

# Alberta Milk Producer Handbook



**August 1, 2023**



Alberta Milk is a non-profit organization established under the [Marketing of Agricultural Products Act](#) (MAPA) of Alberta. Alberta Milk is a strategic partner in Canada's dairy industry and conducts its business within a regional framework, through the Western Milk Pool, and a national framework, through the Canadian Milk Supply Management Committee.

[Through Alberta Milk's regulatory framework under MAPA](#), Alberta Milk is responsible to provide for the effective control and regulation of the production and marketing of bovine milk and dairy products. This includes the authority to make regulations, with the approval of the Minister of Agriculture and Irrigation, and establish directives, administrative orders, policies, and operational procedures to support Alberta Milk's mandate.

This mandate includes, but is not limited to, licensing producers, managing quota allocation, collecting service charges and other payments, allocating milk to processors, and maintaining the supply of high quality responsibly produced milk through programs like proAction® and the Western Milk Pool Harmonized Progressive Penalty Program (WMP PPP).

Alberta's dairy producers are also subject to other relevant legislation, such as the [Dairy Industry Act](#) and the [Dairy Industry Regulation](#), and Alberta Milk complies with this legislation as well.

This handbook is prepared for information purposes and is accurate as of August 1, 2023. Dairy producers are encouraged to familiarize themselves with the information in this handbook. If you need assistance, please contact Alberta Milk at 1-877-361-1231.

Should there be changes to this handbook after it is printed, you can find updates on the Producer Portal at [portal.nitamms.com](http://portal.nitamms.com)

*Note: In all situations, the regulations in place supersede policies. These regulations can be viewed online at the [King's Printer](#), or physical copies may be obtained by contacting the Government of Alberta, toll free within Alberta at 310-0000.*

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## SECTION 1: LICENCING AND QUOTA POLICIES

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### **Producer Licences and Entering the Dairy Industry**

All dairy producers in Alberta must register with and be licenced by Alberta Milk. Obtaining and maintaining a valid producer licence is subject to the terms and conditions of a licence as defined in the [Alberta Milk Marketing Regulation](#) and in the Alberta Milk Board of Directors' policies, orders, and directives.

Only one registration number and licence shall be issued to each dairy operation, even if there are multiple owners of that dairy operation. Each dairy operation must be separately registered even when one owner controls multiple dairy operations. A temporary licence can be issued at the discretion of Alberta Milk to allow a producer to obtain quota prior to entering production, but a temporary licence does not entitle the licensee to sell raw milk. A temporary licence may be converted into a producer licence when the required criteria for a producer licence are met. A producer licence or a temporary licence is not transferable and the cost of obtaining a producer licence or temporary licence is \$25. Alberta Milk reserves the right to reject any application which does not meet the licencing criteria.

Licence application forms are available at the Alberta Milk office and on [Alberta Milk's website](#). Before a producer licence is issued, an inspector from the Inspection and Investigation Section of the Alberta Ministry of Agriculture and Irrigation must perform an inspection of the dairy buildings and related equipment. Please call 1-866-252-6403 to arrange an inspection or for more information.

Licensed producers are required to reapply for a producer licence if there has been a change in any of the following:

- Location of the milking facility
- Address of the operation
- Ownership of the operation
- Registered name of the operation

Licensed producers need to contact the Inspection and Investigation Section of the Alberta Ministry of Agriculture and Irrigation for approval of any of the following:

- A new bulk tank
- A new milking facility
- A new building site
- New building plans
- Any change in the existing facility not mentioned above

### **Shipping Milk**

Alberta Milk directs the sale and delivery of all bovine raw milk from licensed dairy producers, which may be sold only to licensed dairy processors. Producers may only ship raw milk to a licensed dairy processor using the transportation services assigned to their farm by Alberta Milk.

It is illegal to sell raw milk for any purpose other than as directed by Alberta Milk. Licensed producers who sell raw milk illegally will face suspension and/or cancellation of their producer licence.

It is also illegal for dairy producers to sell milk for human consumption that was produced by an animal within the period from 15 days before to 3 days after calving. Colostrum may be sold for animal feeding purposes, but raw milk may not legally be sold for this purpose.

Producers are expected to provide raw milk shipment at least every second day, as directed by the [Dairy Industry Regulation](#). After two consecutive weeks without a shipment of raw milk, Alberta Milk may suspend the producer's licence. Upon suspending their licence, Alberta Milk will treat them as though they are exiting the dairy industry. If the Producer wishes to re-enter the industry, they would be required to re-apply for a dairy licence.

## **Continuous Daily Quota**

Continuous Daily Quota, alternatively referred to as CDQ or quota, is measured in terms of kilograms of butterfat per day (kg/day). CDQ provides licenced producers both the opportunity and obligation to produce raw milk for sale as directed by Alberta Milk.

A producer's monthly quota eligibility is determined by multiplying their CDQ by the number of shipping days in the given month. The number of shipping days in each month is also determined by subtracting the last pickup date in the previous month from the last pickup date in the current month. If the last pickup date in the previous month does not exist, the last calendar day in the previous month will be used instead.

For example, a producer's number of shipping days in July is given by the last pickup date in July minus the last pickup date in June. If the last pickup date in the June does not exist, the last calendar day in June (i.e., June 30<sup>th</sup>) will be used instead.

## **Quota Issuance Adjustments**

Quota issuance at the producer level is adjusted by the Alberta Milk Board of Directors to reflect changes in the provincial quota. Quota is adjusted on a percentage basis so that each active producer's share of the Alberta provincial quota is maintained.

Producers who have ceased production of milk and have had their licence suspended, but still hold some quota, will be subject to any quota issuance decreases but will not be eligible for any quota issuance increases.

## **Continuous Quota Management and Flexibility Limits**

Quota management at the producer level in Alberta is applied on a continuous basis. As monthly over and under production accumulates over time, it is accounted for in the producer's cumulative quota position (CQP). A producer's CQP is measured in days or kilograms of butterfat and is reconciled at the end of each month.

Producers are permitted to produce a specified number of kilograms of butterfat each day, determined by their quota holdings, with a

production flexibility range of +5/-15 days. Five times the producer’s quota holdings is the upper flexibility limit in kilograms of butterfat, and negative fifteen times the producer’s quota holdings is the lower flexibility limit in kilograms of butterfat that they may cumulatively produce without incurring a penalty.

Cumulative quota positions are reconciled with monthly production and monthly quota eligibility at the end of each month. Producers with a cumulative quota position within their flexibility limits will carry that position forward to begin the next month. However, once a producer’s cumulative quota position has reached the upper flexibility limit of +5 days, further overproduction is penalized with zero pay for excess milk shipped, and their cumulative quota position will be set at +5 days. Regular pay assessments are applied to all milk shipped, including over-quota milk. Conversely, once a producer’s cumulative quota position has reached the lower flexibility limit of -15 days, any further underproduction credits accumulated cannot be carried forward into the next month, and their cumulative quota position will be set at -15 days.

The difference between total production of butterfat and total monthly quota eligibility determines a producer’s monthly over or under production.

The following two examples show the cumulative effects of a month of overproduction followed by a month of underproduction:

<b>Overproduction Example – April</b>	
Starting Cumulative Quota Position	+0 kg / +0 days
Total Butterfat Production	3,350 kg
Quota Holdings x Days in April	100.00 kg/day x 30 days
Monthly Quota Eligibility	3,000 kg
Monthly Over/Under Production	+350 kg
Ending Cumulative Quota Position	+350 kg / +3.5 days



<b>Underproduction Example – May</b>	
Starting Cumulative Quota Position	+350 kg / +3.5 days
Total Butterfat Production	2,700 kg
Quota Holdings x Days in May	100.00 kg/day x 31 days
Monthly Quota Eligibility	3,100 kg
Monthly Over/Under Production	-400 kg
Ending Cumulative Quota Position	-50 kg / -0.5 days

### **Continuous Quota Management Options**

Three management options are available to producers in Alberta to ensure they maintain a cumulative quota position within their permitted production flexibility limits:

1. Adjust their level of production.
2. Buy or sell underproduction credits.
3. Buy or sell quota to expand or contract their flexibility range.

### **Transferring Underproduction Credits**

A producer with a negative cumulative quota position (CQP) holds underproduction credits equal in number to their negative CQP in kilograms of butterfat. Producers are permitted to buy or sell underproduction credits each month, but they are not permitted to buy and sell underproduction credits in the same month.

All underproduction credit transfer requests must be received by Alberta Milk by mail, fax, or e-mail, on [forms provided by Alberta Milk](#), no later than the credit transfer deadline, which is 4:30 p.m. at least 7 days prior to the 1<sup>st</sup> day of the following month. See [Alberta Milk's website](#) for the exact date of the credit transfer deadline for each month.

Underproduction credit transfers are effective on the 1<sup>st</sup> day of the same month as the credit transfer deadline. A producer may sell some or all of their accumulated credits as at the last day of the previous month, but no more than that. For example, for credit transfers effective July 1<sup>st</sup>, the deadline for transfer requests will be at 4:30 p.m.

on at least 7 days prior to August 1<sup>st</sup>, and a producer may sell some or all of their accumulated underproduction credits as at June 30<sup>th</sup>.

A producer may buy any number of underproduction credits they wish, but they will still be accountable for maintaining a cumulative quota position within their flexibility limits at the end of each month.

**Caution:** Any form mailed, faxed, or e-mailed must be signed by the appropriate signing authorities or it will not be accepted. Alberta Milk assumes no responsibility for mails, faxes, or emails that do not reach us by the credit transfer deadline. Producers concerned about the receipt of their credit transfer requests should call Alberta Milk prior to the credit transfer deadline. Absolutely no late forms will be accepted past the posted deadline.

