



BC Centre for Disease Control
Provincial Health Services Authority

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September 11, 2023

2023 Provincially Licensed Dairy Plant

Dear Dairy Plant Licensee,

The attached Annual Licensing Package will guide you through applying for licenses for your plant and workers for the 2024 calendar year. Please use Adobe Reader to complete the attached forms. Please also read and familiarize yourself with the changes mentioned below.

If you have any questions, please contact fpinfo@bccdc.ca or 604.707.2440.

Materials

The following materials are attached:

1. Annual Licensing Package Instructions
2. Form Signing Instructions
3. Dairy Plant License Renewal
4. Dairy Plant Worker Renewal Applications
5. New Dairy Plant Worker Applications

Licensing Process Changes This Year

If you completed annual licensing in fall 2023, please note the following changes to the process from last year. BCCDC's goal is that all plants receive their licenses and are compliant with the *Milk Industry Act* as of January 1, 2024.

1. Elimination of the \$100 late worker license payment fee.
2. Addition of an application deadline of Nov 30, 2023 at 11:59am.
3. Addition of a \$250 late application fee for applications received after midday (12:00pm) on November 30, 2023.
4. Change to deadline on which prohibition notices will be issued for failure to be licenses from Feb 1 to Jan 17, 2024.

License Application Submission

In order for your dairy plant to receive its licenses by January 1, 2024 and remain compliant with the *Milk Industry Act* and *Milk Industry Standards Regulation*, we recommend submitting your applications BY EMAIL to fpinfo@bccdc.ca no later than SEPTEMBER 29, 2023. This will allow BCCDC to process your application, PHSA to issue an invoice for your worker license fees and your dairy plant to pay the invoice

prior to the end of the calendar year when your current licenses expire. Attachment 1 provides a schedule for the Annual Licensing Process for the year 2024. Applications may also continue to be submitted by mail, however we caution that this method may result in delays. If you have not submitted all your applications for 2024 by midday (12:00pm) on November 30, 2023, a late application fee of \$250 will be applied and an invoice will be issued.

Worker License Fee Invoicing, Late Application Fees and Payments

You will receive information from PHSa with your invoice on payment options. We 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. You must pay all fees before receiving your dairy plant and dairy worker licenses. If your dairy plant has not paid all invoices in full by end of day January 11, 2024, a Prohibition Notice will be issued to cease operations on January 17, 2024 as your plant will be operating without a license.

License Distribution

After payment of fees, dairy plants will 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 the *Milk Industry Standards Regulation*.

Sincerely,
Dairy Inspection Program
Food Protection Services

Attachment 1

