



pennsylvania
MILK MARKETING BOARD

APPLYING FOR PA MILK
MARKETING BOARD
LICENSE
Haulers

PMMB Enforcement and Accounting

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New Hauler Application

Location: MARS > Licensing > Applications > New Hauler Application

New Hauler Application

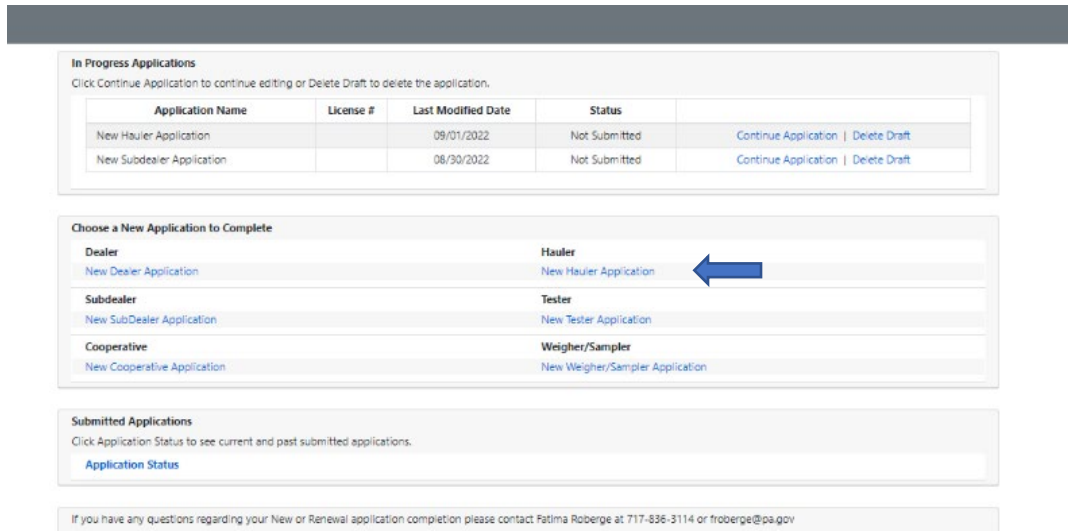
8. To apply for a New Hauler Application, **navigate** to the location provided above. Figure 1.

Figure 1. New Hauler Application – MARS Navigation



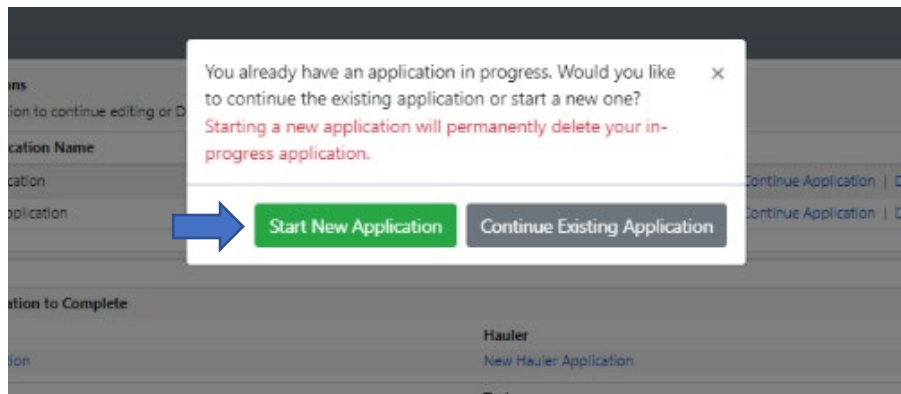
9. Click on “New Hauler Application.” Figure 2

Figure 2. New Hauler Application – Application Selection Screen



1. A pop-up box will appear if you have an existing application that is in progress.
2. When this box appears, you will have the choice of either **Clicking** on “Start New Application (green)” or “Continue Existing Application (grey).” Figure 3.

Figure 3. New Hauler Application – Starting New Application Pop-up Box



Application Dashboard

10. The Application Dashboard will appear.

1. All sections must be completed before your application can be reviewed and approved by Milk Marketing Board staff.
2. Staff recommend working left to right, beginning with "License Year" and ending with "Certification." Figure 4.

Figure 4. Application Dashboard

New Hauler Application					
Section	Status	Completed	Section	Status	Completed
License Year	Not Started	⊗	Payment	Not Started	⊗
Applicant/Business Information	Not Started	⊗	Certification	Not Started	⊗
Milk Pick Up Questionnaire	Not Started	⊗			
Names of Dealers/Coops	Not Started	⊗			

License Year

4. **Click** the radio button for the license year for which you are applying.
 - a. **Click** "Save Progress" and then **Click** "Application Home"Or
 - b. **Click** "Mark page as complete" and then the "Next" button.

