

**Welcome to the**  
**Virtual Orientation Session**  
**2025 National Conference on**  
**Interstate Milk Shipments**

**The webinar will begin at 11:00 am ET**



# **Virtual Orientation Session**

## **2025 National Conference on Interstate Milk Shipments**

**Stephen Beam, PhD**  
**Past NCIMS Conference Chair,**  
**California Department of Food and Agriculture**

**Cary Frye**  
**NCIMS Executive Secretary**

**Wendy Landry**  
**NCIMS Program Committee Chair,**  
**HP Hood, LLC**

“To Assure the Safest Possible Milk Supply for All the People”

All 50 States and Puerto Rico

FDA

Grade-A Milk Products



**N**ational  
**C**onference on  
**I**nterstate  
**M**ilk  
**S**hipments



is a  
Cooperative  
Program

Since 1950

States

[www.ncims.org](http://www.ncims.org)

Industry

**N**ational  
**C**onference on  
**I**nterstate  
**M**ilk  
**S**hipments

# Overview of NCIMS

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- Key Stakeholders working together
- The Conference includes:
  - State and FDA regulators/inspectors
  - Dairy farmers and cooperatives
  - Dairy transport industry
  - Dairy processing industry
  - Trade association representatives
  - Dairy equipment and laboratory supplier companies
  - Academic researchers and advisers
  - Industry consultants



# Memorandum of Understanding

## MOU

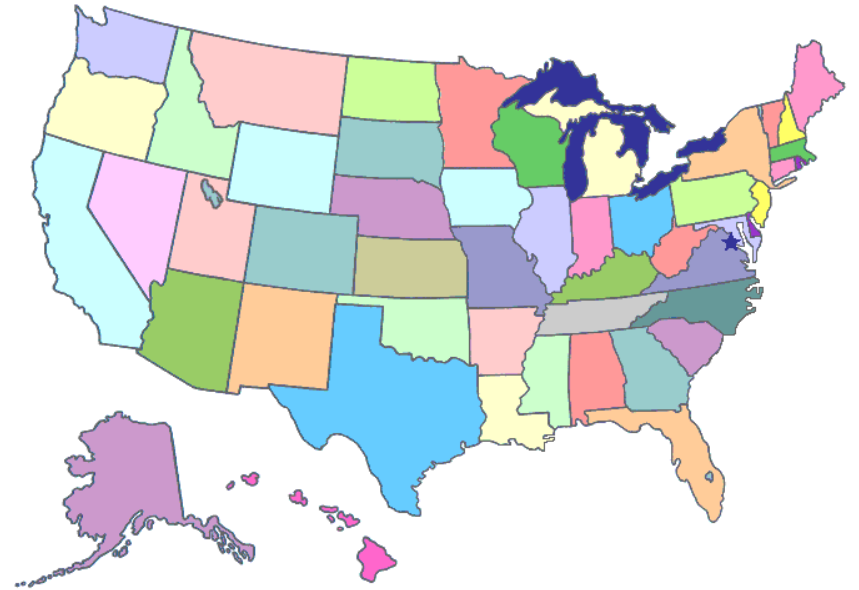


- MOU between FDA and the NCIMS (1977)
- Collaboratively FDA and NCIMS will develop a **cooperative federal-state program** (IMS Program) to ensure the sanitary quality of milk shipped interstate
- Agreement between FDA and NCIMS to follow principles of the Procedures and execute the IMS program



**Enforces  
FD&C Act**

**MOU**



- NCIMS is directed and controlled by the member states with technical, scientific and inspection **assistance from FDA.**
- NCIMS develops standards, requirements and procedures for adoption by states, territories and D.C.





- IMS Program relies on the **Pasteurized Milk Ordinance (PMO)** and related technical documents to ensure safety and wholesomeness of Grade-A milk and milk products
- FDA considers these standards and requirements adequate for the protection of public health and safety

- Pasteurized Milk Ordinance (PMO)
- Interstate Milk Shippers (IMS) List
- Procedures
- Constitution
- Bylaws
- Methods of Making Sanitation Rating on Milk Shippers (MMSR) and Certification/Listing of Single-Service Containers/Closures
- Evaluation of Milk Laboratories (EML)
- FDA Memoranda (FDA GAMS database)

An official website of the United States government [Here's how you know](#)

**FDA U.S. FOOD & DRUG ADMINISTRATION**

← Home / Food / [Guidance & Regulation \(Food and Dietary Supplements\)](#) / [Guidance Documents & Regulatory Information by Topic \(Food and Dietary Supplements\)](#) / [Milk Guidance Documents & Regulatory Information](#)

## Milk Guidance Documents & Regulatory Information

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**Milk Guidance Documents & Regulatory Information**

### Coded Memoranda Issued by Milk and Milk Product Branch (MMPB)

**The Grade "A" Milk Search System**

The [Grade "A" Milk Search System \(GAMS\)](#) is a searchable database that contains FDA's Grade "A" Milk Memoranda documents (Memoranda of Conference Actions (IMS-a), Memoranda of Information (M-I), Memoranda of Interpretation (M-a), and Memoranda of Milk Ordinance Equipment Compliance (M-b)).

It is intended to provide an efficient application to users with advanced search capabilities allowing stakeholders to access a library of information within the Grade "A" Milk Program. GAMS supports FDA's Milk Safety Cooperative Program by providing assistance to state and local milk regulatory/rating agencies, the dairy industry and other interested parties in the safe production of milk and milk products through the application of science-based food safety principles on the farm and at all stages through the processing chain.

Questions regarding the use of GAMS should be directed to FDA's Division of Dairy, Egg and Meat Products, Milk and Milk Products Branch in FDA's Center for Food Safety and Applied Nutrition (CFSAN) at [CFSANDairy@fda.hhs.gov](mailto:CFSANDairy@fda.hhs.gov).