Overproduction Example with Underproduction Credit Purchase – June	
Starting Cumulative Quota Position	-50 kg / -0.5 days
Purchase 500 Underproduction Credits Effective June 1 <sup>st</sup> *	-500 kg
Starting Cumulative Quota Position (After Credit Transfer)	-550 kg / -5.5 days
Total Butterfat Production	3,050 kg
Quota Holdings x Days in June	100.00 kg/day x 30 days
Monthly Quota Eligibility	3,000 kg
Monthly Over/Under Production	+50 kg
Ending Cumulative Quota Position	-500 kg / -5.0 days

\*This purchase of underproduction credits was submitted before the June deadline.

<b>Underproduction Example with Underproduction Credit Sale - July</b>	
Starting Cumulative Quota Position	-500 kg / -5.0 days
Sell 500 Underproduction Credits Effective July 1 <sup>st</sup>	+500 kg
Starting Cumulative Quota Position (After Credit Transfer)	0 kg / 0 days
Total Butterfat Production	2,700 kg
Quota Holdings x Days in July	100.00 kg/day x 31 days
Monthly Quota Eligibility	3,100 kg
Monthly Over/Under Production	-400 kg
Ending Cumulative Quota Position	-400 kg / -4 days

\*This sale of underproduction credits was submitted before the July deadline and it was for the maximum number of underproduction credits the producer was eligible to sell, based on their June ending cumulative quota position.

An electronic bulletin board is available on the [Producer Portal](#) for producers to post underproduction credits that they desire to buy or sell. Financial settlement for underproduction credit transfers may be done privately between producers at no cost, with no intermediation by Alberta Milk. However, the settlement for underproduction credit transfers may also be facilitated by Alberta Milk in the final producer payment for the prior month for a \$50 fee paid by the seller with the approval of both transacting parties indicated on the transfer form.

All underproduction credit transfers are subject to Alberta Milk's approval, and Alberta Milk reserves the right to change underproduction credit transfer policies or procedures at any time.

### **Credit-Sale Restriction**

A Credit-Sale Restriction (CSR) policy limits the amount of underproduction credits that a producer can sell on a rolling 12-month basis. Effective August 1, 2021, producers can sell up to 10 per cent of their eligible annual quota eligibility in a rolling 12-month period,

subject to the Board’s ability to implement policies to either incentivize or reduce production.

The 10 per cent CSR policy means that, starting August 1, 2021, a producer’s rolling annual cumulative credit sales cannot exceed 10 per cent of their rolling annual quota eligibility. The rolling annual quota eligibility is determined by multiplying the producer’s average quota holdings in the rolling 12-month period by the number days in that rolling 12-month period.

A producer’s “remaining credit-sale eligibility” is reported in the comments section of the milk pay statement each month.

### **Credit-Day Restriction**

A Credit-Day Restriction (CDR) policy, also referred as credit-use restriction policy, is a policy that limits how much overproduction is allowed beyond a producer’s quota holdings in a given month.

To decrease milk production, Alberta Milk will, as and when required, use the CDR policy to limit the extent to which each farm can produce above their respective quota holdings. In months with no CDR, there is no limit on overproduction using credits. However, in a month with a given number of days of issued CDR, each farm may only ship above their monthly quota by the number of days of CDR issued by utilizing underproduction credits.

When the CDR policy is in effect, overproduction will only be paid for to the extent that the CDR allows. Surplus production beyond the CDR limit will not be paid for, and in addition, will count as over-quota milk and will fully utilize the corresponding underproduction credits.

Any milk shipped over the CDR limit will be treated as over-quota production. No payment will be made for the milk shipped above the CDR limit, and all deductions will still apply to all the milk shipped. The over-CDR production will be considered “utilized” for the purpose of calculating the producer’s cumulative quota position.

The following is a summary of how the CDR policy is implemented:

- regardless of how many underproduction credits you have on your farm, you may only over-ship by the number of CDR days issued; AND
- if you over-ship your quota more than what the CDR policy allows, you will only be paid for what the CDR policy allows; AND
- whatever credits you have will be used up according to your over-shipment, despite the CDR limit; AND
- you will need to buy credits (if you don't already have them) to be able to fill an issued CDR allowance.

### **Transferring Quota**

Producers can buy or sell quota through the following options:

- 1) The Alberta Milk Quota Exchange
- 2) Direct Quota Transfers
  - a) Family Transfer
  - b) Going Concern/New Producer Establishment Transfer
  - c) Name Change

### **Submitting Bids or Offers for the Alberta Milk Quota Exchange**

Producers are permitted to buy or sell quota each month, but they are not permitted to buy and sell quota in the same month (i.e., not permitted to submit both offers to sell and bids to buy quota for the same month).

All quota exchange bids and offers should be submitted online through the [Producer Portal](#) by the deadline, which is 4:30 p.m. at least 14 days prior to the 1<sup>st</sup> day of the following month. Quota exchange bids and offers may also be submitted by mail, fax, or email, on completed forms provided by Alberta Milk on [our website](#), or by contacting our office. Forms may be faxed to 780-455-2196, or emailed to [quota@albertamilk.com](mailto:quota@albertamilk.com), or mailed to Alberta Milk, 1303-91 Street SW, Edmonton AB T6X 1H1.

The exchange is run monthly, please see [Alberta Milk's website](#) for the exact date of the deadline each month. Quota exchange transfers are effective on the 1<sup>st</sup> day of the following month.

**Caution:** Any form mailed, faxed, or e-mailed must be signed by the appropriate signing authorities or it will not be accepted. Alberta Milk assumes no responsibility for mails, faxes, or e-mails that do not reach us by the deadline. Producers concerned about the receipt of their bid(s) or offer(s) should call Alberta Milk prior to the quota exchange deadline. Absolutely no late forms will be accepted past the posted deadline.

Every producer is allowed a maximum of six bids to buy quota on Alberta Milk's quota exchange. The minimum bid size is 0.10 kg/day and the maximum bid size is 5 kg/day to a monthly maximum of 30 kg/day.

Similarly, every producer is allowed a maximum of six offers to sell quota. The minimum offer size is 0.10 kg/day, and if the total quantity of offers is greater than 30 kg/day, the volume offered must be equally split over the six offers (or as close to equally as possible), otherwise the maximum offer size is 5 kg/day. A minimum price spread between bids or offers of \$10 per kg/day is required.

For a detailed explanation of how the quota exchange works, please refer to the document "Understanding the Alberta Milk Quota Exchange", which is available on the [Alberta Milk website](#).

### **Determining the Market Clearing Price and Determining Successful Buyers and Sellers on the Quota Exchange**

The market clearing price is the average between the last successful buyer's price and last successful seller's price. At the market clearing price, if the total successful volume of bids to buy quota exceeds the total successful volume of offers to sell, the last bid (or bids) to buy will be pro-rated to match buying and selling volumes. Similarly, if the total successful volume of offers to sell quota exceeds the total successful volume of bids to buy quota at the market clearing price, the last offer (or offers) to sell will be pro-rated to match buying and selling volumes.

Offers to sell quota at or below the market clearing price will be successful if there is an unfilled bid to buy quota at or above the market clearing price. Like a discriminatory auction, these offers are eligible to receive payment equal to what the seller indicated they were willing to

receive. Offers above the market clearing price will not be successful and the quota will be returned to the producer for such offers.

Bids to buy quota at or above the market clearing price will be successful if there is an unfilled offer to sell quota at or below the market clearing price. Successful bidders are obligated to pay equal to what they indicated they were willing to pay. Bids below the market clearing price will not be successful and no quota will be transferred for such bids.

### **Payment for Successful Bids and Offers**

Offers to sell at or below the clearing price will be successful if there is a corresponding buyer and the seller will receive payment according to their offer. Offers to sell above the clearing price will not be successful. Bids to buy at or above the clearing price will be successful if there is a corresponding seller, and the buyer will pay according to their bid. Bids to buy below the clearing price will not be successful.

With successful buyers obligated to pay their bid price and successful sellers receiving their offer price, this creates a surplus of funds between what buyers are required to pay and what sellers will receive. This money will be paid back to all successful participants as “refund dollars” per kg/day bought or sold, which is split proportionately between the successful buyers and sellers. The refund dollar amount is calculated by dividing the surplus dollars by double the total volume of quota transferred on the exchange that month. The refund dollars due will be deducted from the total amount that a buyer is responsible to pay and added to the total amount that a seller will receive.

Successful buyers must pay Alberta Milk on or before the transfer date, or the business day before the transfer date when the transfer date falls on a Saturday, Sunday, or holiday. If a producer fails to make payment, Alberta Milk may settle the account and transfer the quota to Alberta Milk instead of transferring it to the defaulting producer. For the next 12 months, all bids to receive quota by the defaulting producer must be covered by a certified cheque or a letter of credit before the bids will be accepted from that producer. Producers who sell quota on the quota

exchange can expect payment to be sent by Alberta Milk within 5 business days after the transfer date.

### **Notification of Quota Exchange Results**

Alberta Milk determines the clearing price, at the latest, by the next working day after the exchange closes and will notify all participants of the status of their bid(s) or offer(s) by sending e-mail notifications and letters to them once the exchange closes. Alberta Milk will make information regarding the results of the quota exchange, in terms of prices and volumes, available on the [Alberta Milk's website](#) within three working days after the exchange closes.

All quota transfers are subject to Alberta Milk's approval and Alberta Milk reserves the right to change quota exchange policies or procedures at any time. Alberta Milk also reserves the right to cancel the quota exchange in any month for any reason it deems necessary.

