



# MEAT PLANT STARTER GUIDE

A guide to opening your Meat Plant / Meat Processing Plant in Nova Scotia

Let us navigate you toward success! For personalized assistance contact a [Business Navigator at 1-844-628-7347](#)



## CREATE YOUR BUSINESS

- **Create a business plan** that includes items such as:

Market research, your organizational structure, a description of your meat plant, indicate product type (red meat or poultry), a floor plan, revenue forecast and budgetary requirements etc.

For support with business planning, animal handling, agricultural contacts and opportunities for financial assistance, contact the Dept. of Agriculture at 1-800-279-0825 or visit a [regional office](#) near you. Call a Business Navigator to find out more at 1-844-628-7347.

- **Request and secure a Business Name through the Registry of Joint Stocks** at [www.rjsc.ca](http://www.rjsc.ca) or contact 1-800-225-8227.
- **Register your Business** within 90 days to ensure your business name is secured and to receive your unique Business Number.
- **Register your commingling site** with the Department of Agriculture to receive a NS Premises ID. Email [NSPID@gov.ns.ca](mailto:NSPID@gov.ns.ca).

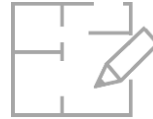
Types of Businesses include sole proprietorships, partnerships and corporations. Legal advice is recommended for preparation of incorporated documents.

- **Activate your Business Number** with CRA at 1-800-959-5525. Activation is mandatory if you have employees, you import or export, and/or your gross revenue exceeds \$30,000.
- **Workers Compensation Insurance** may be mandatory for your staff or an option you may want to consider. Contact WCB at 1-800-870-3331 or [www.wcb.ns.ca](http://www.wcb.ns.ca) to discuss your specific requirements. **Research any additional insurance** requirements such as liability and disability.



## CHOOSE YOUR LOCATION

**Contact your municipality** to confirm your preferred location is zoned for your meat plant operation and discuss signage requirements. For Halifax, contact 311. Now that you have chosen a location, you must create a site plan.



## CREATE YOUR SITE PLAN

The following list will help you get started. For a full description of requirements please contact a Business Navigator, or Primary Product Inspector. Submitting your plan drawings before construction starts will minimize the risk of costly changes. **Create a diagram or layout** of your:

**Property-** include all buildings and structures (list their purpose) streets, driveways, parking, railways, sewers, gas and water mains and power lines. A roof plan showing skylights, vents, drainage, and other pertinent information.

**Rooms-** include a floor plan of each level of the plant, showing purpose, walls, partitions, windows, doors, posts, hand washing stations, and bathrooms. All equipment including ramps, holding pens and conveyors. Include a schedule of all 'finishes' (i.e., door frames, lighting). Add a cross-section of the plant showing ceiling and rail heights.

**Equipment-** include a detailed layout that shows the design and construction of the equipment, the sewage disposal system, ventilation, all drainage, humane slaughter procedures, blood collection/disposal, complete water supply details including official verification of potable water. Also, the proposed method of handling/disposing of inedible and/or condemned product.

**For a list of exact requirements, please contact your Inspector.**



## APPLY FOR PERMITS

Begin the permit process 3-6 months before opening. **Start by contacting a Business Navigator** to determine which permits and licenses you require.

**For Municipal Permits** related to zoning, building, developing or renovating, occupancy, fire prevention and signage, contact your specific municipality.

### Provincial Permits and Requirements

- For a **Meat Plant** or **Meat Processing Plant Permit**, contact Business Navigation or your regional [Department of Agriculture](#) office. A pre-opening inspection will be required.
- If you intend to process your product beyond slaughter, cutting, and grinding, a **Food Establishment Permit** and inspection are also required. Contact Business Navigation or your regional [Environment and Climate Change](#) office.
- **Animal Welfare and Meat Hygiene Training:** The owner and/or at least one person per work shift must be competent to perform activities relating to humane slaughter of livestock and meat hygiene. Courses are available in person or online through Private Trainers/Companies. For a full list of approved courses, contact Business Navigation. Proof of certification may be required upon inspection.
- **If you intend to use** Natural Gas, Propane, Furnaces, Elevators or Broilers contact Technical Safety for requirements at 1-800-9LABOUR.