### Interstate Milk Shipments

- [National Conference on Interstate Milk Shipments \(NCIMS\) Model Documents](#)
  - [Grade "A" Pasteurized Milk Ordinance](#)
  - [Evaluation of Milk Laboratories](#)
  - [Procedures Governing the Cooperative State-Public Health Service/FDA Program of the National Conference on Interstate Milk Shipments](#)
  - [Methods of Making Sanitation Ratings of Milk Shippers and the Certifications/Listings of Single-Service Containers and/or Closures for Milk and/or Milk Products Manufacturers](#)
  - [Methods of Making Sanitation Ratings of Milk Shippers](#)
- [Interstate Milk Shippers List](#) - Sanitation compliance and enforcement ratings of interstate milk shippers

**HACCP**



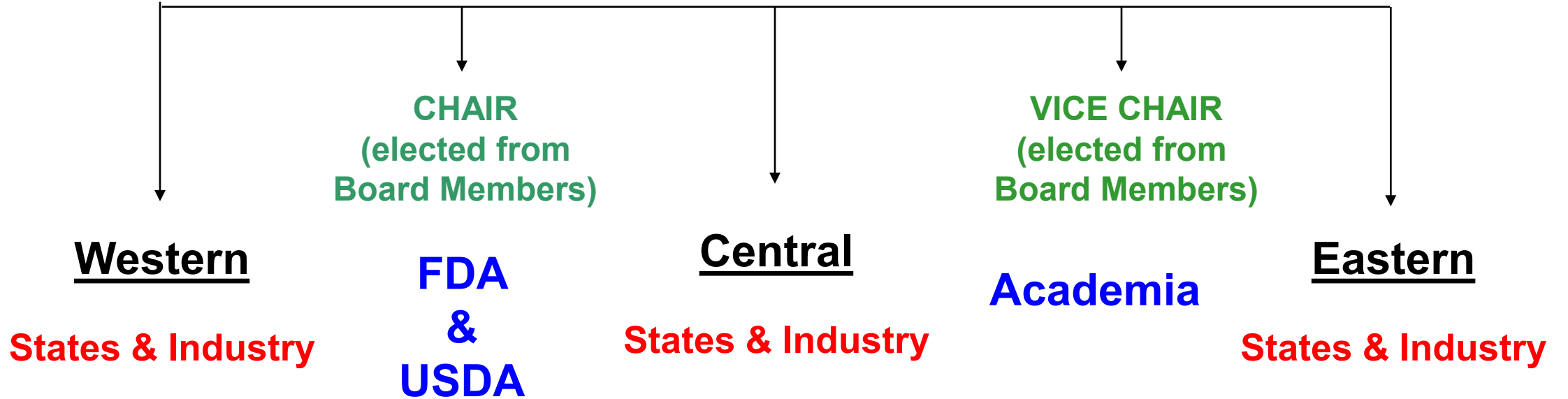
# NCIMS Conference

- ▶ NCIMS meets biennially in odd-numbered years to consider changes, additions, deletions and modifications to the PMO and other IMS documents.
- ▶ 2025 NCIMS in Minneapolis, MN – (April 11-16)



# NCIMS EXECUTIVE BOARD

APPOINTS COMMITTEE & COUNCIL MEMBERS  
HANDLES BUSINESS BETWEEN CONFERENCES



NCIMS  
National Conference on Interstate Milk Shipments

[www.ncims.org](http://www.ncims.org)

LEADERSHIP CONFERENCES FACILITIES PROGRAMS 2400 FORMS ABOUT



**N**ational  
**C**onference on  
**I**nterstate  
**M**ilk  
**S**hipments

ASSURING THE SAFEST POSSIBLE MILK SUPPLY  
FOR ALL THE PEOPLE

# Committees, Councils and Delegates

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*Working forums*





# **Virtual Orientation Session**

## **2025 National Conference on Interstate Milk Shipments**

**Cary Frye**  
**NCIMS Executive Secretary**



# NCIMS Proposals

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- Proposals can be developed/submitted by anyone
  - State regulator, FDA, other Fed agency, industry (associations, companies, equipment, lab, processor, producer, etc.), or NCIMS committee (standing or *ad hoc*)
- Proposals create, amend, repeal or clarify provisions in the NCIMS Documents
  - Pasteurized Milk Ordinance (PMO)
  - Procedures
  - Constitution and Bylaws
  - Methods of Making Sanitation Rating on Milk Shippers (MMSR) and Certification/Listing of Single-Service Containers/Closures
  - Evaluation of Milk Laboratories (EML)
- Developed between conferences
- Examples of proposal scope:
  - **Small:** Adding clarity/corrections to specific wording
  - **Medium:** Updating existing procedures/criteria to reflect new information, technology, etc.
  - **Large:** Adding a new appendix

# NCIMS Proposals

## A. Summary

## B. Reason for Submission and Public Health Significance and/or Rationale Supporting the Submission

Top sections indicate Council/Committee Assignments

Conference Actions

39th NATIONAL CONFERENCE ON  
INTERSTATE MILK SHIPMENTS

Proposal #:	124
Committee:	Tech Eng
New Procedure	
Procedure Change	
Const./Bylaws Change	

	No Action	Passed as Submitted	Passed as Amended
COUNCIL ACTION			
FINAL ACTION			

### A. Summary of Proposal

This proposal is submitted to provide consistency within Appendix I of the PMO for frequency of holding time testing requirements for Appendix I, Test 11.5.

This proposal is based on discussions and recommendations of the NCIMS Proposal 102 Committee.

### B. Reason for the Submission and Public Health Significance and/or Rationale Supporting the Submission

The required testing frequency currently listed in Test 11.5 is once every three (3) months, however the required holding time test frequency for all other holding time tests in Appendix I is once every six (6) months. The inconsistency in Test 11.5 has been overlooked for some time.

There is no change of public health significance.



# NCIMS Proposals

## C. Proposed Solution

- Changes made to which NCIMS document(s)
- Page number(s)
- Sections
- Text from document, with deletions struck and additions underlined – Do not use Track Changes
- Instructions on NCIMS website

## Submitter Information

**N**ational  
**C**onference on  
**I**nterstate  
**M**ilk  
**S**hipments

### C. Proposed Solution

Changes to be made on the following NCIMS Documents:

Page Number(s)	Document	Page Numbers(s)	Document
325	2023 PMO <i>Section(s):</i> <i>Appendix: I</i>		2023 EML
	2023 MMSR		Forms <i>Form Number:</i>
	2023 Procedures		2023 Constitution and Bylaws

Proposed Change:

11.5 HHST PASTEURIZATION SYSTEMS HOLDING TIME USING DIRECT STEAM INFUSION HEATING WITH A STEAM PRESSURE RELIEF POP-OFF VALVE AND A VACUUM CHAMBER ORIFICE IN PLACE OF A TIMING PUMP

*Application:* To all HHST pasteurization systems using direct steam infusion heating and using a steam pressure relief pop-off valve and a vacuum chamber orifice in place of a timing pump.  
*Frequency:* Upon installation; at least once each ~~three (3) months~~ six (6) months thereafter; whenever the steam infusion shell or feed line, pressure relief pop-off valve or vacuum chamber orifice has been repaired or replaced; or whenever the regulatory seal has been broken.