### **Direct Quota Transfers**

Direct quota transfers are the transfer of quota between two licenced producers. Each month, the quota exchange is run before direct quota transfers are processed. Producers are accountable for quota transactions on the exchange before any direct quota transfer will be processed. The direct quota transfer options that Alberta Milk allows are Family Transfers, Going Concern /New Producer Establishment Transfers, and Name Changes.

#### **Family Transfers**

Where transacting producers can confirm and provide evidence of an immediate family relationship between the two parties, a direct quota transfer can be made between those producers at no cost. A family transfer may include transfers between corporations where all the shares in those corporations are owned by immediate family members. An immediate family relationship is defined as a spouse, child, sibling, parent, son-in-law, daughter-in-law, or adult interdependent partner.



## **Going Concern/New Producer Establishment Transfers**

A going concern transfer is the direct transfer of quota as part of the sale of an operating dairy farm. A dairy farm is defined as a premise where one or more dairy animals are kept, from which at least a part of the milk produced from those dairy animals is sold, offered for sale, or supplied for human consumption, and includes all buildings and land occupied by, or used in connection with the production of milk from those dairy animals.

The buyer of the dairy farm under a going concern transfer must continue the operation as a licenced dairy farm at the same location for at least two years prior to the quota being transferred again. Otherwise, it is subject to a 5% surrender on the entire quota being transferred by the seller to Alberta Milk, regardless of the type of transfer used.

A new producer establishment transfer is analogous to a going concern transfer, with the exception that the new producer may lease the dairy farm as a going concern, rather than purchasing it.

When buying an operation in a going concern transfer or leasing an operation in a new producer establishment transfer, the buyer assumes all the associated obligations of that farm going forward. This includes the cumulative quota position and current Solids Non-fat to Butterfat (SNF/BF) ratio. However, the buyer does not assume any milk quality history of the previous owner(s), nor will they receive year-end refunds associated with milk shipments made by the previous owner(s), including Western Milk Pool and the Canadian Dairy Commission year-end refunds. This also applies to participants of the New Producer Assistance Program who use the Going Concern/New Producer Establishment Transfers option.

## **Name Changes**

A name change is considered a direct transfer of quota due to a change in the business structure of a farm, which does not necessarily involve any change in the underlying ownership of the farm. This can involve adding additional registered owners to the

farm, removing registered owners from the farm, or incorporating the farm. A farm undergoing a name change must continue to operate at its existing location with the existing licence number, and the quota history and milk quality history will transfer to the new name.

To complete a name change, a producer must submit the following documents, which can be found on [Alberta Milk's website](#) or by contacting Alberta Milk directly: a producer licence application under the new farm name; an application for a direct transfer of quota from the old farm name to the new farm name; new banking information (if applicable); instructions from the lender to withdraw an existing power of attorney from the old farm name (if applicable); a power of attorney form for the new farm name (if applicable); and a certificate of incorporation and a list of the directors (if applicable).

Producers participating in Alberta Milk's New Producer Assistance Program (NPAP) are not permitted to form a partnership of any type, and the NPAP quota loan is non-transferrable. The only exceptions to this restriction are that NPAP producers may incorporate their farm, provided the shares continue to be held exclusively by the original applicants; and that NPAP producers may include their spouse as a joint owner or signing authority on either an incorporated or unincorporated farm.

### **Submitting Direct Transfer Applications**

All direct quota transfer applications must be received by Alberta Milk by mail, fax, or e-mail, on completed forms provided by Alberta Milk (on [our website](#), or by contacting our office) by the deadline, which is 4:30 p.m. at least 14 days prior to the 1<sup>st</sup> day of the following month (the same deadline as the quota exchange). Forms should be faxed to 780-455-2196, e-mailed to [quota@albertamilk.com](mailto:quota@albertamilk.com), or mailed to Alberta Milk, 1303-91 Street SW, Edmonton AB T6X 1H1. Quota transfers are effective on the 1<sup>st</sup> day of the following month.

Alberta Milk will acknowledge its approval if the direct transfer request meets policy requirements. Producers involved in the transfer will

receive written notice of approval and the actual amounts transferred. Alberta Milk reserves the right to refuse any transfer, and a producer may be asked to appear before Alberta Milk to justify a quota transfer request.

The financial settlement for direct quota transfers should be completed only after a written notice from Alberta Milk confirming that the transfer has been received and approved.

Alberta Milk reserves the right to change the direct quota transfer policies at any time.

### **Incentive Days**

Alberta Milk periodically issues incentive days to producers. When incentive days are issued for a given month (i.e., fixed incentive days) or a consecutive number of months (i.e., flexible incentive days), producers can fill the resulting incentive credits by producing over their monthly quota eligibility.

When incentive days are issued, producers receive incentive credits, which is determined by multiplying a producer's quota holdings by the number of incentive days allowed in that month. Producers can fill incentive days regardless of their cumulative quota position and regardless of any underproduction credit transfers in that month. Incentive days are filled after monthly quota eligibility, but before any accumulated underproduction credits are filled.

Fixed incentive days are issued for a specific month and can only be used in that month (i.e., use-or-lose basis). For example, Alberta Milk could issue two fixed incentive days for the month of December. This means producers could take advantage of some or all the resulting incentive credits in December only. Any portion of the resulting incentive credits that is not utilized in December will be lost and cannot be carried forward.

Flexible incentive days on the other hand are issued for a consecutive number of months with a given monthly utilization limit. For example, Alberta Milk could issue a total of 10 flexible incentive days for the

period of August to November with a monthly utilization limit of three days.

Unused incentive credits from issued fixed or flexible incentive days are non-transferrable between producers and cannot be carried forward to future months that are outside the period for which they were issued.

In addition, producers are not allowed to change their pickup schedules or routes to maximize their utilization of incentive days.

The following examples demonstrate how the 10 flexible incentive days in the example above are applied in managing producer quota.

<b>Flexible Incentive Day Example – August</b>	
Starting Cumulative Quota Position	0 kg / 0 days
Total Butterfat Production	3,600 kg
Quota Holdings x Days in August	100.00 kg/day x 31 days
Monthly Quota Eligibility	3,100 kg
<i>Total Flexible Incentive Days Available</i>	<i>1000 kg / 10 days</i>
Incentive Credits Utilization Limit for August = Quota x 3 days	100 kg x 3 day = 300 kg
Incentive Credits Filled in August	300 kg = 3 days
Monthly Over/Under Production	+200 kg
Ending Cumulative Quota Position	200 kg / +2.0 days
<i>Total Flexible Incentive Days Remaining</i>	<i>700 kg / 7 days</i>

<b>Flexible Incentive Day Example - September</b>	
Starting Cumulative Quota Position	200 kg / +2.0 days
Total Butterfat Production	3,250 kg
Quota Holdings x Days in September	100.00 kg/day x 30 days
Monthly Quota Eligibility	3,000 kg
<i>Total Flexible Incentive Days Available</i>	<i>700 kg / 7 days</i>
Incentive Credits Utilization Limit for September = Quota x 3 days	100.00 kg x 3 days = 300 kg
Incentive Credits Filled in September	250 kg = 2.5 days
Monthly Over/Under Production	+0.00 kg
Ending Cumulative Quota Position	+200 kg / +2.0 days
<i>Total Flexible Incentive Days Remaining</i>	<i>450 kg / 4.5 days*</i>

\* The 450 kg or 4.5 days of Total Flexible Incentive Days Remaining will be available for use in October and November, subject to the maximum utilization limit of 3 days per month.

### **Solids Non-fat to Butterfat Ratio**

The Solids Non-fat to Butterfat ratio (SNF/BF) is a measure of the production of proteins and other solids (i.e., solids non-fat (SNF)) relative to the production of butterfat (BF).

If a producer's monthly SNF/BF ratio is greater than the policy limit of 2.4167 (i.e., the target ratio), the portion of SNF production more than the target ratio receives zero payment. The zero payment is applied monthly, but producers can regain lost SNF payment by cumulatively returning below the target ratio later in the dairy year. Any lost payment accumulated through the dairy year due to exceeding the target ratio is lost permanently on July 31st, and each producer starts August 1st with no cumulative SNF position.

The SNF/BF target ratio of 2.4167, as well as the individual producer's monthly and year-to-date actual ratios are reported on the producers' monthly milk pay statement.

The following is an example of how the SNF/BF is calculated:

<b>Solids Non-Fat to Butterfat Ratio Calculation Example</b>
Protein Density + Other Solids Density = Total SNF Density
$3.3248 \text{ kg/hl} + 5.7376 \text{ kg/hl} = 9.0624 \text{ kg/hl}$
Butterfat Density = 4.0992 kg/hl
Total SNF Density / Butterfat Density = SNF/BF Ratio
$9.0624 \text{ kg/hl} / 4.0992 \text{ kg/hl} = 2.2108$

### **WMP Over-quota Penalty Policy**

The Western Milk Pool has adopted a harmonized Over-quota Penalty Policy (OPP) to further manage the supply of milk. Details of the OPP are explained below:

When there is a credit-day restriction (CDR) policy in effect and a producer overproduces beyond the CDR limit, but the producer's closing cumulative quota position (CQP) is below the upper flexibility limit of +5 days:

- The producer will receive no payment for butterfat production beyond the CDR limit, but all deductions are still applied on all milk shipped; AND
- All butterfat production beyond the CDR limit would result in the use of credits to cover-off that butterfat production beyond the CDR limit.

