

December 3, 2024

Dear License Applicant:

All livestock and poultry slaughter establishments that are licensed in the state of Vermont are required to meet the requirements of the Humane Methods of Slaughter Act of 1978 (HMSA)( 7 U.S.C. 1901 et seq.), the Federal Meat Inspection Act (FMIA), 6 V.S.A. Chapter 201 and Chapter 204, and all implementing regulations.

**Upon application for your Vermont License as a commercial slaughter facility, you are required to submit a written humane livestock handling plan for review and approval by the Vermont Secretary of Agriculture.**

The written livestock humane handling plan should describe *what you do in your establishment* to assure compliance with the HMSA, FMIA, Vermont Statutes, and regulations in your humane handling and slaughter procedures. Included in this packet are materials to help you to comply with the requirements:

- The [Humane Handling of Livestock and Poultry Guidebook](#) presents an easy to understand review of regulatory requirements for humane handling. It also presents a systematic approach to evaluating humane handling in your establishment.
- A guidance document listing the state and federal regulations, with a True/False assessment tool, and questions in **BOLD**. This document was created to help you think about what you actually do in your establishment to comply with humane handling requirements. It also helps to assure compliance with the Humane Methods of Slaughter Act, the Federal Meat Inspection Act, the Vermont Statutes and regulations. As you go through and answer the bolded questions in detail, or rewrite them into statements of what you do, this should aid in the creation of your written plan.
- The checklist that is attached follows the guidance document provided, and is used to evaluate the submitted plans. In the checklist, the numbered items highlighted in **yellow** are considered regulatory requirements. A designation of **C** indicates that the plan has been evaluated as Compliant with each specific regulatory requirement, and an **N/C** indicates the plan is Not in Compliance with the specific regulatory requirement. **To meet Vermont and Federal regulations, your plan only needs to meet the requirements of the yellow highlighted questions to be considered in regulatory compliance.**



The other questions outlined in the checklist are considered guidance questions based on good commercial practices and are indicated if present or N/A on the checklist.

**NOTE:** Establishments may find using the checklist is an easy way to address all the requirements in their written plan, as long as it is indicative of the process in use in their establishment.

Please submit your written humane livestock handling plan to:

Secretary of Agriculture  
VT Agency of Agriculture, Food and Markets  
116 State St.  
Montpelier, VT 05620

Or by Fax to: Attn. Meat Inspection (802)828-5983

Or by email to: [AGR.meatinspection@vermont.gov](mailto:AGR.meatinspection@vermont.gov)

We ask that you submit your plan as soon as possible, so as not to cause delay. Receipt of your commercial slaughter license is contingent on approval of your written plan.

As stated in 6V.S.A. 3306 (a) No person may engage in intrastate commerce in the business of buying, selling, preparing, processing, packing, storing, transporting, or otherwise handling meat, meat food products, or poultry products, unless that person holds a valid license issued under this chapter.

If you are an establishment that has a **federal grant of inspection from the USDA FSIS as a commercial slaughter facility**, please be aware that there is a requirement to submit any documentation received from the U.S. Department of Agriculture (USDA) related to violations of the Federal Humane Slaughter Act and rules adopted thereunder, to the VT Secretary of Agriculture or designee within five days of receipt of such violation.

If you have any further questions, please contact the Meat Inspection Office at (802)828-2426.

Sincerely,

Katherine McNamara, DVM  
Agriculture Public Health Veterinarian  
Assistant Director Food Safety Consumer Protection  
VT Agency of Agriculture, Food and Markets