

# **Welcome Bulk Milk Hauler/Sampler and Bulk or Raw Milk Sampler Applicants!**

This document provides step-by-step instructions to obtain an Illinois Department of Public Health (IDPH) Bulk Milk Hauler/Sampler, Bulk Milk Hauler permit or Raw Milk Sampler (raw milk for sale on the farm). **Please carefully read and follow all instructions.**

## **Two important items before we begin:**

1. One significant change for IDPH is the use of email. Going forward, the IDPH will rely on email as the primary mechanism in delivery of important documents to you. For example, email will be used to transmit your inspection reports as well as other important notifications such as your actual permit. Furthermore, you will not be able to apply online for this permit without an email address. If you are unable to provide an email address due to personal beliefs, you must contact this office to arrange a time to visit one of our facilities to complete the application process. If you do not currently have an email address, you will need to create one before you begin the application process. There are several options to obtain a free email address from websites such as, but not limited to [www.yahoo.com](http://www.yahoo.com), [www.gmail.com](http://www.gmail.com), or [www.hotmail.com](http://www.hotmail.com). If you do not own a computer or have internet access, it is recommended that you visit a friend or family member with internet access or even a local library.
2. If you have any questions concerning these instructions or rule requirements, please email [dph.dairy@illinois.gov](mailto:dph.dairy@illinois.gov). You may also call 217-785-2439 with questions, but email is preferable since this email account is always monitored by several people thus most likely get a quicker response.

## **Application Process**

There are six steps to the application process.

**Step 1: Create an User Account**

**Step 2: Log In and Select the Certification that you wish to obtain**

**Step 3: Complete the online training course**

**Step 4: Complete (and pass) the online exam**

**Step 5: Complete an onsite practical/inspection**

**Step 6: Paying for permit**

As you go through this document, it may be beneficial to first read each step and then go back and perform the task.

## Step 1: Create User Account

First you must access the USA Food Safety website to register for an account. The website is found at: <https://ildph.usasafeinspect.com/Login.aspx>

After accessing the website, under “First Time Users:” fourth tab down will be a tab called **New Applications** (Highlighted below), click on the New Applications tab and this will direct you to the User Registration.

Welcome To USA Food Safety

**Log In**

User Name \*  
Password \*  
Log In

First Time Users:

**FSSMC** Click here to apply for a Food Service Sanitation Manager Certification (FSSMC), FSSMC Instructor, or FSSMC Proctor. To search for instructors that offer a FSSMC course, click here.

**Renewal** Click here to process a renewal for an existing entity (which includes: Dairy Plant, Manufactured Food, Bottled Water, Tanning, Body Art, Bulk Milk Hauler/Sampler or Bulk Milk Sampler)

**New Applications** Coming Soon. Click here to apply for a new permit (which includes: Dairy Plant, Manufactured Food, Bottled Water, Tanning or Body Art)

**New Applications** Click here to apply for a new Bulk Milk Hauler Sampler permit, Bulk Milk Hauler permit, Raw Milk Sampler permit, or to have your Food Handler Training Program approved.

**Training** Coming Soon.

For questions, please email [DPH.FDO@ILLINOIS.GOV](mailto:DPH.FDO@ILLINOIS.GOV)

The User Registration requires all \* items to be filled out. All the information required on this page are vital to the program as well as receiving your permit. Please fill it out the information to the best of your ability.

**User Registration**

Welcome to the Illinois Department of Public Health, Division of Food, Drugs and Dairies USA Food Safety System. To pay the required fee, you will need to have either a major credit/debit card or checking account. Any field marked with an \* MUST be completed.

**User Information**

Create a user name and password that you will remember, e.g. Jane Doe = JDoe. Your password must be at least 8 characters long and must include at least one upper case letter, one lower case letter, and one number AND/OR special characters with no spaces between characters (examples of satisfactory format: STR1P32, Board71R, T1eB00m1). Once you have created a password, enter it into both the "Password" and "Verify Password" fields. Be sure to write your user name and password down so that you may access your account at any time.

