

**Working Draft as developed by the
Producer Review Board at the
December 19, 2018 meeting.**

**Procedures for Submitting a Petition for Substantive
Amendments or Termination of the Quota Implementation Plan (QIP)**

Purpose of this document is to provide direction regarding the process for any petition received by the Department to amend or terminate the QIP, as outlined in Article 11, Section 1103 of the QIP.

Any petition regarding amendments to or termination of the QIP shall include:

- A brief description of the requested changes including a copy of the suggested language to amend the plan.
- Specifications as to why the petitioner recommends the proposed changes including relevant analysis, comments, and data supporting the request including any time frames (i.e. ongoing or temporary) for the proposed changes.
- The producer name, producer number under the QIP program, physical dairy ranch address, signature of the producer signing the petition, and signature date.
- The information for each petitioner can be on one page (i.e. one petitioner per page), or information for multiple petitioners may be listed on a single page. A brief description of the requested changes including a copy of the suggested language to amend the plan must be on each signature page.
- The name and contact information for a representative of the petitioning party.
- The petition shall be submitted in one package including all signatures to the Secretary and the QIP Administrator, Donald Shippelhoute, via mail at CDFA-QIP 1220 N Street, Sacramento, CA 95814 or emailed to:
donald.shippelhoute@cdfa.ca.gov
- Once the petition is submitted to the Department, the petition cannot be amended.

Upon receipt of a petition:

- The Secretary shall notify the petitioner in writing of its receipt of the petition.
- The Secretary shall notify the Producer Review Board via email and post the petition on the CDFA website. The Department will begin the verification process

to validate submitted signatures. No more signatures will be received after the date the petition is received.

- The Department will contact each person via mail signing the petition, with a control number, to confirm the intent of the signatory. This will occur within twenty one days (21) of receipt of the petition. The confirmation must be returned to the Department within thirty days (30) of the date of the letter.
- The Secretary shall verify all information provided with the latest QIP Program producer listing available to ensure petitioner information is valid.
- The Secretary shall tabulate that the twenty-five percent (25%) has been achieved (or not) within ninety days (90) of receipt of the petition.
- If the petition is certified as achieving the 25% requirement, the Secretary shall notify the petitioner, the Producer Review Board (via email), effected producers, and post the result on the CDFA website.
- If certified, the Secretary shall schedule, within sixty days (60) of petition certification a meeting of the Producer Review Board, pursuant to Bagley-Keene Open Meeting Act requirements.
- The Producer Review Board shall review the merits of the petition in one or more public meetings, adopt findings, and make a recommendation to the Secretary.
- The Secretary's determination shall be reported to the Petitioner, the Producer Review Board, producers and posted on the CDFA website within thirty days (30) of the Producer Review Board's recommendation.