



| Office Use Only | |
|-----------------------|--|
| Issued _____ | |
| Lic. No. _____ | |
| CFS WA Lic. No. _____ | |

| Cashier Use Only | |
|------------------|------|
| | 4104 |

Annual License Expiration Date: June 30th

Custom Slaughtering Establishment (CSE) – New License Application

([Chapter 16.49 RCW](#))

| Applicant Information | | | | |
|---|-----------------|---|---------------|-----|
| Firm Name | | Uniform Business Identifier: | | |
| Applicant Name | | Previously licensed by WSDA? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | If Yes, Previous License Number: | | |
| Applicant Email | Applicant Phone | Website Address | County | |
| Mailing Address | | City | State | Zip |
| Physical Plant Location (Site Address) | | City | State | Zip |
| Owner Name | | Owner Email | Owner Phone | |
| Manager Name | | Manager Email | Manager Phone | |
| Slaughtering facility to be used is: <input type="checkbox"/> An Existing Facility <input type="checkbox"/> To Be Constructed | | | | |
| Day(s) of Intended Operation (example: Monday, Wednesday, Friday) | | | | |
| Name of Washington State Process Agent (Out-of-State Firms Only) | | | Email | |
| Complete Address of Process Agent (Out-of-State Firms Only) | | City | State | Zip |
| Business Structure Information | | | | |
| Firm Operates as: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Cooperative <input type="checkbox"/> Corporation <input type="checkbox"/> LLC | | | | |
| List name and contact information of all partners and/or officers: | | | | |
| Name | Title | Address (include City, State, Zip Code) | Email Address | |
| | | | | |
| | | | | |
| | | | | |
| If firm is out of state, provide name and contact information of an individual residing in Washington State who is authorized to receive and accept service of summons and legal notice. | | | | |
| Name | Phone Number | Address (include City, State, Zip Code) | Email Address | |
| | | | | |

License Fees and Submitting Instructions

Fee: \$25.00

NO REFUNDS after ten (10) business days

Make check * or money order payable to WSDA or contact foodsafety@agr.wa.gov to pay online.

Please submit the complete application and payment to:

WSDA Food Safety Program, PO Box 42560, Olympia 98504-2560 or email foodsafety@agr.wa.gov

Applicant Statement

My signature confirms the following:

- I certify that the information in this application is correct.
- I agree to inspections by WSDA food safety officials at the site address shown above.
- I understand that applications not successfully licensed within six (6) months are dismissed.

Signature of Applicant

Title

Date Signed

*Checks returned by the bank will be charged a handling fee of \$ 25.00 ([RCW 62A.3-515 \(a\)](#) and [62A.3-520](#))



Custom Slaughtering Establishment (CSE) Final Check List

It is the responsibility of the applicant to meet the applicable regulatory requirements of other state agencies and local departments such as: obtaining a business license, complying with building codes, zoning, water and waste management, etc.

Complete the cover page and then use the following check list to complete the application.

- 1. Review Law and Regulations:** All custom slaughtering establishments must comply with applicable parts of [Chapter 16.49 RCW](#), [Chapter 16-19 WAC](#), and [21 CFR Part 117.10 through 117.80](#).
- 2.** Completed Attachment A – Cleaning and Sanitizing
- 3.** Completed Attachment B – Slaughter Procedures and Contamination Control
- 4.** Completed Attachment C – Records Maintained
- 5.** Completed Attachment D – Premise Site Map (D1) and Slaughter Facility Floor Plan (D2)
- 6.** Completed Attachment E – Water Supply
- 7.** Enclosed check* or money order. (Contact foodsafety@agr.wa.gov to pay online.)
- 8.** Mail or email completed application, attachments and check* or money order to:
WSDA Food Safety Program, PO Box 42560, Olympia 98504-2560 or email foodsafety@agr.wa.gov

Upon receipt of the application and review by the Olympia office, a local Food Safety Compliance Specialist will contact you at the phone number provided on your application. Please note that the processing time from the receipt of your application to the time of an inspection can take 4 – 6 weeks. It will take longer if you submit an incomplete application and/or incomplete attachments.