User Name\* Password\* Verify Password\*

**Account Information**

Complete the fields under this section with your personal information. Any field marked with an \* MUST be completed.

First Name\* Middle Name\* N/A Last Name\* Suffix

Account ID Not yet assigned Email\* Phone\* Emergency Ext

Cell Phone Emergency Fax

**Mailing Address**

Complete the fields under this section with your home address. Any field marked with an \* MUST be completed. If your street address has a 1/2 in it, also include it, e.g. 202 1/2 / 525 1/2 W Spring. The other drop-down boxes may help you if you need to be more specific with entering your address.

Number Street\* Unit

Zip\* (prepopulates fields) Plus 4 City\* State\* Illinois County\*

After all required fields are completed (those marked with an \*), click the "Submit" button below. Once submitted, you will be redirected to the main login screen. To login into the system, enter the User Name and Password that you just created above (under the User Information tab). After logging in, you will be able to complete the application process, upload any applicable documents and pay the required fee. When fees are paid and your application is approved by the Illinois Department of Public Health (IDPH), you will receive your certificate via email.

Submit Back

## IMPORTANT NOTE WHEN CREATING YOUR PASSWORD

Create a user name and password that you will remember, e.g. Jane Doe = JDoe. Your password must:

- be at least eight characters long
- must include at least one upper case letter, one lower case letter, and one number
- AND/OR a special character (for example #, !, \*, etc.)
- have no spaces between characters

Examples of satisfactory format: Strips32, Board71#, TileRoom.

**\*Remember to write down and keep your User ID and User Password in safe place. You will need this to login at a later date (Step 6). In addition, future renewals will be completed online and you will need this information to login to your account.\***

Once you have created a password, enter it into both the “Password” and “Verify Password” fields. Be sure to write your user name and password down so that you may access your account at any time.

After you have filled out all information under the three sections; User Information, Account Information, and Mailing Address, select the ‘Submit’ tab at the very bottom of your page. (See highlighted below)

**Mailing Address**

Complete the fields under this section with your with your home address. Any field marked with an \* MUST be completed. If your street address has a ½ in it, also include it, e.g. 202 ½ / 525 ½ W Spring. The other drop down boxes may help you if you need to be more specific with entering your address.

Number: 525    W    Street\*: Jefferson    ST    Unit:   

Zip\* (prepopulates fields)\*: 62761    Plus 4:    City\*: Springfield    State\*: Illinois    County\*: Sangamon

After all required fields are completed (those marked with an \*), click the “Submit” button below. Once submitted, you will be redirected to the main Login screen. To Login into the system, enter the User Name and Password that you just created above (under the User Information tab). After logging in, you will be able to complete the application process, upload any applicable documents and pay the required fee. When fees are paid and your application is approved by the Illinois Department of Public Health (IDPH), you will receive your certificate via email.

[Submit](#)    [Back](#)

Next you will be directed back to the USASF login screen.

## **Step 2: Start Application Process**

Once at the USAFS login screen, type in the **User Name** and **Password** you created in the previous step. Click **Log In** when finished.

**IDPH**  
ILLINOIS DEPARTMENT OF PUBLIC HEALTH

**User created, you may now log in.**

**Log In**

User Name \*:

Password \*:

[Log In](#)

