



STATE OF NEW YORK  
DEPARTMENT OF AGRICULTURE & MARKETS  
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ALBANY, NEW YORK 12235  
[www.agriculture.ny.gov](http://www.agriculture.ny.gov)

Division of Milk Control  
Casey M. McCue – Director  
518-457-1772  
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## **Instructions for Making an Application to Install / Modify Dairy Processing Equipment**

Completely & legibly fill in the application (Form DMC-1505 (Rev 9/2013)). **Please note:** For the installation or modification of a pasteurization system you must submit form DMC 1512 (Rev. 9/2013).

Submit hard copies of this application and required information as follows: one copy to the DPS 1 assigned to your facility, one copy to the Regional Supervisor, and one copy to the Division of Milk Control's Dairy Equipment Specialist. Mailing addresses can be obtained by contacting the regional supervisor or our central office at (518)457 -1772. Most often, the scope of a project is planned well in advance of the creation of engineered plans. It is advisable that a process narrative along with a draft layout of the plant and project be sent via email prior to finalizing plans in an effort to expedite the review and approval process. Electronic versions of finalized plans and information may also be submitted ahead of hard copies to expedite review. When submitting plans and information by email, be sure attachments are PDF or Word documents.

An application and plans must be submitted and fully approved by this Department prior to starting any installation. In most cases, applications should be submitted no less than 60 days prior to the anticipated date of installation. A variance from this timeframe requirement can be given in the case of a documented emergency. A variance will only apply to modifications and all related information outlined below would need to be received in a timely manner. **Please note:** Plans for new processing facilities and major expansion projects must be submitted far in advance of the start of the project in order to provide for proper review. Please contact the Division Dairy Equipment Specialist for guidance (contact information below).

### **Required information that must accompany the application:**

#### **1. Process Narrative**

A process narrative detailing the scope of the project including, but not limited to, the start date, product type, the type of equipment to be installed, the flow of product within the system, unique instrumentation and other detailed aspects of the process as applicable. Some detailed aspects could include process temperatures, flow rates, storage times, etc.

#### **2. Plans**

Detailed plans of the process flow including both product and CIP. Process and Instrumentation drawings (P&ID) and other types of flow diagrams must be color coded to differentiate between product, CIP, water and others. These drawings must also be coded for direction of flow with arrows. Process modifications must show differentiation between the modifications that are new and those that are not changing. Please include a symbol key with all types of drawings. In addition to process flow drawings, a plant layout

drawing must also be submitted showing location of equipment in relation to drains, distances to walls and other equipment.

### **3. List of Equipment**

Include a list of equipment and appurtenances to be installed with applicable documentation specifying material type and finish, including gaskets, o-rings, valve seats, etc. Also include any certifications that will aid in approval (ex. 3-A certifications, compliance with CFR, FDA issued equipment M-b). Be sure that the information submitted is specific to the model of equipment you are installing. Please do not submit brochures listing specifications for several different models. This information may be included within the process narrative. Please note that equipment is not required to be 3-A certified to be acceptable, however, the 3-A standards may be employed as reference during the evaluation of equipment.

### **4. Installer Information**

Include a list of installers / fabricators and contact information. Any outfit performing sanitary welding of stainless steel in a dairy operation must be registered with this Department (application available on web site).

**PLEASE NOTE: Applications will not be reviewed without the aforementioned information.**

**All installations and equipment shall meet all applicable requirements.**

#### **References for review of equipment and installations:**

- **Pasteurized Milk Ordinance (PMO) – most current version, available on NYS Dept. of Agriculture & Markets web site**
- **1 NYCRR Part 2 – available on web site**
- **3A Sanitary Standards and Accepted Practices (available at 3-A.org)**
- **Milk & Milk Product Equipment: A Guideline for Evaluating Construction – available on web site**

**If you have any questions regarding the submission of an application please contact:**

**Chris Hylkema**  
**DPS 2 – Dairy Equipment Specialist**  
**NYS Dept. of Agriculture & Markets**  
**Division of Milk Control & Dairy Services**  
**(716) 725-5080**  
**[Christopher.hylkema@agriculture.ny.gov](mailto:Christopher.hylkema@agriculture.ny.gov)**