Applicant Information

5. Fill out all required fields as noted by an asterisk (*).

Note: There is a “Yes” or “No” question at the bottom left-hand side of this section which you are **required** to answer. A “Yes” response may require an explanation.

6. **Click** “Save Progress” and then **Click** “Application Home”
Or
7. **Click** “Mark page as complete” and then the “Next” button. Figure 5.

Figure 5. Applicant Information

New Hauler Application - Applicant Information

Complete all required and applicable fields and click 'Mark page as complete' when it is finished. Click Next to proceed to the next set of application questions or Back to return to a previous page. At any time you may click Save Progress to save your application to complete at a later time.

Business or Trade Name *

Address *

State *
Select

County *

Contact Person

City *

Zip *

Phone *

Fax

Email *

State and Date established

Were you ever licensed or affiliated with any person or company licensed by the PA Milk Marketing Board as a Milk Hauler? *

Yes No

Application Home Save Progress Mark page as complete Previous Next

If you have any questions regarding your application please contact Fatima Roberge at 717-836-3114 or froberge@pa.gov

Milk Pick Up Questionnaire

8. There are three questions on the Milk Pick Up Questionnaire that you are required to answer.
 - a. Depending on your responses to the required questions, you may be asked to provide explanations/comments in the areas provided.

Important Note: Make sure you read the section in grey below the three questions that outline licensing requirements based on responses to the three questions in this section. Figure 6.

- b. **Click** “Save Progress” and then **Click** “Application Home”
Or
- c. **Click** “Mark page as complete” and then the “Next” button.

Figure 6. Milk Pick Up Questionnaire

New Hauler Application - Milk Pick Up Questionnaire

Complete all required and applicable fields and click 'Mark page as complete' when it is finished.
Click Next to proceed to the next set of application questions or Back to return to a previous page.
At any time you may click Save Progress to save your application to complete at a later time.

Do you transport bulk milk in Pennsylvania? *

Yes
 No

Do you ever pick up milk at farms in Pennsylvania? *

Yes
 No

Do you ever pick up milk at farms outside of PA and deliver to PA farms? *

Yes
 No

If you answered Yes to the first question, and No to the second and third questions, you must be licensed, but you are not required to submit monthly reports. If you answered No to all three questions, you are not required to be licensed. Haulers who only haul packaged milk products are not required to be licensed.

List the names and license number of each Weigher/Sampler employed or otherwise utilized by applicant to pick up or sample milk at Pennsylvania farms.
*This section is required unless you only transport bulk milk through Pennsylvania **

Application Home Save Progress Mark page as complete Previous Next

If you have any questions regarding your application please contact Fatima Roberge at 717-836-3114 or froberge@pa.gov

List of Dealers and Cooperatives You Haul For

9. List all names and locations of dealers you haul milk/cream for.
10. List all names and locations of cooperatives you haul milk/cream for.
11. **Click** "Save Progress" and then **Click** "Application Home"
- Or
12. **Click** "Mark page as complete" and then the "Next" button.

Payment

13. Identify your method of payment.
 - a. "Payment Not Included." Checking this will require that you provide a reason.
 - i. Mailing a check,
 - ii. Fes paid by another licensee. You must provide the name of the other licensee and their license number,
 - iii. Other. You will need to provide an explanation in the comment box.
 - b. To pay by telecheck or debit/credit card, **Click** "Proceed to Payment."
 - i. Complete all required fields.

Note: If your online payment is processed a screen will appear to tell you that your transaction has been approved.

- c. **Click** “Go Back to Application” at the bottom left of the screen.
14. **Click** “Save Progress” and then **Click** “Application Home”
- Or
15. **Click** “Mark page as complete and then **Click** the “Next” button.

Certification/Authorization

16. Fill in all required information.
 - a. Provide first and last names.
 - b. Provide title(s)
 - c. Provide date.
17. **Click** “Save Progress” and then **Click** “Application Home”
- Or
18. **Click** “Mark page as complete” and then the “Next” button to submit your application.
 - a. A “Submit Application” button appears at the bottom left of the screen. Figure 7.

Figure 7. Submitting Your Application

New Hauler Application - Authorization

Complete all required and applicable fields and click 'Mark page as complete' when it is finished. Click Next to proceed to the next set of application questions or Back to return to a previous page. At any time you may click Save Progress to save your application to complete at a later time.

