

## GUIDELINE OF REQUIREMENTS FOR LICENSE TO OPERATE

	Retail Meat Processor	Custom Exempt Slaughter & Processing	Inspected Meat Slaughter Plant and Processing Plant	Inspected Meat Processing Plant	
<b>BASIC REQUIREMENTS</b>					
1	License Application - Issued	X - \$20.00	X - \$50.00	X - \$100.00	X - \$100.00
2	Application - Grant of Inspection or Custom Exempt		X	X	X
3	Plant Survey	X (SANITATION INSPECTION)	X	X	X
4	Water Certificate	X (Annual)	X (6 months)	X (6 months)	X (6 months)
5	Sewer Certificate	X	X	X	X
6	Blue Prints			X	X
7	Statement of Person in Charge of Sanitation		X	X	X
8	HACCP Training ?????? HOLD ON			X	X
9	Continuing Education (every 3 yrs) (SDCL 29-5-11.2)			X	X
<b>OTHER</b>					
1	Change of Ownership Letter	X	X	X	X
2	Letter of Authorization for Chemical Disinfection		X	X	X
3	Letter of Authorization to remove inedible and condemn		X	X	X
3a	Inedible - if not rendered, Methods of disposal approved by SDMI - If buried also approved by DENR	X	X	X	X
4	Rodent Control Map & Plan		X	X	X
5	List of Pesticides / Rodenticides Used		X	X	X
6	Pest Control Program		X	X	X
7	Guidelines for Reviewing Chemical Insecticide Usage		X	X	X
8	Letters of Guarantee		X	X	X
9	Establishment Improvement Plan		X	X	X
10	List of Approved Chemicals		X	X	X
11	Processing Procedure		X	X	X
12	Formula & Processing Procedure Approval		X	X	X
13	Product Label Approval			X	X
14	Letter of Authorization (Printer & Publishing Co.)			X	X
15	Letter of Authorization (Rubber Stamp / Computer Printout)			X	X
16	Smokehouse Log		X	NA	NA
17	Restricted Ingredient Inventory Record		NA	NA	NA
18	Monthly Production Record (Product Volume)	X*	X	X	X
19	E. coli Testing Protocol			X	
20	SSOP Plan			X	X
21	HACCP Plan			X	X
22	Lock-Out/Tag-Out Safety Plan			X	X

\* Have to Maintain to sell HRI

Revised 12/2010