



STATE OF NEW YORK
DEPARTMENT OF AGRICULTURE & MARKETS
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Division of Milk Control
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Instructions for Making an Application to Install / Modify a High Temperature Short Time (HTST) or Higher Heat Shorter Time (HHST) Pasteurization System

Completely & legibly fill in the application (Form DMC-1512 (Rev 9/2013)). Please note: For the installation or modification of other dairy process equipment you must submit form DMC - 1505 (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 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 main legal aspects of the unit including, but not limited to, products, process temperatures, hold times, cut in and cut out temperatures, etc. Also detail of the flow of product within the system, any unique instrumentation and other detailed aspects of the process as applicable.

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 the unit in relation to drains, distances to walls and other equipment.

3. Equipment Documentation

Include documentation that will aid in approval (ex. 3A certifications, compliance with CFR, FDA issued equipment M-b; Example: Tuchenhagen Flow Diversion Device Type XKR and XWR has been issued equipment M-b-358 by FDA. You would include this document.) This information may be included within the process narrative. Also, include any documentation for critical components of the system not specifically listed on the DMC 1512.

4. Programmable Logic Controller (PLC)

Include a copy of the ladder logic for the dairy legal PLC, if applicable, that will be used to manage the functions of the public health control devices that will operate the pasteurization system. The PLC must meet the applicable requirements of Appendix H of the most current Pasteurized Milk Ordinance (PMO). Please also include contact information for the creator of the logic program. *The ladder logic, if not fully complete at time of application, must be submitted and reviewed prior to initial testing of the unit by the Dairy Products Specialist.*

5. Testing Standard Operating Procedure (SOP)

Submit a copy of the SOP outlining the applicable testing requirements as per Appendix I of the most current PMO specific to the unit being installed. *The SOP must be submitted prior to initial testing of the unit by the Dairy Products Specialist if not complete at time of application.*

6. 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 is available on web site).

7. Higher Heat Shorter Time (HHST) Units

When submitting information for HHST units please include all hold tube calculations (long and short tubes as applicable) including maximum flow rates and type of heat application (direct or indirect, steam infusion or injection). Also include documentation (make, model) for all vessels in the system including, but not limited to, steam infuser vessels and vacuum chambers and documentation for pressure differential switches used to monitor pressure across injectors, in hold tubes and product to product regenerators. This information may be included in the process narrative.

PLEASE NOTE: Except where noted above, applications will not be reviewed without the aforementioned information.

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

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Division of Milk Control & Dairy Services
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