

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 the Kansas Department of Agriculture, 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
	Kansas Small Business Development Center (KSBDC)*	The KSBDC is a network of service centers located throughout Kansas offering business consulting to small businesses. Call 800-452-6727 for more information.	Prior to starting
	Office of the Secretary of State	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	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	To see what forms are needed for your meat processing initiative, look to the Meat and Poultry Inspection Registration website. For recommended building requirements, consult the Recommended Physical Standards for Meat and Poultry Slaughter/Processing Plants . There is also a New Facility Handbook to provide guidance for the regulatory requirements of sanitation and the design and construction of meat and poultry slaughter and processing plants. 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)	Meat or poultry products produced under federal inspection can be sold within and outside Kansas. For requirements for federal inspection, see USDA FSIS's website .	
	Department of Agriculture, Weights and Measures	No license is needed from Weights and Measures, but a meat or poultry processing facility with scales must hire a licensed service company to test the scales once annually if the scales are utilized for any commercial transaction. Visit the Weights & Measures website for more information, or call 785-564-6681.	Annual service
	Department of Health and Environment, Bureau of Water, Industrial Program Section	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 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. 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 water 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. Call 785-296-5547 for more information.	Prior to construction
	Department of Health and Environment, Bureau of Waste Management	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
	Department of Health and Environment, Bureau of Water, Public Water Supply & Geology Sections	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 785-296-5514. 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 Section at 785-296-5560 for more information.	Prior to construction

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	Department of Health and Environment, Bureau of Water, Municipal Program Section	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	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. For more information, review the KDHE Bureau of Air website or call 785-296-1570.	Prior to construction
	Kansas Department of Wildlife, Parks and Tourism	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

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*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.
* Indicates that the information listed is merely a useful resource and not a requirement for operating the business*

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