However, regardless of whether there is a CDR policy in effect, when a producer ships above their upper flexibility limit of +5 days:

- The producer will receive no payment for butterfat production beyond the CDR limit, if any, but all deductions are still applied on all milk shipped; AND
- A financial penalty (i.e., overproduction levy) of \$10.00/kg of butterfat will be applied to all butterfat production beyond a producer's upper flexibility limit of +5 days. *(Note: the overproduction levy has not yet been implemented pending necessary regulatory amendments. Once implemented, all producers will be notified accordingly.)*

## **Appointment of Attorney**

Alberta Milk provides an appointment of attorney document (commonly referred to as a power of attorney) to allow lenders or individuals to secure loans against the value of a licenced dairy producer's quota. Alberta Milk only allows the registration of one power of attorney per registered producer at any given time, and an active power of attorney applies to all current and future quota holdings until it is voluntarily discharged by the lender.

The lender may not seize quota, as it is a right to produce milk granted to registered producers by Alberta Milk under the [Marketing of Agricultural Products Act](#) and the [Alberta Milk Regulations](#), and it remains an asset of the crown. However, the power of attorney does give the lender the right to receive any value there may be in the quota at the time of transfer to another registered dairy farm.

When a producer has a power of attorney registered against their quota and requests to transfer or sell quota, Alberta Milk is required under the notice to notify the lender of the application to sell and will direct the sale proceeds as instructed by the lender.

If a lender wishes to discharge a power of attorney, they must submit a request to that effect in writing to Alberta Milk. If a lender wishes to discharge a power of attorney and to replace it with a new power of attorney, lenders can submit the request to discharge and the new power of attorney document together. A power of attorney may only be registered with Alberta Milk on an original form obtained from Alberta Milk; no copies of the forms will be accepted.

## **Catastrophic Events**

Any producer who suffers a catastrophic event should contact Alberta Milk at their earliest reasonable convenience to request accommodation for any adverse quota management consequences that may result from the event.

A catastrophic event is defined as:

- the severe illness, injury, disability, or death of the registered producer or of the main operator of the farm;

- destruction of, or severe damage to, the production facilities;
- sudden death of a significant portion of the producing herd;
- severe infection of the producing herd by an uncontrollable disease;
- the presence of a disease that requires the slaughter of the producing herd by health authorities;
- or any other event not mentioned above which is outside the scope of the producer's control.

Producers who experience a catastrophic event in another commodity (e.g.: Bovine tuberculosis, Porcine Epidemic Diarrhea, etc.) are required to advise Alberta Milk promptly.

### **Producers Exiting the Dairy Industry**

Producers who have decided to exit the industry must inform Alberta Milk of the date they will cease production, and Alberta Milk will suspend the producer's licence at the end of the day of their final shipment.

A producer who has had their licence suspended because they are exiting the industry is ineligible to sell underproduction credits. Any cumulative quota position held by a producer who exits the industry will have that position absorbed by the province, thus any remaining underproduction credits held by a producer who has ceased shipping raw milk will be forfeited to Alberta Milk.

A producer who has had their licence suspended because they are exiting the industry has six months to sell or transfer their remaining quota holdings to another licenced producer. If after six months, a suspended producer still holds quota, Alberta Milk will sell any such remaining quota on behalf of the producer on the next quota exchange at a price equal to the lowest successful offer to sell received in that month. When a producer has ceased production and no longer holds quota, their producer licence will be cancelled.



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## SECTION 2: PROACTION® AND MILK QUALITY POLICIES

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To offer the best milk every day, Canadian dairy farmers have excellent standards and practices. Dairy Farmers of Canada and all of its provincial members including Alberta Milk initiated the development of proAction® to show how farmers responsibly produce milk. With proAction, farmers offer proof to customers that they work to ensure milk quality and safety, and to continually improve animal health and welfare as well as environmental stewardship.

proAction includes six modules under one umbrella. These modules are implemented according to the same timeline across Canada:

1. Milk Quality
2. Food Safety - previously known as Canadian Quality Milk (CQM)
3. Animal Care
4. Livestock Traceability
5. Biosecurity
6. Environment

proAction registration is a mandatory condition of a producer licence. Producers are subject to an annual proAction validation, alternating between a full validation or self-declaration. Each year, a random 5% of producers who complete the self-declaration will be selected for a full validation.

New producers will have six months to keep records and be registered on the proAction program.

Every two years, producers are required to complete a Cattle Assessment as conducted by Holstein Canada, a Biosecurity Risk Assessment Questionnaire in consultation with their herd veterinarian and Environment Questionnaire via the National Electronic Administrative System (NEAS – [dairyproaction.ca](http://dairyproaction.ca)). These activities align with when the producer's full proAction validation is due.

Standard Operating Procedure (SOP) and Record templates can be used and found at: [www.albertamilk.com/for-industry/proaction-records](http://www.albertamilk.com/for-industry/proaction-records)

Producers who do not complete the annual proAction validation or do not effectively maintain their proAction records are subject to having their registration and producer licence withdrawn.

proAction registration is reinforced by the Compliance Policy described below, also known as the registration withdrawal process.

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### **Full Validation Compliance Policy**

1. Validation completed: deadline for Corrective Action Requests (CARs) based on CAR:
  - a. 30-d for most CARs
  - b. 60-d for treatment, disease, traceability records
  - c. 90-d for temperature and sanitation records
2. **Day 0:** CARs due, 30-d extension granted (extension granted at the discretion of proAction Coordinator. Timeline activities adjusted accordingly)
3. **Day 30:** 30-d extension CAR deadline, Withdrawal Letter 1 sent stating 30 days until Withdrawal Letter 2 and ineligible for milk quality bonus.
4. **Day 60:** Withdrawal Letter 2 stating proAction registration will be withdrawn in 14 days and ineligible for milk quality bonus.
5. **Day 75:** Withdrawal Letter 3 stating proAction registration has been withdrawn. Producer must reapply for proAction and a penalty of 2% gross monthly pay is applied until registration obtained (minimum 3 months) or until day 185.
6. **Day 185:** assuming no proAction registration obtained, 4% penalty of gross monthly pay.
7. **Day 215:** 8% penalty of gross monthly pay
8. **Day 245:** 15% penalty of gross monthly pay
9. **Day 275:** assuming no proAction registration obtained, the penalty will remain at 15% and cancellation of producer licence and milk pick-up may apply.

### **12 Months (maximum)**

**30-day CAR = 10 mo; 60-day CAR = 11 mo; 90-day CAR = 12 mo**

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## Self-Declaration Compliance Policy

1. **Day 0:** Self-Declaration due, 30-d extension granted (extension granted at the discretion of proAction Coordinator. Timeline activities adjusted accordingly).
2. **Day 30:** 30-d extension deadline, Withdrawal Letter 1 sent stating 30 days until Withdrawal Letter 2 and ineligible for milk quality bonus.
3. **Day 60:** Withdrawal Letter 2 stating proAction registration will be withdrawn in 14 days and ineligible for milk quality bonus.
4. **Day 75:** Withdrawal Letter 3 stating proAction registration has been withdrawn. Producer must reapply for proAction and a penalty of 2% gross monthly pay is applied until registration obtained (minimum 3 months) or until day 185.
5. **Day 185:** assuming no proAction registration obtained, 4% penalty of gross monthly pay.
6. **Day 215:** 8% penalty of gross monthly pay
7. **Day 245:** 15% penalty of gross monthly pay
8. **Day 275:** assuming no proAction registration obtained, the penalty will remain at 15% and cancellation of producer licence and milk pick-up may apply.

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## 9 months

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### Milk Testing

Laboratory tests are performed by analysts at the Central Milk Testing (CMT) lab in Edmonton or other approved provincial labs which all use the same approved methods and have the same accreditation.

The CMT lab tests every bulk tank sample for components (butterfat, protein, and other solids), somatic cell counts (SCC), milk urea nitrogen (MUN), freezing points (FP) and bacteria (IBC). Inhibitor (INH) testing for different drug families is conducted randomly both monthly and quarterly using several different tests.

The CMT lab is open 6 days a week, Monday to Saturday excluding statutory holidays.

## Sampling / Sample Turn Around Time (STAT)

All shipments from all bulk tanks will be sampled by a licenced bulk milk grader. Samples are then delivered to a processor or collection depot and shipped by courier to the CMT lab.

Alberta Milk strives to have a provincial average STAT of 1.5 days including weekends and holidays.

Samples submitted by the Inspection and Investigation Section of the Alberta Ministry of Agriculture and Irrigation may be used to determine grades in special circumstances.

## Milk Test Codes

Producer test results are published online on the [Producer Portal](#). Test results may have a code applied indicating the reason a sample will not be used.

Code	Description
C – Contention	The sample butterfat varies from the other samples that month by more than +/- 0.5 kg/hL
D – Discard	The sample has been found to be unsuitable and is “discarded”.
S – Stale Dated	The sample is too old for testing.
Q – Questionable	The IBC results for the producer do not match up with the corresponding truck compartment IBC result.

## WMP Progressive Penalty Program

Effective January 1, 2023, Alberta adopted the new Western Milk Pool Progressive Penalty Program (PPP).

The PPP provides for pay deductions, and licence suspensions and cancellations when a producer’s milk quality does not meet regulatory standards. Alberta Milk administers this program under the authority of the WMP Progressive Penalty Program Directive and sections 30 and 31 of the [Alberta Milk Marketing Regulation](#). Milk quality standards are set

in Schedule 2 of the [Dairy Industry Regulation](#) and in the Alberta Milk Marketing Regulation.

