



Meat & Poultry Inspection

APPLICATION FOR REGISTRATION

Kansas Department of Agriculture
 1320 Research Park Drive
 Manhattan, KS 66502
 Phone 785-564-6776
 Fax 785-564-6779
 E-mail: KDAMP@ks.gov
 Website: www.agriculture.ks.gov/MeatPoultry

Calendar Year: _____

REGISTRATION FEE: \$25

Kansas Establishment No. _____

To pay by credit card, call or email the meat and poultry inspection program office.

Please check all boxes which apply to your operation.

- Red Meat Rabbit Poultry

Custom:

- Custom Slaughter Facility - CLF
- Custom Processing Facility - CPF
- Custom Slaughter and Processing Facility - MCF

Inspected (MSP):

- Inspected Slaughter Facility - ISF
- Inspected Processing Facility - IPF
- Inspected Slaughter and Processing Facility - MSP

Other:

- Broker - MMB
- Animal Food Manufacturer - AFM
- Small/Seasonal Slaughter Facility - SSF
- State-owned Facility at Regent Institution - SFR
- Facility at Public Secondary School - FSS
- Public Warehouseman - POW
- Wholesaler - WHS
- Poultry Exemption (see back) - POE
- Federally Inspected Plant - FIP

Facility Name: _____ Email: _____

Facility Address: _____ City: _____ Zip: _____

Mailing Address (if different from above): _____

Phone #: _____ County: _____ Tax ID#: _____

Business Type: Individual Partnership Corporation, Incorporated in the State of: _____

Name of Business Owner(s): _____

Name of each person listed above who has been convicted in any Federal or State court of (1) any felony or (2) more than one violation of any law, other than a felony, based upon acquiring, handling or distributing of unwholesome, mislabeled or deceptively packaged foods or based upon fraud in connection with transactions in food. Include the nature of the crime, the date of conviction and the court in which convicted. Attach a separate sheet if necessary. K.S.A. 65-6a36.

I hereby attest that the information in this application is true, complete and accurate.

Signature of Owner or Agent

Printed Name of person signing application

Title

Date

This institution is an equal opportunity provider.

For Office Use Only

Code	Fee	Transaction Number	Check No.
	\$		
MLP			

Exemption Status: Custom _____
Poultry _____

Poultry Exempt Registration

There are many exemptions from official inspection where the inspection legend is applied to the finished product. Because these products do not bear the mark of inspection, there are some restrictions as to their production.

Please check the box below next to the exemption you will be operating under. A compliance officer will follow up with you to confirm that you meet the requirements of the exemption and see if you have any questions. Periodic inspections are conducted to verify compliance with the exemption.

Two exemptions do not require registration: Personal Use and Producer, grower, 1,000 bird limit. They are included here for informational purposes. Unless otherwise stated below, a person cannot operate under more than one exemption. If a person exceeds the bird limit, or wants to do multiple operations, then official inspection is required.