Name:	Christopher Hylkema, Committee Chair		
Agency/Organization:	NCIMS Technical Engineering Review Committee		
Address:	10B Airline Dr.		
City/State/Zip:	Albany, NY 12235		
Telephone No.:	(716) 725-5080	E-mail Address:	Christopher.hylkema@agriculture.ny.gov

# Proposal Process - Prior to Conference

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Request for proposals - December



Proposal deadline - January



Program Committee assigns proposal to Council and,  
if appropriate, Committee – January



Proposals emailed to delegates and other contacts - February



NCIMS Conference – April

# Proposal Assignments

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- Proposals are assigned to Councils by the Program Committee per requirements of the Procedures
  - Council I - Sections of the PMO related to farms, animal health, transferring milk, technical issues, SSCC
  - Council II – Sections of the PMO related to inspection and testing, enforcement, penalties, MMSR and EML
  - Council III - Procedures, Sections of the PMO related to International Certification, Reciprocity, Constitution/Bylaws
- Assigned to Committee(s) based on the nature of the proposal

# NCIMS Committees- Standing

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- **Appendix N Modification** – Heather Torino, Chair (NY Dept of Agriculture & Markets)
- **Aseptic Program Committee** (Proposal 11-301 & 308) – Michele Starkey, Chair (OH Dept of Agriculture)
- **Constitution & Bylaws** – Barbara Koeltzow (MI Dept of Agriculture & Rural Development)
- **Documents Review** – Laura Traas, Chair (WI Dept of Agriculture)
- **HACCP Implementation** – Jason Crafts, Chair (Gossner Foods)
- **Hauling Procedures** – Cherie Hime, Chair (International Milk Haulers Assoc.)
- **International Certification Program** – Jamie Jonker, Chair (NMPF)
- **Laboratory** – Laura Traas, Chair (WI Dept of Agriculture)

# NCIMS Committees- Standing

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- **NCIMS/FDA Liaison** – Dr. Stephen Beam, Chair (CA Dept of Food & Agriculture)
- **Methods of Making Sanitation Ratings (MMSR)** – Robert Wilson, Chair (OR Dept of Agriculture)
- **Other Species Milk** – Bradley Turpin, Chair (CO Dept of Health & Environment)
- **Program** – Wendy Landry, Chair (HP Hood, LLC)
- **Scientific Advisory** – Dr. Nicole Neeser, Chair (MN Dept of Agriculture)
- **Single Service Container (SSCC)** – Armour Peterson, Chair (IL Dept Public Health)
- **Technical Engineering Review** – Chris Hylkema, Chair (NY Agriculture & Markets)

# NCIMS Committees- Ad Hoc & Study Committees

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- **Adulteration Prevention Study Committee** (Proposal 23-101)  
– Sofia Stifflemire, Chair (TX Dept of Agriculture)
- **Farm Food Defense Committee** – Antone Mickelson, Chair  
(Northwest Dairy Association)
- **Strained Yogurt Study Committee** - Heather Spraker, Chair  
(Cornell University)



# Role of the Committees

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- **In between Conferences**

- Committees may be tasked with specific duties in between Conferences
  - Adulteration Prevention Study Committee (Proposal 23-101) – Sofia Stifflemire, Chair (TX Dept of Agriculture)
  - Ad Hoc Committees – Aseptic Program - formed to develop documents, guidance and training in cooperation with FDA
- Committees may be required to review documents and or new test methods and make recommendations back to the Executive Board for their approval and adoption
  - Laboratory Committee – updates to 2400 Forms
  - Appendix N Modification Committee – Multi-Drug Residue Raw Milk Monitoring Project
- Committees meet virtually and sometimes in person

# Role of the Committees

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- **At the Conference**

- Committee members review the proposals assigned to them to determine and recommend actions to the Council(s) related to the proposal
- At the Committee meeting, the proposal submitter is asked to speak about their proposal
- Committee members may ask questions and make amendments to the solution.
  - Observers must be recognized by the Committee Chair to speak about a proposal
- Robert's Rules of Order are followed

# Proposal Process - At Conference

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Committee decision and recommendation to Council



Council discussion and recommendation to Delegates  
(Pass, Amend and Pass, No Action)



Voting Delegates deliberation and decision  
(Pass, Amend and Pass, No Action, Table)

*Note: all proposals that are sent as "no action" from Council are considered together and dispensed with, unless held over for consideration by state delegate*

# New - Proposal Tracking Sheet

## 2025 NCIMS CONFERENCE PROPOSALS TRACKING SHEET

<b>Position Legend:</b> <i>S = Support</i> <i>O = Oppose</i> <i>N = Neutral</i>	<b>Action Legend:</b> <i>P = Pass</i> <i>PA = Pass/Amend</i> <i>NA = No Action</i>
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### JOINT COUNCIL

# Committee	Submitted by	Short Description	Position	Notes	Committee Action	Council Action	Delegates Action
JC-1 Liaison	Jonker, NMPF	Clarifies drug & chemical storage requirements of 15r					
JC-2 Other Species, Scientific, MMSR, ICP	Turpin, Other Species Comm.	Updates Section 8 disease testing requirements, aligns PMO and MMSR					
JC-3	Traas, Harold Wainess	Allows TPCs to use Proficiency Test					

# New – 2025 Conference

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- More information on proposal actions will be provided electronically to all attendees
    - After Committee meetings Sat. April 12<sup>th</sup>, the proposal tracking sheet will be updated with Committee Actions
      - Available to download from the NCIMS website – evening 4/12
      - Posted on the bulletin board at registration
    - After Council meetings Mon. April 14<sup>th</sup>, the proposal tracking sheet will be updated with Council Actions
      - Available to download from the NCIMS website – evening 4/14
      - Posted on the bulletin board at registration
- Bring your laptops to access and download files

# New – 2025 Conference

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- Amended proposals for final delegate consideration will be made available electronically to all registrants to download from the NCIMS website – evening Mon. April 14. During Delegate Voting displayed on screen
  - Bring your laptops to access and download files
- Printed copies of the amended proposals will only be available for attendees who order at the cost of \$50.00
  - may be pre-ordered at the Conference website  
<https://www.eventcreate.com/e/39th-national-conference-on>
  - Or Ordered at the Conference before 5:00 pm on Saturday, April 12th.
  - Orders of printed amended proposals will be available for pick up on Tues. April 15<sup>th</sup> at 8:30 am



# Councils

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## Council I

**Laws & Regulations**

## Council II

**Responsibilities of  
Conference Participants**

## Council III

**Application of  
Conference Agreements**

- The Chairman appoints a consultant for each Council from the Board.
  - The consultant has no voting rights but will offer advice when needed.
- FDA also appoints a consultant and Technical Advisor for each Council – both are non-voting

# COUNCIL MAKE-UP

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- **20** Voting members appointed by the Council Chair and approved by the Executive Board
  - **10** Representatives from State Milk Regulatory Agencies/State Milk Rating
  - **10** Representatives from Industry equally divided between Producers and Processors
  - **1** Executive Board Consultant/Representative (non-voting)
  - **1** FDA Consultant (non-voting)
  - **1-2** FDA Technical Advisors (non-voting)
  - **4** Alternate Delegates – representing dairy processing, dairy producer, state milk regulatory agency and state milk rating agency

