

Date Rec. by Program Specialist: _____
Initials: _____
Sanitarian Supervisor: _____

**GUIDE AND COVER SHEET FOR THE SUBMISSION OF PLANS:
DAIRY PROCESSING FACILITY**

Preparation of this cover sheet will aid in the timely review of the proposed project.

Before work is begun, two copies of properly prepared plans for all processing facilities, their construction, reconstruction, alterations, equipment changes, or system alterations therein shall be submitted to the Ohio Department of Agriculture, Dairy Division, 8995 East Main Street, Reynoldsburg, OH 43068-3399.

Proposed project is (circle all that apply): Building Equipment Piping Other
Expansion New Replacement Repair Other

Plant Name: _____ Contact Person: _____
Address: _____ Contact Phone: _____
City: _____ Email: _____
State / Zip: _____

Description of the Proposed Project (if letter of intent does not accompany this plan submittal, outline the project below). Include in the description, the make, model and serial number of equipment, size of product pipelines, location of equipment installation, proposed project beginning date and completion date. Attach floor plan drawing, equipment schematics or piping diagrams.

District Program Specialist remarks and suggested specifications to be attached to this approval letter:

Use additional pages if necessary.