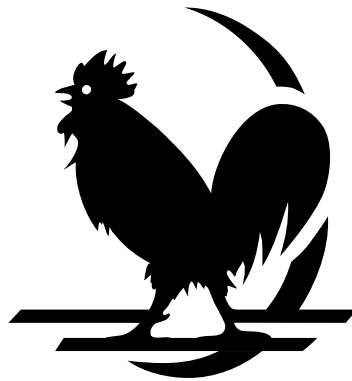


Handbook for Small-Scale Poultry Producer-Processors:



How to Apply for Licensure
to Process Poultry Using a
Massachusetts-Inspected
Mobile Poultry Processing Unit (MPPU)

May 2009

Acknowledgements

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Numerous Local Board's of Public Health in Massachusetts

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Purpose of this Guide

This is an informational guide to aid small-scale poultry producers in the application process for a Massachusetts state slaughter license to process poultry raised by the producer on their farm using a Massachusetts-licensed Mobile Poultry Processing Unit (MPPU). Poultry producers in Massachusetts who raise and slaughter less than 20,000 birds annually, who do not engage in the business of buying and selling birds, *and* who do not conduct any interstate commerce are exempt from USDA inspection, but are not exempt from state inspection or licensure by the Massachusetts Department of Public Health's Food Protection Program (MDPH FPP). This guide will help producers understand the steps needed to prepare for and to submit a slaughter license application and the required supporting documents to the MDPH Food Protection Program. Renewal of the slaughter license is required annually.

The document contains an overview of Massachusetts regulations regarding the slaughter of poultry and how that applies to use of a Mobile Poultry Processing Unit. A series of frequently asked Questions and Answers (Q&A's) are included to help clarify regulations and requirements. Also included in the guide are step-by-step instructions on compiling the necessary documentation to qualify for a license to process poultry on the producer's farm. The appendix contains attachments and required forms referenced in this document.

Additional documents to be consulted in preparation of the license application to MDPH FPP include:

- MPPU Farm and Food Safety and Management Guide for Massachusetts' Small-Scale Poultry Producers. This document includes information on:
 - MPPU Safe Food Handling Plan
 - Good Manufacturing Practices
 - Standard Operating & Sanitation Standard Operating Procedures
 - A Hazard Analysis Critical Control Point (HACCP) Plan designed for the MA-MPPU
 - MPPU Operations Recordkeeping Logs
 - On-Farm & Farm-to-Farm Bio-Security Practices
 - Safe & Humane Poultry Processing & Handling
 - Processing Water & Solid Waste Protocol & Practices
- Technical Guide to MPPU Equipment Operations and Maintenance*
- Guide to PAWS Compost Systems for Small-Scale Poultry Producers*

For producers who wish to construct a Mobile Poultry Processing Unit for use in their region, a Guide to the Construction and Fabrication of a Massachusetts-licensed Mobile Poultry Processing Unit*¹ is under development and will be available in Spring 2010.

For technical assistance in completing the necessary application forms or to provide feedback on this guide, please contact:

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¹ * These guides will be developed with funding from the SARE grant. Available Spring 2010.

Overview

There is a nationwide trend toward sustainable community farming practices including on-farm slaughtering. Small poultry farm operations tend to value and promote fresh, natural, healthy and more humanely treated poultry. Streamlining local and state public health regulations and providing food safety support to small farmers is important to keep costs down for farmers and consumers while public health regulatory oversight is essential in the food safety system to verify safe food handling practices and to maintain consumer confidence.

Mobile poultry slaughtering operations consists of portable slaughtering equipment that can be transported from farm to farm and thus provide a cost effective alternative for small farmers to safely bring their poultry to market. A number of states currently allow the use of such units, which significantly reduces the cost of slaughtering for small farmers and addresses the need for greater accessibility to slaughtering infrastructure which have declined over the years.

Farmers who slaughter their own poultry at the farm for their own personal use or for their non-paying guests are exempt from federal and state licensure, but are not allowed to engage in commercial sales. Small farm operations which slaughter less than 20,000 birds annually or do not conduct any interstate commerce are exempt from USDA (federal) inspection² but *not* from state licensure in Massachusetts.

Poultry slaughtering operations for intrastate commerce only are regulated by the MA Department of Public Health Food Protection Program (MDPH FPP). Such operations are licensed and inspected in accordance with Massachusetts General Laws (MGL c. 94 and 105 CMR 530.000 Sanitation in Meat and Poultry Processing Establishments and 105 CMR 532.000 Inspection of Poultry and Poultry Products). The MDPH Food Protection Program is responsible for evaluating the equipment (the Unit), the process, and the physical and sanitary facilities including water supply and food safety plans relative to the source, slaughtering, processing, packaging, labeling and distribution of poultry for sale within Massachusetts.

² The producer-processor exemptions to the federal Poultry Products Inspection Act (USC, Title 21, § 451-470, and CFR, Title 9, Part 381) applies to those who produce and slaughter no more than 20,000 chickens or 5,000 turkeys per year. These producers are exempt from federal inspection requirements (i.e., a federal inspector does not need to be present to *examine the birds* as they are being slaughtered and processed). Poultry produced under this exemption may be distributed by the producer directly to household consumers, restaurants, hotels, and boardinghouses for use in their own dining rooms, or in the preparation of meals for sale to direct consumers.

Producers qualify for exemption by meeting the following requirements:

- ✦ Poultry is sound and healthy and is slaughtered under sanitary standards, practices, and procedures that result in the preparation of poultry products that are not adulterated and that are sound, clean, and fit for human food.
- ✦ They produce and slaughter no more than 20,000 chickens or 5,000 turkeys during the calendar year for which the exemption is claimed.
- ✦ All of the poultry is raised on their own farm.
- ✦ They are not in the business of buying and selling poultry products other than those produced from birds raised on their own farm.
- ✦ None of the poultry is distributed outside of the state where their poultry is raised.

In the regulatory language, you will often read the following statement: “*Except*, no person qualifies for this exemption if such person slaughters or processes poultry products at a facility used for slaughtering or processing poultry products by any other person, except when a USDA/FSIS administrator grants such exemption after determining, upon review of a person’s application, that such an exemption will not impair the purposes of the PPIA Act.” However, in the case of the MPPU, FSIS has determined that when a grower producing poultry under the Producer/Grower Exemption rents slaughtering or processing equipment and operates such equipment on his or her premises, he or she is not disqualified for the Producer/Grower Exemption. In this situation, the grower is not required to request an exemption from the Administrator of FSIS. However, the slaughter or processing unit may not be used to slaughter or process another person’s poultry while it is on the renter’s premises.

Also, the federal Food Safety Inspection Service (FSIS) and state regulatory agencies may choose to *examine processing facilities* of any size to be sure that they are in compliance with laws and regulations requiring that poultry and poultry products be processed under clean and sanitary conditions and that the operation does not impact the environment in a negative way.

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Small farm operators may sell only their own whole, uncut poultry under the MA state meat and poultry slaughter license in accordance with 105 CMR 530.000 and 105 CMR 532.000. On farm sales of such poultry by MA licensed producers under 105 CMR 530 and 532 are exempt from requirement for a retail food establishment permit under 105 CMR 590.000-*Minimum Sanitation Standards for Food Establishments-Chapter X* as they are a state licensed food processor. Small farm operations may sell their own poultry in intrastate commerce directly to consumers as well as to retail food service operations that are cooking the poultry. At this time, state regulation and policy prohibits the wholesale distribution to retail markets (such as grocery stores, or off-farm retail farm stands) for resale.

Small farms that have their poultry slaughtered off-site by another party at a state or a federally licensed facility and then sell their packaged poultry directly to consumers in retail operations on the farm or at farmer's markets *are* subject to retail licensure by the local board of health in accordance with 105 CMR 590.000.

The Massachusetts Department of Agricultural Resources (MDAR) is responsible for assessing live animal health prior to slaughter and both MDAR and the Massachusetts Department of Environmental Protection (DEP) are involved in evaluating waste disposal practices at the farm. Animal slaughtering operations are considered a “noisome trade” and thus require initial approval from the city or town in which the unit will be used accordance with MGL 111 S. 151 Slaughter Houses, and must comply with local zoning regulations and public health ordinances.

Appendix B lists references to the relevant Massachusetts general laws and regulations governing the slaughter, processing, and sale of meat and poultry products.

This guide was created with the intent to aid small-scale poultry producers to understand and meet the regulatory requirements related to on-farm slaughter and processing of birds to enable producers to market locally producer poultry direct-to-consumer. This MPPU project has been a true collaborative effort between local non-profits, farmers, and local, state, and federal regulatory agencies.

Frequently Asked Questions & Answers

1. Who may apply for initial licensure to process poultry using a licensed mobile poultry processing unit (MPPU)?

Agricultural producers of chickens or turkeys who plan to raise 20,000 or fewer chickens or 5,000 or fewer turkeys³ in any one calendar year, and process them on their own farms for direct sale of the whole raw birds to consumers, must apply for a state license with the Massachusetts Department of Public Health's Food Protection Program to process poultry and use a Massachusetts-inspected MPPU. If you plan to raise poultry for your own personal consumption and that of your non-paying guests (no birds will be sold commercially), you do not need to obtain a Massachusetts slaughter license.

2. How can I obtain a Poultry Slaughter License?

License information and application forms may be obtained from the Massachusetts Department of Public Health's Food Protection Program, Bureau of Environmental Health. The document is called “*Application for Initial Licensure to Process Meat and Poultry in Accordance with M.G.L. C. 94, § 120 and/or 105 CMR 530.000.*”

³ USDA Producer-Processor Exemptions equate 1 turkey = 4 chickens. The maximum number of birds that can be produced under these exemptions is 20,000 “chicken units” or the equivalent number of turkey units or other poultry species.

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How to Apply for Initial Licensure to Process Poultry Using the Massachusetts MPPU

Contact:

Massachusetts Department of Public Health
Food Protection Program, Bureau of Environmental Health
305 South Street
Jamaica Plain, MA 02130-3597

(617) 983-6700 (617) 983-6770 - Fax

<http://www.mass.gov/dph/> or download the form from:

http://www.mass.gov/Eeohhs2/docs/dph/environmental/foodsafety/m_p_app.pdf

3. *What information do I need to provide to apply for a state slaughter license?*

The licensure process includes an Application Form to MDPH FPP (see attachment, Appendix A), supporting documentation, and other state and federal agency approvals. You will be asked to provide:

- The completed Slaughter License Application Form with a \$225 application fee.
- A Site Diagram of your farm site that clearly shows the location of:
 - Your poultry rearing facilities and/or or pastures.
 - The area where you will locate the MPPU.
 - Your closest neighbors.
 - Storage areas for processing supplies and products (e.g., packaging materials and labels) and on-farm refrigeration and/or freezers.
 - Any wells or surface water located on your farm site.
 - The biologically active farm fields and compost areas you will use for disposal of processing byproducts (rinse water and solid processing waste).
 - The toilet facilities you will make available for use by processing personnel.
- Affirmation that you agree to receive (or documentation that you have received) mandatory training in MPPU safe food handling and waste management practices.
- Documentation that the water you will use for making ice, cleaning, rinsing, sanitizing and processing/chilling has been tested and is “potable.”
- A copy of your proposed poultry processing schedule, including slaughter dates and numbers and species of birds to be processed on each date.
- A description of your proposed rinse water and solid waste disposal plans and practices.
- A description of your proposed marketing plan.
- A copy of the design plans for the MPPU you plan to use.
- Town/city approval for MPPU use.
- A certificate of flock health from MDAR is to be secured at least 2 weeks to 30 days in advance of the first slaughter date. A copy of your flock health certificate (for each batch of birds processed) will be submitted to DPH with your processing records after each MPPU use.
- Indicate which Federal USDA exemption is being claimed for the license period (custom slaughter, producer grower/1,000 bird limit, producer grower/20,000 limit, producer grower or other person/PGOP, or Small Enterprise)
- Complete a registration form with USDA (FSIS Form 5020-1, Registration of Meat and Poultry Handlers) on an annual basis.

