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Guide for Milk Permit Applications on New Dairies or Transferring Ownership from Existing Dairies

Obtaining a milk permit on a new or transferring dairy is not as easy as calling the ISDA Dairy Bureau and requesting a new permit. In many cases this process can take 1-2 months to complete. This guide will give you a brief summary of the law and its requirements (DAIRIES AND DAIRY PRODUCTS, CHAPTER 3, TITLE 37-304). Additionally, it is important to know who to contact in order to move forward with your new or transferred facility.

Requirements

Step 1: Immediately contact ISDA's main office at (208)-332-8550 once you know you will be selling, purchasing or leasing a new facility. This will allow ISDA to start the process and coordinate with inspectors, processing plant managers, and you.

Step 2: Contact your local county office where your facility resides. In most cases the county P&Z department handles all information requests on CAFO's. You should request the following information from your county:

- Copy/transfer paperwork of the CAFO permit. The CAFO permit needs to be changed over to the new owner.
- A letter of compliance from the county. Some counties have additional requirements above and beyond ISDA requirements.

Step 3: Contact Idaho Department of Water Resources (IDWR) at 208-287-4800 and obtain a copy/transfer letter of water rights for the facility. Water rights can take some time to transfer, so a copy of the application letter is acceptable to ISDA for this process.

Step 4: Contact a Certified Nutrient Management Planner and have a new Nutrient Management Plan (NMP) written for the facility. A facility may transfer an existing NMP only if the new facility and ownership make no changes to the number of cows, number of acres farmed, facility footprint and the plan is not due for a routine update. All NMPs must accurately reflect the facility, such as animal numbers, corrals, containment structures, and farm ground. If any of these things have changed, then the NMP cannot be transferred over and a new NMP must be written.

Step 5: Contact ISDA to schedule your pre-qualifying Grade A inspection, water samples, and pre-qualifying Environmental inspection.

- Pre-qualifying Grade A Inspection: This is required by the PMO prior to any new/transferred facility startup. This will be similar to a routine Grade A inspection, with one exception. The facility must achieve 100% inspection score before a milk permit can be issued. A facility will

not be issued a milk permit until **all debits** from the pre-qualify inspection are corrected. Sometimes this process can take multiple visits by the ISDA inspector over several days. It is important to keep in contact with the inspector assigned to and the facility and to notify them when you are ready for a final evaluation.

- **Pre-qualifying Environmental Inspection**: This inspection will verify that the facility is fully compliant with the Rules Governing Dairy Byproduct before startup. The inspection will include an evaluation of the NMP, containment structures, and corrals.
- **Water samples**: In certain cases, water samples must be collected and tested prior to startup. These water samples will be taken during your pre-qualifying Grade A inspection. The PMO requires ISDA to test all well water and glycol chiller sources for coliforms and be confirmed as negatives prior to startup.

Step 6: After steps 1-5 are completed, the milk plant (typically the plant fieldman) will contact ISDA to provide the necessary paper work along with your producer number. Only after **all** steps are complete **and** the producer number is received, will ISDA issue your milk permit. Producers may not begin production until they have received their milk permit from ISDA.