If you encounter any broken hyperlinks in this application, please visit <https://agr.wa.gov/washington-agriculture/laws-and-rules/food-law-regulations>

If you have any questions that cannot be answered by the information provided in this packet, please visit our website at <https://agr.wa.gov/departments/food-safety/food-safety/custom-meat> or email the Olympia Food Safety office at foodsafety@agr.wa.gov, or call the Olympia Food Safety office at (360) 902-1876.

Other custom slaughter and custom meat licenses require submittal of separate application.

Carcass Processing – Custom Meat Facility (CMF)

To apply for a license to cut and wrap and/or process custom meat products for the owner/household user of the carcass, complete a Custom Meat Facility Application ([AGR-3328](#)).

Off-Site Mobile Slaughtering – Custom Farm Slaughterer – Mobile (CFS)

To apply for a license to custom slaughter meat food animals at the owner's location or other mobile locations, other than this establishment, complete a Mobile Custom Farm Slaughterer Application ([AGR-3324](#)).

Special Slaughter Conditions – Livestock Exhibits at Washington Fairs

For those involved with livestock exhibits at Washington Fairs, [WAC 16-19-110](#) allows for special slaughter conditions for animals sold at 4-H or FFA sales to buyers who wish to have their animal custom slaughtered and processed. Complete form [AGR-2196](#) with your local health department and submit the completed application at least 45-days before the sale.



Custom Slaughtering Establishment (CSE) Attachment A: Cleaning and Sanitizing

Please answer the following questions: (Attach additional pages as needed)

Water

Is hot water of sufficient temperature readily available for equipment cleaning/sanitizing facilities and handwash sinks, [WAC 16-19-200\(1\)](#)? Yes No

Employee Practices - Describe applicant and/or employee practices for the following:

How will hand washing be performed during slaughter operations, [WAC 16-19-100\(5\)](#):

How often? _____

How will outer garments (aprons, gloves, and boots) be cleaned at the end of daily operations, [WAC 16-19-100\(6\)](#)?

How often? _____

How will outer garments (aprons), gloves, and boots be stored between uses to protect from contamination, [CFR 117.10\(b\)\(7\)](#):

Equipment and Utensils

List the slaughtering equipment and utensils you plan to use.

Custom Slaughtering Establishment (CSE)

Attachment A: Cleaning and Sanitizing (Continued)

Food Contact Surfaces

Describe procedures used to clean and sanitize food contact surfaces, including: equipment and utensils (knives, saws, hooks, tables, cutting boards, totes, etc.). Include the specific type and brand of cleaning compounds and sanitizer products used, [WAC 16-19-200\(1\)\(2\)](#), [21 CFR 117.35\(d\)](#):

Non-Food-Contact Surfaces

Describe the procedures used to clean and sanitize non-food contact surfaces of the facility, including: slaughter room walls, floors, drains, ceilings, refrigerated storage areas, containers for inedible material, packaging storage areas and restrooms (toilet and handwash facilities). Include the specific type and brand of cleaning compounds and sanitizer products used, [WAC 16-19-200\(4\)](#), [21 CFR 117.35\(e\)](#), [-117.37\(d\)](#):

Equipment Used for Cleaning and Sanitizing

Describe cleaning and sanitizing facilities located within the slaughter room (sink large enough for complete immersion of tools, hand wash sink, wash down hoses, sanitizing facilities, etc. Metal drums of water must not be used for washing hands or tools.), [WAC 16-19-200\(1\)\(2\)\(5\)](#):



Custom Slaughtering Establishment (CSE)

Attachment B: Slaughter Procedures and Contamination Control

Submit a legible, detailed process flow diagram/sketch that includes:

- Receiving meat food animals and obtaining proof of ownership records,
- Housing and feeding meat food animals,
- Selling meat food animals to customer before slaughter and recording sales transaction, if applicable,
- Slaughtering meat food animals,
- Dressing (washing) and identifying carcasses,
- Carcass and offal storage,
- Offal disposal,
- Carcass delivery to carcass owner or a WSDA licensed custom meat facility for processing, and
- Include time and temperature for applicable refrigerated or frozen steps.

Process Flow Diagram

A large rectangular area with a light blue header and a white grid background, intended for drawing a process flow diagram. The grid consists of small squares and is currently blank.