Once your completed Application is received, you will be asked to schedule a site assessment visit before the permitting process is complete. Upon successful completion of the site assessment, you will receive a copy of your numbered Permit by mail. You may not begin to slaughter, process or sell birds covered by this permit until you have received your permit. You can expect the process to take at least 30 days from

receipt of your application. Due to other required state and local regulatory approvals, it is recommended you begin the process of applying for licensure as early as possible prior to your first anticipated slaughter date.

4. *What do I need to do to become eligible to borrow the MPPU and use the equipment on my farm to process my birds?*

To schedule use of the MPPU, you must have a valid slaughter license from the Massachusetts Department of Public Health's Food Protection Program and approval from the local town where the unit is to be used. Producers will also need to demonstrate that they have received food safety training and training on MPPU operations and maintenance. Producers will also need to sign a rental agreement and a waiver of liability to use the MPPU. To schedule use of the Massachusetts-licensed MPPU, please contact Judy Gillan at the New England Small Farm Institute at 413-3234531 or by email at: info@smallfarm.org.

5. *Can I take my birds to another farm that is licensed to use the MPPU and process them or have them processed for me to sell to my customers?*

No. The producer licensed to process poultry using an MPPU is only allowed to slaughter and sell birds they have raised on their own farm under the USDA producer-processor exemption. The MPPU and the federal Producer Grower exemptions comply with 9CFR381.10(b)(2) when a producer-grower rents the unit to slaughter and process his/her poultry on his/her premises and does not slaughter another person's poultry on his/her premises.

6. *Can I sell cut up chickens or turkeys?*

No. The license to process poultry allows for the slaughter, preparation and sale only of whole raw poultry carcasses and giblets. You may not further process the whole birds using the MPPU.

7. *Where and to whom can I market my birds?*

The poultry you process under the state slaughter license can only be sold within Massachusetts directly to consumers or to retail food service operations that cook the poultry (restaurants, schools, institutions). However, federal and state law and regulation prohibit wholesale distribution to retail markets (grocery stores or other off-site farm stands) for resale. Provided your birds are properly labeled and handled, you may sell the birds from your own farm or farm stand. For sales at a Farmers' Market, you must also comply with applicable local Board of Health regulations in the town where the market is held.

8. *How long do I have to sell the processed birds?*

Unless your customer takes possession of the birds within 4 hours of slaughter, you have up to 4 days to sell your whole raw birds *fresh*. However, birds must be chilled to a temperature at or below 41° F within 4 hours of slaughter and maintained between 33° and 41° F until they are sold. After 4 days, you must freeze or discard the birds. You have up to 6 months to sell the frozen birds. The slaughter date should be recorded on the product label.

9. What records must I keep?

The Massachusetts Slaughter License requires that you keep the following records. At minimum, you will need to keep records of the following:

- Poultry slaughter dates and number of birds slaughtered / date and the cumulative total per year.
- MDAR Certificate of Flock Health Inspection for each batch of birds processed.
- HACCP Logbook Record forms (see Record-Keeping Log Book).
- Copies of water test results.
- Documentation that you and your personnel have been trained and observed in the practice of HACCP, sanitation, good manufacturing practice protocol, and use of the MPPU equipment.
- Record of Sales to consumers⁴ (ie, where the product was sold, which markets, consumer names if possible). In the event of a product recall or food safety issue, you need to be able to inform consumers of a potential risk associated with your product.

Records must be maintained at your farm and available for inspection upon request. After each MPPU use, you must fax or mail your HACCP logbook and MDAR Certificate of Flock Health to MDPH FPP.

10. Are there minimum requirements for my poultry processing site?

Yes. The Massachusetts slaughter license allows you to use a licensed MPPU to process your own birds on your own farm site. The unit is designed to address several but not all poultry processing “facility” regulatory requirements. In addition to using a MPPU that has been inspected by the MDPH, you must provide:

- A reasonable location for placement of the MPPU: away from high-traffic areas on the farm, existing animal pens / facilities, or near ruts or standing water. You should locate the unit close to cooling / storage areas, bathrooms, and water and electrical hookups.
- A source of certifiably potable water (for all uses associated with processing) – if using well water, you must obtain water tests within 2 months of first processing date.
- Ice made from potable water (for use in MPPU pre-chill and chilling tanks).
- Access to sufficient electric power to operate the unit.
- On-site refrigeration (<41° F) for your processed fresh birds (unless your customers take possession of the birds within 4 hours of slaughter) and / or freezers for frozen product if birds are to be held for sale for longer than 4 days.
- One or more approved locations (e.g., biologically active pasture and / or compost piles) for disposal of MPPU rinse water and solid processing waste. The minimum size of the compost pile to be used must be at least 5 and preferably 10 yards in size (minimum dimensions of 5’ x 5’ x 5’) per 100 gallons of water disposed. All waste must be covered with at least 12-18 inches of carbonaceous materials when composting solids.
- Maintain a minimum buffer/distance of 50 feet between use of the MPPU and active food production fields; and 100 feet between MPPU use and water supply sources (wells), surface water (streams or ponds), and / or wetlands with upland bio-filter buffers.
- Reference the MDEP checklist and best management practices for more information on solid waste and wastewater handling.

⁴ In accordance with 9CFR 381.175, you must keep a traceability record of what you sold (number of birds, giblets) and to whom. Track your dates of slaughter, number processed, and your markets to comply with this requirement. If there is a recall, you need to be able to communicate to consumers who purchased your product.

11. Do I have to provide lights for the processing area?

No. Unless you plan on processing at night or under low light conditions, you will not be required to provide lighting for the MPPU and processing area.

12. What kind of toilet facilities do I need to provide to employees?

The Massachusetts MPPU Food Safety Management Plan (GMP) requires that there be an adequate bathroom and hand washing facility in proximity to the unit. If you are a family operation, your domestic facilities will be adequate. If you have non-family personnel, you must either allow them access to your domestic toilet or provide an alternative approved toilet facility. Portable chemical units may be used. The MPPU is equipped with dual hot-water hand washing sinks that must be functional during processing. All personnel operating on the MPPU must wash hands with hot, soapy water upon to return to the processing area.

13. What kind of packaging and/or labeling must I provide for my poultry products?

All bags you use to package your raw whole poultry must be new and of food grade quality. Guidance on appropriate chilling temperatures, safe storage and use of packaging materials and labels is provided in the Massachusetts MPPU Food Safety Management Guide.

Fresh or frozen meat and poultry processed under the Massachusetts slaughter license are exempt from 105 CMR 520.119 – Open dating. Your label must include the name of your farm, your address, the slaughter date, and the statement “Exempt P.L. 90-492.” A consumer warning regarding safe food handling must also be included on the label. A sample label that meets all requirements is included in the step-by-step guide.

14. Where can I get information on how to manage disposal of processing wastewater and solid waste?

You are required to submit a proposal for managing wastewater and solid wastes as a part of your application. Options include land application of wastewater to irrigate biologically active fields (non-food growing crops) or pastures, and incorporation of solid wastes into an active farm compost pile per MDEP Best Management Practices and guidance (see appendix for MDEP Exemption Letter).

Your processing waste management plan must describe steps you will take to ensure that:

- Wastewater and solid wastes do not create unsanitary conditions or contaminate your raw whole processed poultry, any potable water stored and used at your site, any product contact surfaces, or any materials used for packaging.
- Your wastewater disposal system is designed to prevent any backflow from or cross connection between plumbing or hoses that discharge this water and those that carry fresh potable water to the processing site. The Massachusetts MPPU is equipped with 2 backflow prevention devices that travel with the unit.
- Wastewater discharge does not create potential for soil erosion or ground/surface water contamination. Discharge areas must be located a minimum of 100 feet from any surface water or wells on your farm.
- Waste water or solid waste management does not contaminate any actively growing food crops on the farm.
- Contact MDAR or MDEP compost program staff for more information about on-farm composting.
- See MDEP approval letter for MPPU operations in Appendix A of this document for details on Best Management Practices for Waste Management (water, offal, inedible parts).

15. Will my live birds need to be inspected before they are processed?

Yes. You will be required to contact the MDAR Bureau of Animal Health and a poultry inspector will visit your farm to inspect your live birds prior to slaughter. A description of how to arrange for this inspection and the information you will need to provide to the inspector is listed in the Step-by-Step guide.

16. Are there any bio-security requirements associated with use of a licensed MPPU?

Yes. You are advised to take steps to make sure that the MPPU does not bring contamination on to your site or from your site to another farm. A complete list of biosecurity protocols for commercial poultry production is available on MDAR's website at:

<http://www.mass.gov/agr/animalhealth/Biosecurity%20for%20Commercial%20Poultry%20Facilities.pdf>

17. Where can I get help or more information if I notice a flock health issue?

Contact MDAR Bureau of Animal Health staff (617-626-1795) or go to the MDAR website (<http://www.mass.gov/agr/animalhealth/poultry/index.htm>) for more information. The Connecticut Veterinary Medical Diagnostic Laboratory may also be able to help you with further testing and to diagnose health issues: <http://cvmdl.uconn.edu/>. Salmonella Pullorum and Avian Influenza testing is available to Massachusetts flock owners free of charge at the present time. In order to participate in this program, poultry must be 16 weeks of age to qualify for testing. All poultry on the premise that meet the age requirement for testing will be tested, this includes, but is not limited to all species of chickens, guinea fowl, peafowl, pheasants, partridge, quail, and turkeys.

18. How do I renew my slaughter license?

Prior to the expiration date of your existing slaughter license, you will receive a renewal notice in the mail from the Department of Public Health, Food Protection Program. You will be asked to complete the renewal form and submit any updates to your annual plan of operations – including number of birds to be processed, slaughter dates for the season, any equipment or location / market changes, etc. You will also be required to pay a renewal fee to update your license.

19. Who do I contact for more information about MPPU regulations and requirements?

For more information or for additional questions regarding the slaughter license and use of the Mobile Poultry Processing Unit, please contact the following agencies:

Massachusetts Department of Public Health
Food Protection Program, Bureau of Environmental Health
305 South Street
Jamaica Plain, MA 02130-3597
(617) 983-6700 Fax (617) 983-6770
<http://www.mass.gov/dph/>
Contact: Priscilla Neves, Priscilla.Neves@state.ma.us
Kim Foley, kim.foley@state.ma.us

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Massachusetts Department of Agricultural Resources

Division of Animal Health

251 Causeway Street, Suite 500

Boston, MA 02114-2151

(617) 626-1700 Fax (617) 626-1850

<http://www.Mass.gov/agr/>

Contact: Scott Soares, Scott.Soares@state.ma.us
Mike Cahill, Michael.Cahill@state.ma.us
Gerard Kennedy, Gerard.Kennedy@state.ma.us

Massachusetts Department of Environmental Protection

One Winter Street

Boston, MA 02108

(617) 292-5500 Fax (617) 556-1049

<http://www.mass.gov/dep/>

Contacts: Catherine Skiba, Catherine.Skiba@state.ma.us
Sumner Martinson, Sumner.Martinson@state.ma.us

Step-by-Step Guidance on Completing the Massachusetts Slaughter License Application and Supporting Documents

The following steps are listed to help you prepare your MDPH FPP license application to process poultry on your farm. It is recommended to begin the application process well in advance of your first anticipated slaughter date to allow ample time for agency review and to receive all of the local, federal, and state approvals required as part of your license application package. A minimum of 60 days before you plan to slaughter is recommended – the earlier the better. The license and application materials will need to be renewed and updated annually.

