



Revised: 10th November 2009

Frequently Asked Questions regarding adding value to milk and milk products at farm level

1. I am interested in processing milk or manufacturing a dairy product on my farm. What are my legal obligations and whom should I contact?
 - A. **Where a company or individual wishes to pasteurise milk, they must first submit a written application to Michelle Harrison, Milk Policy Division, Grattan House, Grattan Business Centre, Portlaoise, Co Laois and complete an application form. (See Annex 1)**
 - B. **Where an individual wishes to manufacture a dairy product they must submit a written application to Milk Policy Division providing details such as the nature of product, type of milk used, whether using own milk or buying in milk.**

2. If I want to process milk into cheese, ice cream etc on my farm using my own milk, how will this affect my quota?
 - A. **A milk producer processing milk or milk products on farm for sale directly to the public must register as a Direct Seller by contacting the Milk Policy Division within the Department of Agriculture, Fisheries & Food. He/She will need to transfer some of his/her quota from Deliveries to Direct Sales.**

3. I only want to divert a small amount of my milk into production and sell the rest to the co-op, what am I required to do?
 - A. **A producer can hold both a Delivery and Direct Sales quota. He/She can apply to transfer the required amount of quota to Direct Sales.**

4. Do I have to stick to the exact amount of milk stated at the outset of the agreement? What if I don't use all of it? What if I want to use more?
 - A. **No. Milk quota can be transferred between Deliveries and Direct Sale as required. If necessary a producer can transfer unused Delivery quota to Direct Sales at the end of the milk quota year to cover any shortfall in Direct Sales. The reverse also applies.**

5. What if I eventually want to use all my milk for my own products?
- A. It is possible to transfer all Delivery quota to Direct Sales.**
6. What if I want to buy milk from a neighbouring farm – what do I need to do and what does my neighbour need regarding transfer of quota to do to satisfy legal obligations?
- A. Only a Registered Milk Purchaser is entitled to acquire milk from a Producer. A person would therefore have to register as a Milk Purchaser. To obtain quota from a neighbour a person would have to purchase the land with the quota attached.**
7. I have no milk of my own but can source some from a nearby dairy farmer – what must I do to acquire quota to make my product?
- A. It is not possible for a person to acquire milk from a producer (see 6A above). A person can acquire quota by (i) purchasing land with quota attached, (ii) purchasing quota from the Milk Quota Trading Scheme, (iii) leasing land with quota attached from a qualified relative or (iv) acquiring quota from a qualified relative provided he/she is already a producer).**
8. What are the important dates during the year that I should be aware of regarding returns etc?
- A. The Direct Sales Annual Declaration should be submitted to the department by 14th May. This return details the quantities of products sold during a quota year. The Restructuring Scheme runs each June & the Temporary Leasing Scheme is run each January. We invite applications to transfer quota on permanent basis between direct sales and deliveries each October.**
9. Do I need to install milk recording/metering equipment to comply with my requirements?
- A. There is no requirement for a direct seller to install milk recording/metering equipment.**

Contact Details

To register as a Food Business Operator:

Michelle Harrison,
Milk Policy Division,
Grattan House,
Grattan Business Centre,
Portlaoise, Co Laois.
Tel: 057 8694355
Fax: 057 8694386
Email: dairyhygiene@agriculture.gov.ie

To register as a Direct Seller:

James Walsh,
Milk Policy Division,
Grattan House,
Grattan Business Centre,
Portlaoise, Co Laois.
Tel: 057 8694363
Fax: 057 8694386
Email: james.walsh@agriculture.gov.ie

To register as a Milk Purchaser:

James Walsh,
Milk Policy Division,
Grattan House,
Grattan Business Centre,
Portlaoise, Co Laois.
Tel: 057 8694363
Fax: 057 8694386
Email: James.Walsh@agriculture.gov.ie

Milk Quota Trading Scheme:

Pat Byrne
Milk Policy Division,
Department of Agriculture, Fisheries & Food
Kildare St,
Dublin 2

Tel: 01 6072417

Fax: 01 6767100

Email: Pat.Byrne@agriculture.gov.ie

ANNEX 1

**Application to the Minister for Agriculture, Fisheries and Food
for Registration as a Food Business Operator
and/or Approval of a Milk Pasteurising Establishment**

1. APPLICANT AND BUSINESS DETAILS (please use block letters)

Name of Company: _____

Postal Address
of the Company: _____

Phone No: _____ Fax No: _____

Mobile No: _____

E-mail: _____

Application on behalf of Company prepared by:

First Name: _____ Surname: _____ Title: _____

Position _____ in _____ the
Company: _____
[Officer of the Company/Director/ Company Secretary]

Name of Establishment: _____

Address of Establishment: _____

Trading Name: _____

2. State existing APPROVAL Number(s) of Establishment (if any): _____

3. I undertake to provide the following documents:-

(a) site plans, to scale of 1:100

(b) premises plans and specifications

(c) product flow plans

(d) drainage / effluent disposal plans

Note: All plans submitted must be of architectural quality and inclusive of the most recent site developments.

