



# Poultry Farm and Egg Sales 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 poultry farm. 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 poultry farm 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
	Department of Agriculture — Division of Animal Health <a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a>	Interstate movement of any chicks, poult, hatching eggs, live poultry or live waterfowl must be accompanied by a certificate of veterinary inspection (CVI) signed by a licensed and accredited veterinarian in the state of origin or a VS9-3 form signed by the National Poultry Improvement Plan (NPIP) official state agency in the state of origin. In addition, a <a href="#">poultry permit</a> is required prior to movement into Kansas. The poultry permit number shall be written on the CVI or VS9-3 form. Some exemptions may exist, especially for poultry moving directly to a licensed slaughter facility within Kansas. Review the <a href="#">NPIP Participation Information</a> document for detailed information regarding the voluntary plan and to see a list of current participants.  For a swap meet or any other occasional public sale of poultry, submit the <a href="#">Occasional Sales Application</a> .  For additional information on any of these topics, visit the <a href="#">KDA Division of Animal Health</a> webpage or call 785-564-6601.	Prior to shipment of livestock  Prior to sale
	Department of Agriculture — Food Safety and Lodging <a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a>	Any person selling, offering for sale, distributing or grading eggs must apply for an <a href="#">Egg License</a> and pay the inspection fee. Exemptions from the Kansas Egg Law include:  1) Farmers selling eggs from 50 or fewer hens. 2) Farmers with fewer than 250 hens who sell ungraded eggs directly to the consumer. 3) A retail store selling eggs (unless eggs are repacked at the store).  Egg distributors or last handlers should apply for the <a href="#">Egg Distributor or Last Handler</a> license. For more information, visit the <a href="#">KDA Food Safety, Egg, and Lodging Application Forms</a> webpage, call 785-564-6767 or email <a href="mailto:KDA.FSL@ks.gov">KDA.FSL@ks.gov</a> .	Prior to opening  Annual renewal December 31
	Department of Agriculture — Meat and Poultry Inspection <a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a>	There are several poultry exemptions from official inspection where the inspection legend is <b>not</b> applied to the finished product. Because these products do not bear the mark of inspection, there are some restrictions as to their production. If products are for food wholesale distribution, see the Food Wholesale Distribution Licensing Guide. For information on the seven poultry exemptions, read through the <a href="#">Poultry Exemption Registration Application</a> or contact the Meat & Poultry Program at 785-564-6776.	Prior to opening  Annual renewal January 1
	Department of Agriculture — Pesticide and Fertilizer <a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a>	If the poultry farm will apply effluent to crops by blending effluent with fresh water through an irrigation system, a <a href="#">Chemigation User's Permit</a> will be required. Visit the <a href="#">KDA Chemigation</a> webpage for additional requirements or call 785-564-6688.	Prior to chemigating  Annual renewal January 1

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	Department of Agriculture — Division of Water Resources  <a href="http://www.agriculture.ks.gov">www.agriculture.ks.gov</a>	The state of Kansas requires a permit for water used for industrial purposes, including on poultry farms, when the diversion of water is not incidental to the operation of a traditional farmstead. Review the <a href="#">Kansas Water Law Basics</a> . Complete the applicable <a href="#">Water Appropriation Forms</a> . For more information on water use, visit the <a href="#">KDA Division of Water Resources</a> webpage or call 785-564-6640.	Yearly report of water use, March 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
	Department of Health and Environment — Bureau of Environmental Field Services, Livestock Waste Management Section  <a href="http://www.kdheks.gov">www.kdheks.gov</a>	Any facility that confines 300 animal units or more must <a href="#">register</a> with the Kansas Department of Health and Environment (KDHE). Animal units can be calculated on the registration form. Facilities that have 82,000 or more egg laying hens will require an NPDES permit. The need for additional permits and nutrient management plans will be determined based upon the number of animal units and pollution potential. Additional requirements may exist if a facility of any size is considering composting. For more information, contact <a href="#">KDHE Livestock Waste Management</a> at 785-296-6432.	Prior to construction
	Department of Health and Environment — Bureau of Water, Industrial Programs Section  <a href="http://www.kdheks.gov">www.kdheks.gov</a>	An <a href="#">NPDES Construction Stormwater Permit</a> is required only if one or more acres are disturbed during construction. The permit is required prior to the start of soil disturbing activities (construction). For more information, visit the <a href="#">KDHE Industrial Programs</a> website or call 785-296-5549.	Prior to construction
	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. If the poultry farm is considered a Concentrated Animal Feeding Operation (CAFO), <a href="#">KDHE Bureau of Environmental Services</a> can provide more detailed information. For more information, review the <a href="#">KDHE Solid Waste</a> webpage or call 785-296-2751.	Prior to composting or land application
	Department of Health and Environment — Bureau of Water, Public Water Supply Section and Geology & Well Technology Unit  <a href="http://www.kdheks.gov">www.kdheks.gov</a>	If the facility will not utilize a municipal public water supply or rural water supply as the source of drinking water and the facility will serve 25 people or more per day, 60 or more days per year, it will be considered a public water supply subject to state/federal drinking water requirements. Contact the <a href="#">KDHE Public Water Supply Section</a> at 785-296-5514.  Water wells shall be constructed by Kansas-licensed water well contractors. There are special construction requirements for water wells serving public water supplies. For more information, contact the <a href="#">KDHE Geology &amp; Well Technology Unit</a> at 785-296-7265.	Prior to construction

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	Department of Health and Environment — Bureau of Environmental Remediation, Storage Tank Section  <a href="http://www.kdheks.gov">www.kdheks.gov</a>	Entities operating their own fuel tanks may be required to register with the Kansas Department of Health and Environment (KDHE). Review information about aboveground storage tanks (AST) and underground storage tanks (UST). Review the <a href="#">KDHE Storage Tank Section</a> website for further information or call 785-296-1678 for permitting information.  The <a href="#">Kansas Small Business Environmental Assistance Program</a> (SBEAP) has AST program highlights and registration requirements in addition to assistance with UST inventory control.	Prior to installing tanks  Annual renewal August 1
	Department of Health and Environment — Bureau of Air  <a href="http://www.kdheks.gov">www.kdheks.gov</a>	<a href="#">Gasoline dispensing facilities</a> are subject to federal air regulation. A <a href="#">guidance document</a> is available to assist in determining regulatory requirements. Refer to the <a href="#">Standard Construction Permit/Approval for Gasoline Dispensing Facilities</a> if applicable. For more information, review the <a href="#">KDHE Bureau of Air</a> website or call 785-296-6024.	Prior to dispensing fuel
	Department of Health and Environment — Bureau of Water, Municipal Permitting & Engineering Unit  <a href="http://www.kdheks.gov">www.kdheks.gov</a> <a href="http://www.kdhe.ks.gov/LEPP">www.kdhe.ks.gov/LEPP</a>	If the facility will employ an on-site wastewater treatment system for human wastewater rather than utilize a municipal sanitary sewer for handling and disposal of sewage from the facility, contact the <a href="#">KDHE Municipal Permitting &amp; Engineering Unit</a> at 785-296-5528 for domestic wastewater permitting requirements.	Prior to construction
	Department of Wildlife and Parks (KDWP)  <a href="http://www.ksoutdoors.com">www.ksoutdoors.com</a>	Projects that involve public funds or government assistance, require another state or federal permit, or potentially affect a current listed species or its critical habitat need an <a href="#">ecological review</a> . Contact KDWP Ecological Services at 620-672-0720 for more information. Early engagement (before project site selection) with KDWP can reduce regulatory concerns.	Prior to construction

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*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.*