# COUNCIL CHAIRS

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- Each Council has a Chair and a Vice Chair appointed by the NCIMS Chair and approved by the NCIMS Executive Board
- Chair and Vice Chair serve as non-voting members  
(Note: Chair does not vote to break a tie. A tied vote results in No Action per the NCIMS Procedures)
- Council Chair and Vice Chair serve through two consecutive biennial meetings of the Conference
- At the end of Council Chair's term, the Vice Chair becomes Chair and a new Vice Chair will be appointed from the Council and will represent the same segment of the Conference as the outgoing Chair

# DUTIES OF THE COUNCIL CHAIR AND VICE CHAIR

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- Ensure that all assigned proposals are deliberated fairly
- Ensure that Council seating is properly balanced and that a quorum exists
- Report the actions of the Council to the certified voting delegates in General Assembly for final delegate action

# COMMITTEES UNDER COUNCIL I OVERSIGHT

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- Scientific Advisory Committee
- Single Service Container Committee (SSCC)
- Technical Engineering Review Committee

# COMMITTEES UNDER COUNCIL II OVERSIGHT

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- Appendix N Modification Committee
- Hauling Procedures Committee
- Laboratory Committee
- MMSR Committee
- Other Species Milk Committee

# COMMITTEES UNDER COUNCIL III OVERSIGHT

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- Constitution and Bylaws Committee
- Document Review Committee
- HACCP Implementation Committee
- Liaison Committee
- International Certification Program (ICP)
- Aseptic Program Committee

# Joint Council

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- When a proposal is submitted that needs to be considered by multiple Councils, a Joint Council meeting is held.
- The 2025 NCIMS will consider 3 proposals in a Joint Council session, which is run by Council III Chair Damon Miller (DFA).
- Each Joint Council proposal will be deliberated by all three councils, allowing for robust discussion by all council members and, when recognized, by conference attendees.
- Voting on the joint Council proposals will be done only by Council III members.



# Attendee Participation

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- All meetings listed in the program are open to all Conference attendees
- Open discussion, questions and comments either in support or opposition to a proposal are welcome
- Procedures
  - Robert's Rules of Order is the standard
  - Chair runs the committee, council or general assembly meeting
  - Proposals are typically considered in numerical order by the Chair, unless a change is requested
  - Proposal submitter is asked if they wish to speak to their proposal
  - Committee/council/state delegates debate the proposal and may amend by vote -- then vote on final. Simple majority rules.
  - **Non-committee/council/delegate attendee MUST be recognized by a member of the body or chair to speak.**

# FRIENDLY REMINDERS

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- Respect the position of the Council Chair, Vice Chair, and Scribes as it is a really tough job handling and keeping the proceedings straight in order to move the proposals correctly out of Council
- When asking to speak, state your name and identify the agency/organization that you represent.
- Let the previous speaker finish before attempting to interject your thoughts.



# NCIMS Proposals

39th NATIONAL CONFERENCE ON  
INTERSTATE MILK SHIPMENTS

Proposal #:	124
Committee:	Tech Eng
New Procedure	
Procedure Change	
Const./Bylaws Change	

	No Action	Passed as Submitted	Passed as Amended
COUNCIL ACTION		X	
FINAL ACTION			X

## A. Summary of Proposal

This proposal is submitted to provide consistency within Appendix I of the PMO for frequency of holding time testing requirements for Appendix I, Test 11.5.

This proposal is based on discussions and recommendations of the NCIMS Proposal 102 Committee.

# TO ADOPT IN GENERAL ASSEMBLY

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- Each state present has one vote
  - Some states that have two representatives, one from enforcement and one rating - each has a half vote
- A delegate quorum must be present
- Voice vote is used unless a roll call is requested
- A delegate quorum is defined as the registered voting delegates from at least two-thirds (2/3) of the States which have designated official delegates.
- Adoption of motions involving actions not otherwise covered in the Constitution and Bylaws shall require a simple majority vote of the delegate quorum.

# ADOPTION OF PROCEDURES

- **New Procedure**

Requires a simple majority vote to be taken on the second delegate voting day of the meeting of the Conference.

- **Change in a Procedure**

Two (2) ballots are required

The first ballot shall be made on the first delegate voting day and requires a majority vote of the delegate quorum.

If the motion for change carries on the first ballot, the second consideration shall then be made on the second delegate voting day of the Conference and requires at least a two-thirds (2/3) majority vote of the delegate quorum.

39th NATIONAL CONFERENCE ON  
INTERSTATE MILK SHIPMENTS

Proposal #:	302
Committee:	
New Procedure	
Procedure Change	X
Const./Bylaws Change	