Step 1: Obtain a copy of and complete the Massachusetts “Application for Initial Licensure to Process Meat and Poultry in Accordance with M.G.L. C. 94, § 120 and/or 105 CMR 530.000.”

This form is included in Appendix A and can be downloaded from:

http://www.mass.gov/Eeohhs2/docs/dph/environmental/foodsafety/m_p_app.pdf. Be sure to complete both pages of the application form.

Page 1 includes your contact information and ownership information about your business (individual/sole proprietor, partnership, corporation). Include a distinct facility address (#5) if the MPPU is to be used at a location other than your personal mailing address and note the word “MPPU” in box 5. Be sure to list multiple locations if you plan to use the MPPU at different farm sites. Each site will need a site location assessment and all appropriate infrastructure. You will not have an establishment number (#9) since you are exempt from federal inspection.

Page 2 includes dates and volume of poultry (and other livestock) to be processed. As this form is set up for a larger facility, you may wish to cross out the references to weekly and note “monthly” on questions #14 and #15 if that applies to you. In the margin, you may wish to note your total annual production. Leave #16 blank - producers under the producer-processor license are not eligible to wholesale poultry to grocers and other retail stores – if you do, this will require an additional wholesale license available at: http://www.mass.gov/Eeohhs2/docs/dph/environmental/foodsafety/food_app.pdf and you may be subject to additional state or federal inspection.

Leave #17 blank if you do not plan to further prepare and process your poultry into cuts or canned products (Note: MDPH is not allowing further cutting or processing of poultry on the MPPU at this time). You may wish to cross out “boned or cut fresh meat” and write “whole, uncut poultry” and include your total number of birds to be processed annually and the word “birds.” Sign, date, and include your social security number and/or tax ID.

Write a check for \$225 made payable to Commonwealth of Massachusetts to include with your application form.

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Step 2: Complete a narrative description of your poultry production and processing plans to include with your license application form to MDPH FPP. Include the following information on a separately typed narrative:

Name: _____ Date: _____

Farm Name: _____

Mailing Address: _____

MPPU Use Address (Street or Farm Location): _____

Phone: (Work) _____ (Home) _____ (Cell): _____

Email: _____

Describe the following (use as many pages as necessary to provide specific details):

- ✓ **Background and context of your overall farm business.**
 - Describe your farm operation, how many years in business, major markets and products you sell. Give agency reviewers a sense of your overall operation and how poultry production and on-farm processing fits into your business.
- ✓ **Indicate which Federal USDA Exemption you will claim.**
 - Obtain a copy of the “USDA Guidance for Determining Whether a Poultry Slaughter or Processing Operation is Exempt from Inspection Requirements of the Poultry Products Inspection Act,” available from:
http://www.fsis.usda.gov/OPPDE/rdad/FSISNotices/Poultry_Slaughter_Exemption_0406.pdf
 - Read through the criteria for each exemption listed in the guide and select and specify in your narrative the appropriate category you will operate under:
 - Custom Slaughter (note, you cannot be operate as a customer slaughterer and engage in your own commercial sales of poultry; this is the exemption that disallows you to process anyone else’s poultry if you intend to raise and sell your own birds)
 - Producer/Grower 1,000 limit
 - Producer/Grower 20,000 limit
 - Producer/Grower or Other Person Exemption (PGOP)
 - Small Enterprise (MDPH is not allowing this exemption related to the MPPU at this time since MPPU use is limited to whole, uncut poultry)
- ✓ **Your annual production and processing schedule.**
 - include species you will raise (number chickens, turkeys, ducks, pheasants, quail, etc.)
 - the number of birds – both total annual production, and number to be processed per use
 - proposed slaughter dates (**NOTE:** you will need to confirm these dates with MDPH when you schedule use of the MPPU and with MDAR to schedule required flock health inspections)
- ✓ **Describe the type of poultry product(s) you will sell.**
 - ex. “whole raw chicken – fresh and/or frozen”
 - giblets (necks, liver, gizzard, hearts, feet, heads, etc.)
 - include a list of direct/indirect ingredients (if used), if none, state “no indirect ingredients will be used.”

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- ✓ **Where you will sell the poultry products or intended use and estimated volume per market.**
 - Direct-to-consumers; on-farm sales / farm stand
 - Restaurants
 - Farmers' markets (name towns, markets)
 - CSA shareholders
 - **NOTE:** under the condition of the producer-processor exemption, no wholesale sales are permitted (ie, grocery stores, other farm stands – unless your own, or other retailers where you are not selling direct to the end consumer).
- ✓ **Describe your Water Supply Source that will be used during sanitation and processing.**
 - If using town water – note you will be connecting to town water. No documentation is required, but you could attach copies of recent Town water bills if available.
 - You may be asked to keep labels from bags of purchased ice.
 - If a private well – attach test results for coliform, nitrites, nitrates, and volatile organic compounds. You will need to test your water quality within 2 months prior to your first slaughter date. MDEP recommends the use of MassDEP-certified laboratories for the testing of private drinking water and wells.
 - You can find a MassDEP-Certified laboratory through an online searchable database at: <http://www.mass.gov/dep/service/compliance/wespub02.htm>. Once you identify the laboratory closest to you, call the laboratory and ask them how they would like you to conduct the water sample test and where to mail (or deliver) the sample.
- ✓ **Your plan for handling processing wastewater and solid wastes.**
 - Describe your composting operation; include what type of carbonaceous materials you will use (wood chips, leaves, bedding, etc.). Refer to the Guide to PAWS Compost Systems for Small-Scale Poultry Producers for details and to describe how you will maintain and monitor a PAWS pile.
 - Describe how you will collect and dispose of wastewater generated from the unit (how you will empty the scald water, chill water, and water collected during evisceration process). If you plan to capture and incorporate into the compost pile or spray on biologically active hay fields (not food crops), describe how you will manage wastewater dispersal.
 - Refer to the MDEP Best Management Practices and MPPU Use requirements outlined in their letter (included in Appendix A).
- ✓ **Acknowledgement of Implementation of MPPU Pre- and Post-Operation Sanitation Procedures, Food Safety practices during processing, and post-processing product storage.**
 - Read through the MPPU Farm and Food Safety and Management Guide for Massachusetts' Small-Scale Poultry Producers. Include a reference that you have read, understand, and will adhere to/comply with the MPPU Food Safety Guide.
- ✓ **Training and/or Certifications you have received (or agree to receive) and will offer to personnel in safe food handling and processing waste management.**
 - List any poultry processing training you have received (either formal or informal). Food safety training and MPPU use training **is required** prior to MDPH licensure.
 - If you have taken HACCP training, ServSafe certification, or other food safety course, include a copy of your certificate.
 - It is recommended (but not required) that you attend a ServSafe course to learn more about food safety and prevention (courses are generally 8 hours and cost \$100-150), you can locate courses online at: <http://www.servsafe.com/> You can find a list of nationally accredited exam organizations in Massachusetts in the MDPH trainer directory: http://www.mass.gov/Eeohhs2/docs/dph/environmental/foodsafety/food_safety_exams_trainers.pdf

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- Read through the MPPU Farm and Food Safety and Management Guide for Massachusetts' Small-Scale Poultry Producers and note that you will provide food safety training to all personnel assisting with MPPU processing.
- ✓ **A description of your biosecurity and flock health management practices.**
 - See MDAR's guidelines and recommendations for commercial poultry biosecurity practices on their website: <http://www.mass.gov/agr/animalhealth/poultry/index.htm>
 - List your biosecurity practices on the farm (obtaining chicks from disease-free flocks, protection from predators, vaccinations, disinfecting equipment, limiting exposure to off-farm poultry, etc.)
 - Describe your preventive measures to keep birds healthy and free of disease (sanitation of feeders and waterers, proper litter management, good stocking density, proper temperature/ventilation, rotational grazing and pasture management, etc.)

Step 3: Draw a sketch or locate a map of your site⁵ to mark facilities, proposed MPPU location, and other site information. Clearly mark and label the following information:

- ✓ The street entrance to your farm site.
- ✓ Your poultry rearing facilities and/or or pastures.
- ✓ The area where you will locate the MPPU during processing.
- ✓ Your closest neighbors.
- ✓ On-farm cooling facilities, refrigeration and/or freezers.
- ✓ Any wells or surface water located on your farm site.
- ✓ The biologically active farm fields and compost areas you will use for disposal of processing byproducts (rinse water and solid waste - both need to be over 100' from any wells and surface water).
- ✓ The toilet facilities you will make available for use by processing personnel.
- ✓ The location of equipment storage for processing supplies and products (e.g., packaging materials and labels) and forms used to manage and verify equipment use, cleanliness, and maintenance.

Note: it is recommended you plan to locate the MPPU away from high-traffic areas on the farm, existing animal pens / facilities, or near ruts or standing water. You should locate the unit close to cooling / storage areas, bathrooms, and water and electrical hookups.

Step 4. Include the MPPU Design Sketch and description of the processing equipment to be used.

- ✓ The NESFI/Belchertown MPPU Design Sketch is included in Appendix A. Make a photocopy of the design guide and include it with your application noting that you plan to rent the NESFI MPPU. The NESFI MPPU has been inspected and received statewide approval from MDAR, MDPH, and MDEP.
- ✓ If you plan to use a different MPPU or construct your own poultry processing facility, include design specifications and photographs of the unit or facility you are proposing to use. Be sure that your unit or facility complies with all guiding principles outlined in the Guide to the Construction and Fabrication of a Massachusetts-licensed Mobile Poultry Processing Unit or 105 CMR530, Sanitation in Meat and Poultry Processing Establishments. Your unit and/or facility will require an inspection and prior approval by the Massachusetts Department of Public Health and possibly other agencies.

⁵ Both Mass GIS (point web browser to: <http://www.mass.gov/mgis/massgis.htm>) or Google Earth (<http://earth.google.com/>) are great resources to download maps of your farm and fields. You can overlay different layers of information on the map to point out locations of facilities and where you will locate the MPPU. You can also contact your local USDA or NRCS office to request customized field maps of your farms – you may want to request an outline of any sensitive natural resource areas.

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Step 5. Include a copy of your product label for retail packages.

- ✓ Your product label must have:
 - your name
 - address
 - slaughter date
 - “Exempt P.L. 90-492.”
 - Safe handling instructions
- ✓ Your label must contain a “safe handling instructions” graphic, available from:
http://www.fsis.usda.gov/images/KC/safe_handling_label_hi.jpg



- ✓ You can purchase pre-printed labels with the safe handling instructions at:
<http://www.scalelabelsetc.com/shi/shi01.htm>. A case of labels will cost approximately \$50.
- ✓ If you intend to price your product and include that on the packaging, you must use a “certified/sealed scale.” Contact the Massachusetts Division of Standards to schedule an inspector to “seal” your scale. There is a fee of \$25 to receive the certification. Mass DOS - One Ashburton Place, Room 1115, Boston, MA 02108 Phone: (617) 727-3480, Email: standards.mail@state.ma.us

Step 6. Register with USDA FSIS as a “Meat and Poultry Handler.”

