

DEPARTMENT OF FOOD AND AGRICULTURE

Meat, Poultry and Egg Safety Branch
 1220 N Street, Sacramento, CA 95814
 Phone: (916) 900-5004
 Fax: (916) 900-5334

**PROCEDURES FOR OBTAINING STATE MEAT OR POULTRY INSPECTION**

A person interested in operating a State inspected [Custom Livestock Slaughterhouse](#), [Meat Processing Establishment](#), or [Poultry Plant](#) should follow these steps:

1. Contact the appropriate city or county zoning agency to determine if you can operate the proposed facility at the desired location. Obtain city or county approval (license or permit) before proceeding further with your plans.
2. Contact the local environmental health or sanitation department to obtain approval of the proposed or current sewage and wastewater disposal system for the plant.
3. Contact the Meat, Poultry Egg Safety Branch (MPES Branch) Area Office that covers the geographical region where you propose to operate. The Area Office will send MPI Form 79-025, Request for Survey, for you to complete and return. A MPESB representative will contact the appropriate person as stated on form 79-025 to schedule a site visit of the proposed operation. This form is also available at http://www.cdfa.ca.gov/ahfss/mpes/MPES_Forms_Applications.html.

Northern Area	Address and telephone numbers listed above.	Southern Area	Meat and Poultry Inspection Branch 1910 S. Archibald, Suite X Ontario, CA 91761 Phone: (909) 773-0079 Fax: (909) 923-3961
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4. A MPES Area Supervisor will survey your planned construction or remodeling site. In the case of a remodel, he/she will advise you if it is feasible to convert the existing structure to the type of plant desired. If a remodel is approved, he/she will list any deficiencies and suggestions for corrections on MPI Form 79-037, Survey for Inspection and will provide construction, equipment, and plan guidelines for you type of operation.

5. Submit plans (plot and floor), with accompanying General Facility Notes (a question and answer form provided by the Branch) and door, window, wall, floor, and ceiling schedules to the Area Office for approval before starting any construction or remodeling. The plans do not have to be blueprints, but they must accurately represent the proposed establishment. Refer to the plan guidelines for directions on schedule and plan contents.
6. Submit application(s) and fee(s) (\$100.00 dollars for each application) for [Livestock Meat Inspector \(LMI\)](#), [Poultry Meat Inspector \(PMI\)](#), or [Processing Inspector \(PI\)](#), whichever is appropriate for the type of operation. The application can be obtained from the Area Office or on-line at http://www.cdfa.ca.gov/ahfss/mpes/MPES_Forms_Applications.html. At least the plant owner or one employee must be trained and licensed before the plant can begin operating. The Branch will provide training materials and individual training as necessary to ensure that a licensed inspector is available when operations begin.
7. Formulation and Label approval application of inspected product must be submitted and approved prior to inauguration of inspection.
8. A written Sanitation Standard Operating Procedure must be developed, and implemented prior to inauguration of Inspection.
9. Once construction or remodeling is finished, the Area Supervisor will inspect the facility to determine if it is ready for inspection.
10. Submit the appropriate plant license application (\$500.00 dollars for initial plant license regardless of type of operations) along with the required fees. Complete MPI Form 79-038, Schedule of Operations, and MPI Form 79-016A Inedible Permit Application. Applications can be obtained from the Area Office or on-line at http://www.cdfa.ca.gov/ahfss/mpes/MPES_Forms_Applications.html. Once the equipped facility, been approved by the Area Supervisor, the required forms completed, the SSOP plan review and the plant has obtained a water sample from the plant and confirmed its potability, a license will be issued.