Custom Slaughtering Establishment (CSE)

Attachment B: Slaughter Processes and Carcass Identification (Continued)

Questions

Slaughter Room Contamination Controls. Describe measures to prevent carcass contamination in the slaughter room with fecal material, ingesta, splash, offal, etc., [WAC 16-19-200\(4\)](#):

Types of Animals Slaughtered.

What species/type of meat food animals will be slaughtered, [RCW 16.49.015\(10\)\(11\)](#)? Check all that apply.

Cattle Swine Sheep Goats Emu Ostrich Other Ratite

Kill Procedures. Describe all procedures used for humanely killing the meat food animals, [WAC 16-24-010\(3\)](#):

Carcass Processing. Describe the post-kill processing for each species/type of meat food animal or meat food bird slaughtered:

Evisceration. How will you ensure evisceration is performed to avoid contamination of the carcass with ingesta or fecal material, [WAC 16-19-200\(4\)](#)?

Carcasses Off Floor. How will you ensure carcasses don't become contaminated by contact with slaughter room floor, [WAC 16-19-200\(7\)](#), [21 CFR 117.80\(c\)\(2\)](#)?

Custom Slaughtering Establishment (CSE)

Attachment B: Slaughter Processes and Carcass Identification (Continued)

Edible and Inedible Separation. How will you separate inedible meat from edible meat to prevent cross-contamination, [WAC 16-19-200\(3\)](#)?

Edible Offal Containers. What types of containers will be used for edible offal (hearts, liver, kidneys) and how will the containers be identified, [WAC 16-19-100\(9\)](#)?

Inedible Offal Containers. What types of containers will be used to collect inedible meat and inedible offal during the slaughter operation and how will containers be identified, [WAC 16-19-200\(3\)\(c\)\(4\)\(6\)](#)?

Carcass Cleaning. How will you ensure carcasses are properly dressed (washed) before transporting to chilling cooler or WSDA licensed custom meat facility, [WAC 16-19-200\(5\)\(14\)](#)?

Carcass Chilling. Do you chill the carcass before carcass is processed at a WSDA licensed custom meat facility? Yes No

If yes, include carcass chilling refrigeration unit(s) on Premise Site Map (Attachment D-1)



Custom Slaughtering Establishment (CSE) Attachment C: Records Maintained

Proof of Ownership – Meat Food Animals

What records will you maintain for proof of purchase and/or proof of ownership of meat food animals?

WAC 16-19-210

Note: Washington State regulations require the following proof of ownership records for cattle meat food animals:

- Branded cattle (WAC 16-610-018)
- Official livestock inspection certificate issued by the WSDA director
- Duplicate certificate or certified copy of an original inspection document issued by the director.
- Official inspection certificate issued by another state or province that maintains a livestock inspection program.
- Registration papers on purebred cattle if the brand is not recorded in this state.
Unbranded cattle - "Certificate of Permit (Haul Slip)" AGR-7020

Do you purchase meat food animals? [] Yes [] No

Do you maintain a limited livestock dealer license with WSDA? [] Yes [] No

Do you sell meat food animals to your customers before slaughter RCW 16.49.015(4), 16.49.075? [] Yes [] No

If yes, what sales transaction records will you maintain for proof that your customer owns the meat food animal before slaughter?

Slaughter Activities

Describe the records you will maintain to document all slaughter activities, including; dates, species, quantity, carcass weights. and owner of meat food animal:

Proof of Ownership – Carcass (WAC 16-19-130)

Cattle: For cattle meat food animals, I agree to: [] Yes [] No

- Purchase beef tags from WSDA before slaughtering cattle,
Complete the beef tag record (Custom Slaughter Report Certificate of Permit, AGR-7000) at time of tagging the cattle carcass,
Include beef tag record number on slaughter activity record, and
Maintain the beef tag records (Custom Slaughter Report Certificate of Permit, AGR-7000) and make the beef tag records available for review by WSDA inspectors.

