	ocess, and handle milk for manufacturing purp owner(s) is a partnership, corporation, compan identifying the names, titles, and address of all	ny, firm, trustee, or instit	ution, the permit application must	be accompanied by the articl	les of incorporation,
This application is for a	New Establishment	New Owne	r/Change of Ownersh	nip for Existing Est	tablishment
Establishment Legal Name	2:				
Doing Business As (DBA) N	lame:				
Establishment Telephone:			Federa	l ein:	
Establishment Physical Ad	dress:				
County or City (LIST THE COL	JNTY OR CITY THAT ASSESSES THE	REAL ESTATE TAX	FOR THE PHYSICAL ADDR	ESS):	
Establishment Mailing Add	dress:				
Establishment Email Addre	ess:		Nun	nber of Employee	s:
Water Supply:	Public Private*;	List Type (drill	ed, bored, etc.)		
Well water testing labs *FG	DR A PRIVATE WATER SUPPLY, ATTACH A CURREN	NT (within 30 days prior to	issuing the Permit) WATER TEST RE	PORT SHOWING ABSENCE OF (	COLIFORM BACTERIA
Sewage Disposal:	Public Private*				
List of Onsite Soil Evaluato	*FOR A PRIVATE SEWAGE DISPOSE PLANNED FOOD OPER		H DOCUMENTATION THAT YOU HE HEALTH DEPARTMENT FO		
Establishment Ownership	Type: LLC	Corporation	Partnership	Individual	Other
Name of LLC, Corporation, Partnership, Individual, or					
Names, titles and addresse NAME	es of persons comprising the	e legal ownersh	ip (Attach list if nece ADDRESS	ssary):	
Billing Address:					
Person Directly Responsible for the Operation:  NAME  TITLE  ADDRESS					
Telephone:	Email Address:	:			
Immediate Supervisor of Per NAME	rson Directly Responsible for t TITLE	he Operation Ol	R Additional Directly Re ADDR	=	

Email Address:

Telephone: \_\_\_\_\_

Type of Processing Plant:	Cheese	Ice Cream and/or Frozen Dessert	Butter	Non-Dairy Frozen Dessert
List of Dairy Food Products Manufactured:				
Type of Milk Processed? COW	GOAT	SHEEP	OTHER:	

Milk used for cheese making:

Pasteurized

Raw

N/A

Percentage of incoming ingredients received from out of state suppliers:

**Small Scale Operation** 

Percentage of products sold to out of state customers:

Percentage of products sold wholesale:

### Percentage of products sold retail:

	SUN	MON	TUE	WED	THU	FRI	SAT
Hours of Operation:							

### **General Requirements**

**Processing steps:** On a separate sheet, attach a copy of ingredients used and processing steps for your product. Please use a separate sheet for each products that have significantly different processing steps. (see details in Dairy Manufacturing Permit Application Part II on pages 1-4)

**Product Labels:** On a separate sheet, attach a copy of your product label proposal. Use a separate sheet for each label. (see details in Dairy Manufacturing Permit Application Part II on pages 5-7)

**Recall Plan:** On a separate sheet, attach a copy of your proposed Recall Plan. (see details in Dairy Manufacturing Permit Application Part II on pages 8-9)

**Employee Training and Records:** On a separate sheet, attach a copy of any food safety training certificates, and a copy of your employee training record. (see details in Dairy Manufacturing Permit Application Part II on pages 10-11)

**Allergen Control Plan:** On a separate sheet, attach a copy of your allergen control plan. (see details in Dairy Manufacturing Permit Application Part II on pages 11-12)

**If subject to Subparts C and G, Additional Required Documentation:** On a separate sheet, attach a copy the additional required documentation (see details in Dairy Manufacturing Permit Application Part II on pages 12-14)

### **General Information**

The following documents are enclosed/attached or available from the internet:

- VDACS Application for Dairy Manufacturing Permit
- Virginia Dairy Regulations 2VAC5-490, 2VAC5-501, 2VAC5-510, 2VAC5-531
- Additional regulations if applicable (e.g. 21 CFR 101, 21 CFR 133, 21 CFR 135)
- Allergen Control Plan Overview and Guidance
- Form 1B Employee Health Policy

<sup>\*</sup>Please use a separate sheet each facility type.

This application should be submitted by email or via USPS at least **30 calendar days before the date planned for opening** the Dairy Processing Plant. Please be advised that section 2VAC5-531-50 and 2VAC5-510-420 of the Virginia Dairy Regulations requires that your processing plant be permitted and inspected prior to opening.

An inspection and permitting of your food establishment will not be conducted until all of the necessary information requested in the application has been reviewed and approved by the VDACS Dairy Services Program office. You will be notified when this has been completed.

Please be advised you must also comply with all other applicable state, local, and/or federal regulations. We recommend that you reach out to your locality's planning, zoning, and business license office to assure all requirements are met.

If, after reviewing the application and other materials, you have any questions, please contact the VDACS Dairy Services Program at 804-786-1452. Email your completed application to: dairyservices@vdacs.virginia.gov

I/We attest to the accuracy of the information provided, affirm to comply with all applicable state, local, and/or federal regulations, and allow the regulatory authority access to the establishment at any reasonable time to inspect, conduct investigations, or collect samples as required.

Printed Name(s)	Signature(s):	Date:

IS PLANT LOCATED WITHIN 50 MILES OF: NORTH ANNA NUCLEAR POWER PLANT?

SURRY NUCLEAR POWER PLANT?
NORFOLK NAVAL NUCLEAR POWER STATION?

## **Checklist of Required Information**

Copy of water test results showing Coliform bacteria are "absent" from private source water
Documentation that the private sewage disposal system is adequate for intended use
Product information sheet for each product
List of all ingredients and products submitted for review with planned method and places of distribution
Copy of label for each product
Recall Plan
Documentation of employee training
Written procedures for preventing allergen cross-contact
If applicable, additional documentation required under Subparts C & G under 21 CFR 117
Diagram of food processing, equipment washing, food storage areas and hand-washing facility
Zoning approval and if applicable, documentation of commercial kitchen approval to operate a food business on the property