



STATE OF MICHIGAN  
DEPARTMENT OF AGRICULTURE  
LANSING

JENNIFER M. GRANHOLM  
GOVERNOR

DON KOIVISTO  
DIRECTOR

**DATE:** October 7, 2008

**TO:** All Local Health Departments (LHD's)  
Attn: Medical Director / Health Officer / Director of Environmental Health  
Michigan Department of Agriculture (MDA)  
Attn: Food and Dairy Division Managers

**FROM:** Becky Peterson, Supervisor  
Food Service Program  
Food and Dairy Division

A handwritten signature in cursive script that reads 'Rebecca Peterson'.

**SUBJECT:** FY08 4th Quarter LHD Food Report

TO SUBMIT YOUR 4th QUARTER REPORT (July, August, September) GO TO:  
<http://www.mda.state.mi.us/AgWatch/default.aspx>

**Select: LHD Quarterly Food Rpt., Q4, FY08**  
**Password: QUARTERLY (must be capitalized)**

NOTE: Please maintain security on the password and provide to individuals only as necessary. Should you experience problems, please contact Becky Peterson at [petersonr2@michigan.gov](mailto:petersonr2@michigan.gov) or Mary Losey at [loseym@michigan.gov](mailto:loseym@michigan.gov).

Each quarter's survey will be open for a 2 month window (this report will be available from 10/7/08 thru 12/5/08). MDA will accept the old format only if an agency needs to submit information past the cut-off date. **Please do not send the quarterly report by mail or e-mail as in the past.** Current report forms will be removed from MDA's website and the link will be provided. Instructions will be maintained on the MDA website, since we are not able to program instruction into the report.

Use of the web-based report will provide a simplified uniform reporting method and reduce data entry time and potential entry errors here at MDA. A new survey will be posted each quarter.

cc: FSP, Kevin Besey, Mary Losey

Distribution List:  
MIFood Listserve  
MDA Food Section Staff