Pig, Goat, Sheep. For other meat food animals, describe how you will identify the owner of each carcass on the carcass (and 1/2 carcass and 1/4 carcass, if applicable) and reflect this on your slaughter records:

Custom Slaughtering Establishment (CSE)
Attachment C: Records Maintained (Continued)

Waste Disposal

Liquid and Sewage Waste. Describe your waste disposal system or septic system used to convey waste water and sewage from your custom slaughtering establishment, including capacity, and provide documentation of system approval by county official for your planned custom slaughtering establishment, [21 CFR Part 117.37\(b\)](#):

Solid Waste. Describe how solid waste material, such as inedible offal, will be stored and handled for rendering or disposal, [WAC 16-19-200\(3\)](#), [21 CFR Part 117.37\(f\)](#):

Waste Disposal Records. How will you show the location and date for the disposal of all inedible offal materials?

Premise Site - Suitability

Number of Animals. What is the largest number of live meat food animals you intend to hold on your premise at any given time? Include number for each animal species as well as the total for all species combined.

What will be the longest length of time (number of days) your intended maximum number of animals will be housed on your premises.

Zoning. Is your premise location zoned and approved by applicable local officials (county or city) for:

Holding/housing meat food animals on the premise? Yes No

Animal slaughtering business open to the public? Yes No



Custom Slaughtering Establishment (CSE)

Attachment D: Premise Site Map and Slaughter Facility Floor Plan

D1: Attach a premise site map of the entire property and indicate the locations for the following:

1. Meat food animal receiving areas.
2. Meat food animal housing areas
3. Private well head, if applicable.
4. Meat food animal feed storage areas.
5. Farm yard.
6. Pathway for moving meat food animals from housing areas to slaughter room.
7. Slaughter facility.
8. Refrigeration units for chilling carcasses before transport, if applicable
9. Refrigerated inedible material (meat and offal) storage facilities.
10. Carcass loading area for transporting carcasses to a WSDA licensed Custom Meat Facility.
11. Carcass delivery area when providing to carcass owner, if applicable.
12. Employee toilet and handwash facilities.
13. Business office and location of records maintained.
14. Residential housing structures, if applicable.
15. All other areas and all other structures named and purpose identified (e.g., residential wood shed, private animal holding barn, private animal grazing area).

Premise Site Map

Custom Slaughtering Establishment (CSE)

Attachment D: Premise Site Map and Slaughter Facility Floor Plan (Continued)

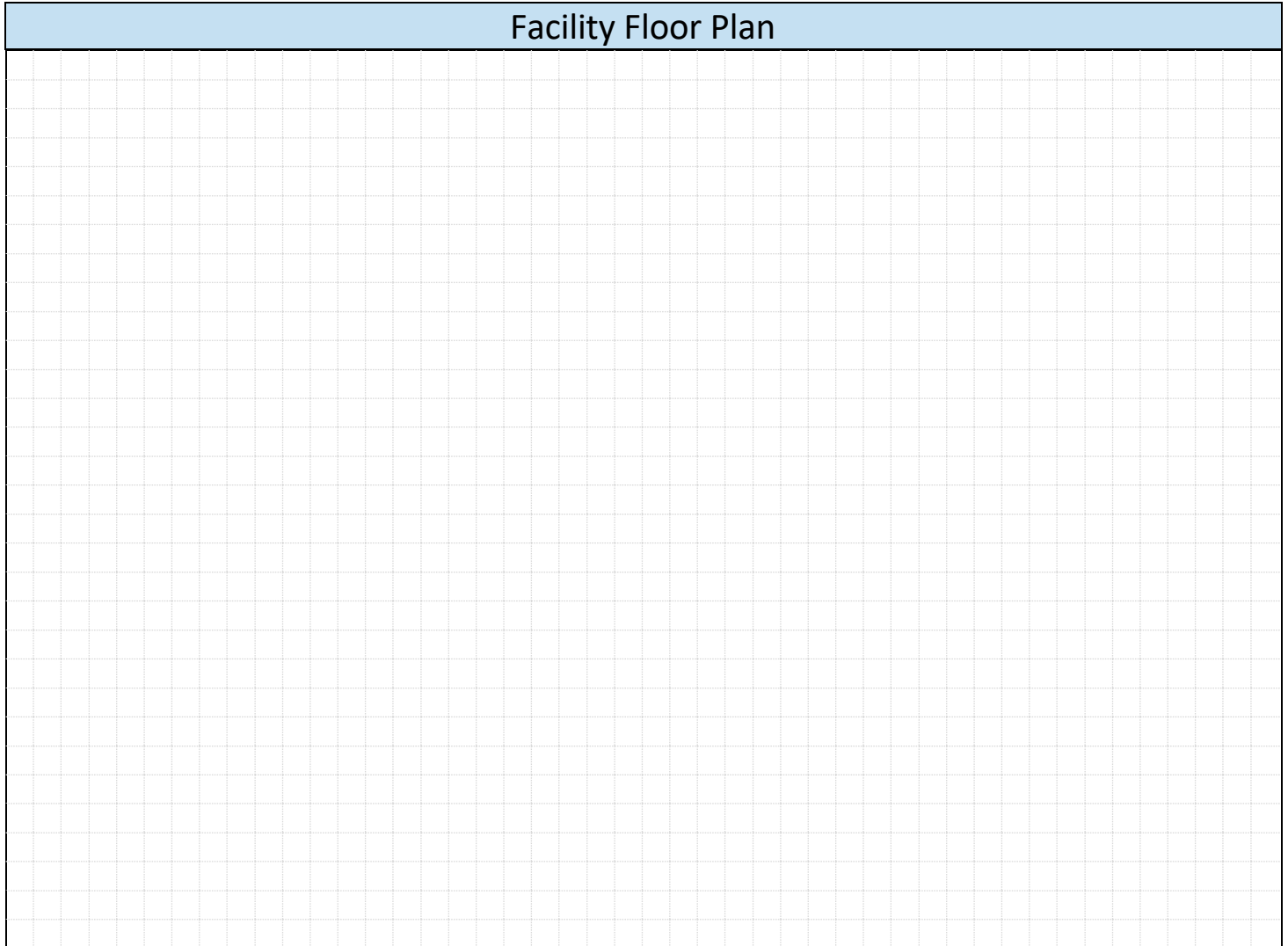
D2: Attach a slaughter facility floor plan and indicate the overall dimensions and specific locations for the following:

