



DRY-GUD-036	Dairy
Revision: 1.0	Electronic Record Requirements
Approved: 05/13/2026	Wisc. Stat. and/or Wis. Admin. Code: 65.44(2), PMO Appendix H, V

SUBJECT: The following criteria are to be used for the evaluation of electronic data collection, storage, recording and reporting.

Scope: This guidance applies to Dairy Section staff and the external dairy industry.

Guidance

- Examples of electronic records include CIP records, pasteurization records, raw and heat-treated product storage tank's temperature and cleaning requirements and temperature monitors for membrane filtration.
 - This does not apply to public health controls that operate milk pasteurization systems.
 - Refer electronic pasteurization system controls to the Dairy Technical Specialist responsible.
 - Computerized data collection, storage, and reporting systems shall have an assigned and identified representative from the milk plant that is responsible for the system.
 - The following guidance is maintained by the milk plant and available for regulatory review.
- (1) Powered with an uninterruptible power supply capable of maintaining power for twenty (20) minutes.
- (2) Written user's guide bearing the name of the identified milk plant representative, shall explain:
- a. System's architecture, software used, and the sensors or instruments monitored.
 - b. Reporting interface of the computerized data collection, storage and reporting system.
 - c. Backup procedure for ensuring the safe data storage of all reports.
 - d. Procedure for any changes or maintenance to the instrumentation, sensors, hardware or computers.
 - i. Procedure shall explain/ensure that when a physical change occurs the information affected has been checked for accuracy.
 - e. Listing and explanation of reports available on the system, instructions on how to access reports and examples of each report with a description of their content.
- (3) Written record, bearing the name of the identified milk plant representative, identifying any changes or updates to the system, software, drivers, networking or servers assuring compliance has not been compromised.
- (4) CIP and raw and heat-treated storage tank records, data shall be stored at a rate to provide a reasonable account of the process being recorded, never exceeding a maximum of fifteen (15) minutes between data records.
- a. Data for the reporting system shall be backed up at least once every twenty-four (24) hours. Alternatively, final reports may be stored and backed up at least once every twenty-four (24) hours.
- (5) Pasteurization records, data shall be stored no less than every five (5) seconds for each required variable. Any event required to be recorded in manual reporting, such as a divert condition; shall be recorded no matter how short the duration.
- a. Operators shall be allowed to report additional events electronically, such as an unusual occurrences.
 - b. Reporting system data shall be backed up at least once every twenty-four (24) hours. Alternatively, the final reports may be stored and backed up at least once every twenty-four (24) hours.

- (6) Upon initial installation, computer generated reports shall be verified visually for accuracy for seven (7) consecutive days, be accurate and error free in actual service in the milk plant where installed.
 - a. Seven (7) days of reports shall be printed and shall bear the signature of both the vendor of the system and the identified representative from the milk plant, or be accompanied by a cover letter signed by the vendor and the identified representative from the milk plant.
 - b. If the milk plant develops the computerized system, the programmer and the identified representative from the milk plant shall be two (2) different individuals.
 - c. These seven (7) days of reports shall be kept on file at the milk plant.
 - a. These records are exempt from the graduated temperature divisions, temperature-scale divisions, and line spacing requirements.
- (6) Changes, updates or observed anomalies that affect the reliability or accuracy of the reporting system following the initial installation of the system.
 - a. Shall be evaluated and investigated and if corrections are warranted shall be addressed.
 - b. Records of each evaluation and corrections made shall bear the signature of the vendor or the milk plant identified representative.
- (7) Computerized system shall provide for any signatures or initials required. Acceptable operator signatures or initials, captured electronically, may be any combination of alpha and/or numeric characters that identify the individual performing the test or operation.
 - a. Input of signature or initials may be done by any means, e.g., biometric reader, card or radio frequency device, or by simple direct entry that provides a unique identifier directly associated with a specific person.
 - b. Input of signature or initials shall occur each time it is required. Except, in the case of pasteurization records, the operator's signature or initials shall occur whenever an operator changes and at a minimum frequency of once every twenty-four (24) hours.
- (8) Data supporting electronic reports shall be stored in a Write Once, Read Many (WORM).
- (9) The system shall provide an anomalies report indicating any system or communication failure that could have affected the validity of required reports.
 - a. Report shall be automatically attached to any report that may have been affected by the system anomaly.
 - b. A separate error log or system log shall not suffice for meeting this requirement, since any anomaly requires an evaluation and investigation to correlate the anomaly.
- (10) Reports viewed on a computer screen are exempt from graduated temperature divisions, temperature-scale divisions, and line spacing requirements.
- (11) Printed reports shall present data in a form that is compatible with applicable requirements.

Contacts

EHS or DTS responsible for the facility.

References

65.44(2), PMO Appendix H, V.

Document History

The most recent changes to this controlled document are listed at the top of the table:

Revision	Author	Change Description	Approval Date
1.0	Dairy Program	New document.	05/13/2026

Approval

<input type="checkbox"/> Assigned To	Title	Due Date	Status	Related Content	Outcome
<input checked="" type="checkbox"/> Sprecker, Troy S	Please approve Egg Processing Plant Inspection Report DRAFT <small>NEW</small>	5/16/2026	Completed	Egg Processing Plant Inspection Report DRAFT	Approved
<input checked="" type="checkbox"/> Brock, Adam D.	Please approve Egg Processing Plant Inspection Report DRAFT <small>NEW</small>	5/16/2026	Completed	Egg Processing Plant Inspection Report DRAFT	Approved