APPLICATION FOR LICENSE TO OPERATE A COMMERCIAL SLAUGHTER AND/OR MEAT AND POULTRY PROCESSING ESTABLISHMENT

West Virginia Department of Agriculture
Animal Health/Meat and Poultry Inspection Bureau
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305
(304) 558-2206 Fax: (304) 558-1882

FY July 1, 2020 - June 30, 2021

1401-8630-6893-9777

SECTION 1: ESTABLISHMENT'S GENERAL DATA

A. Establishment's Full Name _____

B. Owner, Manager, Partner, or Person authorized to represent the Establishment for contacts with Meat and Poultry Inspection Personnel:

Name: _____ Title: _____

C. Location of Establishment: _____ / _____ / _____ / _____ / _____
Route, Box, or Street Address / City / State / Zip / County

D. Mailing Address if different than above: _____ / _____ / _____ / _____ / _____
Route, Box, or Street Address / City / State / Zip / County

E. Business Telephone: _____ Home Telephone Number: _____ Fax Number: _____ Email: _____

F. Form of organization (Check one): Individual ☐ Partnership ☐ Corporation ☐ Other (Specify)

SECTION 2: SLAUGHTER DATA

A. Days and Hours of Slaughtering Operations (Write in hours for each day)
(For example: 7am - 4pm)

Slaughter	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Commercial						
Custom						

B. Estimated Number of Animals Slaughtered Per Year

Slaughter	Cattle	Calves	Sheep	Swine	Goats	Poultry	Bison
Commercial							
Custom							

SECTION 3: PROCESSING DATA

A. Days and Hours of Processing Operations (Write in hours for each day)

Processing	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Commercial						
Custom						

B. Meat Species Processed: _____

C. Commercial Processing Operations:

a. Breaking/Cutting (carcasses, primal cuts, parts, etc.) ☐
b. Boning ☐
c. Fabricating (roast, steaks, chops, ground beef, hamburger) ☐
d. Curing (pork cuts, ham, etc.) ☐
e. Formulating (fresh/cured sausages, loaves, pattie mix, etc.) ☐
f. Cooking/Smoking (pork cuts, beef cuts, sausage, loaves) ☐
g. Drying (pork cuts, beef cuts, sausage, dehydrated products) ☐
h. Convenience Items (entrees, dinners, pies, pizza, etc.) ☐
i. Slicing (bacon, luncheon meats, sausage, etc.) ☐
j. Poultry Deboning ☐
k. Poultry Meat Grinding ☐
l. Other Processing (specify) _____
j. Freezing ☐

SECTION 4: OTHER OPERATIONS

A.	Do you intend to act as a meat and poultry product distributor?	Yes ☐	No ☐
B.	Do you intend to process deer during the hunting season?	Yes ☐	No ☐
C.	Do you intend to conduct Retail Sales of Inspected Products?	Yes ☐	No ☐
D.	Do you intend to offer Ritual Slaughter/Processing?	Yes ☐	No ☐
E.	Do you offer customized labelling?	Yes ☐	No ☐

SECTION 5: HACCP TRAINING

Does the establishment employ an individual who has been trained in the application for the HACCP principles to meat and poultry slaughter and/or processing?

Yes ☐ No ☐

If license is granted under the application, I (we) expressly agree to conform strictly to the Code of West Virginia, Chapter 19, Article 2B, Inspection of Meat and Poultry, and the rules on meat and poultry inspection promulgated thereunder by the West Virginia Department of Agiculture. I (we) certify that all statements made herein are true to the best of my knowledge and belief.

/		/	/
DATE OF APPLICATION	PRINTED NAME OF PERSON SIGNING APPLICATION	TITLE	SIGNATURE OF AUTHORIZED PERSON MAKING THIS APPLICATION

FOR WVDA USE ONLY

Date Application Received: _____

Amount Received: _____

Batch Number: _____

Director's Approval: _____

Establishment Number: _____

STATEMENT OF POLICY REGARDING EQUAL OPPORTUNITY AND PARTICIPATION IN PROGRAMS - It is the policy of the West Virginia Department of Agriculture to provide its services and programs to all persons without regard to sex, race, color, age, religion, national origin, or handicap.