

Official State Inspection

There are several steps involved in obtaining an official grant of inspection from the North Dakota Meat and Poultry Inspection Program. It can seem like an overwhelming process but there are several resources available to help you along the way. This document is meant to give you an idea of the steps required to obtaining the official grant of inspection.

1. Contact the director of the program or the scientific information coordinator to discuss what products you intend to produce.
2. Submit blueprints if building a new establishment or schedule an onsite review of your existing facility.
3. Have someone from your establishment receive training in the application of the seven Hazard Analysis Critical Control Point (HACCP) principles to meat or poultry product processing, including a segment on the development of a HACCP plan for a specific product and on record review. Or hire a consultant or other entity that has received the above training.
4. Have HACCP trained individual(s) develop written HACCP and Sanitation Standard Operating Procedure (SSOP) plans.
5. Obtain a letter stating the water source to the establishment is from an approved source and the water is potable. These are available from the municipality or public health service. Collect a water sample from within your establishment (from each water source if using multiple), and have it tested for potability. Municipal water sources must be tested annually and well sources must be tested semi-annually.
6. Obtain a letter stating the sewer system is acceptable; this should be available when obtaining the approved water source letter.
7. Develop labels (See [Developing Labels-hyperlink](#)). *This may take considerable time and should be started early in the process.
8. Establishment determines volume of product to be produced and requests number of hours needed to meet demand. NDMPIP schedules hours based on needs and current staffing.
9. Once the NDMPIP has verified that facility requirements have been met, your labels have been reviewed and are ready for use, and you're HACCP and SSOP plans have met regulatory requirements, you will be issued a grant of official inspection.

Since inspection is government mandated to produce “inspected and passed” products, the government pays for all fees for typical inspection procedures. The only time the North Dakota Meat and Poultry Inspection Program imposes a fee is if your establishment chooses to field kill under inspection, if you choose to operate under inspection outside of normal operating hours, or if your establishment would choose to operate on a state observed holiday.

Our staff can assist you in designing HACCP and SSOP plans and the North Dakota Department of Agriculture has staff available to assist with marketing and brand creation.

See our [Official State Inspection Frequently Asked Questions](#) and [Developing Labels](#) for additional information.

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