

**Pennsylvania Department of Agriculture**  
**Bureau of Food Safety and Laboratory Services**  
**717-787-4315 • [www.EatSafePA.com](http://www.EatSafePA.com)**

Dear Owner of a Deer Processing Establishment,

As a participant in the Hunters for Sharing the Harvest program your deer processing establishment must be compliant with federal and/or state laws. Enclosed are the necessary forms and applications for obtaining a Registration from the Pennsylvania Department of Agriculture under the Food Safety Act of 2010 (3 C.S. §§5721 – 5737) as a custom **deer processor**. This registration application and inspection requirements has been specifically developed in partnership with and in consultation with the Hunters Sharing The Harvest Program's deer processor/directors Rick Fetrow, Kip Padgelek and Lorne Peters. Our goal is to minimize any inconvenience and make registration easy, while ensuring uniform food safety criteria and quality control in the future. Please note the integrity of the HSH venison charity is a foremost concern, and this is a state requirement that will yield long-term positive benefits for you as a deer processor, as well as for the ultimate consumers receiving food assistance.

If your processing establishment is approved and inspected by USDA, (US Department of Agriculture), and those same processing facilities are used for custom deer processing, you do not need Registered with the PA Department of Agriculture (PDA). Only facilities **not** inspected by USDA and who are providing custom deer processing services require registration and inspection by PDA. If any additional retail food store or food processing operation exists at this same establishment, please contact the Department to discuss proper licensing.

**The enclosed material must be fully completed and returned to the appropriate Regional Office as listed below.** Please note failure to provide all required information could delay your application approval. The Department of Agriculture, Regional Food Sanitarian and/or Supervisor, will review the application and contact you if further information or clarification is needed, or if approved to schedule a **registration inspection** prior to your opening for operation. If your application is disapproved, you will receive a written letter stating the reasons for the application disapproval. Applications can be resubmitted at any time. **Please allow 4-6 weeks for processing.**

**DO NOT SEND MONEY WITH THIS APPLICATION.** Registration fees will be collected **at the time of the Inspection.** NO CASH accepted-checks or money orders only, payable to Commonwealth of PA. Initial registrations and annual renewals are \$35.00

Sincerely,  
The Bureau of Food Safety & Laboratory Services Staff

**MAILING ADDRESSES:**        **The Pennsylvania Department of Agriculture**  
   **Bureau of Food Safety and Laboratory Services**

*Followed by the address below....*

**Region 1** (Clarion, Crawford, Elk, Erie, Forest, Jefferson, McKean, Mercer, Venango and Warren)  
**13410 Dunham Rd, Meadville, PA 16335 | 814-332-6890 | Fax: 814-333-1431**

**Region 2** (Cameron, Clinton, Columbia, Lycoming, Northumberland, Montour, Potter, Snyder, Tioga and Union)  
**542 County Farm Rd, Suite #102, Montoursville, PA 17754 | 570-433-2640 | Fax: 570-433-4770**

**Region 3** (Bradford, Carbon, Lackawanna, Luzerne, Monroe, Pike, Sullivan, Susquehanna, Wayne and Wyoming)  
**Rt 92 South, Po Box C, Tunkhannock, PA 18657 | 570-836-9824 | Fax: 570-836-6266**

**Region 4** (Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington and Westmoreland)  
**#6 Mcintyre Rd, Gibsonia, PA 15044 | 724-443-1585 | Fax: 724-443-8150**

**Region 5** (Bedford, Blair, Cambria, Centre, Clearfield, Fulton, Huntingdon, Juniata, Mifflin and Somerset)  
**1307 7th St, Cricket Field Plz, Altoona, PA 16601-4701 | 814-946-7315 | Fax: 814-946-7354**

**Region 6** (Adams, Cumberland, Dauphin, Franklin, Lebanon, Lancaster, Perry and York)  
**Room G-12, 2310 North Cameron St, Harrisburg, PA 17111 | 717-346-3223 | Fax: 717-346-3229**

**Region 7** (Berks, Bucks, Chester, Delaware, Lehigh, Montgomery, Northampton, Schuylkill, Philadelphia)  
**1015 Bridge Rd, Collegeville, PA 19426 | 610-489-1003 | Fax: 610-489-6119**

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## APPLICATION FOR CUSTOM DEER PROCESSING

As a registered deer processor, you may label your product or packaging, publications, advertisements, etc... with the following abbreviation: **“Reg. Penna. Dept. Agr.”**

This Application is intended for one establishment location

**APPLICATION FOR:** Deer Processors - Processing of wild caught and field dressed deer only, and not under USDA inspection.

