



# Agricultural Motor Carrier Licensing Guide

The Kansas Department of Agriculture (KDA) 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 businesses 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 agricultural motor carrier. 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 agricultural motor carrier in Kansas.

✓	Department	Description	Renewal
	Office of the Secretary of State <a href="http://www.kssos.org">www.kssos.org</a>	Complete the appropriate business entity <a href="#">filings and forms</a> required by the Kansas Secretary of State. Call (785) 296-4564 for more information.	Prior to starting
	Department of Revenue <a href="http://www.ksrevenue.org">www.ksrevenue.org</a>	Visit the Department of Revenue website to find important <a href="#">business tax information</a> . Call (785) 368-8222 for more information.	Prior to starting
	Kansas Corporation Commission — Transportation Division <a href="http://www.kcc.state.ks.us">www.kcc.state.ks.us</a>	Consult the <a href="#">Kansas Corporation Commission</a> transportation website for information about operating motor carriers in Kansas. Review the <a href="#">guidelines</a> for Kansas Farm Vehicle Drivers.  Access the <a href="#">Kansas Trucking Regulatory Assistance Network's (KTRAN) new Interactive Wizard</a> to take a comprehensive new motor carrier questionnaire. Once completed, the website will provide specific compliance information and links to the appropriate documents. Motor carriers participating in interstate commerce need to pay the Unified Carrier Registration fee through <a href="#">KTRAN</a> .  Review the <a href="#">Procedures for Safety Compliance</a> for a comprehensive list of requirements. Motor carrier safety compliance training is available at locations noted on the <a href="#">Safety Presentations</a> schedule. For more information, call (785) 271-3145.	Prior to starting
	Department of Agriculture — Division of Animal Health <a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a>	When importing livestock into Kansas, motor carriers must have appropriate health certificates as required by the Division of Animal Health. Consult the Division of Animal Health <a href="#">Import and Export Regulations</a> for a complete list of requirements for interstate shipment of livestock. For more information, visit the <a href="#">Division of Animal Health</a> webpage or call (785) 564-6601.	Prior to interstate shipment of livestock
	Department of Agriculture — Dairy and Feed Safety <a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a>	Motor carriers responsible for hauling and transporting milk should obtain a <a href="#">Milk Hauler License</a> . If the motor carrier will own a milk tank wash facility, they should complete the <a href="#">Milk Tank Truck Wash Facility License</a> application. Review the <a href="#">Milk Hauler's Study Manual</a> and visit the <a href="#">KDA website</a> to view the milk hauler training videos. For more information, visit the <a href="#">Dairy and Feed Safety Program</a> webpage or call 785-564-6761.  Milk tank wash facilities may also require approval from the Kansas Department of Health and Environment (KDHE) if water discharge is not directed towards municipal systems. Call KDHE at (785) 296-5547 for more information.	Prior to starting,  Annual renewal July 1
	Department of Agriculture — Pesticide and Fertilizer <a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a>	The Department of Agriculture regulates the storage and transport of anhydrous ammonia. Transport trucks are subject to safety compliance inspection if present at a storage facility during inspection. For more information, visit the <a href="#">Pesticide and Fertilizer Program</a> webpage or call (785) 564-6688.	



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	Department of Health and Environment — Bureau of Environmental Remediation, Storage Tank Section  <a href="http://www.kdheks.gov">www.kdheks.gov</a>	Agricultural motor carriers operating their own aboveground storage tanks (AST) or underground storage tanks (UST) may need to register with the Kansas Department of Health and Environment (KDHE). Review the <a href="#">KDHE Storage Tank Section</a> website for further information, or call (785) 296-1678 for permitting information.  The <a href="#">Kansas Small Business Environmental Assistance Program</a> (SBEAP) has <a href="#">AST program highlights and registration requirements</a> in addition to <a href="#">assistance with UST inventory control</a> .	Prior to installing tanks,  Annual renewal August 1

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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.*



# 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 &amp; International</p> <p><a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a></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 Russell Plaschka, Agribusiness Development and Workforce Program Manager, at <a href="mailto:Russell.Plaschka@ks.gov">Russell.Plaschka@ks.gov</a> or (785) 564-7466. If your business has questions on importing or exporting, contact Suzanne Ryan-Numrich, International Trade Director, at <a href="mailto:Suzanne.Numrich@ks.gov">Suzanne.Numrich@ks.gov</a> or (785) 564-6704.</p>
<p>From the Land of Kansas Program</p> <p><a href="http://www.fromthelandofkansas.com">www.fromthelandofkansas.com</a></p>	<p>The <i>From the Land of Kansas</i><sup>TM</sup> trademark program's goal is to help businesses that grow, produce, process or manufacture products in Kansas. In addition, the program works with and supports restaurants using Kansas products and retailers selling Kansas products and ingredients. The trademark program helps members promote their Kansas products and provides members with a variety of business development tips and opportunities, including marketing assistance. In addition, the state trademark provides a consistent way to identify Kansas agriculture-based products.</p> <p><a href="#">Register</a> your business for membership with <i>From the Land of Kansas</i>. For more information, contact Janelle Dobbins, <i>From the Land of Kansas</i> Marketing Manager, at <a href="mailto:Janelle.Dobbins@ks.gov">Janelle.Dobbins@ks.gov</a> or call (785) 564-6759.</p>
<p>Agricultural Workforce Development</p> <p><a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a></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, Agribusiness Development and Workforce Program Manager, at <a href="mailto:Russell.Plaschka@ks.gov">Russell.Plaschka@ks.gov</a> or (785) 564-7466.</p>

## Kansas Department of Commerce

<p>KANSASWORKS</p> <p><a href="http://www.kansasworks.com">www.kansasworks.com</a></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><a href="http://www.kansascommerce.gov">www.kansascommerce.gov</a></p>	<p>The <a href="#">Rural Opportunity Zone</a> 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><a href="http://www.networkkansas.com">www.networkkansas.com</a></p>	<p>Network Kansas works with new and existing businesses to provide a central portal that connects entrepreneurs and small business owners with expertise, education and economic resources. The KSHIP mobile application, available on iOS, is designed to provide simplified access to resources through connections, classes and capital resources. Call (877) 521-8600 for more details.</p>
<p>Kansas Small Business Development Center (KSBDC)</p> <p><a href="http://www.kansassbdc.net">www.kansassbdc.net</a></p>	<p>The Kansas Small Business Development Center is a network of service centers located throughout Kansas offering business consulting to small businesses. Call (800) 452-6727 for more information.</p>

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# Helpful Business Development Resources

## Other Resources Continued

<p>Kansas Business Center</p> <p><a href="https://www.kansas.gov/businesscenter/">https://www.kansas.gov/businesscenter/</a></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>
<p>K-State Research and Extension</p> <p><a href="http://www.ksre.ksu.edu">www.ksre.ksu.edu</a></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 <a href="#">Kansas Value Added Foods Lab</a> offers food-related businesses, processors and entrepreneurs technical assistance and product development expertise. For the full list of services and prices, refer to the <a href="#">Fees and Information</a> webpage. For more information, call (785) 532-1668 or email <a href="mailto:kvaf@ksu.edu">kvaf@ksu.edu</a>.</p> <p>The <a href="#">Meat Science Facility</a> 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 (785) 532-1279.</p>
<p>USDA Rural Development</p> <p><a href="http://www.rd.usda.gov">www.rd.usda.gov</a></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><a href="http://newfarmers.usda.gov">newfarmers.usda.gov</a></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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