

GUIDELINE OF REQUIREMENTS FOR LICENSE TO OPERATE

BASIC REQUIREMENTS		Retail Meat Processor	Custom Exempt Slaughter & Processing	Inspected Meat Slaughter Plant and Processing Plant	Inspected Meat Processing Plant
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)	X	X	X
4	Water Sample Report (Upon licensing new facility)	X	X	X	X
5	Water Certificate of Potability	X	X	X	X
6	Sewer Certificate		X	X	X
7	Blue Prints			Not Required, but may provide	
8	Statement of Person in Charge of Sanitation			Listed in SSOP	
9	HACCP Training			X	X
10	Continuing Education (every 3 yrs) (SDCL 39-5-11.2)		X	X	X

OTHER

1	Change of Ownership Letter	X	X	X	X
2	Letter of Authorization to remove inedible and condemn		X	X	X
3	Inedible - if not rendered, Methods of disposal approved by SDMI - If buried also approved by DENR		X	X	X
4	Rodent Control Map & Plan		Required, but does not have to be written		
5	List of Pesticides / Rodenticides Used		LOGs required		
6	Pest Control Program		Required, but does not have to be written		
7	Guidelines for Reviewing Chemical Insecticide Usage		Not required, but have to keep LOGs for chemicals used in plant		
8	Letters of Guarantee		X	X	X
9	Establishment Improvement Plan		X		
10	List of Approved Chemicals		LOGs required		
11	Processing Procedure			X	X
12	Formula & Processing Procedure Approval			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		Explain Process		
17	Restricted Ingredient		LOGs required		
18	Monthly Production Record (Product Volume)	X*	X	X	X
19	Generic E. coli Testing Protocol			X	
20	SSOP Plan			X	X
21	HACCP Plan			X	X
22	Lock-Out/Tag-Out Safety Plan		X	X	X
23	Grinding Log	X	X	X	X
24	SRM Removal Protocol and Log		X	X	X