In addition to the annual fixed fee of \$35.00, all licensed Milk Haulers shall pay the sum of \$.005 per hundredweight on all milk hauled, reported on the PMMB-79 Milk Hauler's Report. The PMMB-79 must be completed and filed with your hauler fee monthly. This report identifies the prior month's hauling activity and must be filed on or before the 30th of each month. A report is required even if there was no activity to report. Failure to comply with this filing requirement may be subject to possible legal referrals and citations.

The fee is computed as follows:

- A. All milk picked up at a producer's farm located outside of PA and delivered to a dealer or hauler located within PA (payable by the delivering hauler if the tanker is hauled by more than one hauler).
- B. All milk picked up at a producer's farm located within PA and delivered to a dealer or handler located within or outside PA.
- C. The payment due must accompany the milk hauler's monthly report.

If at any time during the term of this license there is a change to any information contained in this application, please notify the Milk Marketing Board. If you should discontinue operating as a hauler, please notify the Milk Marketing Board in writing and return your hauler's license.

I, the undersigned, hereby made for a Milk Hauler's License under the provisions of the Milk Marketing Law approved April 28, 1937 P.L. 317, as amended. The undersigned hereby affirms that the information is true and correct to the best of my knowledge, information and belief, and is made subject to the penalties prescribed by 18 PA.C.S. Section 4904 (relating to unsworn application to authorities)."

First and Last Name * Shannon Thomas Title * Business Analyst Date * 09/07/2022

Submit Application Add Another Name

Application Mark page as complete Previous

If you have any questions regarding your application please contact Fatima Roberge at 717-836-3114 or froberge@pa.gov

- b. **Click** on “Mark page as complete.” A pop-up appears to ask if you are ready to submit the application.
- c. **Click** on “Yes” or “No.”



Are you ready to submit this application?

Yes No

- i. If you **Click** “Yes” then your application will be **submitted**, and you will be able to **return** to MARS Homepage.
- ii. If you **Click** “No” then your application will not be submitted, and it will **direct** you back to the “Authorization” page.

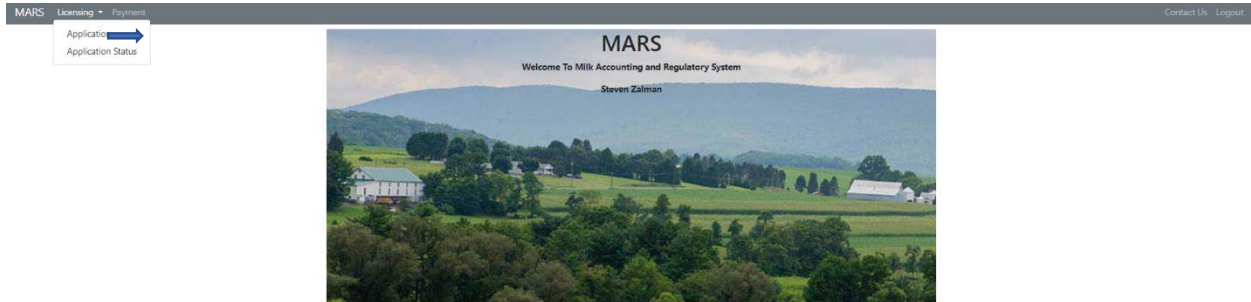
Important Note: After your application is submitted, you will receive a confirmation email to the email address on file that you have provided. It will contain a printable pdf of your submitted application.

