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BULLETIN

No. 1561
June 14, 2019

**MILK DEALER MONTHLY REPORT
ENFORCEMENT POLICY**

Board Staff has observed repeated problems with Milk Dealer Monthly Reports (PMMB 62). Two issues are most prevalent: 1. PMMB 62e that will not upload due to data entry errors, and 2. PMMB 62e that upload, but contain errors that go repeatedly uncorrected despite Board auditors explaining how to complete the report correctly. Regularly addressing these easily correctable issues

1. PMMB 62 and PMMB 62e that do not upload

When the Board receives a PMMB 62, a Staff member manually enters the information, as submitted, into the Milk Accounting and Regulatory System ("MARS"). When the Board receives a PMMB 62e, it is uploaded directly into MARS. In both cases MARS generates an audit document that Board auditors use to conduct audits. When a PMMB 62 or PMMB 62e will not upload due to a data entry error, a Staff member must review the report to determine why it would not upload and then must correct the problem.

Effective immediately:

1. When a PMMB 62 or PMMB 62e will not upload due to a data entry error in the report, a Staff member will correct the error;
2. A Staff member will contact the dealer, explain why the PMMB 62 or PMMB 62e would not upload, and work with the dealer to correct the issue;
3. If the error is repeated, a Staff member will correct the error;
4. A Staff member will contact the dealer again to work with the dealer to correct the issue and a written warning will be issued by the Legal department;
5. If the error is repeated a third time, the report will be returned to the dealer;
6. If a corrected report that will upload is not received by the report's due date, the report will be considered filed late and a citation will be issued by the Legal department.

2. Monthly report errors discovered on audit

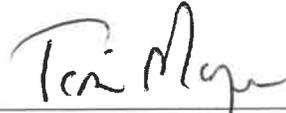
Board Auditors observe errors in monthly reports and the associated audit documents generated by MARS that are caused by data entry errors that do not prevent the PMMB 62 or PMMB 62e from being uploaded. When an Auditor discovers one of these errors while

performing an audit, the Auditor must correct the PMMB 62 or PMMB 62e and must also manually correct the error in MARS. The Auditors conduct exit interviews and explain the error, but the error often goes repeatedly uncorrected.

Effective immediately:

1. When an Auditor discovers an error during audit, the Auditor will correct the error in the PMMB 62 or PMMB 62e and in MARS;
2. The Auditor will explain the error and work with the dealer to correct the issue;
3. If the error is repeated, the Auditor will correct the error in the PMMB 62 or PMMB 62e and in MARS, explain the error, work with the dealer to correct the issue, and the Legal Department will issue a written warning;
4. If the error is repeated a third time, the monthly report will be returned to the dealer, the report will be considered filed late until a correctly completed report is received, and a citation will be issued by the Legal department.

PENNSYLVANIA MILK MARKETING BOARD



Tim Moyer, Secretary

IF YOU REQUIRE THIS INFORMATION IN AN ALTERNATE FORMAT, CALL
(717) 787-4194 OR (800) 654-5984 (PA RELAY SERVICE FOR TDD USERS).