**NAME OF THE BUSINESS:** \_\_\_\_\_

**NAME OF THE LEGAL OWNER OF THE BUSINESS:** \_\_\_\_\_

**PHYSICAL ADDRESS OF PROCESSING ESTABLISHMENT:** \_\_\_\_\_

Street Number and Name	City	State	Zip Code
County	Township/Borough		
Phone Number	Fax Number		
Email Address	Cell Number or Alternate Phone Number		

**MAILING ADDRESS** (If Other Than Above):

Street Number and Name	City	State	Zip Code
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**WATER:** The Establishment is using: (Check which one applies)

- A public/municipal water supply.  
Water Company Name (example: Pa American Water) \_\_\_\_\_
- Non-municipal/private water supply (example: well water) regulated by DEP.  
Department of Environmental Protection (DEP), can be reached at 717-783-2300.
- Non-public water supply (one not regulated by DEP). **If you are on a private well that is not inspected by DEP, you must have a water test done on your well water.** Contact an approved water testing laboratory in your area to make arrangements for this water testing. A **coliform** and **nitrate/nitrate** test must be performed and a current satisfactory water test must be attached to this application or made available at the registration inspection.

**SEWER:** The Establishment is using: (Check which one applies)

- A municipal/public sewage disposal system. Name of Sewage Authority: \_\_\_\_\_
- A non-public sewage disposal system (examples; Sand mounds, holding tanks).  
Note: You must have sewage disposal system that is legally approved by your municipality and is functioning properly.

**TRASH/MEAT SCRAP DISPOSAL:**

- The Food Establishment trash collector is \_\_\_\_\_ (company name)
- List any other refuse or waste collection companies that you use \_\_\_\_\_  
(ex: grease collection, food scraps, meat rendering, or similar)

**OPERATIONAL INFORMATION**

Which **months** of the year do you plan on processing? \_\_\_\_\_

List which **days of the week and times** of day you will most likely be processing? \_\_\_\_\_

**FLOOR PLANS for NEW DEER PROCESSORS**

Although NOT required by Law, New Food Establishments that would like the Department to review and provide comments on plans for their establishment to assure compliance with Codes may voluntarily submit a blue print – or simple hand-draw sketch – of the proposed food processing establishment layout and a listing of proposed equipment. Simply attach your plans to this application.

**HEALTH POLICY**

As a food establishment providing a food processing services to the public, it is your responsibility to assure that you and any food workers are in good health and not ill with any illness that could be transmitted in food. Please have a plan in place to deal with times when you may not be feeling well, but have processing jobs to do. An employee health policy establishes how to handle ill food workers, including you, during processing times.

**ALL APPLICANTS COMPLETE**

This application should be submitted to your local Regional Office, as listed on the cover letter.

The Applicant understands and agrees that this document is an application for the **Registration of a deer processing establishment only**. The applicant understands and agrees that only a “proprietor” of this operation may obtain the registration; and that a “proprietor” may be a person, partnership, association or corporation operating the food establishment within the Commonwealth of Pennsylvania. The applicant verifies that the person or entity listed below is the “proprietor” of the food establishment that is the subject of this application. By signature on this application the proprietor confirms that the business is operating a deer processing establishment that has been approved by the local municipality with regards to any water, sewer, zoning or building codes requirements. Additionally, any other local, state, or federal rules and regulations that may be applicable are in compliance.

The applicant verifies that all statements and information in this application are true and correct to the best of the applicant’s knowledge, information and belief; and makes these statements subject to the penalties of 18 Pa.C.S.A. § 4904, relating to unsworn falsification to authorities.

**Please complete and sign the below ownership category that best describes your business:**

If a Corporation, LLC, LLP or Association, please continue to next page.

INDIVIDUAL PERSON:

PARTNERSHIP: (one signature needed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature-General Partner

\_\_\_\_\_  
Signature-General Partner

\_\_\_\_\_  
Legibly Print Name

\_\_\_\_\_  
Legibly Print Name

\_\_\_\_\_  
Legibly Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**OFFICIAL USE ONLY** Registration - Deer Processor | Standards for Review: Chapter 57/CFR’s

**APPROVAL**, DATE \_\_\_\_\_ Owner was contacted with approval on \_\_\_\_\_

**DISAPPROVAL**, DATE \_\_\_\_\_ Owner was sent a denial letter on \_\_\_\_\_

Reasons for denial: \_\_\_\_\_

Reviewing Sanitarian: \_\_\_\_\_

CORPORATION or ASSOCIATION / NON-PROFIT ENTITY:  
(Minimum of one signature is needed.)