# AMENDMENTS TO THE CONSTITUTION and BYLAWS

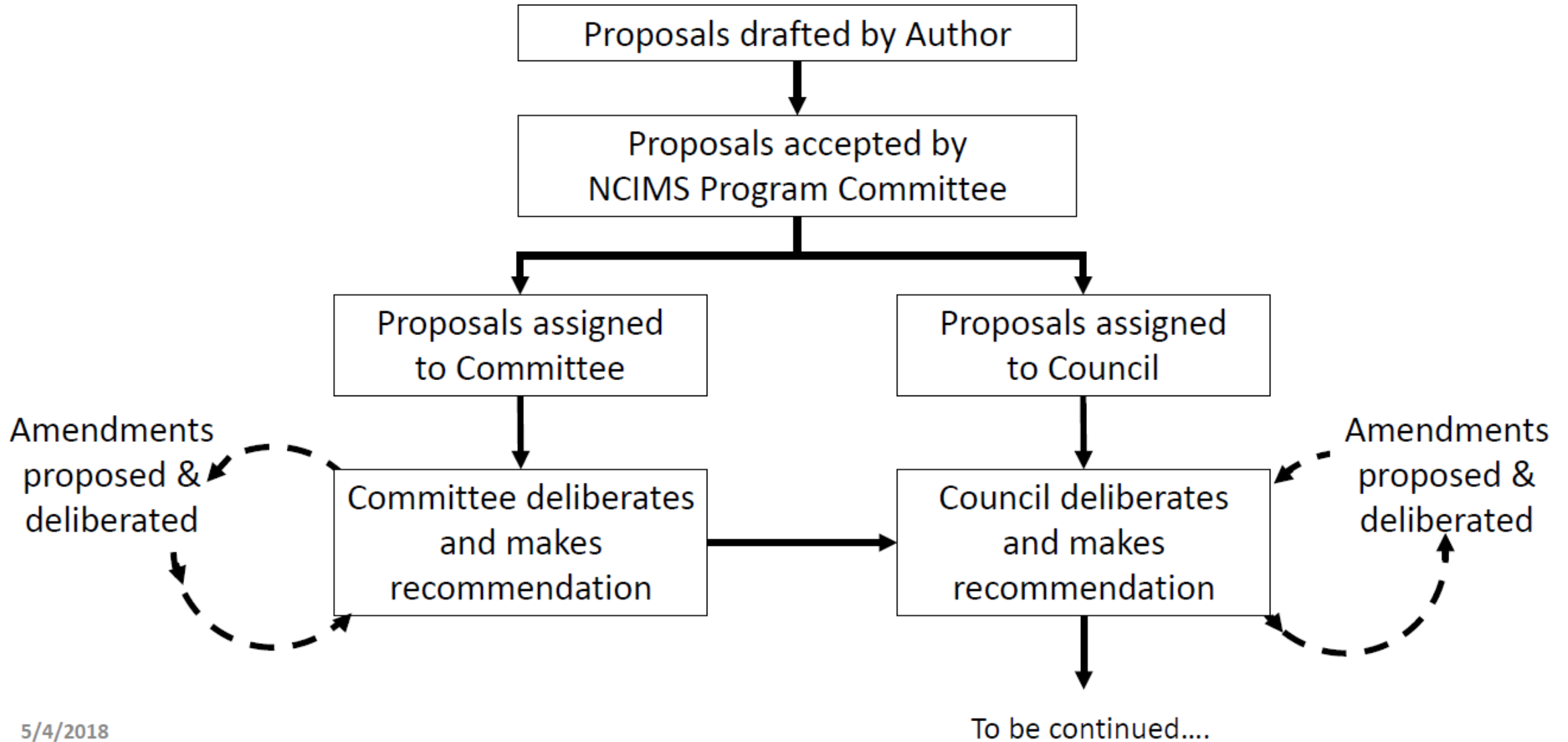
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- The Constitution and Bylaws may be amended at the biennial meeting of the Conference, the delegates having had forty-five (45) days notice from the Executive Secretary of the proposals. Proposed amendments must be submitted to the Executive Secretary ninety (90) days before the annual meeting.
- Adoption of an amendment to the Constitution and the Bylaws shall require at least two-thirds (2/3) majority of the vote of the delegate quorum.



