

Meat or Poultry Processing Facility Licensing Guide

The Kansas Department of Agriculture is devoted to the total support of agriculture in Kansas. While we must fulfill our statutory obligations, the department is dedicated to providing support and assistance to make Kansas farms, ranches and agribusinesses successful and help them grow if that is their desire. We also encourage more farms, ranches and other agriculture business to expand in or relocate to Kansas. This checklist will help guide you through various resources and requirements for opening and operating a typical Kansas meat or poultry facility. In addition to license requirements by KDA, other Kansas agencies as well as local or federal government agencies may have regulatory requirements to follow. Contact your local planning authority to ensure you follow all local business development laws, rules, regulations and guidelines. This guide is designed to assist you as you work to build and operate a successful meat or poultry facility in Kansas.

✓	Department	Description	Renewal
	Office of the Secretary of State www.kssos.org	Complete the appropriate business entity filings and forms required by the Kansas Secretary of State. Call 785-296-4564 for more information.	Prior to starting
	Department of Revenue www.ksrevenue.org	Visit the Department of Revenue website to find important business tax information . Call 785-368-8222 for more information.	Prior to starting
	Department of Agriculture — Meat and Poultry Program http://agriculture.ks.gov	To see what forms are needed for your meat processing initiative, visit the Meat and Poultry Inspection Registration website . The New Facility Packet provides guidance for the regulatory requirements of sanitation and the design and construction of meat and poultry slaughter and processing plants. The handbooks consists of information such as recommended building standards, registration requirements and HACCP consultants. Consult the Meat and Poultry Program website or call 785-564-6776 for more information.	Prior to January 1
	U.S. Department of Agriculture — Food Safety Inspection Service (FSIS) www.fsis.usda.gov	Meat or poultry products produced under federal inspection can be sold within and outside Kansas including international markets . For requirements for federal inspection, see USDA FSIS's website .	
	Department of Agriculture — Weights and Measures http://agriculture.ks.gov	No license is needed from Weights and Measures, but meat or poultry processing facility with scales or other weighing or measuring devices must hire a licensed service company to place the devices into service and test once annually if the weighing or measuring devices are utilized for any commercial transaction. Visit the Weights and Measures website for more information, or call 785-564-6681.	Annual service
	Department of Health and Environment — Bureau of Water, Industrial Program Section www.kdheks.gov	NPDES Industrial Stormwater Permit is required for the operation of the facility and must be obtained prior to the start of operation. In lieu of this permit, the operator can obtain a 'No Exposure Waiver', found in the NPDES Industrial Stormwater Permit, if waiver requirements are met. Call 785-296-4347 for more information. NPDES Construction Stormwater Permit is required only if one or more acres are disturbed during construction. The permit is required prior to the start of soil disturbing activities; contact 785-296-5549 for more information. Any on-site water pollution control system will have to be permitted. Permit has to be issued prior to the start of construction. If wastewater will be directed to a municipal wastewater collection and treatment system for treatment and disposal, approval for use of the municipal system along with any permits need to be secured from the municipality. Contact 785-296-5551 for more information.	Prior to construction
	Department of Health and Environment — Bureau of Waste Management www.kdheks.gov	A meat processing facility is required to dispose of waste. There are several options for disposal through a solid waste processing facility, incineration (KDHE Bureau of Air) or biological decomposition (composting). If a composting facility is less than one-half acre, registering the operation with KDHE Bureau of Waste Management is all that is required. A permit is required if it is more than one-half acre. For additional information and training on composting processing wastes, contact KDHE Bureau of Waste Management at 785-296-2751.	Annually

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✓	Department	Description	Renewal
	Department of Health and Environment — Bureau of Water, Public Water Supply and Geology & Well Technology Section www.kdheks.gov	If the facility will not utilize a municipal public water supply or rural water supply as the source of human drinking water and the facility will serve 25 people or more per day, 60 or more days per year, it will be considered a public water supply subject to state/federal drinking water requirements. Contact the KDHE Public Water Supply Section at 785-368-7130. Water wells shall be constructed by Kansas-licensed water well contractors. There are special construction requirements for water wells, serving public water supplies. Contact the KDHE Geology & Well Technology Section at 785-296-3565 for more information.	Prior to construction
	Department of Health and Environment — Bureau of Water, Municipal Program Section www.kdheks.gov	If the facility will employ an on-site wastewater treatment system for human wastewater rather than utilize a municipal sanitary sewer for handling and disposal of sewage from the facility, contact the KDHE Municipal Program Section at 785-296-5527 for construction and permitting requirements.	Prior to construction
	Department of Health and Environment — Bureau of Air www.kdheks.gov	A permit will be required if proposing to install equipment such as a fuel combustion device (e.g., boiler, engine, fuel burning unit). Must submit Notification of Construction form and appropriate Process/Equipment forms, and receive permit before commencing construction or installation of the equipment. Refer to the Standard Construction Permit/Approval for Gasoline Dispensing Facilities if applicable. or more information, review the KDHE Bureau of Air website or call 785-296-1570.	Prior to construction
	Kansas Department of Wildlife, Parks and Tourism www.ksoutdoors.com	Projects that involve public funds, government assistance, require another state or federal permit, or potentially affect a current listed species or its critical habitat need an environmental review . Call 620-672-5911 for more information.	Prior to construction

Kansas Department of Agriculture
1320 Research Park Drive
Manhattan, KS 66502
Phone: (785) 564-6700
Email: ksag@ks.gov
Website: <http://agriculture.ks.gov>

This guide is for informational purposes only. It is not intended to be an exhaustive list of requirements for operating a Kansas agribusiness entity. Please contact the appropriate agencies or organizations for specific requirements applicable to your business.