- ✓ If you do not operate under Federal Inspection and because Massachusetts does not have its own state meat and poultry inspection program, you are required by law to register with the USDA if you deal in meat or poultry products in or for commerce.
- ✓ Download a copy of the FSIS Form 5020-1 from the website and complete the required information (see instructions on page 2 of the form):
http://www.fsis.usda.gov/Forms/PDF/Form_5020-1.pdf
For item 4 (type of business you are engaged in), you may need to check “Other” and write in: “sales direct to consumer under producer/processor exemption.”
- ✓ Make two copies of the application and mail **both copies** to:
USDA FSIS OPEER EED
14th & Independence Ave., SW
Room 300, Congressional Quarterly Building
Washington, D.C. 20250-3700
- ✓ When you receive a return copy of your completed registration form from FSIS, make a photocopy and mail to MDPH to be included with your application.

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- ✓ For any additional questions regarding this required form, contact: USDA / FSIS District 65 Office in Albany, NY that provides coverage for Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont.

Mr. Haroon Mian, District Manager
230 Washington Ave. Extension
Albany, NY 12203-5369
(518) 452-6870 FAX: (518) 452-3118
Admin. Functions: Ms. Linda Kane (518) 452-6870

Step 7. Apply for City / Town approval of slaughtering operation (MGL 111 s. 151)

MGL 111, Section 151 states that “no person shall...carry on the business of slaughtering...to be carried on upon premises owned or occupied by him, without first obtaining, after a public hearing has been held thereon, the written consent and permission of the mayor and city council, or of the selectmen, or, in any town having a population of more than five thousand, of the board of health, if any, of the town where the building or premises are situated.”

You will need to determine the appropriate contact person in your town to request written approval to use the MPPU. In towns over 5,000 people, the board of health should be your first point of contact. In towns with smaller populations, you may need to approach your mayor, the city council, or your board of selectman and they can determine the process for holding the public hearing which would grant you permission. This will vary on a town-by-town basis; therefore, assuming you will contact a town official, here is a process to guide you:

- ✓ Contact your local town official and request a meeting to discuss your application to MDPH FPP for a license to process poultry on your farm. Invite the town official(s) to your farm or request a meeting to be held at the town offices.
- ✓ Bring copies of your MDPH license application and supporting documents.
- ✓ Request town approval in writing.
- ✓ A public hearing is required pursuant to MGL Chapter 111, Section 151. Allow adequate time before your first processing date to schedule a public hearing. If possible, request a meeting with the town officials or your local board of health prior to the public hearing for any discussion, clarification, or other information sharing to help you prepare for the hearing.
- ✓ Many town boards meet only once per month. At a minimum, you should request that the hearing be held the month prior to your planned use of the MPPU. This would mean that your contact with town officials should begin at least three months prior to your scheduled use date, if not earlier.
- ✓ Attend public hearing prepared to present information about the MPPU and your proposed operating procedures. Invite supporters in the community (customers) to speak in support of your application if you determine that public support will be necessary.
- ✓ Verify when you will receive town approval in writing. Maintain a copy for your records and forward a copy to MDPH FPP to be included with your application.
- ✓ You may want to notify any abutters or neighbors that you will be processing poultry using the MPPU. Explain that you have received state and town approval to do so and the importance of this facility to your operation. You may want to assure neighbors of how you intend to maintain

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good food safety and waste management practices and that they will likely be unaware that you are processing (no noise, smell, or other nuisance) that will impact them.

- ✓ If you have a local Agricultural Commission, they may be helpful in aiding your efforts to obtain local approvals for MPPU use. You can find out if your town has an agricultural commission by visiting: <http://www.massagcom.org/>

Step 8. Submit application to MDPH FPP.

- ✓ Make a photocopy of your entire application (and all supporting materials and payment) and mail to the MDPH FPP:

Massachusetts Department of Public Health
Food Protection Program, Bureau of Environmental Health
305 South Street
Jamaica Plain, MA 02130-3597

- ✓ If you do not hear from MDPH FPP within 30 days, call 617-983-6712 and ask to speak with Kim Foley, MDPH Food Protection Program or email: kim.foley@state.ma.us

Step 9. Verify MDEP / MDAR approval for waste removal / on-farm composting procedures.

- ✓ Contact the Massachusetts Department of Agricultural Resources' Agricultural Composting Registration Program at 617-626-1709 or view information about the program on line at <http://www.mass.gov/agr/programs/compost/index.htm> to determine applicability to your farm situation (if you will be importing certain materials from off-farm, you may be required to become a registered compost site). William Blanchard is the agency contact at MDAR: 617-626-1709 or william.blanchard@state.ma.us
- ✓ Include a copy of the MDEP authorization letter from your DEP region (see Appendix A).
- ✓ MDAR flock health inspectors may verify the appropriateness of your waste management plans (ie, compost facility) during your flock health inspection (see Step 10), therefore it is advised to have your compost area and materials on-site prior to MPPU use. MDPH inspectors may also ask to see your compost facility during a site review.

Step 10. Apply for MDAR Certification of Flock Health.

Guidelines for MPPU Department of Agricultural Resources, Division of Animal Health Certificate of Flock Inspection: As soon as necessary permits have been acquired, at least 2 weeks to 1 month prior to your slaughter dates, contact the Division of Animal Health to schedule a visual inspection for overall health of the flock. The inspector will schedule the inspection as soon as possible. To schedule an appointment please contact the Division of Animal Health at 617-626-1795.

At the time of inspection you will need to provide the inspector with the following information:

1. Copy of your MDPH State Slaughter License.
2. Bird owner's names, addresses, phone numbers.
3. A copy of the NPIP 9-3 received with the chicks or in place of this proof of origin from a pullorum clean flock.
4. Name and address of chick supplier.
5. Hatch date or age of birds.
6. Type of feeds being used and a copy feed/ingredients label.
7. Antibiotic/Medicines if any used.

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8. Water source, public or private.
9. Mortality records.
10. Total number of birds to be processed and date of processing.
11. Location of processing unit on premise.
12. Disposal of offal / waste water.

As part of the flock inspection certificate the owner/grower will need to sign a statement certifying that the birds to be slaughtered were raised by him/her, on his/her property. If medicines (antibiotics, etc.) were used the owner/grower must also certify that proper withdrawal times were observed and all of the necessary approvals and permits/licenses were obtained.

If the birds appear healthy at the time of inspection, the inspector will sign off on the inspection form and leave a copy with the owner/grower. The certificate will expire 30 days from the inspection date.

What to Expect after you complete your *Initial Application to Process Meat and Poultry*:

1. **Plan Review:** The Department of Public Health, Food Protection Program will review your license application and will contact you for a site review.
2. **Site Review:** A DPH official will schedule a MPPU site review to verify the location of the MPPU site proposed in your plan. Any modifications to the site selection will be discussed. Inspection of other processing facilities described in your license application will be verified.
3. **Licensure:** Upon successful plan and site review by MDPH, you will receive your slaughter license in the mail from MDPH. You are now eligible to rent the MPPU!
4. **MPPU Rental:** Contact the New England Small Farm Institute to schedule use of the MPPU. They will ask to verify that you have received local and state approvals for use of the unit.
5. **Confirm Dates with MDPH and Local BOH:** Confirm final slaughter dates with MDPH FPP prior to processing. Coordinate with MDPH for possible on-site inspection of MPPU and your operation while processing birds. Contact your local Board of Health to inform them of your processing dates and communications with MDPH.
6. **Schedule MDAR Flock Health Inspection:** Confirm final slaughter dates with MDAR Poultry Inspectors prior to processing. Coordinate with MDAR for on-site inspection of birds.
7. **Rent & Return MPPU:** Complete all necessary rental agreements with NESFI and arrange for MPPU transport to your site. Follow all appropriate food safety and MPPU operations guidance. Keep up-to-date food safety logs throughout processing. Thoroughly clean and sanitize MPPU pre-and post-processing. Follow all biosecurity practices in picking up and returning unit to NESFI. Report any damaged or non-functioning equipment to NESFI.
8. **Submit Record-Keeping Forms to MDPH:** After **each processing date** fax, email, or mail your completed flock health inspection report, and all of your HACCP record logs to MDPH FPP.
9. **Follow-up Actions:** If a violation was noted during processing and inspection, or if records indicate a cause for concern by the FPP, you may be contacted in writing by FPP for corrective action. You will need to respond to MDPH with a completed plan of corrective action prior to your next processing date. You will have 10 business days to respond to MDPH FPP with a plan of correction. If the issue cannot be resolved, you may be prevented from additional uses of the MPPU or subject to cancellation of your slaughter license.
10. **License renewal:** Prior to the expiration date of your slaughter license, you will receive a renewal notice from MDPH in the mail. You will need to provide MDPH FPP with an updated annual plan of operations, noting any changes, and pay the annual renewal fee.

APPENDIX A – Attachments

NESFI MPPU Design

MDPH Application for Initial Licensure to Process Meat and Poultry

FSIS Form 5020-1

MDAR Agricultural Composting Application

Flock Health Inspection Certification Form

Massachusetts Food Protection Manager Certification Exam and Trainer Directory

MPPU Authorization Letter (MDEP)

APPENDIX B – Regulatory Resources

The following list of regulatory resources is meant to serve as an annotated guide to the regulations regarding meat and poultry processing at the state and federal level. Although the information listed herein has been compiled with the utmost care and is believed to be reliable, the listings of regulations in the directory should not be construed in any way as an exhaustive list. Conversely, omissions from this directory are solely the result of not having pertinent information available at the time the guide was published. Any inaccurate or incomplete information in this guide should be brought to the attention of the authors. Please call 617-636-3793 to report inaccurate or incomplete information.

M.G.L. Title XV. Regulation of Trade, Chapter 94, Inspection of Food, Drugs & Various Articles

(www.mass.gov/legis/laws/mgl/gl-94-toc.htm)

§118 through §139G regulate slaughter houses. These sections are also referenced in 105 CMR §532, Inspection of Poultry and Poultry Products (see below).

Section 120 (Slaughter Houses) License: acting without, application, fee

§120 states that no person shall engage in the slaughter of livestock or poultry unless they have obtained a license from the Department of Public Health. The license must be renewed annually. Fee is currently \$225 per year for businesses grossing under \$10 million in sales. (See also, 105 CMR §530.19, below.)

Note: See MDPH FPP Application for Initial Licensure to Process Meat and Poultry
http://www.mass.gov/Eeohhs2/docs/dph/environmental/foodsafety/m_p_app.pdf

Section 146 (Inspection and Sale of Meat) Inspection: fees, seizure and condemnation, appeal, market limits

§146 states that each local board of health may inspect the carcasses of all slaughtered animals and all meat, fish, vegetables, produce, fruit or provisions of any kind found in their town.... Fees for such inspection are set locally.

§146 also states that local boards of health, subject to the approval of the Department of Public Health, may make and enforce “reasonable rules and regulations as to the conditions under which all articles of food may be kept or exposed for sale.” The setting of such rules and regulations is subject to local public hearing and must be approved by the state. If, over time, the Department determines that such rules and regulations are “no longer practical or reasonable,” it may declare them null and void.

Section 152 (Inspection and Sale of Meat) Publication of facts relating to condemnation of animal or property

§152 requires local boards of health to publicize actions taken to condemn animals or property when “carcasses or articles are found to be tainted, diseased, corrupted, decayed, unwholesome or unfit for food from any cause.” As provided in §146, the board will “seize and cause the same to be destroyed forthwith or disposed of otherwise than for food” and publish the name of the responsible party, and the location and description of the incident in two local newspapers.

