

Permit No.		Dairy Manufacturing Plant Inspection Report Virginia Department of Agriculture and Consumer Services Office of Dairy and Foods	Date			
Name of Plant				Telephone		
Address City, St, Zip						
Time In	AM PM	Time Out	AM PM	Inspection conducted before (), during (), or after processing ()? What product(s) were being processed?		
Person Interviewed		Title:		Signature:		
Products Manufactured						
An inspection of your dairy manufacturing plant 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.						

Premises, Buildings, and Facilities

1. Premises and surroundings
Clean (), orderly (), free from strong odors and smoke (); surroundings properly drained () _____

2. Buildings
Sound construction (), maintained in good repair () _____

3. Conveyor and Service-Pipe Openings
Tight metal collars or effectively sealed _____

4. Doors, Windows, Openings to Outside
Screened () or protected () against entry of vermin, outer doors open outward () and outer doors self-closing (), doors and windows in good repair (), clean () _____

5. Walls and Ceilings
Smooth (), impervious (), light colored (), and clean () _____

6. Floors
Smooth (), impervious (), good repair (), graded to drain (), properly trapped (), backup of sewage to floor prevented () _____

7. Lighting and Ventilation
Each room provided with ample light (), light bulbs, tubes and fixtures protected from breakage (), adequate heating, air conditioning and ventilation provided () Exhaust fans equipped with self-closing louvers (), inlet fans equipped with air filters () ventilation system clean () _____

8. Processing Rooms
Clean (), orderly (), no objectionable odors () or vapors, receiving room separated from processing areas (), free from unnecessary equipment () _____

9. Coolers and Freezers
Adequate size (), clean (), dry (), orderly (), sufficient refrigeration () and air circulation () refrigeration units collect and dispose of condensate () _____

10. Supply Room - Dry Storage Space
Adequate size (), clean (), dry (), orderly (), good repair (), items stored protected and off the floor (), accessible for inspection (), insecticides, rodenticides, cleaning compounds properly stored (), free from insects and rodents () _____

11. Boiler and Tool Rooms
Separated from other rooms (), orderly (), and reasonably clean () _____

12. Toilet and Dressing Rooms
Provided (), no direct opening into processing or storage areas (), doors are self-closing (), properly ventilated (), clean (), in good repair (), lockers provided (), hand-washing facilities provided () hot and cold water (), mix valve (), hand-washing signs posted () _____

13. Laboratory
Sufficient size (), adequately staffed (), adequately equipped () _____

14. Water Supply
Ample hot and cold water (), conveniently located (), protected from contamination (), bacteriological tests satisfactory (), Date of last test: _____

15. Drinking Water Facilities
Sanitary () and conveniently located () _____

16. Hand-washing Facilities
Provided in each room where product handled or stored (), hot & cold water (), mix valve (), soap (), single-service towels (), equipment wash vats not used for hand washing (), self-closing waste containers () _____

17. Steam
Clean (), nontoxic (), adequate supply (), and pressure () _____

18. Air under pressure
Complies with 3-A Practices (), clean and free from volatile substances () _____

19. Waste Disposal
Sewer of sufficient capacity (), non-public disposal methods approved (), refuse in covered containers (), waste paper properly handled () _____

Equipment and Utensils

20. Construction and Maintenance
Product contact surfaces of stainless steel or other equally corrosion-resistant material (), in good repair (), accessible for cleaning () and inspection () _____

21. C-I-P and Welded Sanitary Lines
Properly engineered and installed () _____

22. Can Washers
Operating properly (), clean (), and in good repair () _____

23a. Vat Pasteurizers
Indicating and recording thermometers comply with specifications (); adequate agitation throughout holding (); agitator sufficiently submerged (); each pasteurizer equipped with indicating and recording thermometer (); bulbs submerged (); recording thermometer reads no higher than indicating thermometer (); product pasteurized a minimum of 30 minutes (); no product added after holding period begun (); air space maintained 5° F higher than minimum pasteurization temperature (); approved air space thermometer with bulb one inch above product level (); Inlet and outlet valves and connections in compliance () _____

23b. Pasteurization – High Temperature
Indicating and recording thermometers comply with specifications (); Flow-diversion device complies with requirements (); Recorder controller complies with requirements (); Holding tube complies with requirements (); Flow promoting devices comply with requirements (); Satisfactory means to prevent adulteration with added water () _____

23c. Regenerative Heating
Pasteurized product in regenerator automatically under greater pressure than raw product in regenerator at all times (); Accurate pressure gauges installed (); booster pump properly installed and identified (); Regenerator pressures in compliance () _____

23d. Recording Charts
Batch pasteurization charts comply with requirements (); HTST & HHST pasteurizer charts comply with requirements (); aseptic charts comply with requirements () _____

24. Personnel cleanliness
Hands washed before work and when interrupted (); good hygiene practiced (); No tobacco used (); Clean outer garments worn (), caps or hair nets worn () _____

25. Personnel health
No communicable diseases (); no discharging wounds, sores or lesions on exposed portions of body (); Current medical record on file _____

26. Vehicles Used to Transport Can Milk
Enclosed type (); clean () _____

27. Transport Tanks
Good condition (), interior smooth (), enclosed tight-fitting cabinet (); piping and tubing capped (); washing facilities available (); sanitized prior to use (); current cleaning and sanitizing tag in place () _____

Plant Operations

28. Raw Product Storage
Maintained at 45° F or less () _____

29. Pasteurization
Milk and cream properly pasteurized _____

30. Cleaning and sanitizing equipment and utensils
Equipment not designed for C-I-P disassembled daily and thoroughly cleaned (); C-I-P system operated properly (); utensils and other equipment and in-place pipelines thoroughly cleaned each day (); all equipment subject to an effective bactericidal treatment immediately before use () _____

31. Containers
Clean (); sound (); properly labeled with: name of product (); net weight (); name and address of manufacturer (); ingredient statement (); and sell by date () _____

32. Finished Product Dry Storage
Products & supplies stored off the floor (); clean and orderly () _____

33. Finished Product Refrigerated Storage
Proper temperature maintained to protect quality (); products not placed directly on wet floors () _____

34. Recall Plan
Provided (), and approved () _____

35. Small-scale cheese plant: Yes / No
Driveways and surroundings maintained to keep mud and dust to a minimum (); If separate rooms not provided - processing area cleaned between processing steps (); clean outer garments (), shoes () and hair covering worn () _____

36. Supplemental Requirements for Cheese Plants
Separate rooms provided for: starter culture propagation (); make room (); drying room (); paraffining room (); rind less block wrapping (); coolers/curing (); and cutting/packaging (). Cheese vats (), agitators (), hoops (), cheese press (), and paraffin tanks () are approved type () and in good repair (). Required aging records maintained () _____

CONTACT YOUR INSPECTOR PRIOR TO INSTALLING EQUIPMENT OR ALTERING CONSTRUCTION OF FACILITIES			
Remarks			
Inspector		Inspector Number	Date

TO: Dairy Manufacturing Plant 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 349, 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.