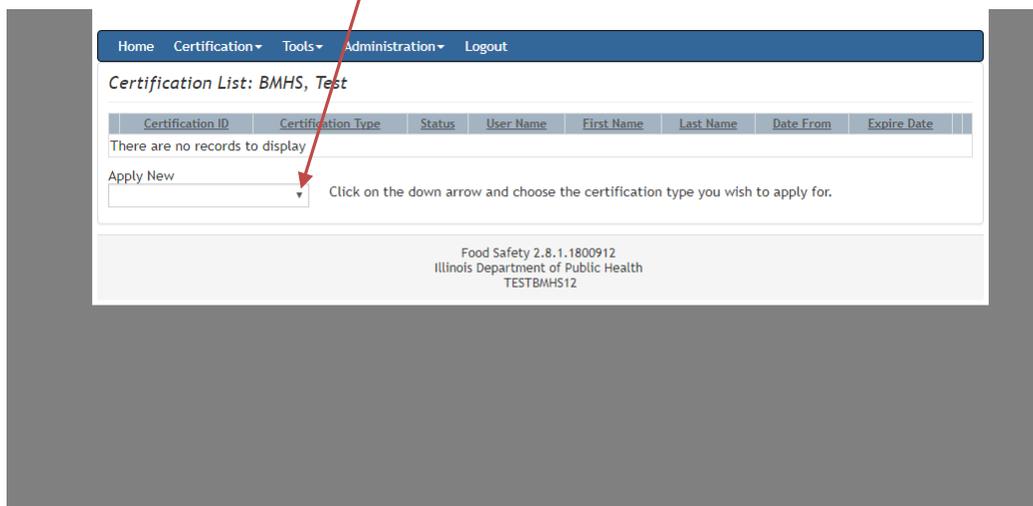
First Time Users:

[FSSMC](#)    [Click here to apply for a Food Service Sanitation Manager Certification \(FSSMC\), FSSMC Instructor, or FSSMC Proctor. To search for instructors that offer a FSSMC course, click here](#)

Once you have selected the Log In tab, the website will automatically direct you to the “Welcome to USA Food Safety” page. On this page you must select the **Certification** tab, once it is selected a drop down menu will automatically pull up. Within the drop down menu, select **Certification List**, which will direct you to Certification List page.

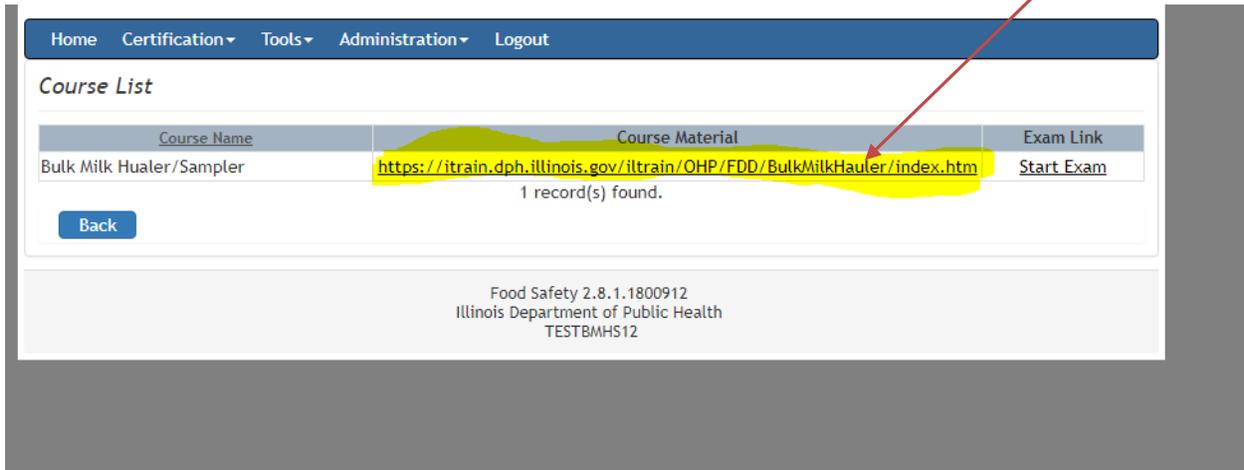


On the Certification List page, select the drop down arrow (below Apply New) and choose the certification type you wish to apply for. There will be several options but choose the correct certification (which would be either be Bulk Milk Hauler or Bulk milk Hauler Sampler).