M.G.L. Title XVI. Public Health, Chapter 111, Public Health

(www.mass.gov/legis/laws/mgl/gl-111-toc.htm)

Section 1 – Public Health Definitions - Agriculture

§1 defines “farming” or “agriculture” as follows: “farming in all its branches and cultivation and tillage of the soil, dairying, the production, cultivation, growing and harvesting of any agricultural, aquacultural,

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floricultural or horticultural commodities, the growing and harvesting of forest products upon forest land, the raising of livestock including horses, the keeping of horses as a commercial enterprise, the keeping and raising of poultry, swine, cattle and other domesticated animals used for food purposes, bees, fur-bearing animals, and any practices, including any forestry or lumbering operations, performed by a farmer, who is hereby defined as one engaged in agricultural or farming as herein defined, or on a farm as an incident to or in conjunction with such farming operations, including preparations for market, delivery to storage or to market or to carriers for transportation to market.”

Section 127A – Nuisances, State Sanitary Code

§127A establishes the purposes of the State Sanitary Code, including that the code “shall deal with matters affecting the health and well-being of the public...including...standards for food service establishments.” Local boards of health may expand upon the code.

Section 151 – Noisome Trades, Regulation of Slaughter Houses

§151 requires a public hearing and written permission from a local board of health for use of any building or premises for “carrying on the business of slaughtering cattle, horses, mules, sheep or other animals, ...or for other noxious or offensive trade and occupation....”

Section 152 – Noisome Trades, Prohibition of Offensive Trades or Occupations

§152 provides that “if any buildings or premises are occupied or used [for offensive trades or occupations], the Department of Environmental Protection shall, upon application [from an aggrieved party], appoint a time and place for the hearing of all parties... and may order any person to desist from carrying on [such trade or occupation].” Such offenses carry a fine.

105 CMR 530 – Sanitation in Meat and Poultry Processing Establishments

(www.lawlib.state.ma.us/cmr.html)

This regulation sets forth requirements for processing facility design, construction and maintenance; equipment design, construction and maintenance; insect and rodent control; sanitation in all its aspects; and personnel. §530.019 provides that “no person shall operate a plant for the processing of meat or poultry products unless he has a permit to do so from the Commissioner of Public Health.”

105 CMR 532 – Inspection of Poultry and Poultry Products

(www.lawlib.state.ma.us/cmr.html)

This regulation sets forth standards and procedures for inspecting all aspects of poultry processing, handling and preparation for market. It includes the following sections:

Section 532.200: Producer Exemptions provides that “poultry producers are hereby exempted from continuous inspection under 105 CMR 532.004 through 532.025 [generally, inspection protocols], 105 CMR 532.031 through 532.114 [generally, minimum standards for inspection], 105 CMR 532.118 through 532.147 [generally, labeling requirements], and need not apply for exemption therefrom with respect to poultry of their own raising on their own farms which they sell either as dressed poultry or poultry products directly to household consumers or restaurants, hotels, and boardinghouses for use in their own dining rooms or in the preparation of meals for sales direct to consumers only: provided that such poultry producers do not engage in buying and selling poultry products other than those produced from poultry raised on their own farms; and provided further that such poultry is healthy and is slaughtered and processed under such sanitary standards, practices and procedures as result in the preparation of sound, healthful and wholesome poultry and poultry products, and shipping containers of such poultry and poultry products shall bear the producer’s name and address, and the statement ‘Exempted,’ and neither such producer or distributor slaughters or processes the products of more than

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5,000 turkeys or an equivalent number of poultry of all species in the current calendar year (four birds of other species being deemed the equivalent of one turkey).”

Note: Section 532.400: Interpretation and Statements of Policy with Respect to Producer Exemption provides that “a poultry producer exempted pursuant to M.G.L. c 94, §118 et seq. [i.e., all sections governing slaughter houses]:

A) May sell directly to hospitals (which are considered to be in the same category as restaurants, hotels and boarding houses);

May give away without charge slaughtered poultry of his own raising on his own farm and poultry products thereof, directly to household consumers or restaurants, hotels, hospitals, and boarding houses for use in their own dining rooms or in the preparation of meals for sale direct to consumers only;

May not ship in commerce, for further processing by a person other than the producer, slaughtered poultry or poultry products even if such sales are made to someone eligible to receive the articles for storage and sale to eligible purchasers;

May not ship in commerce under the producer exemption, poultry or poultry products which have been processed by a person other than the producer;

(E) May sell poultry for gift purposes, provided delivery is made by the producer directly to the person receiving the gift and all other requirements are met.”

Section 532.202: Slaughter – Processing Exemptions provides that “the slaughtering of sound and healthy poultry or the processing of poultry products of such poultry by a person for distribution by him directly to household consumers, restaurants, hotels, and boarding houses for use in their own dining rooms, or in the preparation of meals for sales to consumers is exempt from the inspection and other requirements of the act: provided that such poultry is slaughtered and processed and handled under such sanitary standards, practices and procedures as result in the preparation of poultry products that are sound, clean, and fit for human food consumption when distributed by such processor; such poultry products when so distributed bear (in lieu of labeling that would otherwise be required) the processor’s name and address and the statement ‘Exempted’ and such poultry products are not otherwise misbranded; and such processor does not engage in the current calendar year in the business of buying or selling any poultry or poultry products other than as specified in 105 CMR 532.202.”

Section 532.203: Farm Slaughter provides that “farm slaughter is exempt from inspection when the slaughtering is carried out by any person slaughtering poultry of his own raising, and the processing by him and transportation of the poultry products is exclusively for use by him and members of his household and his nonpaying guests and employees; provided that such poultry is healthy and is slaughtered and processed under such sanitary standards, practices and procedures as result in the preparation of poultry products that are sound, clean and fit for human food, and the shipping containers of such poultry bear the producer’s name and address and the statement ‘Exempted.’ ”

Note: Section 532.206: Effect of Exemptions on Other Persons provides that “whenever a slaughterer or processor is granted an exemption under 105 CMR 532.203 [Farm Slaughter] with respect to the slaughtering or processing of any poultry or poultry products under specified conditions, the sale, offer for sale, transportation and other handling in commerce by any person of such poultry and poultry products in accordance with such conditions is hereby authorized, except as restricted by M.G.L. c 94.”

Re M.G.L. c 94, in addition to §120 (license requirement), §146 (board of health authority) and §152 (requirement to publicize condemnation of tainted food products) – all referenced above – it includes the following section:

Section 130 – Slaughter Houses, Exempt Operations provides that “the commissioner may exempt the following types of operations from any provisions of §118 to §131 inclusive [i.e., all relevant sections

Handbook for Small-Scale Poultry Producer-Processors:
How to Apply for Initial Licensure to Process Poultry Using the Massachusetts MPPU

governing slaughter houses]: (1) slaughtering and preparation by any person of livestock and poultry of his own raising exclusively for use by him and members of his household, and his nonpaying guests and employees, and (2) any other operations which the commissioner may determine would best be exempted to further the purposes of said sections, to the extent such exemptions conform to the Federal Meat Inspection Act, as amended, and the Federal Poultry Products Inspection Act, as amended, and any regulations thereunder.”

Section 532.204: Custom Slaughter provides that “custom slaughter is exempt from the requirements for inspection when the slaughtering is done by any person of poultry delivered by the owner thereof for such slaughter, and the processing by such slaughterer and transportation of the poultry products is for the exclusive use, in the household of such owner, by him and members of his household and his nonpaying guests and employees: provided that such custom slaughterer does not engage in the business of buying or selling any poultry products capable of use as human food; and provided further that such poultry is healthy and is slaughtered and processed under such sanitary standards, practices and procedures as result in the preparation of poultry products that are sound, clean and fit for human food, and the shipping containers of such poultry products bear the owner’s name and address and the statement ‘Exempted.’ ”

Section 532.207: Termination of Exemptions provides that “the Director may by order suspend or terminate any exemption under 105 CMR 532.00 with respect to any person wherever he finds that such action will aid in effectuating the purpose of M.G.L. c 94, §118 et seq. [i.e. all sections governing slaughter houses]. Failure to comply with the conditions of the exemption, including but not limited to failure to process poultry and poultry products under clean and sanitary conditions may result in termination of an exemption, in addition to any other penalties provided by law.”

Section 532.208: Inspection of Exempted Plants and Products provides that “...inspectors of the Division are authorized to make inspection in accordance with law to ascertain whether any of the provisions of M.G.L. c 94, §118 et seq. [i.e., all sections governing slaughter houses] or 105 CMR 32.000 applying to exempted producers, retailers or other persons have been violated.”

Slaughtering and Processing of Meat and Poultry – MDPH Food Production Program, January 2001, Policy Guideline FP-03. 3 pages. www.mass.gov/Eeohhs2/docs/environmental/foodsafety/slaughter.pdf

Revised Testing Requirements for Private Water Supplies Utilized by MA Food Manufacturers and Processors – MDPH Food Protection Program, December 2005, Policy Guideline FP-05. www.mass.gov/Eeohhs2/docs/dph/environmental/foodsafety/private_water_supply.doc 2 pages.

Poultry Products Inspection Act – Title 21, Food and Drugs: Chapter 10
www.fda.gov/opacom/laws/pltryact.htm 18 pages.

Guidance for Determining Whether a Poultry Slaughter or Processing Operation is Exempt from Inspection Requirements of the Poultry Products Inspection Act – USDA FSIS Revision 1, April 2006. 36 pages. www.fsis.usda.gov/OPPDE/rdad/FSISNotices/Poultry_Slaughter_Exemption_0406.pdf

Compliance Guideline for Controlling Salmonella in Poultry – USDA FSIS, 2008, Second Edition. 46 pages. www.fsis.usda.gov/PDF/Compliance_Guideline_Controlling_Salmonella_Poultry.pdf

Sanitation Performance Standards Compliance Guide – For Meat and Poultry Establishments – USDA FSIS, October 1999. 41 pages. www.fsis.usda.gov/oppde/rdad/frpubs/sanitationguide.htm

MOBILE POULTRY UNIT

**Ford
Gillen
Architects Inc.**
409 Main Street
Amherst, MA 01002
Tel: 413-253-2928
fax 413-256-1539
e-mail: fordgill@comcast.net

Rev: _____ Date _____
Job No.: 2119
Date: 10/04/08
Scale: as noted to fit
Title: _____

