

COMMONWEALTH OF VIRGINIA
Department of Agriculture & Consumer Services
DAIRY SERVICES

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

PERMIT NO.		DAIRY FARM INSPECTION REPORT		DATE		
NAME					REQUIRED INSPECTION FILE IN FOLDER	
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)____
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CONTACT YOUR INSPECTOR PRIOR TO INSTALLING EQUIPMENT OR ALTERING CONSTRUCTION OF FACILITIES					
Remarks:					
Milking Time Inspection		Inspector		Inspector No.	

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.