### Federal Permits and Requirements

- To transport and dispose of certain animal tissues a **Specified Risk Materials Permit** is required.
- Ensure animals are humanely transported, documented and cared for as required.
- Ensure livestock are tracked in accordance with federal **Recording Traceability Requirements**. Manifests will be required.
- If you intend to import or export the product outside of Nova Scotia (either nationally or internationally), you must acquire a **Safe Food for Canadians License**.
- Prepackaged food must be labelled following federal label requirements. To determine your specific requirements, contact your [CFIA office](#).

Contact a **Business Navigator** at 1-844-628-7347 or email [busnavigation@novascotia.ca](mailto:busnavigation@novascotia.ca) Business Navigation offers personalized and timely help with regulation and requirements, including registration, permits and licenses to save you valuable time.



### BE READY FOR INSPECTION

Have your site plan ready for review.

Your inspector will check,

- exact geographic location of the plant and any facilities used in connection with the plant and facilities;
- particulars of the plant location or site in respect of drainage and facilities for maintenance of sanitary conditions;
- the dimensions of the plant and facilities and their capacity for proposed operation;
- detailed plans showing the number of rooms, intended operation in each room, locations of main equipment and other equipment illustrating the nature and extent of the plant operation;
- the survey, drawing or sketch showing the location of the plant and facilities in relation to other adjacent properties;
- the drainage system plan is ready including how it connects in all rooms and the flow from clean to dirty
- where washrooms, dressing rooms or toilet rooms are not provided in the plant, particulars of facilities available elsewhere; and
- livestock ramps and holding pens comply with regulations
- to ensure all non-food chemicals are stored properly;
- operational plan for pest control;
- adequate personal hygiene measures;
- plant's sanitation plan;
- to ensure there's an adequate plan for ante-mortem and post-mortem inspection of animals;
- and ensure all refrigerators and freezers maintain required temperatures

**Please Note:** as part of your application process, you will need to disclose which days you intend to slaughter. This will ensure an inspector is onsite. You must provide an office, furnished with at least a desk and cabinet, for exclusive use by the inspector.



### PREPARE FOR EXCELLENCE

Review the Nova Scotia [Meat Plant Act](#) and [Meat Plant Regulations](#).

Follow guidelines for manure management, fuel storage, waste management, pest management etc. [Environmental Guide](#). While not required, an Environmental Farm Plan may be something you want to consider.

Ensure the biosecurity of your plant with this [BioSecurity Checklist](#).

Please ensure any changes to your site plan, menu or layout are communicated to your assigned Primary Product Inspector before you build or renovate.

Post all required signs and permits as outlined by inspectors.

Mark your calendar. Schedule equipment maintenance and set reminders to renew necessary permits and licenses.

Be ready for inspections. Some happen quarterly, twice a year and once a year. You may not be notified of your inspection date.

Plan for Accessibility requirements. The Province of Nova Scotia has committed to ensuring all businesses are accessible by 2030. [Interim Accessibility Guidelines](#)

**For payroll and tax assistance** contact CRA at 1-800-959-5525.

**For road access** (new/upgrades to roads and driveways) **and highway signage** for your business contact Transportation, Infrastructure and Renewal at 1-844-696-7737.

For Occupational Health and Safety requirements such as **WHMIS Training, First Aid and Workplace Health and Safety** contact OHS at 1-800-952-2687. Access the Small Business Safety Toolkit at [www.Workplace-Safety-Toolkit.ca](http://www.Workplace-Safety-Toolkit.ca) .

For Employer/Employee obligations and rights including minimum wage, hours of work, terminations, vacation/holiday pay (etc.), contact the **Nova Scotia Labour Standards Division** at 1-888-315-0110.

Contact **Nova Scotia Power** regarding electricity connection at 1-800-428-6230.

Meat Plants are required to hire private companies for **garbage and recycling collection**. Contact your municipality to determine who in your area is an authorized collector.