✓	Exemption	No. of birds	Requirements*
-----	Personal Use	No limit	Slaughter, processing, transportation of poultry products is done by the owner; For the private use of the owner, owner's household, and owner's nonpaying guests and employees; Poultry is healthy when slaughtered and produced under sanitary conditions; Poultry cannot be sold or donated as human food; If owner transports poultry for use by owner, members of his household and non-paying guests and employees, poultry must be properly labeled.
-----	Producer, grower	1,000	Grower only slaughters birds raised by grower; For sale <u>from the farm</u> , no restriction on who selling to; Poultry grower does not engage in buying or selling poultry products other than those produced from poultry raised on his or her own farm; Slaughter or processing is not done at a facility used for slaughter or processing poultry by another person.
<input type="checkbox"/>	Custom Slaughter, processing, or both	No limit	Slaughter and processing done for the owner of the poultry for the private use of the owner, owner's household, and owner's nonpaying guests and employees; Poultry is healthy when slaughtered and produced under sanitary conditions; Poultry cannot be sold or donated as human food; If owner transports poultry for use by owner, members of his household and non-paying guests and employees, poultry must be properly labeled.
<input type="checkbox"/>	Producer, grower	20,000	Grower only slaughters birds raised on premises by grower; Grower sells, in a calendar year, only poultry or poultry products he or she prepares; Poultry is healthy when slaughtered and produced under sanitary conditions; Poultry products are distributed solely by the grower and only within the state and grower does not buy or sell other poultry products; Poultry must be properly labeled; Poultry products may be sold within the state to other businesses for resale as meat or meals, including a distributor, hotel, restaurant, retail store, institution, or small enterprise when the product is produced under a Federal or a State exemption.
<input type="checkbox"/>	Producer, grower, or other person (PGOP)	20,000	An owner (either grower or purchaser) who slaughters poultry, and may also process that poultry; Poultry products are distributed solely by the processor and only within the state; Poultry is slaughtered and produced under sanitary conditions; Poultry must be properly labeled; Poultry may be sold to household consumers, restaurants, hotels, and boarding houses to be used in those homes and dining rooms for the preparation of meals served or sold directly to customers intrastate but <u>not</u> to retail stores or other producer growers.
<input type="checkbox"/>	Small Enterprise	20,000	Processing of Federal or State inspected or exempt poultry product is limited to the cutting up of carcasses; Facility operates and is maintained in a manner that prevents the creation of insanitary conditions and ensures that the product is not adulterated; Facility used to slaughter or process poultry is not used to slaughter or process another person's poultry; Poultry must be properly labeled; Poultry products are distributed solely by the processor and only within the state; May slaughter or cut up poultry for sale to household consumers, HRI, and retail stores; May not cut up and distribute poultry products to businesses operating under the Producer/Grower or PGOP, Retail Dealer, or Retail exemption.
<input type="checkbox"/>	Retail Exemption	No limit	Poultry products must be produced from federal or state inspected and passed poultry; Poultry products must be properly labeled; Poultry products may be sold to household consumers, hotel, restaurant, and other institutions (HRI) provided that 75% of the total retail sales are made to household consumers, and the HRI sales do not exceed \$51,700 in one year.

*This is a brief summary of the key requirements that distinguish an exemption, there may be other requirements. Please see our related fact sheet, and consult the regulations in 9 C.F.R. 381.10.



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WHOLESALE SUPPLEMENT

Registered Wholesaler of Meat and/or Poultry Products:

As a registered wholesaler with this department, and to keep our records current, please indicate below the slaughter/processing facility that you use. If you use more than one facility, please list all. Please return this form with your Application for Registration. Thank you for your cooperation.

Establishment Number (If known)	Slaughter/Processing Facility (Establishment Name)	City, State

(Wholesale Business Name)

(Print Name)

(Signature)

MEAT & POULTRY INSPECTION PROGRAM WHOLESALE GUIDELINES

This information is to provide you with specific requirements to be fulfilled as a wholesaler of meat and/or poultry products.

All products must be State of Kansas or USDA inspected and passed product. Products cannot be labelled NOT FOR SALE.

- Register with the Kansas Department of Agriculture, Meat & Poultry Inspection Program as a Wholesaler. **Licenses are valid until the end of each calendar year and must be renewed by January 1st every year.**
- To obtain approval of your private label you must contact the inspector at the plant where the animals are processed. Labels will not be approved without a current registration on file. Allow plenty of time to obtain label approval. **NO RUSH** approvals.
- Boxed product cannot be opened to sell a single packaged item unless all individual product has a complete label.

The 7 Label Requirements: (1) product name, (2) official inspection legend and establishment number, (3) net weight statement, (4) ingredients statement, (5) address line, (6) handling statement and, (7) safe handling instructions. Depending on the product (6) or (7) may not be required.

- State of Kansas product must be sold for intrastate purposes only. May be sold to HRI outlets, i.e., restaurants, schools, daycare, etc.
- Maintain proper temperatures in freezers or coolers. If frozen keep product solidly frozen. If fresh keep at temperature not to exceed 37° F.
- Product being transported must be kept at freezing or below if frozen and 45° F or below if fresh.
- Any other applicable requirements by local, county or state agencies will have to be fulfilled (i.e., register with health department).
- Facilities must be kept in a sanitary manner – proper rodent or insect control program.
- Keep all records associated with the business; for example: freezer temperature logs, receipts from the slaughter/processing of animals, a duplicate receipt book is recommended with the name/address/telephone number of customers in case of a recall.

For questions and additional information please contact the Meat & Poultry Inspection Program by phone (785) 564-6776 or email KDAMP@ks.gov.