

1

---

---

---

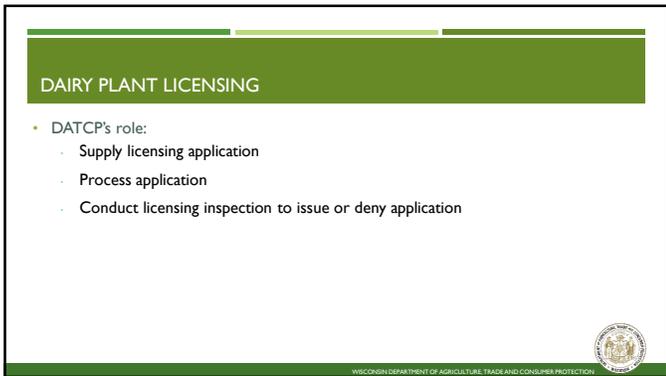
---

---

---

---

---



2

---

---

---

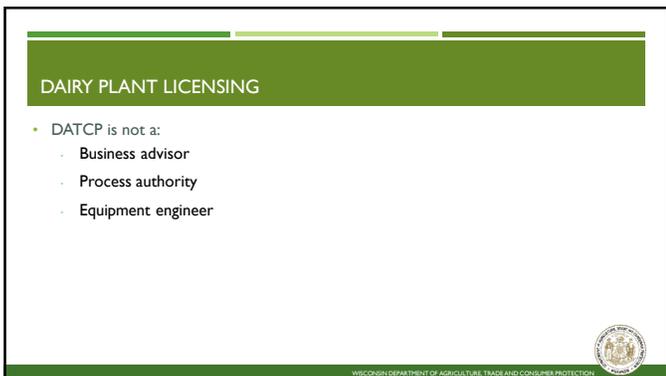
---

---

---

---

---



3

---

---

---

---

---

---

---

---

**LICENSING SPECIALIST REFERRAL AND PROCESSING**

1. DATCP Licensing Team
  - Start the [licensing process](#) online
  - Contact info: [DATCPDFSLicensing@wi.gov](mailto:DATCPDFSLicensing@wi.gov) or (608) 224-4923
2. Licensing specialist will forward licensing application materials and assist in the submission process.



WISCONSIN DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION

4

---

---

---

---

---

---

---

---

**OPERATOR APPLICATION SUBMISSION**

1. Complete:
  1. Application
  2. Dairy Plant Questionnaire
  3. Construction plans (if applicable)
  4. Mail all documents along with license fee to DATCP lock box



WISCONSIN DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION

5

---

---

---

---

---

---

---

---

**DATCP PROCESSING**

1. Applications materials are received and processed.
2. Appropriate staff are notified an application is in process:
  1. Supervisor, Sanitarian, and Dairy Technical Specialist (DTS)
  2. Milk Sanitation Rating Officer if IMS listed facility
3. DTS completes plan review.



WISCONSIN DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION

6

---

---

---

---

---

---

---

---

**LICENSING INSPECTION**

1. Requirements:
  1. Application materials complete
  2. DTS plan review
2. Sanitarian will contact to schedule licensing inspection within 40 days after receipt of a completed application
  1. A joint licensing inspection will be conducted by assigned sanitarian and DTS
    1. Milk Sanitation Rating Officer if IMS listed
  2. If facility and process meet ATCP 65 requirements, a dairy plant license will be issued
  3. If ATCP 65 requirements are not satisfactory, the license will be denied and the application process restarts



WISCONSIN DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION

7

---

---

---

---

---

---

---

---

**RESOURCES**

1. [Dairy Services Webpage](#)
  1. Lists DATCP contact info
  2. Field services program assistance



WISCONSIN DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION

8

---

---

---

---

---

---

---

---



**Tyson Villarreal**  
 Bureau of Food and Recreational Businesses – Division  
 (920) 342-7256 – [Tyson.Villarreal@wisconsin.gov](mailto:Tyson.Villarreal@wisconsin.gov) – WDATCP  
 WISCONSIN DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION (DATCP)  
 May 5, 2021

9

---

---

---

---

---

---

---

---