The WMP PPP has four penalty levels. Penalty rates increase based on how often a farm has marketed substandard milk within the last rolling 12 months:

WMP PPP Penalty Level	Penalty Amount	Number of Infractions (rolling 12 months)
1	\$5/hL	First 10 infractions (#1 – 10)
2	\$15/hL	Next 10 infractions (#11-20)
3	\$45/hL	Next 10 infractions (#21-30)
4	\$45/hL + Suspension	Next 1 or more infractions (#31 and up)

Every occurrence over 30 infractions in a rolling 12-month period triggers a penalty plus a suspension:

- a) 1<sup>st</sup> suspension (in the past 12 months) is minimum 6 days shut off – must get a sample into the lab for testing in that 6-day period to prove the issue is corrected.
- b) 2<sup>nd</sup> suspension (in the past 12 months) is minimum 12 days shut off – must get a sample into the lab for testing in that 12-day period to prove the issue is corrected.
- c) 3<sup>rd</sup> suspension (in the past 12 months) is minimum 24 days shut off – must make a request/appeal to the board in that 24-day period. Board may set conditions that must be met for pickups to resume or choose to cancel licence.

Reinstatement after a suspension or cancellation is dependent upon the producer providing a sample to the CMT lab that meets the criteria of Schedule 2 of the [Dairy Industry Regulation](#).

### **PPP and Multiple Tanks**

Alberta Milk only applies a penalty to the volume of milk in the tank containing substandard milk. For example, if a farm's first tank contains substandard milk, but the milk in the second tank meets quality standards:

- Alberta Milk applies a penalty to the volume of milk shipped from the first tank, and
- The farm receives full payment for milk in the second tank.

### **PPP and Multiple Pickups**

To ensure equal treatment for farms with multiple pickups in a two-day period, all shipments of substandard milk in each two-day period of the month fall under a single infraction, i.e.:

- Period 1 = 1<sup>st</sup> & 2<sup>nd</sup> day of the month
- Period 2 = 3<sup>rd</sup> & 4<sup>th</sup> day of the month
- Period 3 = 5<sup>th</sup> & 6<sup>th</sup> day of the month, etc.

For months that end in an odd number, the last day is included in the last two-day period, i.e.:

- For months with 31 days, the 29<sup>th</sup>, 30<sup>th</sup> & 31<sup>st</sup> all count as period 15.
- For February 29<sup>th</sup> (leap year), the 27<sup>th</sup>, 28<sup>th</sup> & 29<sup>th</sup> all count as period 14.

## Standards for Raw Milk – What triggers an Infraction?

Quality Area	Infraction Level	Test Frequency	PPP Deductions Applied if
Individual Bacteria Counts (IBC)	Over 121,000 cells/ml	Every qualifying bulk tank milk sample	Any individual IBC test is greater than 121,000 cells/ml
Somatic Cell Counts (SCC)	Over 400,000 cells/ml	Every qualifying bulk tank milk sample	Any individual SCC test is greater than 400,000 cells/ml
Freezing Point (FP)	Over -0.525°H	Every qualifying bulk tank milk sample	Any individual freezing point test is over -0.525°H
Inhibitor and Drug Residues	Over inhibitor concentrations the maximum levels prescribed by the <i>Food and Drugs Act</i> (Canada)	Once per month or quarterly at random, and any samples on loads testing positive	Any of a producer's milk samples test positive for inhibitors or drug residues at the Central Milk Testing Lab or any approved lab.

### Inhibitor Penalties

The CMT lab tests individual producer samples for several different drug residues on a random basis. Every load of milk is tested for drug residues by the processor upon arrival at the processing plant. Inhibitor penalty deductions can be calculated using the following formula:

- Per cent reduction in gross pay in the month of the infraction (dependent on grade);
- A penalty fee of \$3,000;
- A charge equal to the value of the contaminated shipment will be deducted off the producer's gross pay; and
- Quota will be deemed as filled by the shipment.

Infraction # in the past 12 months	Inhibitor Deductions
1	5% of gross monthly pay + \$3,000 (Grade 2)
2	10% of gross monthly pay + \$3,000 (Grade 3)
3	15% of gross monthly pay + \$3,000 + farm inspection (Grade 4)
4	15% of gross monthly pay + \$3,000 + producer licence suspension may apply (Grade 5)
5	15% of gross monthly pay + \$3,000 + producer licence may be cancelled; Quota may be sold (Grade 6)

Producers notified of a positive inhibitor result will be suspended from shipping milk by the Inspection and Investigation Section of the Alberta Ministry of Agriculture and Irrigation. Reinstatement of the producer licence will occur when a negative test **using the same inhibitor type test as the original positive** is reported to the investigating dairy inspector.

If you have any questions regarding this summary of the WMP PPP, please call Alberta Milk's Member Services staff at 1-877-361-1231.

### Milk Temperature

Milk should be maintained at a temperature between 0° C and 4° C and should be cooled as fast as possible. Here is a summary of the Dairy Industry Regulations milk cooling standards:

Milking	Cooling Period	Temperature
First Milking	One hour after completion of milking	Maximum 10° C
	Two hours after completion of milking	0° C to 4° C
Next Milkings	During the milking, cannot exceed	10° C
	One hour after completion of milking	0° C to 4° C



If the milk is harvested using an automated milking system:

Milking	Cooling Period	Temperature
Start of Milking	Within two hours after the start of milking	0° C to 4° C
Blend Temperature	Must not rise above 4° C for more than 15 consecutive minutes	Not above 4° C for 15 min

If the milk temperature is not in accordance with these rules, the bulk milk grader will reject the milk.

### Rejected Milk

Bulk milk graders must grade milk before they accept it. The [Dairy Industry Regulation](#) Section 40(2)(d) states, “A bulk milk grader shall not collect milk from a bulk milk tank if the milk in the bulk milk tank is not acceptable on the basis of its appearance, odour, temperature or other observable abnormalities.” Bulk milk graders are instructed to take two samples of the milk that they reject. They are also instructed to advise the affected producer, Alberta Milk and the Inspection and Investigation Section of the Alberta Ministry of Agriculture and Irrigation.

There may be several reasons for milk to be rejected by bulk milk graders. In addition to the temperature standards outlined above, Section 44(1)(b) of the [Dairy Industry Regulation](#) states, “No person shall sell milk for human consumption that contains blood, coagulation or other foreign particles.” This regulation puts the onus on producers to ensure that their milk is acceptable before offering it for sale.

If a bulk milk grader accepts milk that is later rejected by the plant receiver for the presence of blood, the producer will receive zero payment for this volume, and it is deemed shipped and will fill quota eligibility accordingly. The milk hauling company is responsible for disposal costs of the milk and for compensating the innocent producers whose commingled shipments were also rejected.

If your milk is rejected, you may call Alberta Milk’s Member Services staff for advice and assistance (1-877-361-1231). Producers have the right to request that their milk be graded by the processor’s milk receiver. The milk receiver will grade samples of the milk delivered by

the bulk milk grader. It is the responsibility of the producer to follow up with the processor as to their decision to accept or reject the milk. If the receiver also rejects the milk, the producer may ask an inspector to review the milk rejection. It is the responsibility of the producer to contact the inspector for their review of the rejection. *Note: The decision of the inspector is final. Milk rejection requirements are detailed in section 17 of the [Dairy Industry Act](#).*

Once the rejection is finalized, producers will need to discard all of the offending milk. Any volume discrepancies in the immediate shipment after a rejection will be adjusted as necessary. No payment will be received for milk that should have been discarded.

The contact list of milk receivers is available in the Document Manager section of the [Producer Portal](#).

### **Analysis of Extra Samples by the Lactanet Central Milk Testing Lab**

Producers can get extra milk tests done at the Central Milk Testing (CMT) laboratory as per the following fee schedule.

#### **Individual Cow Testing** (plus \$50.00 Herd Fee)

Somatic Cell	\$3.25/sample
Milk Components/SCC	\$5.00/sample
MUN	\$3.25/sample
Milk Components/SCC/MUN	\$10.00/sample

#### **Quality Testing** (plus \$50.00 Admin Fee)

IBC Testing (Bactoscan)	\$ 9.00/sample
Drug Residues	
• Beta Lactam – [BL] (Disk Assay)	\$25.00/sample
• BL, Sulfa, Tetra (Trio)	\$60.00/sample
• Freezing Point (Cryoscope)	\$ 9.00/sample

#### **Additional Supplies**

Sample Vials	\$ 0.90/vial
Sample box (64 vials with pills)	\$30.00/box

Producers can call the CMT lab to request any of these tests on the samples sent for component testing (though not all samples will meet the criteria for bacteria testing). Producers are responsible for sending in their own extra samples for testing.

It is important to call the CMT lab prior to sending samples for extra testing. The CMT lab can be reached at 780-434-3440 or toll free at 1-866-816-5335.

### **Additional Laboratory Tests**

#### ***Lab Pasteurization Count - \$30 per sample + \$50.00 Admin Fee***

- Tests for the presence of thermophilic bacteria.
- Some typical thermophilic bacteria are Micrococcus, Microbacterium, Streptococcus, Lactobacillus, Bacillus, and Clostridium.
- Thermophilic bacteria (vegetative cells or spores) can survive pasteurization.
- High thermophilic bacteria counts are associated with unhygienic production practices. The thermophilic count indicates thoroughness of equipment sanitation and assists in detecting sources of organisms responsible for high counts in pasteurized milk products.

#### ***Psychrotrophic Bacteria Count - \$40 per sample + \$50.00 Admin Fee***

- Tests for the presence of bacteria that grow at temperatures under 8° C.
- Some types of psychrotrophic bacteria are Pseudomonas, Flavobacterium, Bacillus, and Lactobacillus.
- Growth of psychrotrophs in raw milk can reduce the quality of the pasteurized product: pasteurization eliminates most (but not all) of these cells.

#### ***Coliform Count - \$35 per sample + \$50.00 Admin Fee***

- Petrifilm Plate Method.
- Common types of coliform bacteria are Escherichia and Enterobacter.

- Presence of coliform bacteria may indicate the possibility of fecal contamination.

