



BC Centre for Disease Control
Provincial Health Services Authority

655 West 12th Avenue
Vancouver, BC V5Z 4R4

Tel 604.707.2400

Fax 604.707.2401

www.bccdc.ca

September 9, 2024

2024 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 2025 calendar year. Please use Adobe Reader to complete the attached forms. Please also read and familiarize yourself with the details mentioned below.

Materials

The following materials are attached:

1. Annual Licensing Package Letter 2025
2. Annual Licensing Package Instructions
3. Dairy Plant License Renewal Form
4. Dairy Plant Worker Renewal Form
5. New Dairy Plant Worker Application Form

Important Key Reminders

BCCDC's goal is for all plants to receive their licenses and are compliant with the *Milk Industry Act* as of January 1, 2025.

1. The application deadline is on November 29, 2024 at 11:59am.
2. \$250 late application fee for applications received after midday (12:00pm) on November 29, 2024.
3. Prohibition notices will be issued on January 15, 2025 for failure to pay all invoices in full by January 8, 2025.

License Application Submission

In order for your dairy plant to receive its licenses by January 1, 2025 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 27, 2024. This will allow BCCDC to process your application early on, 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 2025. Applications may also continue to be submitted by mail, however we caution that this method may result in delays.

If you have not submitted your applications for 2025 by midday (12:00pm) on November 29, 2024, a **late application fee of \$250** will be applied and an invoice will be issued accordingly.

Worker License Fee Invoicing, Late Application Fees and Payments

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. Please ensure to refer the invoice number in your payment of invoices.

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 8, 2025**, a **Prohibition Notice** will be issued to cease operations on January 15, 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