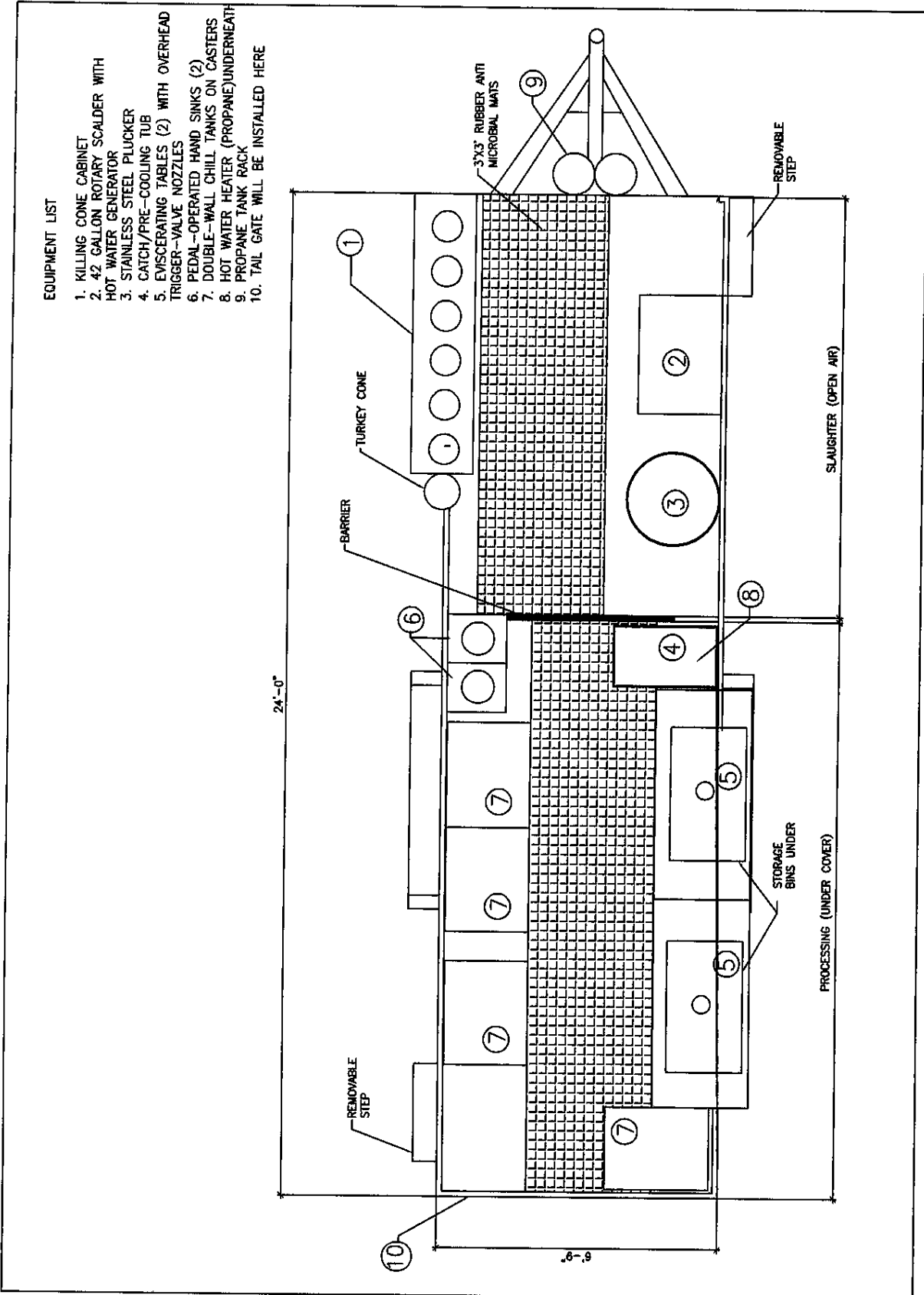
MOBILE POULTRY UNIT

A.1

Drawing No.

EQUIPMENT LIST

1. KILLING CONE CABINET
2. 42 GALLON ROTARY SCALDER WITH HOT WATER GENERATOR
3. STAINLESS STEEL PLUCKER
4. CATCH/PRE-COOLING TUB
5. EMBERSATING TABLES (2) WITH OVERHEAD TRIGGER-VALVE NOZZLES
6. PEDAL-OPERATED HAND SINKS (2)
7. DOUBLE-WALL CHILL TANKS ON CASTERS
8. HOT WATER HEATER (PROPANE) UNDERNEATH
9. PROPANE TANK RACK
10. TAIL GATE WILL BE INSTALLED HERE





The Commonwealth of Massachusetts
 Executive Office of Health and Human Services
 Department of Public Health
 Food Protection Program
 305 South Street, Jamaica Plain, MA 02130-3597
 (617) 983-6712 (617) 524-8062 - Fax

*Application for Initial Licensure to Process Meat and Poultry
 in Accordance with M.G.L. C. 94, § 120 and/or 105 CMR 530.000*

DIRECTIONS:

- Complete the entire two page application form.
- Submit a separate application for each facility to be licensed.
- Attach a separate check for each license application, made payable to:
COMMONWEALTH OF MASSACHUSETTS.
 - \$225.00 under \$10 Million in sales
 - \$375.00 over \$10 Million in sales

1. Business Name:		2. Telephone #: ()	
3. D.B.A. (Doing Business As):			
4. Mailing Address:		Email Address: _____	
5. Facility Address (if different from #4 above):		6. Telephone #: ()	
7. Responsible Contact Person:	8. Twenty-four (24) Hour Emergency Telephone #:()	9. Establishment # (if federally inspected):	
Ownership	Name	Address	
10. Individual		_____ _____	
11. Partnership	A. _____	A. _____	
	B. _____	B. _____	
12. Corporation: A) President B) Treasurer C) Clerk	A. _____	A. _____	
	B. _____	B. _____	
	C. _____	C. _____	
13. If Applicant is a Corporation:	A) State of Incorporation:	B) Date of Incorporation:	

14. Plant will Operate					
Days per Week?		Hours per Week?		Hours per Day?	
15. Estimated Number of Animals to be Slaughtered Weekly					
Cattle	Calves	Sheep	Goats	Swine	Equine
Chickens	Capons	Turkeys	Geese	Ducks	Rabbits
16. Estimated Weekly Volume of Fresh Meat or Ready-to-Cook Poultry to be Disposed in Wholesale Sales					
Beef	Veal	Lamb/Mutton	Goat Meat	Pork	Equine Meat
Chickens	Capons	Turkeys	Geese	Ducks	Guineas
17. Estimated Volume of Product to be Prepared and Processed Weekly					
End Product		Total Pounds to be Produced		Total Pounds to be Sold Wholesale	
Processed meats, sausages, etc.					
Sliced products: bacon, ham, etc.					
Edible fats processed					
Fabricated steaks, meat and poultry dinners and pies, etc.					
Canned meat or poultry					
Boned or cut fresh meat or poultry					
Equine meat products					
Other (specify)					

I hereby certify that the above information is true to the best of my knowledge and that I will comply with all applicable laws and regulations of the Commonwealth of Massachusetts and the Department of Public Health pertaining to the activity (ies) for which I am applying. In addition, pursuant to M.G.L. Chapter. 62C, s. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

_____ Date _____ Owner or Corporate Officer

If applying as an individual, your Social Security #: _____

TAX OR FEDERAL I.D. # _____

Note: Copies of the Massachusetts General Laws and the Code of Massachusetts Regulations may be obtained from the State House Bookstore located in Boston (617-727-2834), Fall River (508-646-1374) or Springfield (413-784-1376).

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0583-0128. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

U.S. DEPARTMENT OF AGRICULTURE
 FOOD SAFETY AND INSPECTION SERVICE
 OFFICE OF PROGRAM EVALUATION, ENFORCEMENT AND REVIEW

DISTRIBUTION: RETAIN ONE COPY FOR YOUR FILES, AND RETURN ONE COPY OF THIS REPORT TO:

USDA, FSIS, OPEER, EED
 14th & Independence Ave., SW
 Room 300, Congressional Quarterly Building
 Washington, D.C. 20250-3700

REGISTRATION OF MEAT AND POULTRY HANDLERS

NOTICE TO MEAT AND POULTRY HANDLERS

Unless you operate under Federal Inspection, you are required by law to register with the U.S. Department of Agriculture if you deal in meat or poultry products in or for commerce. (The term "commerce" means commerce between any State, any territory, or the District of Columbia, and any place outside thereof; or within any territory not organized with a legislative body, or the District of Columbia), or within a State or Territory that has been designated for 21 U.S.C. 643 and/or 21 U.S.C. 460 because such State or Territory does not operate a program of its own.

INSTRUCTIONS: Complete items 1 through 9 and send both copies to the address in the upper right corner. USDA will return one copy of the completed registration to the registrant in item 1.

1. NAME AND MAILING ADDRESS OF REGISTRANT <i>(Include Zip Code)</i> PHONE: _____ E-MAIL: _____	2. FORM OF ORGANIZATION <i>(Check or specify)</i> <input type="checkbox"/> INDIVIDUALLY OWNED <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> INCORPORATED <input type="checkbox"/> COOPERATIVE ASSOCIATION <input type="checkbox"/> LIMITED LIABILITY CORPORATION <input type="checkbox"/> OTHER <i>(Specify)</i> _____
---	---

3. NATURE OF BUSINESS *(Check one)*

MEAT OR MEAT PRODUCTS
 POULTRY OR POULTRY PRODUCTS
 BOTH MEAT AND POULTRY PRODUCTS
 OTHER: _____

4. CHECK EACH TYPE OF BUSINESS YOU ARE ENGAGED IN

DOMESTIC BROKER IMPORT BROKER RENDERER ANIMAL FOOD MANUFACTURER
 PUBLIC WAREHOUSEMAN WHOLESALE OTHER: _____
 Buying, selling, transporting, or importing any dead, dying, disabled, or diseased cattle, sheep, swine, goats, horses, mules, equines, poultry, or parts of the carcasses of any such animals or poultry that died otherwise than by slaughter. *(4D Operator)*

5. Address(es) of subsidiaries, branches, or divisions of your organization which engage in business of the type identified in Item 4. Include trade or other names if different from your organization's. *(If none, so state)*

PHONE: _____	E-MAIL: _____	HOURS OF OPERATION _____
--------------	---------------	--------------------------

CHANGES: If you make any changes in the names, including trade names, or addresses of the place or places where you do business, report such changes within 15 days to address in upper right corner.

CERTIFICATION BY FIRM

6. TYPED OR PRINTED NAME	7. TITLE	8. SIGNATURE	9. DATE
--------------------------	----------	--------------	---------

NOTICE OF REGISTRATION BY USDA (COMPLETED BY USDA OFFICIAL)

a. REGISTRATION NO.	b. DATE OF REGISTRATION	c. TITLE OF USDA OFFICIAL	d. SIGNATURE OF USDA OFFICIAL
---------------------	-------------------------	---------------------------	-------------------------------

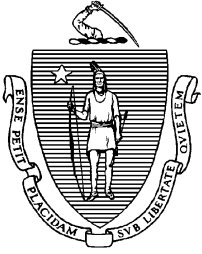
INSTRUCTIONS FOR FSIS FORM 5020-1, REGISTRATION OF MEAT AND POULTRY HANDLERS

OFFICIAL OF THE "MEAT AND POULTRY HANDLING" FIRM REQUIRED TO REGISTER: COMPLETE BLOCKS 1-9 BEFORE SUBMITTING THE FORM TO FSIS.

- Block 1. Enter the entire name and mailing address of the registering firm, include the phone number and an E-mail address.
- Block 2. Check the box that describes the "Form of Organization" of the registering firm's organization.
- Block 3. Check the box that best describes the nature of the registrants business (*meat or meat products, poultry or poultry products, both meat and poultry products, or other*).
- Block 4. Check all the boxes that describe the "Type of Business" that the registrant is engaged in (*domestic broker, import broker, renderer, animal food manufacturer, warehouseman, wholesaler, or other*).
- Block 5. Enter the address or addresses of subsidiaries, branches, or divisions of the registrants organization that engage in business of the type checked in block 4. Include any that do business as names, trade names, or names that are different than the name entered in block 1. Include the phone number, an E-mail address, and the hours of operation for each subsidiary, branch, or division. Attach additional sheets if necessary.
- Block 6. Print or type the name of the registering official.
- Block 7. Print or type the title of the registering official.
- Block 8. Enter the signature of the registering official.
- Block 9. Enter the date when the registering official signs the form.

OPEER HEADQUARTERS PERSONNEL: FILL OUT BLOCKS A-D AFTER RECEIVING THE FORM FROM THE REGISTRANT

- Block a. Choose a unique registration number (*method to be determined*).
- Block b. Enter the date the form is signed by a FSIS official.
- Block c. Enter the title of the FSIS official signing the form.
- Block d. Enter the signature of the FSIS official registering the firm.