Samples must be taken in a hygienic manner and stored at 0° C to 4° C. Samples can be delivered personally or shipped by courier to:

Central Milk Testing Lab  
1303 91 St SW  
Edmonton, AB T6X 1H1  
1-800-549-4373

### **Milk Quality Incentive Programs**

Alberta Milk offers two incentive programs to producers to encourage the production of high-quality milk that exceeds all regulatory requirements. The qualification criteria for the Annual Milk Quality Award program and the Monthly Milk Quality Bonus Program are presented below.

#### **Annual Milk Quality Award Criteria**

1. Must be an active producer, who has produced milk in all 12 months of the previous dairy year.
2. The average of the twelve-monthly individual bacteria counts (IBC) must be 15,000 cells/ml or less.
3. The average of the twelve-monthly somatic cell counts must average 200,000 cells/ml or less, with a maximum of three monthly counts permitted between 200,000 and 300,000 cells/ml.
4. All freezing points must be -0.530 Hortvet or lower during the year.
5. There must be no inhibitor infractions during the year.

#### **Monthly Milk Quality Bonus Program Criteria**

To qualify for the monthly Milk Quality Bonus:

- A producer must be recognized on proAction (a recognized producer is one that has obtained proAction registration and is not in the proAction registration withdrawal process).
- A producer must meet the following criteria in each month:

Test	Standard to Meet
Individual Bacteria Count (IBC)	Maximum average of 30,000 cells/ml.
Somatic Cell Count (SCC)	Maximum average of 250,000 cells/ml.
Inhibitors and Drug Residues	No Infractions.
Freezing Point	No Infractions. Maximum temperature: -0.525 H.
Rejected Milk on Farm	No rejected milk on farm

The Milk Quality Bonus is paid monthly; the value of the bonus will vary depending on Western Milk Pool Class 1 sales and will vary depending on the volume of qualified milk produced in Alberta. The average bonus in the past two years has been approximately \$0.2215/hL.

*Note: A producer who is in non-compliance with proAction is not eligible for the milk quality bonus in the month(s) they are in non-compliance. A producer is considered to be in non-compliance after Day 30 of the proAction Compliance Policy (see page 22). To remain in compliance with proAction, each producer must submit their self-declaration by the due date; address all Corrective Action Requests on the validation report in the agreed upon time frame with the proAction Coordinator; and maintain all the required proAction records. Non-compliance applies to all proAction modules.*

### **Producer Milk Quality and Component Test Notifications**

Milk quality and milk component test results are available from Alberta Milk by e-mail, text, or on the [Producer Portal](#). Producers can access their account using a password. Receiving test results by e-mail is a setting that producers can customize through their online account.

Alert notifications for test results over threshold values are sent as soon as the data is imported into the Alberta Milk database. The threshold levels are initially set by Alberta Milk but are customizable by producers.

Alberta Milk does not do routine phone alerts to producers when their milk quality does not meet standards. Producers are advised to check

their Monthly Penalty Page under the Test Results menu option to see any PPP penalties and penalty dollar amounts. Producers will be contacted by the Inspection and Investigation Section of the Alberta Ministry of Agriculture and Irrigation if their milk tests positive for inhibitors, if their IBC values exceed 1,000,000 cells/ml, or if their FP values is warmer than -0.514 H.

### **Contaminated Milk**

Alberta Milk recognizes that unexpected events happen on the farm and possibly during milk transportation which may impact milk quality or food safety. These unexpected events include the issue of potential milk contamination which can be caused by mis-labelled feed, treated cows or any other incident on your farm which may have jeopardized the quality and safety of the milk in your tank.

Producers must take the following steps should they ever have an event of possible contaminated milk:

- Producers **MUST** call Alberta Milk immediately once they are made aware of a possible milk contamination on their farm.  
TRANSPORTATION EMERGENCY LINE at 780-491-2666
- Producers **MUST** call the Alberta Milk Transportation Emergency Line at 780-491-2666 immediately after learning from the Alberta Ministry of Agriculture and Irrigation staff or Canadian Food Inspection Agency (CFIA) staff about possible contamination of the milk in your tank.
- Follow the proAction SOPs for contaminated milk.

Producers may be held liable if these steps are not followed.

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## SECTION 3: ON-FARM BULK TANK POLICIES

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### **Bulk Tank Installation**

Bulk tank installations must be approved by an inspector before Alberta Milk is allowed to take shipments from that tank. To make an appointment, contact the Inspection and Investigation Section of the Alberta Ministry of Agriculture and Irrigation at 403-755-1474.

All newly installed bulk tanks must have a minimum three-inch outlet and an available reducer from three inches down to two and a half inches for the transporter's loading hose to maintain efficiency when loading the milk.

All newly installed Automated Milking Systems must also provide a minimum three-inch outlet and an available reducer from three inches down to two and a half inches.

New bulk tank installations must be calibrated as soon as possible.

### **Minimum Bulk Tank Capacity**

A bulk tank (or a combination of more than one) on a farm must hold at least two and a half days of the herd's milk production during the peak production period.

All bulk tanks must be in accordance with the [Dairy Industry Regulation](#) (DIR 21-26). Milk measurement and tank calibration requires the presence of a tank dipstick. All bulk tanks must meet the minimum cooling requirements for milk collection as defined in 3-A Sanitary Standards for Farm Milk Cooling and Holding Tanks.

New bulk tank installations must be calibrated as soon as possible.

### **Minimum Shipment Policy**

A minimum of 100 litres must be shipped every two days.

On a monthly basis, the volume portion of the producer transportation assessment will be applied using a minimum monthly volume of 6,000

litres (pro-rated if a producer is entering or exiting the industry during the month).

The yard charge will be paid by all producers regardless of the volume shipped.

### **First Milking Specifications**

The first milking placed in the bulk milk tank must:

- Have a minimum of five minutes of agitation every hour;
- Be at or above the minimum volume on the tank chart;
- Be properly cooled; and
- Be able to be sampled.

The bulk milk grader will notify Alberta Milk if these requirements are in question and the office will contact the producer to check on the volumes shipped.

### **Sanitization of Bulk Tanks**

A bulk tank must be emptied, cleaned, and sanitized at least once every two days. It must be cleaned every time it is emptied.

### **Extra Pickup and Dual Tank Policy**

An extra pickup (EPU) is defined as an additional pickup, other than the regular pickup cycle of once every two days at a usual time.

Dual Tanks are defined as two or more tanks that have a regular pickup cycle of once every two days.

Examples of EPU (but not limited to):

- Bulk tank installations;
- Bulk tank calibrations;
- Emergency pickups;
- Late notice from a producer with a follow up bulk tank sample after an inhibitor violation; or
- Tank(s) capacity will not hold two days of production: section 25(1) (c) of the [Dairy Industry Regulation](#) requires that a tank must have capacity to hold at least 2.5 days of milk production by the dairy animal herd during its peak production period.



## **Producer Cost/Payment**

EPU can be requested by either the individual producer who will then pay or by Alberta Milk who will then pay, regardless of the tank's capacity.

The following costs will apply to the individual producer who requests EPU:

- For 0 to 100 km per EPU a flat rate fee of \$40 for each EPU.
- For EPU over 100 km a flat rate fee of \$40 plus an additional km charge for the km over 100 as calculated by the transportation hauling formula.
- Current yard charge - The regular yard charge will apply only when the milk is picked up; for trips to the farm where the milk is not picked up, there will be no yard charge.
- If the EPU is to manage bulk tank volumes, then the flat rate fee will apply for a minimum of two months, regardless of the number of EPU within the two months.
- Producers with dual tanks and the regular pickup cycle of once every two days will only be charged one yard-charge within the two-day pickup cycle. If the producer requests EPU, then the above costs will apply.

The following payments and non-charges will apply to the individual producer when Alberta Milk requests EPU:

- The producer will be paid a token payment of \$40 for each of these EPU.
- The producer will not be charged the flat rate \$40 fee nor the current yard charge fee for these EPU.

## **Extra Pickup Administration**

All producer costs and payments for EPU will be deducted from or added to the individual producer's pay.

## Dual Tank Specifics

The Western Milk Pool Progressive Penalty Program (PPP) will apply to all milk produced monthly, regardless of which tank the violation occurred.

With every additional tank, producers will pay extra costs including additional laboratory (no monthly prorated), calibration, and cleaning costs.

If a producer chooses to have additional tanks, they must meet the same [Dairy Industry Regulation](#) requirements as the first tank. The following requirements must also be met:

- Tanks must be clearly identified by numbers and the corresponding calibration chart, milk house bar code labels, and milk receipts must be identified accordingly. The tank that is primarily used must be labelled as #1.
- The additional tanks must be situated so that all farm bulk tanks can be picked up on one stop with a standard 8-meter hose without moving the truck.

## Bulk Milk Tank Calibration Program

The Bulk Milk Tank Calibration Program for Alberta started on May 1, 2005. After a bulk milk tank has been initially calibrated, it will be checked for recalibration or calibration at five-year intervals.

When bulk tanks are calibrated, they may be re-sloped to ensure fast drainage, which is important for large milk pumps to operate.

Producer calibration costs include:

- Labour costs for their individual calibration.
- Cost of supplying enough clean, potable water from an acceptable source free of air bubbles to fill the bulk tank. Bulk milk tanks with a capacity of over 1,000 gallons must have enough water available to fill at least half, if not all of the tank. This water should be in a separate tank within 12.19 metres (40 feet) of the bulk milk tank.

- If a bulk tank without a dipstick is purchased, it is the producer's responsibility to acquire and install a holder and dipstick prior to installation.

Each bulk milk tank calibration must be rechecked, by a calibrator approved by Alberta Milk, every five years.