**4. SPECIFY SPECIES AND MILK TYPES FOR PASTEURISATION (Activity)
FOR WHICH APPROVAL IS SOUGHT.**

(Please tick the relevant box)

MILK TYPE	Bovine	Caprine	Ovine
Whole milk			
Low fat milk			
Skimmed milk			
Semi-skimmed			
Fortified milk			
Flavoured milk			
Buttermilk			
Cream			
Milk shakes			
Ice-cream sundaes			
Other			

5. The attached Annex should be completed in addition to the details above

6. I, _____, on behalf of the named Company at Point 1 of this application hereby apply to the Minister for Agriculture, Fisheries and Food for approval of the establishment at the address outlined above to carry out the activities as specified. I undertake that products of animal origin processed in this establishment will be produced in accordance with the food safety legislation in force from 1 January 2006.

7. **SIGNATURE OF APPLICANT:** _____

Name in BLOCK CAPITALS: _____

Date: _____ 2009

Insert	Impress	of
Common	Seal	of
Company		

The Original Application, duly completed should be forwarded to:

Milk Policy Division, Grattan House, Grattan Business Centre, Portlaoise, Co. Laois
Phone Contact: 057 8694355

Annex

A. Food Hygiene Legislation:

- European Communities (Food and Feed Hygiene) Regulations, 2009 (S.I. No. 432 of 2009)
- Regulation (EC) No. 852/2004 of the European Parliament and of the Council of 29 April 2004 on the Hygiene of foodstuffs.
- Regulation (EC) No. 853/2004 of the European Parliament and of the Council of 29 April 2004 laying down specific hygiene rules for food of animal origin.
- Regulation (EC) No. 2073/2005 on microbiological criteria for foodstuffs.
- Regulation (EC) No. 1234/2007 laying down additional rules on the common organization of the market in milk and milk products for drinking milk (as amended by Regulations 247/2008 and 361/2008).

Copies of the above legislation may be obtained from the Government Publications Office, Molesworth Street, Dublin 2, or by accessing the websites below:

Department's Website - legislation section (has more recent legislation not yet in the Irish Statute Book): <http://www.agriculture.gov.ie>
Irish Statute Book <http://www.irishstatutebook.ie/front.html>

European Regulations by accessing the following website:
Eurolex <http://europa.eu.int/eur-lex/lex/en/repert/index.htm>

B. Application proposal and plans:

Please submit the following:

1. Plant and Process details:
 - Product type
 - Species
 - Throughput
 - Labelling
 - Packaging
 - Markets & customers
 - Staff numbers
 - Amenities

Plans: A set of the plans, preferably in colour coded arrows for clarity should outline the points below. The flow of personnel through the amenity block is to be clarified, where the areas for protective clothing are and where they are issued.

- Personnel flow
- Packaging flow

- Product flow
- Waste flow
- Drainage
- Hygiene facilities

Annex continued:

2. Pasteurising process: Clarify the proposed number of pasteurisers on site and the individual capacity of each one.
3. Water source: Clarify the source of the water to be used on the site (private well or public supply), method of decontamination (e.g. chlorination system) and physico-chemical analysis.
4. Ingredients: Clarify which ingredients (if any) are to be added and where ingredients are to be stored.
5. Milk sampling: Please outline milk-sampling plan for microbiological and chemical sampling and the proposed frequency of testing raw and pasteurised product. (Milk samples are required to be sent on a routine basis to a laboratory approved by this Department).
6. Specify which approved laboratory will be used for milk testing.
7. HACCP – preliminary work on the proposed HACCP plan should also be Submitted, including:
 - HACCP pre-requisites
 - HACCP team
 - Product description
 - Process description
 - A process flow diagram.
 - Hazard Analysis & CCPs
 - Tracability and Recall (Including details of agents, if any).
 - List of Food safety SOPs.
 - Procedures on milk returns.
8. Residue self-monitoring plan.