### Step 3: Completing the Online Training Course

After you have selected the correct certification, the **Course List** screen will pull up. Verify the *Course Name* matches with the certification you selected in the previous step, if not select the blue “Back” tab. If the course matches your certification, click the hyperlink below *Course Material* as highlighted below:



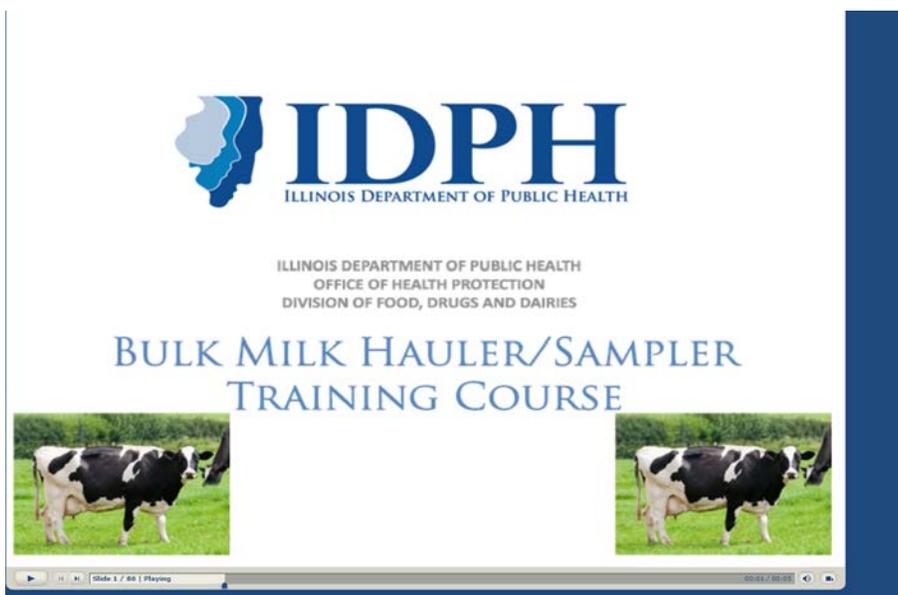
Course Name	Course Material	Exam Link
Bulk Milk Hualer/Sampler	<a href="https://itrain.dph.illinois.gov/iltrain/OHP/FDD/BulkMilkHauler/index.htm">https://itrain.dph.illinois.gov/iltrain/OHP/FDD/BulkMilkHauler/index.htm</a>	<a href="#">Start Exam</a>

1 record(s) found.

[Back](#)

Food Safety 2.8.1.1800912  
Illinois Department of Public Health  
TESTBMHS12

Once you have selected the hyperlink, it will direct you to the training course. You must watch the training in its entirety before moving on to the next step.



After completing the training course in its entirety, close the program by selecting the black X on the website tabs located at the top right head of the screen (see below). Only click the second tab named “Bulk Milk Hauler/Sampler” (or Bulk Milk Sampler) as shown below. This will close your program and direct you back to the *Course List* screen.



#### **Step 4: Complete the online exam**

Once you are back to the *Course List* screen, under the *Exam Link* click the hyperlink ‘Start Exam’. This will direct you to the Bulk Milk Hauler/Sampler Questionnaire page.



The User Information will already be filled out. However, under the Child Support Verification you must select one of the Child Support Verifications options before moving on as shown below.

Home Certification Tools Administration Logout

**Bulk Milk Hauler/Sampler**

**User Information**

Name: BMHS, Test Status: Active  
Phone: (111) 111-1111 Email: michael.crumly@illinos.gov  
Address: 525 W Jefferson ST, Springfield, Illinois - 62703

**Child Support Verification**

You must check one statement regarding child support in order to continue. Under Illinois law (5 ILCS 100/10-65(c)), you must select one of the following choices regarding child support otherwise; the Illinois Department of Public Health will be unable to process your application. Making a false statement shall subject the applicant to contempt of court.\*

- I AM more than 30 days delinquent in complying with my child support order
- I AM NOT more than 30 days delinquent in complying with any child support order
- This statement does not apply

Date on-line training course completed\*

List plants you deliver milk to (type NA if not applicable)\*

List plants or farms you sample milk at (type NA if not applicable)\*

**Exam Questionnaire**

Next under the *Child Support Verification* bar, you will need to input the date of when you completed the on-line course (done in step 3); the plant you will delivering milk to; and if also sampling, indicate the plant(s) or farm(s) you will be sampling at. If you do not know where you will be delivering to or sampling milk at, you must type "NA" in the space provided.

