

Special Permit - Attachment A

Poultry Slaughter/Preparation Site Diagram

Please provide a basic sketch of the poultry slaughter/preparation site. Your site diagram must clearly show the location of all poultry slaughter and preparation equipment, contact work surfaces, lighting, chilling equipment, equipment washing and sanitizing sinks or tubs, hand washing areas, rinse water and offal collection areas and poultry rearing areas. Also, include toilet location.

Everything illustrated on your site diagram must be clearly labeled.

Special Permit - Attachment B

Detailed Processing Steps or Flow Diagram

Please provide detailed description of your processing steps or a detailed process flow diagram. Begin with the kill step and end with the customer pick up of the birds. Include an explanation of how you are going to clean, sanitize and store your slaughter equipment. Also, include the source of your ice and your disposal procedures for the rinse water and offal.

Special Permit - Attachment C

Water Supply Requirements

Please check () the type of water system used at your proposed slaughter site:

City Municipal Well Spring Other Private Water Supply

If you are on a public water supply (city or municipal water supply or water association), the water you are using meets all the requirements. Special permit applicants on any of these water supply systems do **NOT** need to test their water supply.

If you are on a well, spring or other private water supply your local county health or State Department of Health (DOH) must approve the water source. Water source approval means the structure (well, spring head, etc) used to deliver the water must meet the DOH drinking water quality standards. **Additionally the water must have an annual passing bacterial test conducted. A bacterial test must be conducted no more than sixty days before submitting your application to the department. (Copy of the results must be sent in with your Permit application)**

Those issued a two-year special permit must also submit a copy of the bacterial test results at least six weeks prior to your second year slaughter dates. The bacterial test must be conducted no more than sixty days before submitting your second year slaughter dates to the department.

Potable water may be hauled into the slaughter site as long as the water is of safe and sanitary quality (as defined above). The transport vessel that is used must be capable of maintaining the sanitary quality of the water.

Bacteriological Testing of Water

When water samples are taken for bacteriological analysis, the water must be sampled from the furthest end of the water distribution system. To sample your water you must get sterile water testing bottles from the laboratory that you use to test the water. Your County Health Department either will have a lab for water testing or can help you find a local certified laboratory. The water sampling bottles have sampling instructions with them. The Maximum Contaminant Level (MCL) for coliform is the presence of coliform in the water sample (WAC 246-291-320). A satisfactory bacteriological water analysis is required prior to issuance of a permit.

Final Application Checklist for Special Permit to Slaughter Prepare and Sell Whole, Raw Poultry

1. Reviewed enclosed rule and informational handbook
2. Completed Application Form
3. Completed Attachment A- **SLAUGHTER/PREPARATION SITE DIAGRAM**
4. Completed Attachment B- **DETAILED PROCESSING STEPS OR FLOW DIAGRAM**
5. Completed Attachment C- **WATER SUPPLY REQUIREMENTS**
6. Enclosed documentation of water bacterial analysis if required under Attachment C

Forward application and attachments with a check or money order to:

Department of Agriculture Food Safety Program
P. O. Box 42591
Olympia, WA 98504-2591

Please note that processing time from receipt of your completed application to the time of your permit approval inspection can take 4-6 weeks. Your application will be returned if you fail to complete and attach all the required information. Include additional attachment sheets as necessary.

Upon receipt of the application and review by the Olympia office, a local Food Safety Officer will contact you at the phone number provided on your application. A successful inspection activates your permit.

If you have a significant change in the conditions under which a **two-year** special permit is issued by the department, be advised that you must reapply for a new special permit. Significant change means a substantial change in the information previously submitted to the department under Attachments A, B or C and which requires the department's re-inspection and approval. If you are issued a two-year special permit and must reapply for a permit, the department will apply fifty dollars of your two-year permit fee towards the new permit application fee.

If you have any questions that cannot be answered by the information provided in this packet, please contact the Olympia Food Safety Office at **360-902-1876** or email us at: foodsafety@agr.wa.gov .