



# Food Processor Licensing Guide

The Kansas Department of Agriculture (KDA) is devoted to the total support of agriculture in Kansas. While we must fulfill our statutory obligations, the department is dedicated to providing support and assistance to make Kansas farms, ranches and agribusinesses successful and help them grow if that is their desire. We also encourage more farms, ranches and other agriculture businesses to expand in or relocate to Kansas. This checklist will help guide you through various resources and requirements for opening and operating a typical Kansas food processor. In addition to license requirements by KDA, other Kansas agencies — as well as local or federal government agencies — may have regulatory requirements to follow. Contact your local planning authority to ensure you follow all local business development laws, rules, regulations and guidelines. This guide is designed to assist you as you work to build and operate a successful food processor in Kansas.

✓	Department	Description	Renewal
	Office of the Secretary of State <a href="http://sos.ks.gov">sos.ks.gov</a>	Complete the appropriate business entity <a href="#">Licenses and Permits</a> required by the Kansas Secretary of State.	Prior to starting
	Department of Revenue <a href="http://www.ksrevenue.gov">www.ksrevenue.gov</a>	Visit the Kansas Department of Revenue website to find important <a href="#">business tax information</a> . Call 785-368-8222 for more information.	Prior to starting
	U.S. Food and Drug Administration (FDA) <a href="http://www.fda.gov">www.fda.gov</a>	Owners, operators or agents in charge of domestic or foreign facilities that manufacture, process, pack or hold food for consumption in the United States are required to register the facility with the Food and Drug Administration. Log in and create an account to <a href="#">register a food facility</a> .  Additionally, firms that produce acidified foods or low-acid canned foods must <a href="#">file their processes</a> with the FDA.	Prior to starting
	Department of Agriculture — Food Safety and Lodging <a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a>	Complete the <a href="#">Food Processing License</a> application if food will be provided for further distribution. To learn more about <a href="#">starting a food business</a> , contact the <a href="#">KDA Food Safety and Lodging Program</a> at 785-564-6767 or <a href="mailto:KDA.FSL@ks.gov">KDA.FSL@ks.gov</a> .	Prior to opening  Annual renewal March 31
	Department of Agriculture — Meat and Poultry <a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a>	If wholesale meat processing is part of your processing company, visit the <a href="#">KDA Meat and Poultry Inspection Registration</a> webpage. The <a href="#">New Facility Handbook</a> provides guidance for the regulatory requirements of sanitation and the design and construction of meat and poultry slaughter and processing plants. The handbook consists of information such as building standards, registration requirements and HACCP consultants. For more information, visit the <a href="#">KDA Meat and Poultry Inspection Program</a> webpage or call 785-564-6776.	Prior to starting  Annual renewal, January 1
	Department of Agriculture — Weights and Measures <a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a>	No license is needed from the KDA Weights and Measures Program. Any business with a weighing or measuring device (e.g., scales, wholesale fuel meters, fertilizer meters, oil meters, grain moisture meters, electric car chargers, milk meters, etc.) must hire a <a href="#">licensed service company</a> to place the device in service with the Kansas Department of Agriculture before the device may be used in commercial transactions. The businesses must hire a licensed service company to inspect and test the commercial devices once annually, and any time additional maintenance, repairs, adjustments and calibrations are made throughout the year if the devices are used to determine the cost of any transaction.  Examples include scales at grocery stores, restaurants, hardware stores, nurseries, seed dealers, etc. Examples of meters include meters to dispense propane, vehicle mounted meters for fuel delivery, fertilizer meters at agronomy centers, water meters in grocery stores for sale of bottled water, etc. For more information, visit the <a href="#">KDA Weights and Measures Program</a> webpage or call 785-564-6681.	Annual service



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	Department of Health and Environment — Bureau of Waste Management  <a href="http://www.kdheks.gov">www.kdheks.gov</a>	Facilities producing specialized organic waste may compost or apply this material to the land. Composting facilities less than one-half acre must <a href="#">register</a> with the Kansas Department of Health and Environment (KDHE) and facilities greater than one-half acre must obtain a <a href="#">permit</a> . An <a href="#">application for approval</a> must be obtained to apply organic waste to land. For more information, review the <a href="#">KDHE Solid Waste</a> webpage or call 785-296-2751.	Prior to composting or land application
	U.S. Department of Agriculture (USDA), Agricultural Marketing Service (AMS), Perishable Agricultural Commodities Act Division  <a href="http://www.ams.usda.gov">www.ams.usda.gov</a>	Any person who buys or sells more than 2,000 pounds of fresh or frozen fruits and vegetables in any given day is required to be licensed under the Perishable Agricultural Commodities Act (PACA). Wholesalers, processors, grocery wholesalers and foodservice firms fit into this category. Additionally, any entity selling at retail is subject to a PACA license once the invoice costs of fresh and frozen fruits and vegetable purchases exceed \$230,000 in a calendar year. For additional information, visit the AMS <a href="#">Perishable Agricultural Commodities Act</a> website or call 800-495-7222.	Prior to opening

Kansas Department of Agriculture  
 1320 Research Park Drive  
 Manhattan, KS 66502  
 Phone: 785-564-6700  
 Email: [ksag@ks.gov](mailto:ksag@ks.gov)  
 Website: [www.agriculture.ks.gov](http://www.agriculture.ks.gov)

*This guide is for informational purposes only. It is not intended to be an exhaustive list of requirements for operating a Kansas agribusiness entity. Please contact the appropriate agencies or organizations for specific requirements applicable to your business.*