1. Slaughter room.
2. Meat animal kill area.
3. Rails for hanging carcasses.
4. Containers for collecting edible offal (hearts, livers, kidneys).
5. Containers for collecting inedible material in slaughter room.
6. Carcass dressing (washing) area.
7. Equipment cleaning and sanitizing facilities.
8. Equipment storage area.
9. Packaging material storage area.
10. Handwash sinks.
11. Employee outer garments (aprons), gloves, and boot cleaning and sanitizing facilities.
12. Employee outer garments (aprons), gloves, and boot storage area.
13. Employee personal clothing and personal articles storage area while employees are at work.
14. Employee toilet and handwashing facilities.
15. Carcass chilling/refrigeration units, and designate size and capacity.

Note: Chilling of carcass is not mandatory if carcass is transferred to the customer (owner of the carcass) or WSDA licensed Custom Meat Facility within 2 hours after the carcass is properly dressed (washed).

16. Refrigerated storage of inedible material (offal, carcasses, etc.) before disposal.

Facility Floor Plan

A large rectangular area with a light blue header and a white grid background, intended for drawing the facility floor plan. The grid consists of small squares, typical of graph paper.



Custom Slaughtering Establishment (CSE)
Attachment E: Water Supply Requirements

1. Select the type of water system that supplies water to your facility:

Municipal or City – (Community Water Association (CWA))

You are not required to test your water supply. Move to question 2.

Private – (Well, Spring, or other private water source.)

If you checked Private: a satisfactory coliform bacteria laboratory test must be submitted with your application.

- A satisfactory coliform bacteria test shows no detectable (<1) coliform bacteria in your water sample.

The Washington State Department of Health Division of Drinking Water or your local health department has information on how to take a water sample, where to get it tested, and action to take if your water sample result is not satisfactory.

Table with contact information for Washington State Department of Health Division of Drinking Water, including email, phone, and website.

2. Sewage and liquid disposable waste generated from the operation is disposed into a: (Choose one)

Municipal sewer system

Other adequate system:

Sewage System Type: _____

Which federal, state, or local jurisdiction approved it? _____

This license expires every June 30th.
You will need to renew your license prior to the expiration date to legally operate.