THE COMMONWEALTH OF MASSACHUSETTS
 EXECUTIVE OFFICE OF ENVIRONMENTAL AFFAIRS
Department of Agricultural Resources
 251 Causeway Street, Suite 500, Boston, MA 02114
 617-626-1700 fax 617-626-1850 www.Mass.gov/AGR



DEVAL L. PATRICK
 Governor

IAN BOWLES
 Secretary

TIMOTHY MURRAY
 Lieutenant Governor

DOUGLAS W. PETERSEN
 Commissioner

Agricultural Composting Registration Application

Composting Site Operator Information

1. **Name of Operator** _____
2. **Address of Operator**

 Street

 City MA Zip County
3. **Telephone Number** _____
4. **Fax Number** _____
5. **E-mail Address** _____

Composting Land Owner Information (if different from operator)

6. **Name of Land Owner** _____
7. **Address of Land Owner**

 Street

 City MA Zip County
8. **Telephone Number** _____
9. **Fax Number** _____
10. **E-mail Address** _____

11. Name of Farm or Agricultural Operation _____

Compost Site Information

12. Address of Farm _____

13. Size of the Farm _____ Acres

14. Size of the Compost Site _____ Acres

15. Zoning Classification(s) of the Land Proposed for the Compost Site _____

16. Is the proposed composting site located on Agricultural Preservation Restriction (APR) land? Yes No

17. List the approximate date you plan to begin composting at this site or the date you began composting?

Month Year

18. Identify the proposed percentages of on-farm and off-farm uses of compost.

_____ % used on-farm _____ % used off-farm

19. Briefly describe your farm and the farming activities you conduct.
(i.e. livestock, poultry, vegetables, dairy, nursery)

20. Do your farming activities qualify as “farming” or “agriculture” under Massachusetts General Law chapter 128 section 1A (see below)? Yes No

"Farming" or "agriculture" shall include farming in all of its branches and the cultivation and tillage of the soil, dairying, the production, cultivation, growing and harvesting of any agricultural, aquacultural, floricultural or horticultural commodities, the growing and harvesting of forest products upon forest land, the raising of livestock including horses, the keeping of horses as a commercial enterprise, the keeping and raising of poultry, swine, cattle and other domesticated animals used for food purposes, bees, fur-bearing animals, and any forestry or lumbering operations, performed by a farmer, who is hereby defined as one engaged in agriculture or farming as herein defined, or on a farm as an incident to or in conjunction with such farming operations, including preparations for market, delivery to storage or to market or to carriers for transportation to market.

21. How far is the proposed or current composting site from any public water supply? _____ feet

22. How far is the proposed or current composting site from any private well? _____ feet

23. How far is the proposed or current composting site from any wetlands? _____ feet

24. How far is the proposed or current composting site from surface waters? _____ feet

25. How far is the proposed or current composting site from any neighbors' homes? _____ Feet

26. Is the proposed or current composting site blocked from neighbors' view by a vegetative buffer? Yes No

27. **Compostable Materials:** Identify which materials you propose to compost. Indicate source, rate of accumulation, quantity in tons per cubic yard, and percentage of total received. Please note that your registration from the Department of Agricultural Resources (“Agricultural Resources”) may limit the materials you are allowed to compost.

Material	Source (farm/off-farm)	Rate of Accumulation (daily, weekly, monthly, yearly)	Quantity (tons/cubic yard)	Percentage (of total received)
⑥ Agricultural Waste (list types) _____ _____ _____ _____				
⑥ Leaf and yard waste				
⑥ Wood wastes				
⑥ Clean newspaper or cardboard				
⑥ Clean, compostable (i.e. thin) shells, and clean bones				
⑥ Non-agricultural sources of manure and animal bedding materials				
⑥ Less than 20 cubic yards or less than ten tons per day of vegetative material				
⑥ Less than ten cubic yards or less than five tons per day of food material				

28. **Describe the planned compost “recipe” or mixture of compostables.**
 (i.e. 2/6 leaf and yard waste, 2/6 wood wastes, 1/6 horse manure, 1/6 vegetative material)

29. **Composting Plan Narrative:** You may either print or type your answers below or attach a separate sheet. Complete answers will help Agricultural Resources determine your knowledge and capability to conduct the agricultural composting operation to produce a stabilized compost product.

- A. Aeration: What method, frequency and equipment will you use for aerating the composting piles?

- B. Moisture and Temperature Levels: How will you maintain adequate moisture and temperature levels in the composting piles?

- C. Mixing and piling materials: How will the composting piles be constructed and located on the composting site? (Give the height, length and width of the piles.)

- D. Composting Time Duration: How long will the composting period take from beginning to finished product?

- E. Soil Characteristics: Describe the soil properties at the compost site or attach a copy of a Soil Conservation Service (SCS) map with the proposed composting site marked.

- F. Security Controls: What are your plans for preventing illegal dumping of waste materials?

- G. Monitoring Controls: What are your plans for controlling drainage, leachate, runoff from precipitation; erosion and sediment runoff; odor; noise, flies, and other pests; fire; pathogens; litter; and dust?

- H. Staging Procedures: Consider the planned staging procedures for the composting operation. Describe delivery and drop-off, storage and containment (where applicable).

I. Personnel: What personnel will be used and how will they be trained?

J. Equipment: What equipment will you use and for what purposes (including mixing piling, and turning)?

K. Contaminants: How will you store, remove, and dispose of non-compostable?

L. Quality Control: Describe procedures for removing physical contaminants from raw materials.

M. Contingency Plan: Due to the fact that the Department of Food and Agriculture has reserved the right to revoke your registration, a detailed explanation of your contingency plan is required. Please attach the contingency plan to this application. The plan must include the steps you plan to take to restore the compost site to the condition it was in before composting began. (i.e. means of removal, location of disposal, etc.)

Please Initial _____

N. End-Use: What is the intended final use of the compost? Include on-farm uses and if relevant, identify your off-farm compost users or markets.

30. **Local Assessor's Plan:** Attach a copy of the local assessor's plan that shows the land proposed for the composting site location. Mark the following directly on the plan. (Feel free to attach blank paper if necessary to draw the features surrounding your land.)

- The boundaries of the proposed composting site
 - Locations of composting materials and storage areas.
 - Uses of land adjoining the composting site (e.g. residential, park, commercial)
 - Occupied buildings within 500 feet of the composting site
 - Any vegetative buffers between composting area and adjacent properties
 - Public and private roads and drop-off areas for delivery of off-farm material
-
-

Please
Initial

_____ I certify that the information contained on this application and attached material is true and accurate to the best of my knowledge and belief.

_____ I have familiarized myself with and agree to comply with the Massachusetts agricultural composting laws (330 CMR 25.00, 310 CMR 16.00) attached to this application.

____ I agree to allow Agricultural Resources officials to visit and inspect the composting site.

____ I agree to submit to Agricultural Resources an annual report that summarizes the operations of the composting site and any changes that may have occurred since my last report.

____ I understand that if Agricultural Resources finds that any portion of this Agricultural Composting Registration application includes false or misleading information, or the operation of the registered composting facility is in violation of the regulations or guidelines, or is acting not in the best interest of Massachusetts agriculture, the Department may suspend or revoke my registration under 330 CMR 25.06.

____ I further understand that if my registration is revoked, my composting site will no longer be exempt and I will be required to comply with Department of Environmental Protection Regulations for Determination of Need for Site Assignment as set forth in 310 CMR 16.05(4).

Composting Site Operator Signature

Date

Land Owner Signature (if different from operator)

Date

Mail the completed application and any supporting materials to:

William Blanchard
Agricultural Composting Coordinator
Massachusetts Department of Agricultural Resources
251 Causeway Street
Boston, Massachusetts 02114-2151

Massachusetts Department of Agricultural Resources



Division of Animal Health

Certificate of Flock Inspection

Date of Issue: _____

This certificate expires 30 days from date of issue.

Flock Owner/Owners Information

Name: _____
(If multiple owners and addresses attach a separate sheet)

Address: _____

Phone Number: _____

Email: _____

MA Public Health Slaughter License # _____

Flock Identification Information

Supplier: _____

NPIP # if applicable: _____

Hatch Date: _____ Breed/Sex: _____

Number of Birds Purchased: _____

Number to be Slaughtered: _____

To be read and signed by Owner:

The owner/grower hereby certifies that the birds to be slaughtered are of his/her own raising on his/her own farm. The owner/grower also certifies that the birds to be slaughtered were not treated with medicines (antibiotics, etc.) and if medicines were used then the correct withdrawal times prior to slaughter were observed. The owner/grower also certifies that they have obtained a valid slaughter license from the Massachusetts Department of Public Health's Food Protection Program and approval from the appropriate public health official from the municipality where the unit is to be used.

Owner/grower Signature: _____ Date: _____

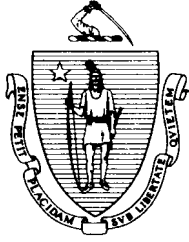
Animal Health

Upon visual inspection of the above flock on _____, 2009, the poultry appeared healthy.

Approved for MPPU Not Approved

Inspector: (location specific)

Inspector Signature: _____ Date: _____



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
Bureau of Environmental Health
Food Protection Program
305 South Street, Jamaica Plain, MA 02130-3597
(617) 983-6712 (617) 983-6770 - Fax

***Massachusetts Food Protection Manager
Certification Exam and Trainer Directory***

This directory was compiled to assist individuals and retail food businesses to find optional training programs and/or examinations for compliance with the food protection management certification requirement in 105 CMR 590.003(A)(2). Trainers listed in this directory:

- 1) meet the recommended instructor qualification identified in the *Massachusetts Guideline for Food Protection Manager Training Programs*,
- 2) use one or more of the Food Protection Manager Certification exams recognized in Massachusetts. The exams are provided by one of the three accredited test development organizations listed below, and
- 3) include in their training, the provisions of 105 CMR 590.000 that are unique to Massachusetts.

When choosing a trainer, we strongly recommend that you contact as many trainers as possible and obtain the following information:

- Examination offered (see list below)
- Length of training/class schedules
- Cost of exam and/or training
- Educational background of the trainer
- Food safety experience of the trainer
- References from previous students

Nationally Accredited Exam Organizations Recognized in Massachusetts

Thomson Prometric (Formerly Expor Assessments)
1260 Energy Lane
St. Paul, MN 55108
800-786-3926

National Registry of Food Safety Professionals
1200 E. Hillcrest St., Suite 303
Orlando, FL 32803
800-446-0257

ServSafe
The Educational Foundation of the National Restaurant Association
250 South Wacker Drive, Suite 1400
Chicago, IL 60606-5834
800-765-2122

Note: All exams carry a five- year expiration date.