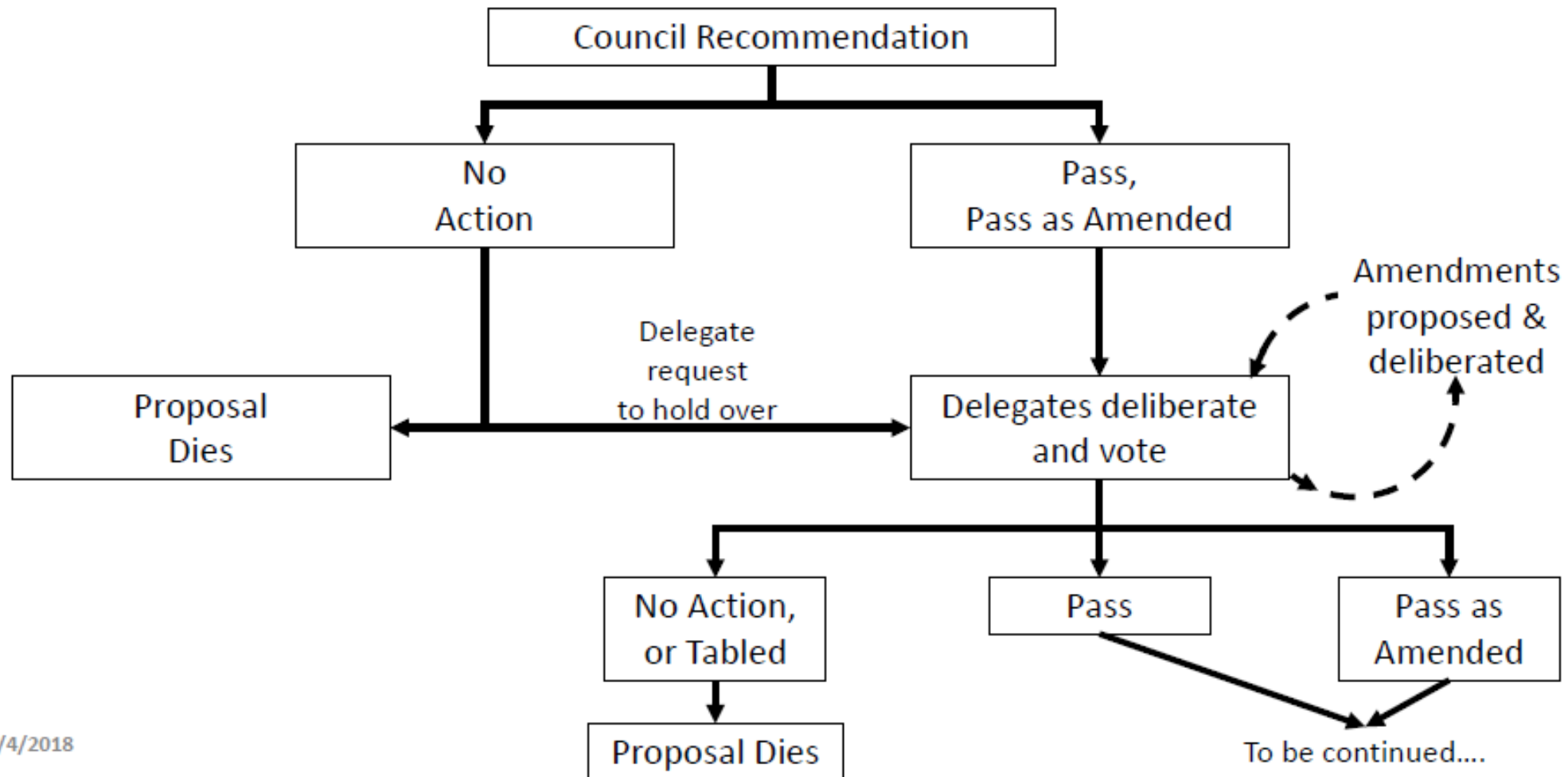


# Life of an NCIMS Conference Proposal



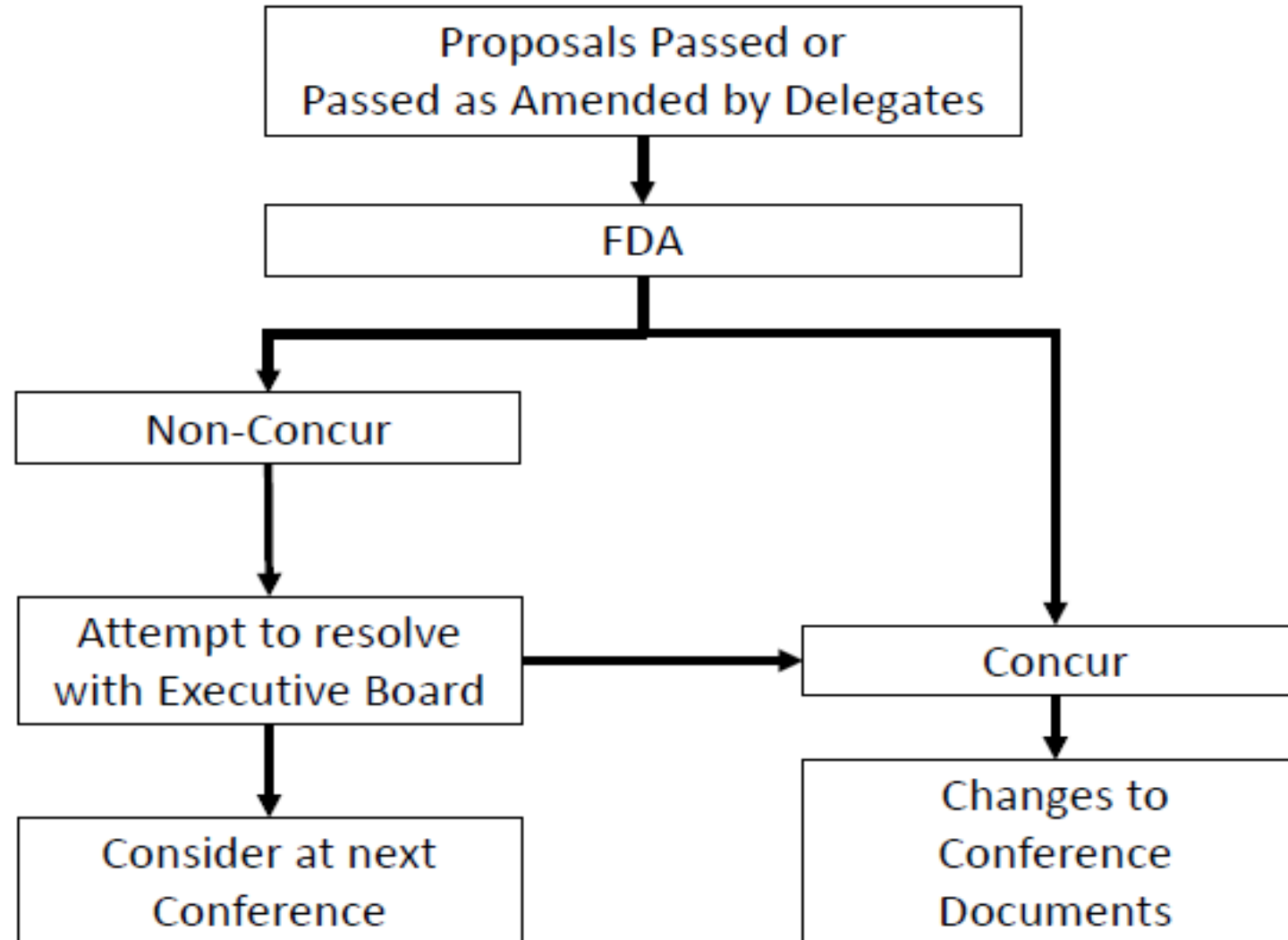


# Life of an NCIMS Conference Proposal



5/4/2018

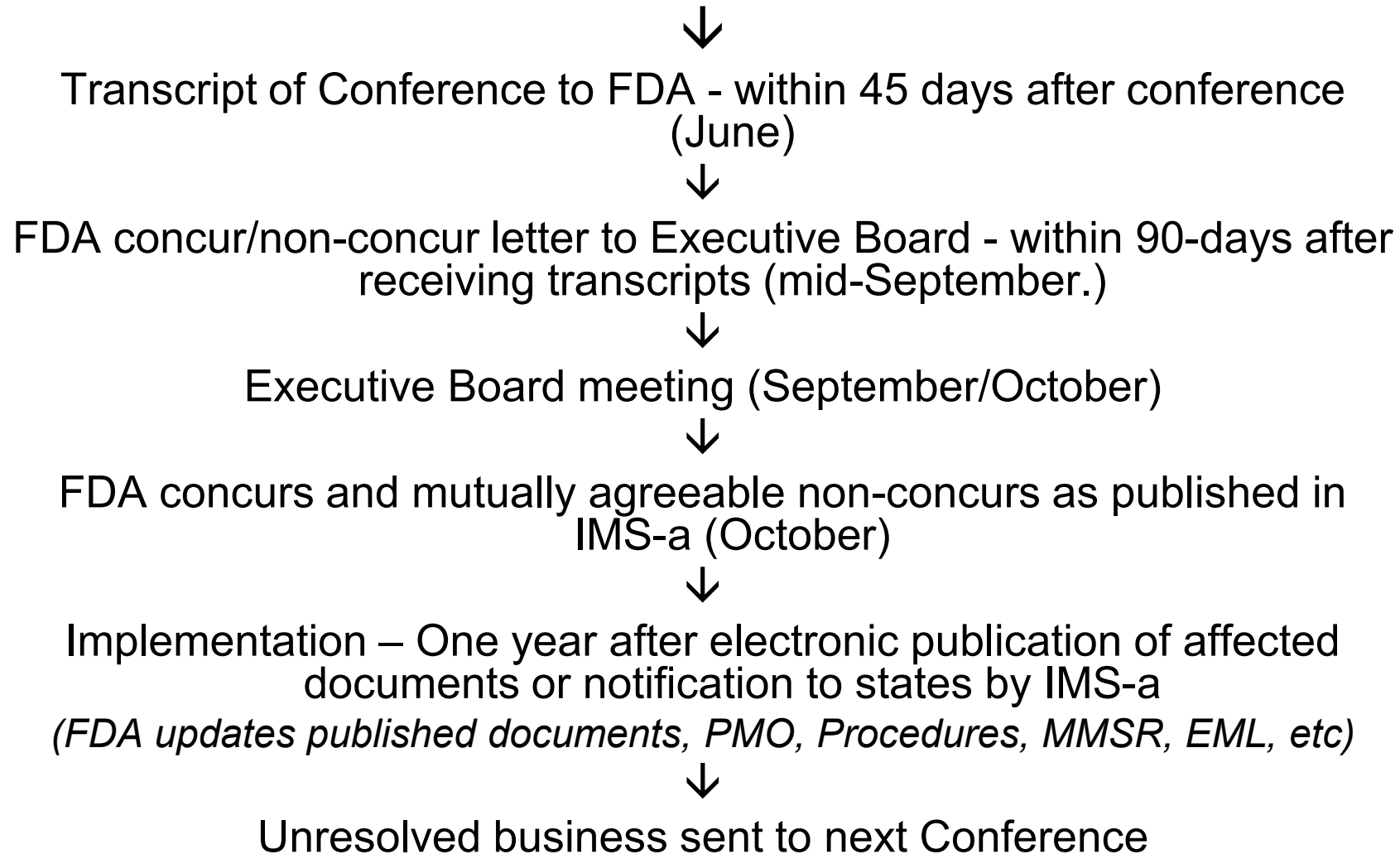
# Life of an NCIMS Conference Proposal



5/4/2018

# Proposal Process - Post Conference

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# Virtual Orientation Session