### **Calibration Priorities**

Alberta Milk has contracted International Dairy Calibrations Alberta Ltd. (Mr. Shaun Byers) to perform calibrations in Alberta. Newly installed tanks and tanks on farms that have changed ownership will receive the highest priority, followed by tanks on routes where excessive shrink has been identified. The calibrator works with haulers by route within a region in order to keep costs down. Producers are asked to try to accommodate the calibrator to arrange to calibrate or recalibrate their tank(s).

If you have any questions regarding Bulk Tank calibration, or would like to inquire about scheduling a calibration, please call Alberta Milk Member Services toll free at 1-877-361-1231.

## Calibration Costs

The price for tank calibration is dependent on the size of the tank.

Capacity in US Gallons	Capacity in Litres	Calibration Cost as of Aug 1, 2023	Re-Calibration Cost as of Aug 1, 2023
200 - 599	757 - 2,267	\$ 781	\$ 485
600 - 799	2,271 - 3,025	\$ 791	\$ 492
800 - 999	3,028 - 3,782	\$ 805	\$ 513
1,000 - 1,249	3,785 - 4,728	\$ 825	\$ 520
1,250 - 1,499	4,732 - 5,674	\$ 853	\$ 552
1,500 - 1,999	5,678 - 7,567	\$ 869	\$ 570
2,000 - 2,499	7,571 - 9,460	\$ 924	\$ 584
2,500 - 2,999	9,464 - 11,352	\$ 965	\$ 599
3,000 - 3,499	11,356 - 13,245	\$ 1,027	\$ 627
3,500 - 3,999	13,249 - 15,138	\$ 1,084	\$ 656
4,000 - 4,999	15,142 - 18,923	\$ 1,161	\$ 690
5,000 - 5,999	18,927 - 22,709	\$ 1,212	\$ 705
6,000 - 6,499	22,712 - 24,601	\$ 1,261	\$ 719
6,500 - 7,499	24,605 - 28,387	\$ 1,289	\$ 735
7,500 - 8,000	28,391 - 30,283	\$ 1,309	\$ 747

Pooled calibration costs covered by Alberta Milk include:

- Calibrator mileage and expenses
- Re-sloping of tanks (\$75/tank)
- Milk hauling charges (if required)

## Buffer Tank Policy

Buffer tanks are required on all new Automated Milking Systems.

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## SECTION 4: YARD AND LANE POLICIES

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*Note: This policy has been revised for a transition from the current tri-axle trailers over to b-trains for milk pickup. The 10-year transition will involve producers, processors, and haulers. Please contact Bill Beisal directly for any inquiries of the new b-train criteria.*

The purpose of these standards is to ensure greater farm safety and to maintain transportation efficiencies. Individual milk producers are responsible for ensuring that a safe and practical access to the milk house in all weather conditions is provided for the milk transporter and his vehicle.

These standards will apply to all operations during the transition from tractor, tri-axle trailer combination over to a tractor, b-train trailer combination. This 10-year transition will be completed on August 1, 2028, when all operations will be required to have b-train accessibility.

Effective August 1, 2018, all existing and new producers who construct a barn where facilities did not already exist are required to have a yard and lane that is accessible to b-trains.

**\*\*Note:** This policy will note the specific b-train requirements for these operations to adhere to (i.e., constructing a barn where facilities did not already exist).

Acquiring a producer licence requires compliance with this policy.

These policies take into consideration the [Dairy Industry Act](#) and [Dairy Industry Regulations](#) concerning yards and transporters. As changes occur in the dairy industry, larger configurations may be used to maintain and improve efficiencies.

### **Policy Administration**

Producers are encouraged to meet these standards and make the necessary adjustments themselves. In every instance, the application of this policy will be based on common sense and practical considerations.

Any farmyard or lane problem that is brought to the attention of Alberta Milk staff will be dealt with on an individual basis. A staff representative will be available to act as a liaison between the producer and milk hauler, ensuring that all requests are within policy standards. After discussions with the producer and milk hauler, a Yard Report indicating any necessary changes for policy compliance will be completed. A reasonable amount of time will be granted for changes, according to each individual case.

If a producer chooses to appeal the Yard Report, a written request for appeal will be required and submitted to the Alberta Milk Board of Directors for review.

### **Lane Requirements**

Producers must have the following lane requirements in place:

#### **Cross-Contamination Prevention**

- Farmyards and lanes must be kept free of manure.
- Manure accumulations on farmyards or lanes are considered to be possible sources of contamination through soil and manure adhering to the underside of milk trucks and truck tires. Adherence to this requirement will help eliminate the spread of pathogens.
- Livestock of any description shall not be allowed access to any portion of the lane or yard that is normally traveled by a milk hauler.

#### **Farm Gates and Fences**

- A gate of any type, which requires opening and closing by the milk hauler having to leave his vehicle, is not permitted.
- Fences must be set back a minimum of 2.44 metres (8 feet) from the edge of the lane.

#### **Overhead Objects**

- The traveled portion of the yard and lane should be free of all overhead objects such as branches and wires to a height of 4.57 metres (15 feet) from the surface of the yard and lane. Ice and snow build-up should be taken into consideration when determining the

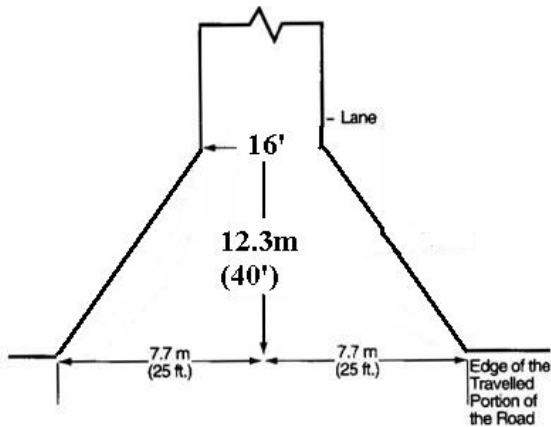
height. As well, all porch roofs or similar structures surrounding the loading area and traveled portion of the yard and lane must be considered.

### **Lane Bridges**

- All bridges, culverts, and Texas-style gates should be clearly identified on all four corners where the lane meets the bridge. The weight-bearing load/capacity will depend on the length of bridge and the number of axles on the bridge at any one time. The weight-bearing load/capacity must accommodate the largest trailer assigned by Alberta Milk.
- The length of any necessary culvert will be dependent on the ditch location with respect to the driveway entrance. In addition, if the type of vehicle used to pick up milk changes, and has been approved by Alberta Milk, then the producer must ensure that the yard and lane entrance can accommodate the new vehicle type.

### **Lane Entrance**

- The lane entrance must be such that it provides a safe and reasonable access for the type of vehicle operating in the area. If the type of vehicle used to pick up a producer's milk changes, and has been approved by Alberta Milk, then the producer must ensure that the yard and the lane entrance can accommodate the new vehicle type.
- The lane entrance should angle from the shoulder of the road so that at 12.19 metres (40 feet) in from the edge of the traveled portion of the road the width of the lane must be a minimum of 3.66 metres (12 feet).
- The length of any necessary culvert will be dependent on the ditch location with respect to the lane entrance as illustrated in Figure A.
- Minimum width of the lane entrance is 3.66 meters (12 feet), preferred is 4.88 metres (16 feet).

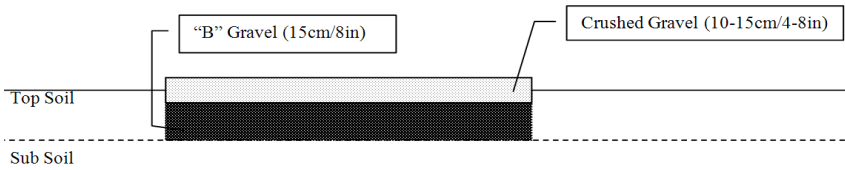


**Figure A: Lane Entrance**

### **Yard and Lane Construction**

- In order to provide adequate drainage and permit winds to carry snow over the laneway, the lane surface should be elevated with a gentle downward slope from the centre to each side of the lane. In addition, the lane shoulders should slope at an angle no greater than 45 degrees.
- The entire lane and traveled portion of any yard site shall be constructed to provide adequate weight bearing support for a fully loaded truck or tractor-trailer. For the lanes that are not acceptable, the following minimum standards will be applied. However, the amount of natural drainage will determine if more, or less, granular material is required compared to the specifications shown in Figure B.
- For gravel yards and lanes, there must be adequate gravel. Proper construction guidelines, for those areas on which the milk truck travels, vary depending on the type of soil.
- That portion of the yard and lane through which the milk truck travels should be constructed to provide adequate drainage and prevent the build-up of mud.





