

NEW YORK STATE DEPARTMENT OF AGRICULTURE AND MARKETS
 DIVISION OF FOOD SAFETY AND INSPECTION
 10 B AIRLINE DRIVE
 ALBANY, NY 12235

ARTICLE 5-A ESTABLISHMENT LICENSE
 APPLICANT CHECKLIST

		Date:
Owner:		Est.#
Trade Name:		
Street:		Tel. #'s:
City:	Zip:	

	Yes	No	N/A
Do you currently operate a USDA custom exempt slaughterhouse? If so, please call the Albany Office at 518-457-5457 or the Regional Office for you area before proceeding.			
Is the location for the slaughterhouse outside of a 1500 foot radius of a residential dwelling? If unknown, do not proceed until verified and documented. *Only required for businesses located in a city with a population of one million or more*			
Is the location zoned for slaughterhouse operations? If unknown, do not proceed until verified.			
Construction and/or alterations were performed in accordance with State or local construction or sanitary code. Required permits were obtained.			
Do you have a current Certificate of Occupancy? If the answer is No, do not proceed until a Certificate of Occupancy has been obtained.			
Were drawings of specifications, locations of equipment and of new construction and/or alterations to existing premises been approved by the Regional Office?			
Doors, walls, ceiling, partitions, posts and other parts of the structure are made of materials and/or have finishes that can be readily and thoroughly cleaned.			
Window sills are sloped to a 45-degree angle.			
Floors are constructed of watertight and impervious materials sloped toward an efficient drain.			
The junction of floors and walls are covered to a radius of at least two inches.			
Rails are of sufficient height to prevent carcasses from contacting the floor.			
There is abundant light, both natural and artificial, of good quality and well distributed.			
Sufficient ventilation for all rooms and compartments to ensure sanitary conditions is provided			
The live animal and poultry holding areas, the killing area, the processing area and storage areas of the establishment have separate rooms with doors or other effective means of separation.			
A separate inedible waste room is provided for handling and storage of waste containers and covers, waste materials, inedible material, and condemned products.			
A separate room is provided for the cleaning and sanitizing of transportation cages.			

A two or three compartment sink is installed for knife and equipment cleaning, rinsing, sanitizing, sterilization or disinfection system is provided.			
Chilling tanks or vats shall be food grade, easily cleanable and have a continuous water overflow. They shall be emptied, cleaned and sanitized after each use.			
Refrigerated storage of adequate capacity is provided and maintained at temperatures not to exceed 41° F for fresh meats and poultry.			
All slaughtering and processing rooms have sufficient and conveniently located handwashing facilities with foot-pedal operation, knee-pedal operation or equivalent devices and noted on the floor plan. Hot running water with a temperature of at least 105° F, and cold running water tempered by means of a mixing valve or combination faucet.			
All handwashing facilities are equipped with powdered or liquid soap dispensed from a sanitary container and individual disposable towels or hand drying devices.			
One or more dressing rooms are provided.			
One or more toilet rooms are provided, which is conveniently located, has a self-closing door, properly ventilated and lighted. Toilet rooms are separate from the rooms and compartments in which products are prepared, stored or handled. Separate facilities are provided if both sexes area employed.			
Hand-washing facilities, including running hot and cold water, liquid or powdered soap dispensed from sanitary containers and individual disposable towels are placed in or near toilet rooms. Hot water of at least 105° F and cold water tempered by means of a mixing valve or combination faucet is provided			
A refuse container with self-closing lid is provided in the female toilet room.			
Toilet soil lines are separate from house drainage lines in accordance with State or local codes. Drainage from toilet bowls and urinals are not discharged into a grease catch basin.			
An adequate potable water supply is available, both hot and cold, delivered under pressure (minimum 30 pounds per square inch) to sufficient and convenient outlets for washing carcasses and parts, walls, floors and equipment at all times during operation.			
An ample supply of hot water at not less than 180° F and/or an approved sanitizer available for the cleaning of equipment, floors, and walls in the eviscerating and processing rooms.			
If private water supply, have required tests been conducted and found in compliance with State or local requirements?			

Applicant Name (Print) _____ Title _____

Applicant
Signature _____ Date _____

Supervisor (print) _____

Signature _____ Date _____

Chief Inspector (Print) _____

Signature _____ Date _____