## 2025 National Conference on Interstate Milk Shipments

Wendy Landry  
NCIMS Program Committee Chair,  
HP Hood, LLC



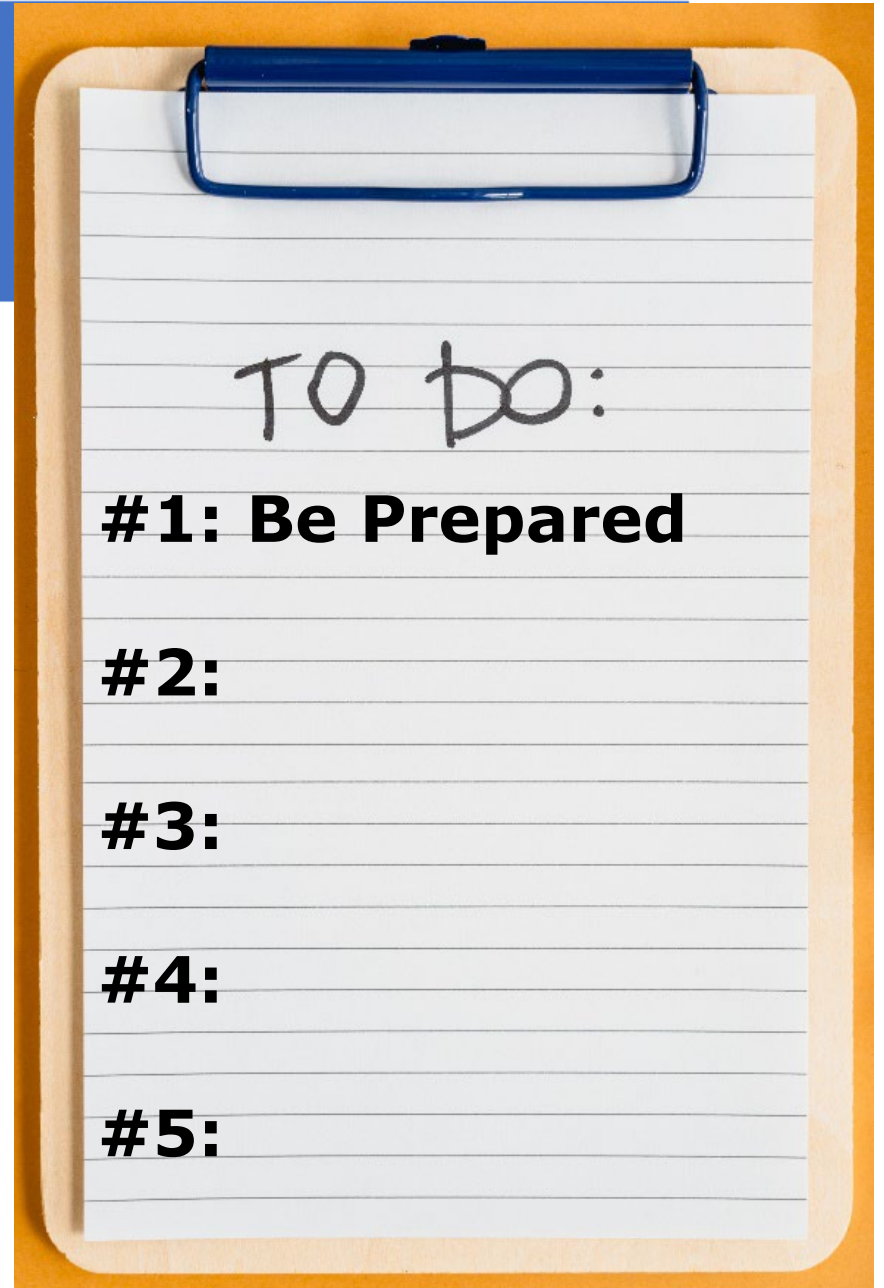
**N**ation  
**C**onference on  
**I**nterstate  
**M**ilk  
**S**hipments