Home Certification Tools Administration Logout

**Bulk Milk Hauler/Sampler**

**User Information**

Name: BMHS, Test Status: Active  
Phone: (111) 111-1111 Email: michael.crumly@illinos.gov  
Address: 525 W Jefferson ST, Springfield, Illinois - 62703

**Child Support Verification**

You must check one statement regarding child support in order to continue. Under Illinois law (5 ILCS 100/10-65(c)), you must select one of the following choices regarding child support otherwise; the Illinois Department of Public Health will be unable to process your application. Making a false statement shall subject the applicant to contempt of court.\*

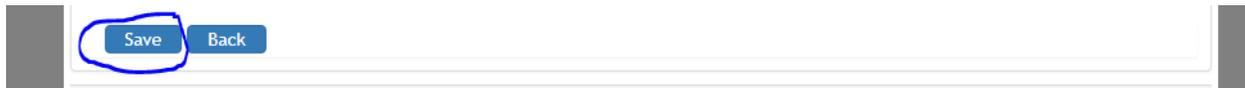
- I AM more than 30 days delinquent in complying with my child support order
- I AM NOT more than 30 days delinquent in complying with any child support order
- This statement does not apply

Date on-line training course completed\*  
01/12/2018

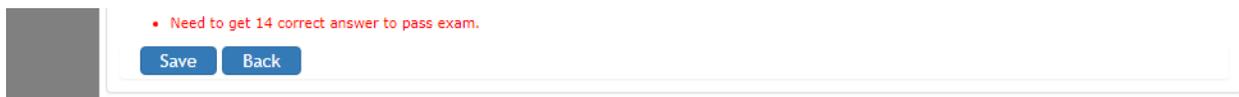
List plants you deliver milk to (type NA if not applicable)\*  
NA

List plants or farms you sample milk at (type NA if not applicable)\*  
NA

After you have completed the *Child Support Verification* section, you are now ready to begin the exam. Answer all the questions on the exam before moving on. After you have completed the exam select the blue ‘**Save**’ tab that is below the last exam question. You will need to have answered **14** correctly if taking the exam for a Bulk Milk Hauler Sampler or Bulk Milk Sampler. You will need to have answered **7** correctly if taking the exam for a Raw Milk Sampler. If you answered the minimum number of questions correctly the system will automatically direct you back to *Course List* page.



If you do **NOT** answered the minimum number of questions correctly, a red notification will pop up above the blue Save and Back tabs stating “Need to get 14 (or 7) correct answer to pass exam”, if you get this message you must select the Back button to review the course again and retake the exam. This process must be repeated until you get the correct minimum number of questions correct and pass the exam.



Once you have the minimum number correct, and click the Save button, you will automatically be directed back to the *Course List* page. You will see under the *Exam Link* “**Complete**” instead of “Start Exam” (see highlighted).



You have now completed the online application process and can Logout. Proceed to Step 5.

### Step 5: Completing an onsite practical/inspection

After completing the online application, the next step is for you to be evaluated by an IDPH field inspector. You will NOT need to call an inspector for an appointment. Within 14 business days of completing the online application process, an IDPH inspector will contact you by either telephone or email to set up a time and place for practical. You will move on to Step 6 after the completion of the onsite practical.

## **Step 6: Paying for permit**

After a satisfactory inspection is completed with an IDPH field inspector, you will be sent an invoice to pay \$25 dollars for the permit. Payment will be made online. Instructions for completing the online payment will be included with the invoice. After payment, your permit will be emailed to you.

**IMPORTANT NOTE:** Remember to write down and keep your User ID and User Password in safe place. You will need this to login and make your permit payment. In addition, future renewals will be completed online as well and you will need this information to login to your account.