Helpful Business Development Resources

The following listed resources are provided as a service to Kansas businesses. These resources will assist business owners in obtaining useful tools for starting a Kansas business, marketing agricultural products, and developing a skilled workforce, among others.

Kansas Department of Agriculture

<p>Agribusiness Development, Domestic & International</p> <p>http://agriculture.ks.gov</p>	<p>The agribusiness development team works to grow the Kansas agriculture industry and economy by connecting people, working through regulatory requirements, as well as navigating support and incentive options for Kansas agribusinesses. The team handles both domestic and international business-related activities. For domestic questions, contact Lynne Hinrichsen, Agribusiness Development Director, at Lynne.Hinrichsen@ks.gov or 785-250-6429. If your business has questions on importing/exporting, contact Suzanne Ryan-Numrich, International Trade Director, at Suzanne.Numrich@ks.gov or 785-564-6704.</p>
<p>From the Land of Kansas Program</p> <p>www.fromthelandofkansas.com</p>	<p><i>From the Land of Kansas</i> is a voluntary trademark program that helps promote and identify Kansas agricultural products to consumers. Register the business for membership with <i>From the Land of Kansas</i>. For more information contact Janelle Dobbins, From the Land of Kansas Specialist, at Janelle.Dobbins@ks.gov or call 785-564-6759.</p>
<p>Agricultural Workforce Development</p> <p>http://agriculture.ks.gov</p>	<p>KDA's Workforce Development can connect you with secondary and post secondary resources to find skilled employees and/or assist in developing a training program to fit your needs. For more information, contact Russell Plaschka, Ag Career & Workforce Development Specialist, at Russell.Plaschka@ks.gov or (785) 564-7466.</p>

Kansas Department of Commerce

<p>KANSASWORKS</p> <p>www.kansasworks.com</p>	<p>KANSASWORKS is a free, web-based resource connecting employers with skilled employees and training providers. Call 877-509-6757 for more information on how to utilize the KANSASWORKS services for filling your employment needs.</p>
<p>Rural Opportunity Zones</p> <p>http://kansascommerce.gov</p>	<p>The Rural Opportunity Zone program is a state program authorizing financial incentives to new full-time residents in Kansas. The two types of assistance include Kansas income tax waivers for up to five years, and/or student loan repayments up to \$15,000. For more information, please contact the Kansas Department of Commerce at 785-296-3481.</p>

Other Resources

<p>Network Kansas</p> <p>http://www.networkkansas.com/</p>	<p>Network Kansas provides a central portal that connects entrepreneurs and small business owners with the appropriate resources when they are needed most. Network Kansas works with both new and existing businesses. Call 877-521-8600 for more details.</p>
<p>Kansas Small Business Development Center (KSBDK)</p> <p>http://www.kansasbdc.net/</p>	<p>The KSBDK is a network of service centers located throughout Kansas offering business consulting to small businesses. Call 800-452-6727 for more information.</p>
<p>Kansas Business Center</p> <p>http://www.kansas.gov/businesscenter/</p>	<p>The Kansas Business Center is a resource for information, filings and personal assistance to start or maintain a Kansas business. Call 877-521-8600 for more details.</p>

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Helpful Business Development Resources

Other Resources Continued

<p>K-State Research and Extension</p> <p>www.ksre.ks.edu</p>	<p>K-State Research and Extension is a statewide network of educators sharing unbiased, research-based information and expertise on issues important to Kansas. It has established local, state, regional, national and international partnerships. It is dedicated to a safe, sustainable, competitive food and fiber system and to strong, healthy communities, families, and youth through integrated research, analysis and education. For more information, please call 785-532-5820.</p>
<p>K-State Research and Extension, Kansas Value Added Foods Lab and K-State Food Science Institute, Meat Science Facility</p>	<p>The Kansas Value Added Foods Lab offers food-related businesses, processors and entrepreneurs technical assistance and product development expertise. For the full list of services and pricing refer to the Fees and Information (Kansas only). Call 785-532-1668 for more information, or email kvaf1@ksu.edu.</p> <p>The Meat Science Facility provides meat processors and entrepreneurs an opportunity to use a state-of-the-art meat science research and teaching complex. Laboratories include the Meat Lab, the Sensory Lab, the Color Lab, the Meat Chemistry Lab, and the Post-Processing Pasteurization Lab. For more information, call 85-532-1279.</p>
<p>USDA Rural Development</p> <p>www.rd.usda.gov</p>	<p>USDA's Rural Development program offers loans, grants and loan guarantees to support services such as housing, economic development, health care, first responder services and equipment, water, electric and communications infrastructure.</p>
<p>USDA New Farmers</p> <p>newfarmers.usda.gov</p>	<p>USDA's New Farmers program assists farmers in finding resources customized to their specific type of farm. Subcategories are focused on young and beginning farmers, women in agriculture, youth and veterans.</p>

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