September 1, 2022

2022 Provincially Licensed Dairy Plant

Dear Dairy Plant Licensee,

We are writing to provide you an update on the dairy plant and dairy worker licensing process for 2023. As you know, we made changes to the process last year so that payments are processed through Provincial Health Services Authority (PHSA) and your payment information is kept more secure. As expected, some challenges were identified in that new process. In order to ensure that all dairy plants and their respective workers are fully licensed on January 1, 2023 and compliant with the Milk Industry Act and the Milk Industry Standards Regulation, we are implementing the following dairy plant and worker Annual Licensing Process for 2023 licences.

**Annual Licensing Package**

In mid-September 2022, the current Licensee for each dairy plant will receive an Annual Licensing Package via email with instructions and the following license application forms:

1. Dairy Plant License Renewal
2. Dairy Plant Worker Renewal (Includes a list of current dairy plant workers to choose for renewal)
3. New Dairy Plant Worker

The forms were redesigned for electronic completion with no printing required as the licensee can now sign the form electronically and worker signatures and addresses are also no longer required. Please see Attachment 1 for more information about the changes and information required for each application.

**License Application Submission**

In order for your dairy plant to receive its licenses by January 1, 2023 and remain compliant with the Act and Regulation, we recommend submitting your applications **BY EMAIL** to fpinfo@bccdc.ca no later than SEPTEMBER 29, 2022. This will allow BCCDC to process your application, PHSA to issue an invoice and your dairy plant to pay the invoice prior to the end of the calendar year when your current licenses expire. Attachment 2 provides a schedule for the Annual Licensing Process for the year 2023.

**BCCDC WILL NO LONGER ACCEPT FAX SUBMISSION OF APPLICATIONS** as of September 14, 2022. Applications may continue to be submitted by mail, however we caution that this method may result in delays.
Worker License Fee Invoicing, Late Fees and Payments

We also recommend **PAYMENT OF INVOICES** using the **CREDIT CARD PAYMENT OPTION OVER THE PHONE** with PHSA. This option ensures that your payment is not lost or delayed in the mail and you receive your licenses in a timely manner.

If you have not paid your invoice by December 31, 2022, a late administrative fee of $100 will be applied to your account and an invoice will be issued. If you choose to mail your payment close to the deadline, BCCDC will use the Canada Post stamp on the envelope to confirm if it was submitted prior to the deadline. You must pay all fees before receiving your dairy plant and dairy worker licenses. If your dairy plant has not paid its invoice in full by end of day January 31, 2023, a Prohibition Notice will be issued to cease operations on February 1, 2023.

License Distribution

After payment of fees, dairy plants will now receive their plant and worker licenses electronically as .pdfs via email to the plant contact business email instead of through the mail. Every dairy plant licensee shall post the plant and worker licenses in a conspicuous place in the dairy plant as per Milk Industry Standards Regulation.

Additional Information

The **Dairy Plant Licensing and Inspection website** will be updated in mid-September with new information about the Annual Licensing Package and mid-year dairy plant or worker licensing.

If you have any questions, please contact fpinfo@bccdc.ca.

Sincerely,

Dairy Inspection Program
Food Protection Services, BCCDC
**Attachment 1 – Annual Licensing Package - Summary of Updated Dairy Application Changes**

<table>
<thead>
<tr>
<th>Application Form</th>
<th>Changes/Information Required</th>
</tr>
</thead>
</table>
| Dairy Plant License Renewal  | Form is prepopulated with the plant name and physical address from the 2022 license and the dairy program Plant ID and billing Client ID. The plant fills out:  
  - Licensee Information including:  
    - Legal Name  
    - Business Phone  
    - Business Email  
  - Plant Contact including:  
    - Manager/Operator Name (if different than Licensee)  
    - Business Email  
    - Business Phone Number  
    - Alternate Email  
    - Emergency Phone Number  
    - Note: The dairy plant contact business email will receive the .pdf of the plant and worker licensees  
  - The mailing address (if different from the physical address)  
  - Billing Information  
    - Address  
    - Contact Name  
    - Email (The billing contact email will receive the invoice)  
  - Total number of new worker license applications submitted with the plant application  
  - Total number of worker license renewals submitted with the plant application  
  The Licensee signs the form electronically attesting to the information submitted in all the applications. |
| Dairy Plant Worker Renewal   | Form is prepopulated with the plant name from the 2022 license and the following information for workers licensed at the plant in 2022:  
  - Name  
  - Dairy Program ID Number  
  - License Status (Restricted or Unrestricted)  
  - Education Year (if applicable) |
This is the year the worker successfully completed their dairy worker education

The plant fills out:
- Check box next to the name of workers whose licenses are requested to be renewed
- Changes to a worker’s name (if applicable)

<table>
<thead>
<tr>
<th>New Dairy Plant Worker for Next Calendar Year</th>
<th>Form is prepopulated with the plant name from the 2022 license.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If there are no new workers, note zero “0” on the plant application form for the “Total Number of New Worker Applications” and do not fill in the New Dairy Plant Worker application form.</td>
</tr>
<tr>
<td></td>
<td>If there are new workers, the plant fills out:</td>
</tr>
<tr>
<td></td>
<td>- The worker’s legal name</td>
</tr>
<tr>
<td></td>
<td>- If the worker had dairy worker education outside BC which has not been reviewed by BCCDC, please attach additional information about the course content and the institution.</td>
</tr>
<tr>
<td></td>
<td>If the worker was previously licensed in BC, the plant also provides:</td>
</tr>
<tr>
<td></td>
<td>- Any alternate name under which the worker had a Dairy Worker License or completed their dairy worker education.</td>
</tr>
<tr>
<td></td>
<td>- The name of the plant, location and year of when they were last licensed in BC</td>
</tr>
<tr>
<td></td>
<td>- The year that they completed their dairy worker education (if applicable).</td>
</tr>
</tbody>
</table>

Save as many copies of the form as needed to submit one form for each new worker.
Attachment 2 - Annual Licensing Schedule

2023 Fall Licensing Package Sent to all Currently Licensed Dairy Plants – Mid-Sep

Plants complete Applications and send to fpinfo@bccdc.ca

Recommended Application Submission Deadline – Sep 29, 2022

Applications reviewed and approved or denied

Invoice issued by Provincial Health Services Authority for worker license fees to the plant billing contact

Plant pays invoice (recommend paying by credit card over the phone to prevent lost payments)

BCCDC sends licenses to plant business email

Invoice Payment Deadline – Dec 31, 2022

Late Payments

Under the Milk Industry Act, “13 A person must not operate a dairy plant unless the person is in possession of a subsisting licence issued to the person under this Act.”

If a plant has not paid their invoice and received their licenses by Dec 31, 2022, they will be contravening the Act if they continue to operate.

On Feb 1, 2023, any plant which HAS NOT paid their invoices and received their 2023 licenses will receive a Prohibition Notice requiring the plant to cease operations.

Plant does not pay invoice by Dec 31, 2022

Invoice issued by PHSA for $100 late fee

Plant pays updated invoice

BCCDC sends licenses to email address of Plant licensee