\_\_\_\_\_  
Name of Corporation or Non-Profit Entity

\_\_\_\_\_  
Signature of President / VP (circle which) Date

\_\_\_\_\_  
Legibly Print Name

\_\_\_\_\_  
Signature of Secretary / Treasurer (circle which) Date

\_\_\_\_\_  
Legibly Print Name

LIMITED LIABILITY COMPANY (LLC) or LIMITED LIABILITY PARTNERSHIP (LLP):  
(Minimum of one signature is needed.)

\_\_\_\_\_  
Name of LLC or LLP

\_\_\_\_\_  
Signature – Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Legibly Print Name

\_\_\_\_\_  
Legibly Print Name

\_\_\_\_\_  
Signature – Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Legibly Print Name

\_\_\_\_\_  
Legibly Print Name

**OFFICIAL USE ONLY** Registration - Deer Processor | Standards for Review: Chapter 57/CFR's

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Reasons for denial: \_\_\_\_\_

Reviewing Sanitarian: \_\_\_\_\_



# HUNTERS SHARING THE HARVEST

## PENNSYLVANIA'S VENISON DONATION PROGRAM

### Self Inspection Checklist for Hunters Sharing the Harvest Deer Processors

#### Personal Hygiene

- There is a strict personal hygiene policy in place.
- Outer clothing worn while processing will be neat and free from any contamination. Dirty clothing, aprons, uniforms and similar are removed or replaced when they become overly soiled and could be a source of contamination of the meat.
- A handwashing sink with hot and cold running water, soap and paper towels is conveniently located in the processing area, is accessible at all times and used frequently.
- Hair restraint is worn by all persons accessing the processing area when processing is occurring.
- Disposable gloves are properly used when possible for processing.
- Hands are frequently washed throughout the day or anytime when they may have become contaminated.
- There is no smoking, eating or drinking in the processing or storage areas. This will only occur in designated areas that will not contaminate food or food contact surfaces.
- No employee or owner will handle or process food when ill with fever, diarrhea, or gastro intestinal illness or if diagnosed with a foodborne illness.
- Any cuts or lesions on the hands or arms will be effectively covered with an impermeable bandage and covered with a properly used glove.

#### Storage Temperatures

- Refrigerators are all below 41°F
- Freezers are holding all foods in a frozen state (Approximately 0°F)
- A thermometer is in place and functioning in every refrigerator or freezer
- Temperatures are monitored frequently throughout the day
- Temperature log sheets records are maintained and on file for review

#### Meat Handling

- Meat product is properly processed under sanitary conditions
- All equipment for processing meat including cutting boards, knives, saws, grinders and similar have been properly cleaned and sanitized prior to use.
- Meat product is quickly packaged after processing and immediately stored under refrigeration
- Diseased or damaged meat is not processed or used
- By-product scraps are properly stored and disposed of in a manner not contaminating useable meat

# Self Inspection Checklist for Hunters Sharing the Harvest Deer Processors

## Continued...

- Meat is protected from chemical hazards such as sanitizers, cleaners and similar
- Meat is protected from physical hazards such as glass, acrylic fingernails, bandages, hair, dirt, unprotected light bulbs and similar
- Meat is protected from biological hazards such as harmful bacteria, viruses, parasites, and fungus that would render the product unsafe for human consumption

### Cleaning & Sanitizing

- A cleaning schedule is established for cleaning and sanitizing of all food and non-food contact surfaces
- Cleaning of equipment NOT used in a cold room that is below 41°F is cleaned and sanitized every 4 hours
- Cleaning of equipment stored and used in cold rooms (below 41°F) are cleaned and sanitized every 24 hours
- Cleaners used are approved for food contact surfaces
- All equipment is properly sanitized with an approved sanitizer (Chlorine or Quaternary Ammonia) at safe concentrations
- Test strips for sanitizers are available and used for testing of the sanitizer concentrations
- All chemicals are properly stored, labeled and used

### Pest Control

- The establishment is free of pests such as insect and rodents or similar
- Measures are in place to prevent entrance of pests (screens, door sweeps, closed sealed doors)
- Pest monitoring is regularly occurring (such as glue boards or visual inspections)
- If needed, a current pest control service is contracted
- Only a certified pest control operator shall apply any restricted use pesticides to my establishment
- If used, pest control records are available for review
- Use of glue boards or rolls, electrocuters, bug lights, rodent traps and similar are being done in a manner not to contaminate the meat or food contact surfaces

### Overall Establishment Maintenance and Operation

- The establishment is maintained in overall sanitary conditions
- Unnecessary equipment or broken equipment is removed from the processing area
- The processing area is maintained in a manner that allows it to be easily cleaned

Please note: This checklist is not intended to be an all inclusive list of items relating to food safety or to replace any regulatory requirements not mentioned herein.