# Tips for a successful NCIMS



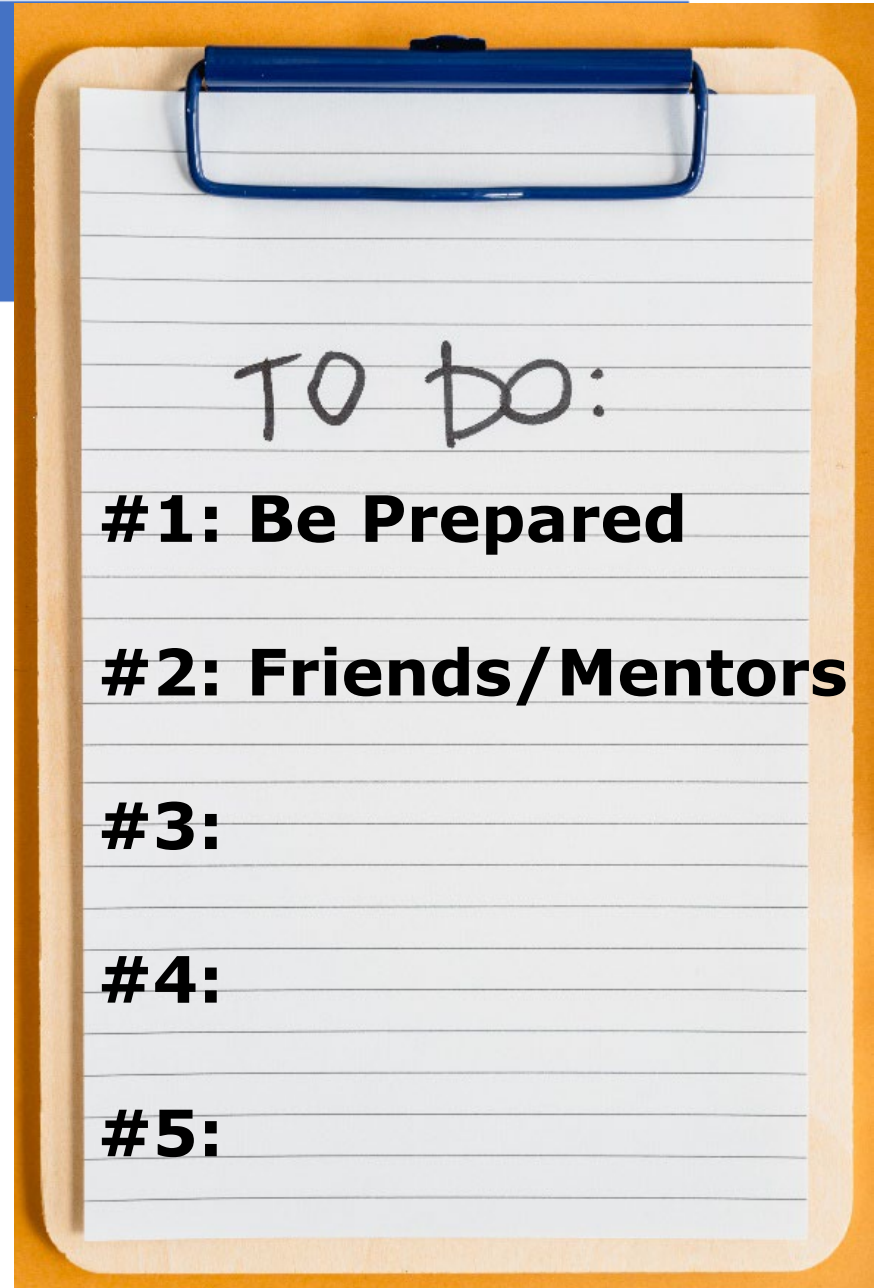
# 5 Tips for NCIMS

- Be Prepared
  - Watch the Symposium, Orientation, and Robert's Rules Webinar
  - Study the Proposals
  - Actively participate in discussion



# 5 Tips for NCIMS

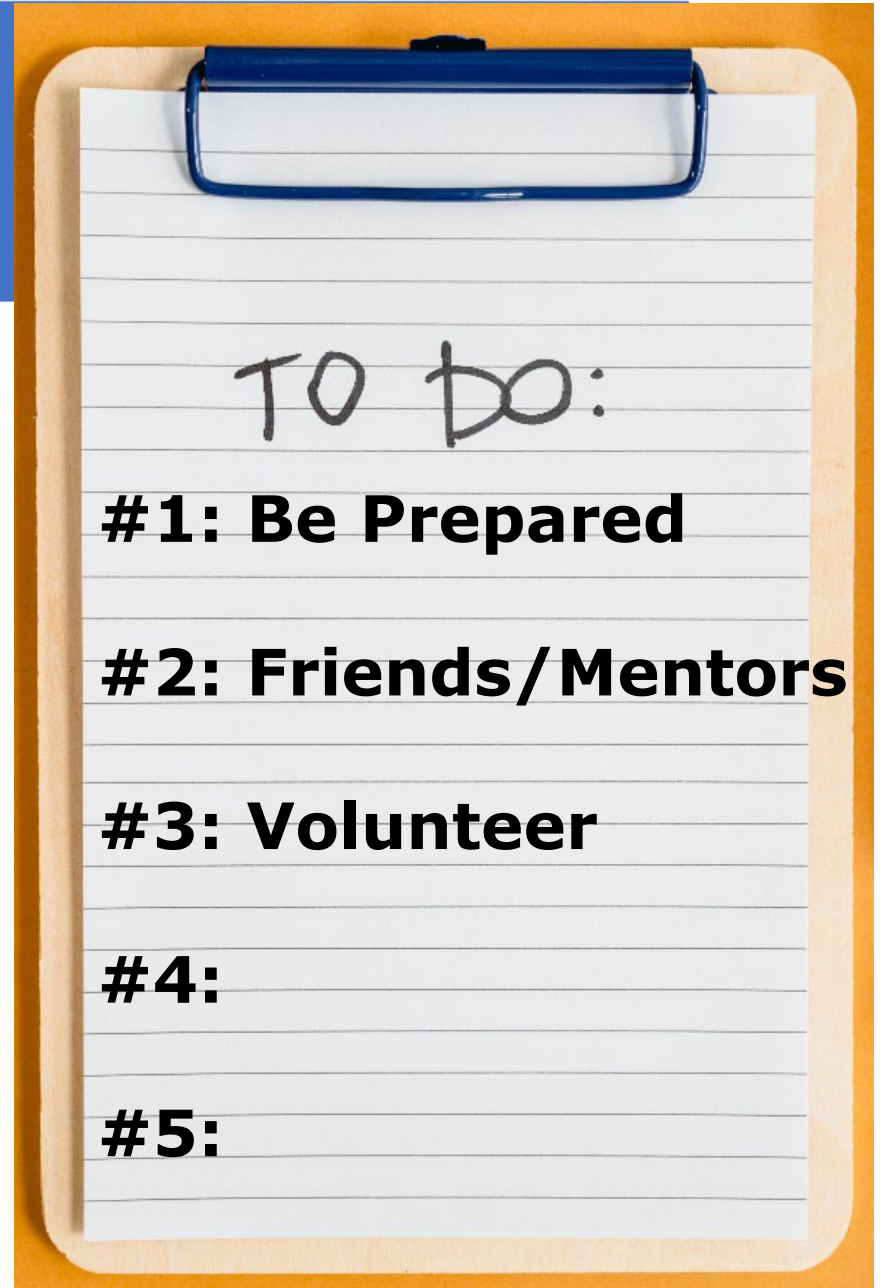
- Make a Friend. Find a Mentor.
  - Expand your network
  - Identify a mentor
  - “New Member” ribbon





# 5 Tips for NCIMS

- Volunteer
  - Sign up for Committees/Councils



## 5 Tips for NCIMS

- Build bridges beyond the meeting
  - Look behind the scenes
  - Collaborate before, during, and after Conference
  - Find Council 4

TO DO:

**#1: Be Prepared**

**#2: Friends/Mentors**

**#3: Volunteer**

**#4: Build bridges**

**#5:**

# 5 Tips for NCIMS

- Don't focus on perfection. Focus on learning.
  - Don't be afraid of making mistakes



TO DO:

**#1: Be Prepared**

**#2: Friends/Mentors**

**#3: Volunteer**

**#4: Build bridges**

**#5: Don't worry  
about perfection**

# Tips for a successful NCIMS

*Enjoy the Conference!*

**N**ational  
**C**onference on  
**I**nterstate  
**M**ilk  
**S**hipments





# Questions?

**N**ational  
**C**onference  
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**S**hipments