1. Remove all topsoil
2. 15cm of "B" or non-crushed gravel
3. 10-15cm of "A" or crushed gravel

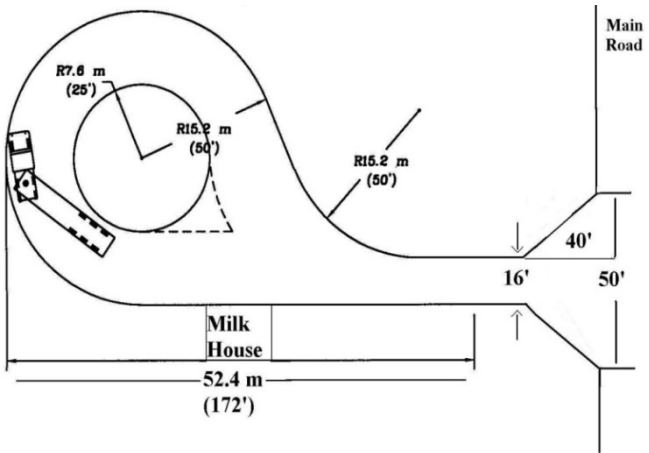
**Figure B: Lane Construction Illustration**

### Other Road Specifications

- Lane Width - The minimum width of the lane is 3.66 metres (12 feet) but the recommended is 4.88 metres (16 feet) for the entire length of the lane, and greater than this at the entrance and at points where the lane direction changes.
- Maintenance - The lane and yard must be kept in good repair and have adequate gravel and proper drainage. It must be free of damaging potholes. In winter conditions, the portion of the driveway and yard that the tanker travels must be cleared of snow whenever necessary. Icy surfaces must be salted or gravelled. In all weather conditions, the lane and yard must be adequate to handle the maximum weight of the loaded milk truck.
- Blocked Access - Cars, farm trucks, farm tractors and farm implements must not be located or parked in that portion of the yard and lane that is traveled by the milk truck in the process of picking up milk.
- Backing into a Yard - For safety reasons it is not permissible for a milk hauler to reverse into or out of a farmyard or lane.
- Turn Around Provisions - A suitable turn around area must be provided within the yard as close to the milk house as possible. This turn around must be a circular turnaround or a drive-through.
- The minimum width of a lane is 3.66 metres (12 feet); the recommended width is 4.88 metres (16 feet) as shown in Figure C.

*Note: Three-point turn around areas are not permissible with b-trains.*

*Note: b-trains are required to have the minimum of 172 feet of a straight away drive path in front of the milk house and must not have reverse travel in the yards and lanes (see Figure C).*

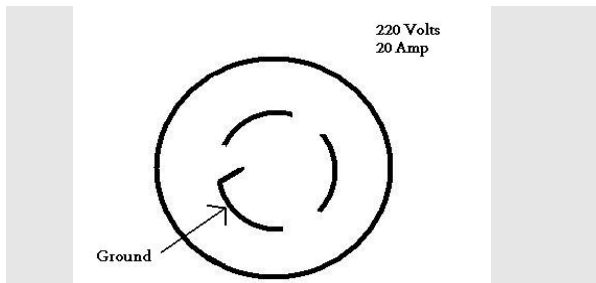


**Figure C: Circular Driveway Diagram**

- Loading Area - The area of the yard where the milk truck is parked while pumping on the milk must be reasonably level and dry. The inside and outside area used by the milk hose must be clean and free from mud, manure, and other contaminants. Sufficient clearance and lighting is required for inspection and sampling of the milk and reading the measuring device. An unobstructed view from the milk house to the transfer pump compartment is required.

### Electrical Outlets

For driver safety reasons, a grounded 20 amp electrical outlet located outside and adjacent to the milk hose porthole is required. This electrical outlet must be controlled with a bipolar switch located inside the milk house. The electrical outlet and the bipolar switch must meet the requirements of the provincial code. For type of plug, see Figure D.



**Figure D: Diagram of Electrical Outlet**

*Note: For b-trains a grounded 30 amp 250 volt electrical outlet located outside and adjacent to the milk hose porthole is required, A 30 amp breaker is required for the 30 amp electrical outlet.*

### **Responsibility for Damages**

When damage has incurred and a consensus cannot be reached between the milk hauler and the producer, it will be reviewed by Alberta Milk. Whoever is deemed responsible, or causes the damage, is responsible for the costs incurred. It is the responsibility of the milk hauler to drive professionally and the responsibility of the producer to comply with the Yard and Lane policies. If these responsibilities are compromised, then responsibility for costs or damages will occur.

#### **Example 1:**

The milk hauler turns a corner too sharply and their truck becomes stuck. A tow truck is required and damage is caused to the trailer. There is ample room for the trailer to turn but due to poor judgment on the driver's behalf, the corner is taken too sharply. The cost is borne by the hauler.

#### **Example 2:**

The milk hauler becomes stuck in the driveway. The driveway in question is compromised due to potholes and is very narrow. The driveway does not comply with the Yard and Lane policy, and the producer has been advised it is unsatisfactory. The producer is responsible for the costs.

## **Dairy Industry Regulation (DIR) and Act (DIA)**

**DIR 8** The land surrounding a dairy barn and milk house must be

- (b) kept free of refuse and animal and vegetable wastes,
- (c) well drained.

**DIR 9** In order to permit passage by a milk transport vehicle, a producer's road to a milk house must be maintained by the producer so that access to the milk house is

- (a) safe and easy in all weather conditions,
- (b) free of animals, locked gates and other obstacles.

**DIR 16(4)(a)(i)** A milk house must be equipped with a pressurized, hot and cold running, potable water system that has taps, pipes, hoses and nozzles installed and arranged in a manner that permits cleaning of the milk house.

**DIR 19(2)** A milk house must have

- (a) outside the milk house and directly below the hose port, a concrete apron,
  - (i) that is connected to the main entrance of the milk house by a concrete walkway and
  - (ii) that is large enough so that the hose of the milk transport vehicle cannot contact ground other than the concrete walkway.
- (b) a grounded exterior electrical outlet adjacent to the hose port and controlled by a bipolar switch located on the interior wall of the milk house in a location accessible to the bulk milk grader,
- (c) a window in the milk house that permits the bulk milk grader to observe the transfer pump compartment of the milk transport vehicle's tank from inside the milk house.

**DIR 24(1)** A bulk milk tank in a milk house must be located so that there

- (a) is sufficient clearance for inspection and sampling of the milk and the removal of the dipstick, gauge or other measuring device,
- (b) is at least 90 cm clearance on the outlet side, the pouring side and the sink side.

**DIA 13(1)** The buildings, land, equipment and utensils of a dairy farm that are used in connection with dairy purposes must meet the requirements of the regulations.

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## SECTION 5: BOARD REVIEWS

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As defined under the [Review and Appeal Regulation](#) and section 36(1) of the [Marketing of Agricultural Products Act](#), a person who is affected by a decision of Alberta Milk may apply to the board to review its decision.

A “review” is a request to the board to review and reconsider a decision and gives the applicant an opportunity to present information or evidence and comments to the board for consideration as part of the review.

### **Board Review Process**

The applicant must make an application to Alberta Milk within 60 days after being notified, served with or otherwise becomes aware of the decision. The application must be made in writing, clearly stating the following:

- a) the name and address and telephone number of the applicant
- b) a description of the decision being contested
- c) the reason and grounds for contesting the decision
- d) the outcome requested
- e) will applicant attend the hearing or provide a written submission only
- f) signature of the applicant

## SECTION 6: USEFUL PHONE NUMBERS AND WEBSITES

Topic	Contact
<b>Alberta Milk Office</b>	<b>877-361-1231</b>
Milk Quality <ul style="list-style-type: none"> <li>• Milk test results</li> <li>• penalty program/milk quality bonus/milk quality award</li> <li>• Bulk tank calibrations</li> </ul>	Kelly Mauthe 780-577-3314 <a href="mailto:kmauthe@albertamilk.com">kmauthe@albertamilk.com</a>
Central Milk Testing Lab <ul style="list-style-type: none"> <li>• Inhibitor testing</li> <li>• Extra lab testing</li> </ul>	866-816-5335
Alberta Ministry of Agriculture and Irrigation <ul style="list-style-type: none"> <li>• Premise inspection</li> <li>• Bulk tank installation approval</li> <li>• On-farm milk rejection</li> </ul>	866-252-6403
Transportation <ul style="list-style-type: none"> <li>• Hauler issues or yard concerns</li> <li>• Extra pick-ups</li> <li>• Incorrect pick-up volume on barn sheet and/or website</li> </ul>	Bill Beisal 780-577-3310 <a href="mailto:bbeisal@albertamilk.com">bbeisal@albertamilk.com</a>  Audrey Kirtzinger 780-577-3311 <a href="mailto:akirtzinger@albertamilk.com">akirtzinger@albertamilk.com</a>
Transportation Emergency Line ( <i>after hours only</i> )	780-491-2666
Quota Management, Licensing, Signing Authorities <ul style="list-style-type: none"> <li>• Quota exchange</li> <li>• Credit transfers</li> <li>• Updating contact information</li> </ul>	Cristin Vollrath 780-577-3312 <a href="mailto:cvollrath@albertamilk.com">cvollrath@albertamilk.com</a>  Jonathan Ntoni 780-577-3313 <a href="mailto:jntoni@albertamilk.com">jntoni@albertamilk.com</a>  Fax: 780-455-2196
proAction®	Morgan Hobin 780-577-3318 <a href="mailto:mhobin@albertamilk.com">mhobin@albertamilk.com</a>

Topic	Contact
Dairy Research and Extension	Mike Slomp 780-577-3316 <a href="mailto:msslomp@albertamilk.com">msslomp@albertamilk.com</a>
Animal Care Concerns	ALERT Line 800-506-2273
Animal Rights Activity	Megan Madden 780-577-3305 <a href="mailto:mmadden@albertamilk.com">mmadden@albertamilk.com</a>
Emergency	911
Dairy Cost Study	Pauline Van Biert 780-415-2153

Alberta Milk Producer Portal: [portal.nitamms.com](http://portal.nitamms.com)

Alberta Ministry of Agriculture and Irrigation:  
[www.alberta.ca/agriculture-and-irrigation.aspx](http://www.alberta.ca/agriculture-and-irrigation.aspx)

Natural Resources Conservation Board: [nrcb.ca](http://nrcb.ca)

proAction: [dairyfarmers.ca/proaction](http://dairyfarmers.ca/proaction)



### **Vision:**

**Better Together for Canadian Dairy**

### **Mission:**

**Inspiring, innovating, and collaborating to build a healthy Canadian dairy industry.**

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