The Massachusetts Department of Public Health does not in any way endorse or recommend any of the individuals or organizations presented on this list nor does the Department preclude anyone not on the list from conducting food safety training. The Department does not evaluate trainers and does not guarantee the success of their programs. Please note that this is not a comprehensive list and, although it is periodically updated, there is no guarantee that all information is current. You may also contact industry and regulatory organizations as well as telephone directories for further listings. Please note that all exams recognized by the Department carry a five-year expiration date. Directory last updated on 02/06/09

Trainers

Patricia Alves, MBA

10 King's Row
Sandwich, MA 02563
Tel: 508-888-6351
PatriciaEdwar2@aol.com
*Instructional Languages: English,
Portuguese*

John Donohue

34 Donald Tennant Circle
North Attleboro, MA 02760
Tel: 508-699-4340
Fax: 508-699-4340
JD02760@yahoo.com
Instructional Languages: English

Lisa Berger, MPH

PO Box 180446
Boston, MA 02118
Tel: 617-445-1647
Fax: 617-859-2943
lisamberger@yahoo.com
Instructional Languages: English

Allen Gromko, CP-FS

11 Heard Drive
Ipswich, MA 01938
Tel: 978-356-4942
Fax: 978-356-9606
allengromko@comcast.net
Instructional Languages: English

Henry M.J. Biagi

26 James St. Extension
Derry, NH 03038-4527
Tel: 603-434-0536
Fax: 603-434-0537
designsbybiagi@comcast.net
Instructional Languages: English

Ronald Herzberg, RS

PO Box 898
Sagamore Beach, MA 02562
Tel: 508-888-3775
Fax: 719-466-7655
handsonhealthassociates.com
Instructional Languages: English

Arthur Bloomquist

109 West St.
Plymton, MA 02367
Tel: 781-585-2666
arthurbloomquist@yahoo.com
www.cleanrestaurants.com
Instructional Languages: English

Marcia Herzberg-Lee

PO Box 898
Sagamore Beach, MA 02562
Tel: 508-888-3775
Fax: 719-466-7655
handsonhealthassoc@earthlink.net
Instructional Languages: English

Kevin C. Doherty, CEC, CP-FS

27 Sparhawk St.
Brighton, MA 02135
Tel: 617-624-2503
Fax: 617-624-1660
Instructional Languages: English

Rose Marie Karparis, RN, MPH

68 Florence Rd.
Florence, MA 01062
Tel: 413-584-9355
Fax: 413-587-0309
roe.karparis@verizon.net
Instructional Languages: English

Richard Doyon, MS

12 Cleveland Rd.
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May 28, 2009

Judith Fuller Gillan
The New England Small Farm Institute
275 Jackson Street
P.O. Box 937
Belchertown, Massachusetts 01007-0937

Re: Belchertown
Mobil Poultry Processing Unit (MPPU)

Dear Ms. Gillan:

The Massachusetts Department of Environmental Protection (MassDEP) in cooperation with the Massachusetts Department of Public Health (MassDPH) and Massachusetts Department of Agricultural Resources (MassDAR), have been working with you and others affiliated with the New England Small Farms Institute regarding the requirements for disposal of waste and wastewater from a Mobile Poultry Processing Unit (MPPU). MassDPH and MassDAR agreed to conduct closely monitored pilot studies with the MPPU during 2008 and 2009 to establish regulatory and operational criteria. The intended use of the unit, as discussed herein, is based on discussions with MassDEP personnel, results of several pilot trial operational runs and information provided by you and Ms. Jennifer Hashley. The intended use of the unit is travel to small farms to facilitate processing poultry for private or market sale on a small scale as follows:

- The proposed MPPU will travel to individual small farms and process poultry raised or owned by the same farmer.
- The proposed unit does not use water during the evisceration (dry evisceration); however water is used for rinsing the eviscerated carcass, scalding/chilling the birds and the pre- and post-processing cleaning/rinsing of the unit.
- The unit will be sanitized during the pre- and post-processing cleaning by hand spraying disinfectant and wiping down surfaces followed by rinsing. This method is proposed to minimize the use of large volumes of cleaning material and rinse water to clean the equipment.

This information is available in alternate format. Call Donald M. Gomes, ADA Coordinator at 617-556-1057. TDD# 866-539-7622 or 617-574-6868. This information is available in alternate format. Call Donald M. Gomes, ADA Coordinator at 617-556-1057. TDD Svc - 1-800-298-2207 or 1-617-574-6868.

MassDEP on the World Wide Web: <http://www.mass.gov/dep>

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- The amount of water generated during processing and cleaning will be on average 1 to 2 gallons per bird processed. The maximum processing capacity of the unit is approximately 300 birds per day.
- The anticipated maximum number of sites visited by the unit per day will be two small farm locations.
- The anticipated maximum volume of water generated is 400 gallons if the MPPU is located at a single site on a given day and processing up to 300 birds.

MassDEP has determined that your proposal for the management of waste materials and the scalding, chilling and rinse water from the MPPU, as described above, is acceptable to MassDEP provided that the following conditions are met:

1. The maximum amount of water generated at any given small farm shall not exceed 400 gallons on any given day (*Based upon a conservative estimate of 1-2 gallons of water per bird processed and a maximum of 300 birds per day*). MassDEP notes that metered data from the trial runs during 2008 used on average 150 gallons per day for processing approximately 180 birds.) This 400 gallons maximum amount of water may be generated at a single location so long as the farm's actively managed compost pile and the active growing land (to be irrigated) can accommodate such volume as verified by MassDAR (or MassDPH) during the farm inspection.
2. The unit shall be used at a maximum of two small farms on any given day and adequately cleaned before moving off of each site.
3. A compost area shall be used to dispose of the waste offal, feathers and all water used during processing that contains solids. Water used in the chilling bins shall be disposed of in the compost pile unless MassDAR has verified that a growing field is available and adequate to accept the water from the chilling bins.
4. MassDEP will rely on MassDAR (or MassDPH) to inspect the compost pile and management of the compost, during the initial flock inspection at each facility. Each facility shall obtain written confirmation from MassDAR verifying that the size of the compost pile (used to dispose of the waste offal, feathers and all wastewater that contains solids), site management of the compost and the size of the growing field, for the disposal of chilling water, meet the standards set forth in the MassDPH Food Protection Program, Mobile Poultry Unit Checklist. MassDEP's requirements contained in this checklist is attached and incorporated into this approval as Appendix A. [Best Management Practices (BMP) for Waste Management (Water, Offal, and Inedible Parts)]. These requirements shall be complied with.
5. Any discharges to an active compost pile shall not cause the effluent to migrate beyond the boundary of the compost pile.
6. If MassDAR assesses and confirms the adequacy of the actively growing field, the chilling water may be disposed through land application. If however, MassDAR does not assess the size of the active growing field, all wastewater generated during the processing and chilling must be disposed of in the compost pile.

If the adequacy of the active growing field is assessed and confirmed by MassDAR, the chilling water may be land applied with a spray hose, as irrigation water, over an active growing field during the natural growing season. Under no circumstance, shall the entire contents of the chilling bins be allowed to empty in one location by opening the bung and allowing the water to drain.

7. The MPPU shall not be used on each small farm more than 4 times per month during any given active growing season for processing purposes; the unit shall not be stationed at the same physical location on the same farm more than 2 times per month; and no more than 2,500 birds shall be processed at any single farm per season.
8. The unit shall be utilized during the active growing season only.
9. No harsh cleaning and disinfectant chemicals shall be introduced into the rinse water.
10. MassDEP recommends that you, the unit owner, verify that the disposal method at each farm meets the requirements set forth in this approval prior to contracting with the facility.
11. The rinse water generated during the pre-process or final post-process cleaning may be allowed to flow to the ground provided that the unit is located in an area where runoff will flow to an actively growing grass area and will not cause erosion or to impact surface water, groundwater or other resource areas.
12. The rinse water from cleaning contact surfaces such as tables, plucker and scalders, during and immediately post-processing that is likely to contain solids (offal and feathers) shall be disposed of in the compost pile.
13. Every effort shall be made to capture and control wastewater that may have solids and blood during processing and the initial post-process cleaning. Modifications should be considered, to both process and/or construction of subsequent units, to improve efficiencies.
14. Each owner of a MPPU shall notify the Western Regional Office of MassDEP and the Regional Office of MassDEP where the unit owner is located, of its intent to use or offer for use the unit and shall provide the name, address and telephone number of the owner and the location where the unit will be housed.
15. MassDEP may, at its sole discretion, revise and/or revoke this approval. MassDEP will notify the affected parties, the owner(s) of the unit, of its decision to revise and/or revoke this approval.
16. Any farmer that anticipates exceeding the thresholds set in this correspondence shall contact the undersigned at the Western Regional Office of MassDEP, prior to exceeding the threshold, to determine if a permit is required for the operation.
17. Any farmer who intends to bring from off-site, onto his/her farm, materials to be composted, shall first register with either MassDEP or MassDAR.

Farmers should contact representatives of the U.S. Department of Agriculture, Natural Resources Conservation Service for advice and assistance in nutrient management on their farm as necessary. The web site to locate the closest regional office of the USDA is:

- http://offices.usda.gov/scripts/ndCGL.exe/oip_public/USA_map.

If you have any questions, please contact me at 413-755-2131 or Catherine Skiba at 413-755-2119.

Sincerely,

Saadi Motamedi
Section Chief
Compliance and Enforcement
Bureau of Waste Prevention

CC: MassDEP Regional Offices, MassDEP Boston Office

DRAFT

Appendix A

BEST MANAGEMENT PRACTICES (BMP) FOR WASTE MANAGEMENT (WATER, OFFAL, INEDIBLE PARTS)

❖ COMPOST:

- Compost pile must be large enough to accommodate the offal and water without generating runoff. The actively managed compost pile must minimally be 5 and preferably 10 yards in size (minimal dimensions of 5 feet x 5 feet x 5 feet) per 100 gallons of water disposed to ensure enough bulk to produce adequate heat generation and composting.
- This minimum size compost pile must be available for each site use and not reused within any single four-week period of time to allow decomposition.
 - Compost should be actively managed to maximize heat generation and pathogen kill
- Compost pile must have minimum buffers as follows:
 - 100 feet from water wells,
 - 100 feet from surface water and wetlands with bio-filter buffer
- When composting the solids at the end of the day (offal and feathers), all waste parts must be covered with at least 12 to 18-inches of carbonaceous materials. This applies to any composting process, except rotary drum composters.

❖ MPPU LOCATION FOR PROCESSING:

- Minimum setback
 - water supply - 100 feet
 - surface water and wetlands - 100 feet with upland bio-filter buffer
- On impervious surface or active bio-filter
 - Locations shall be selected to ensure protection of groundwater and surface water resources and to prevent erosion
 - Impervious surfaces shall be bordered by active growing bio-filters to capture rinse water.
- For impervious surfaces that may not be bordered by active growing bio-filters, use of natural earthen material (i.e soil and sand) as absorbent may also be used on impervious surfaces. The resulting mixture of absorbent and wastewater must be collected and must be added to the compost pile after the conclusion of the operation. Adequate amounts of absorbent material must be used in such a way to accommodate the amount of wastewater generated, to control runoff (i.e. berm) and that the mixture can be easily collected without leaving any residue behind on the impervious surface.

❖ **ACTIVE GROWING FIELD TO ACCEPT LAND APPLICATION OF SOLIDS FREE WASTEWATER:**

- The intent of these BMPs is to prevent runoff and erosion. Land application of chilling bin water may be conducted by a variety of means and may include but not be limited to the following examples:
 - Spraying through a hose
 - Dispersed through perforated hose or pipe
- Minimum Setbacks
 - Water supply source: 100 feet
 - Surface water and wetlands: 50 feet with upland bio-filter buffer
 - 25 feet minimum bio-filter from food crops
 - Grazing field. No animals shall be grazed for a minimum of 2-weeks after land application of chilling bin and/or non-solid containing scalding water.
 - Field reuse. Chilling bin and non-solid containing scalding water cannot be applied to an actively growing field more than one time per week.
- Minimum size application plot size
 - To prevent runoff from land application of wastewater, MassDEP assumes approximately ½ to 1-inch of wastewater application. Therefore, at a minimum, approximately 30-35 ft² per 10 gallons and 300 – 350 ft² per 100 gallons shall be available for the land application of the wastewater.
 - Land spray application should be conducted with low profile spraying to minimize drift
 - In many cases, the land application may be conducted in the center of the plot to ensure that the wastewater does not migrate off of the setback limits of the application plot to receptors.