Renewal Hauler Application

Location: MARS > Licensing > Applications > Renewal Hauler Application

1. Once you have logged in to MARS, **navigate** to the location provided above. Figure 1.

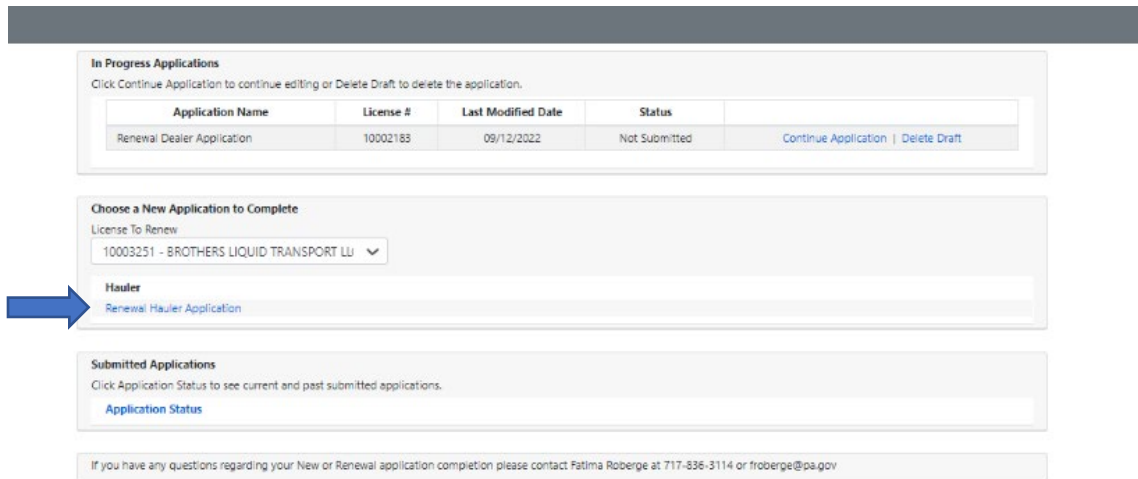
Figure 1. Renewal Hauler Application



2. **Select** “Renewal Hauler Application.”

- a. **Select** hauler name/license number from the “License to Renew” dropdown menu.
- b. **Click** on “Renew Hauler Application” in **blue**. Figure 2.

Figure 2. Renewing Hauler License



Application Dashboard

3. Each section needs to be completed in order for your application to be reviewed and approved by Milk Marketing Board staff. Figure 3.
- a. MMB staff recommend working left to right, beginning with “License Year” and ending with “Certification.”

Figure 3. Application Dashboard

Renewal Hauler Application - 10003251		
Section	Status	Completed
License Year	Not Started	✘
Applicant/Business Information	Not Started	✘
Milk Pick Up Questionnaire	Not Started	✘
Names of Dealers/Coops	Not Started	✘

Section	Status	Completed
Payment	Not Started	✘
Certification	Not Started	✘

License Year

4. **Click** on the license year you are renewing.
 - a. **Click** “Save Progress” and then **Click** “Application Home.”
Or
 - b. **Click** “Mark page as complete” and then **Click** on the “Next” button to move to the next section in the application.

Applicant/Business Information

5. You must fill in all required fields which will be noted by an asterisk (*).
6. **Click** “Save Progress” and then **Click** “Application Home.”
Or
7. **Click** “Mark page as complete” and then **Click** on the “Next” button to move to the next section in the application.

Hauler Questionnaire

8. There are two questions in this section that must be answered.
 - a. Provide explanations or comments, as needed, in the comment box.
9. **Click** “Save Progress” and then **Click** “Application Home.”
Or
10. **Click** “Mark page as complete” and then **Click** on the “Next” button to move to the next section in the application.

List of Dealers and Cooperatives You Haul For

11. List names and locations of all dealers you haul for.
12. List names and locations of all cooperatives you haul for.
13. **Click** “Save Progress” and then **Click** “Application Home.”
Or
14. **Click** “Mark page as complete” and then **Click** on the “Next” button to move to the next section in the application.

Payment

15. **Click** on how you will be making the payment.
 - a. Payment not included.
 - i. Mail a Check,
 - ii. Paid by another Licensee. You must provide name and license number.
 - iii. Other. This response requires an explanation.
 - b. For online payment by telecheck or debit/credit card
 - i. **Check** "Proceed to Payment."
 - ii. Complete all fields.

Note: If your online payment is processed a screen will appear to tell you that your transaction has been approved.

- c. **Click** "Go Back to Application" at the bottom left of the screen.
- d. **Click** "Save Progress" and then **Click** "Application Home."
Or
- e. **Click** "Mark page as complete" and then **Click** on the "Next" button to move to the next section in the application.

Certification/Authorization

16. Fill in all required information
 - a. Provide your first and last names.
 - b. Provide title(s) if requested.
 - c. Provide the date.
17. **Click** "Save Progress" and then **Click** "Application Home."
Or
18. **Click** "Mark page as complete" and then **Click** on the "Next" button to move to the next section in the application.
 - a. A "Submit Application" button will appear on the left-hand side.
 - b. **Click** "Submit Application." A pop-up will appear asking if you are sure if you want to submit the application.
 - i. **Click** "Yes" to submit application and go to MARS homepage.
 - a. A pop-up appears indicating you successfully submitted your application. Figure 4.
 - ii. **Click** "No" to save your progress to return at another time.

Figure 4. Application Submitted

